

# Cabinet

Date: Tuesday 25 January 2022  
Time: 1.45 pm  
Venue: Committee Room 2, Shire Hall

## Membership

Councillor Isobel Seccombe OBE (Chair)  
Councillor Margaret Bell  
Councillor Peter Butlin  
Councillor Andy Crump  
Councillor Andy Jenns  
Councillor Kam Kaur  
Councillor Jeff Morgan  
Councillor Wallace Redford  
Councillor Heather Timms

Items on the agenda: -

## 1. General

### (1) Apologies

### (2) Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election or appointment to the Council. Any changes to matters registered or new matters that require to be registered must be notified to the Monitoring Officer as soon as practicable after they arise.

A member attending a meeting where a matter arises in which they have a disclosable pecuniary interest must (unless they have a dispensation):

- Declare the interest if they have not already registered it
- Not participate in any discussion or vote
- Leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests relevant to the agenda should be declared at the commencement of the meeting.

The public reports referred to are available on the Warwickshire Web  
<https://democracy.warwickshire.gov.uk/uuCoverPage.aspx?bcr=1>

**(3) Minutes of the Previous Meeting**

7 - 14

To approve the minutes of the meeting held on 7 December 2021.

**(4) Public Speaking**

To note any requests to speak on any items that are on the agenda in accordance with the Council's Public Speaking Scheme (see footnote to this agenda).

**2. Developing Our Council Plan 2022**

15 - 40

This report seeks Cabinet endorsement of the Council Plan prior to its submission to Council for approval.

Portfolio Holders – Councillors Isobel Seccombe and Andy Jenns

**3. 2022/23 Budget and 2022-27 Medium Term Financial Strategy - Updated Information**

41 - 76

Ahead of the Council meeting to be held on 8 February 2022 this report updates Cabinet on the emerging budget and the Medium Term Financial Strategy.

Cabinet Portfolio Holder – Councillor Peter Butlin

**4. Allocation of 2022/23 Dedicated Schools Grant**

77 - 90

The Dedicated Schools Grant (DSG) is the ring-fenced grant from Government that provides each local authority with an allocation of funding for schools and services for pupils. The report outlines the 4 blocks of the DSG, and the current proposals to allocate the provisional DSG allocation.

Cabinet Portfolio Holders – Councillors Peter Butlin and Jeff Morgan

**5. Treasury Management Strategy and Investment Strategy**

91 - 162

Prior to consideration at Council on 8 February 2022 this report sets out the Treasury Management Strategy and Investment Strategy for Cabinet endorsement.

Cabinet Portfolio Holder – Councillor Peter Butlin

**6. 2021-22 Financial Monitoring - Forecast Position as at Quarter 3**

163 - 262

This report sets out the current position regarding the Council's finances.

Portfolio Holder – Councillor Peter Butlin



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|------------|---|-----------|
| <b>7.</b>  | <b>Revenue Investment Funds 2021/22 - January 2022 Report</b><br>The report seeks Cabinet approval for the funding of initiatives through the Revenue Investment Fund.<br><br>Portfolio Holder – Councillor Peter Butlin  | 263 - 270 |
| <b>8.</b>  | <b>Warwickshire Recovery and Investment Fund Investment Strategy</b><br>This report presents a strategy document outlining the Warwickshire Recovery and Investment Fund Investment activities.<br><br>Portfolio Holder – Councillor Peter Butlin   | 271 - 296 |
| <b>9.</b>  | <b>Better Care Fund Plan 2021/22 Submission</b><br>A report seeking approval of the Better Care Fund 2021/22 Plan, following assurance and confirmation of approval to spend by NHS England, to enable a Section 75 agreement between Warwickshire County Council and Coventry and Warwickshire Clinical Commissioning Group to be entered into.<br><br>Portfolio Holder – Councillor Margaret Bell | 297 - 300 |
| <b>10.</b> | <b>Delivering a Healthier Warwickshire – Physical Health Improvement Services – Approval to Tender</b><br>This report outlines how Warwickshire County Council has an opportunity to re-design and commission a new integrated physical health service to support Warwickshire residents.<br><br>Portfolio Holder – Councillor Margaret Bell  | 301 - 328 |
| <b>11.</b> | <b>Warwickshire Design Guide</b><br>A report seeking Cabinet authorisation to endorse the Warwickshire Design Guide which has been prepared to provide direction and guidance to Developers and designers when planning and delivering highway infrastructure improvements to WCC's highway network.<br><br>Portfolio Holder – Councillor Wallace Redford   | 329 - 704 |
| <b>12.</b> | <b>Establishment of Warwickshire Property and Development Group (WPDG) Subsidiary</b><br>A report seeking approval for the establishment of a subsidiary company by Warwickshire Property and Development Group Limited (WPDG) for the delivery of estate management services.<br><br>Portfolio Holder – Councillor Peter Butlin  | 705 - 708 |

**13. Reports Containing Exempt or Confidential Information**

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972’.

**14. Exempt Minutes of the 7 December 2021 Meeting of Cabinet** 709 - 710

To consider the exempt minutes of the 7 December 2021 meeting of Cabinet.

**15. Warwickshire Recovery and Investment Fund Investment Bids** 711 - 734

An exempt report concerning the approval of Investment bids from the Warwickshire Recovery and Investment Fund.

Portfolio Holder – Councillor Peter Butlin

**16. Contracts for Property Maintenance Services of Building, Mechanical & Electrical Works** 735 - 738

An exempt report seeking approval to proceed with a procurement process for framework contracts for the provision of property maintenance services of building, mechanical and electrical works, with effect from 1st November 2022.

Portfolio Holder – Councillor Peter Butlin

**17. Warwickshire Property and Development Group (WPDG) Business Plan** 739 - 778

An exempt report presenting the Business Plan for Warwickshire Property and Development Group.

Portfolio Holder – Councillor Peter Butlin

**Monica Fogarty**  
Chief Executive  
Warwickshire County Council  
Shire Hall, Warwick

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### Public Speaking

Any member of the public who is resident or working in Warwickshire, or who is in receipt of services from the Council, may speak at the meeting for up to three minutes on any matter that features on the agenda. This can be in the form of a statement or a question. If you wish to speak please notify Democratic Services in writing at least two working days before the meeting. You should give your name and address and the subject upon which you wish to speak. Full details of the public speaking scheme are set out in the Council's Standing Orders.

### COVID-19 Pandemic

Any member or officer of the Council or any person attending this meeting must inform Democratic Services if within a week of the meeting they discover they have COVID-19 or have been in close proximity to anyone found to have COVID-19.

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# Cabinet

Tuesday 7 December 2021

## Minutes

### Attendance

#### Committee Members

Councillor Isobel Seccombe OBE (Chair)  
Councillor Margaret Bell  
Councillor Peter Butlin  
Councillor Andy Crump  
Councillor Andy Jenns  
Councillor Kam Kaur  
Councillor Jeff Morgan  
Councillor Wallace Redford  
Councillor Heather Timms

#### Others Present

Councillors Jo Barker, Judy Falp, John Holland and Jerry Roodhouse

### 1. General

#### (1) Apologies

No apologies for absence were given at the meeting.

#### (2) Disclosures of Pecuniary and Non-Pecuniary Interests

During the course of the meeting the following declarations were made.

1) With reference to agenda item 6, Annual Education Sufficiency Update 2021, Councillor Jerry Roodhouse declared a non-pecuniary interest as his daughter is employed at Peter's Place, Trinity School, Leamington Spa.

2) With reference to agenda item 12, All Age Carers Support, Councillor Jerry Roodhouse declared a non-pecuniary interest as a Director of Healthwatch Warwickshire.

#### (3) Minutes of the Previous Meeting

The minutes of the meeting of Cabinet held on 25 November 2021 were agreed as an accurate record.

#### **(4) Public Speaking**

There were no public speakers at the meeting.

## **2. 2022/23 Budget and 2022-27 Medium Term Financial Strategy – Background Information and Options**

Note – During the meeting Items 2 and 3 were transposed with item 3 being considered before item 2. However, these minutes adhere to the order of business as set out on the published agenda.

Councillor Peter Butlin (Deputy Leader of the Council) introduced the published report which he described as “ground zero” ahead of the council meeting in February. It was emphasised that the options before members are those developed by Corporate Board. They do not represent a draft budget proposal. Councillor Peter Butlin suggested that some tough decisions will be required particularly around tax increases to cover social care costs. In addition, the entire £45m identified out of reserves will be required. On a positive note, the meeting was informed of additional funding that has been made available to the council during the Comprehensive Spending Review. A new element to be considered is inflation. Previously this has not been factored in. It is now, however, back in the system.

Referencing page 52 of the report Councillor Judy Falp expressed concern over any cuts to Housing Related Support. In addition, she asked that Multi-Agency Risk Assessment Conferences (MARACs) and work on domestic violence continue to be supported.

Concerning Housing Related Support Councillor Izzi Seccombe (Leader of Council and Chair of Cabinet) told the meeting that Warwickshire County Council is the only upper tier local authority that continues to fund this. The service is primarily one for district and borough councils.

Councillor John Holland (Leader of the Labour Group) agreed that inflationary factors should be taken seriously. He counselled that SEND will continue to cost a great deal. Also, any increased income that the government realises from National Insurance is unlikely to be provided to local authorities to support adult social care.

Councillor Jerry Roodhouse agreed that the proposals to use increases in National Insurance to pay for social care are unlikely to benefit the council. The spending settlement will be for one year making planning difficult. Three years would have been preferable. He looked forward to seeing the levelling up paper, but this appears to be some way off.

Councillor Margaret Bell (Portfolio Holder for Adult Social Care and Health) acknowledged that discussions are required with district and borough councils concerning Housing Related Support. She assured Cabinet that she is aware of the uncertainties facing adult social care.

Councillor Andy Crump (Portfolio Holder for Fire and Rescue and Community Safety) welcomed any additional funding to tackle flooding. He noted the comments concerning MARAC and committed to speak to Councillor Falp about her concerns.

Councillor Peter Butlin agreed that central government does not appear to be helping with additional funding. Additional funds from increases in National Insurance are being directed to the NHS. None are coming to local authorities.

Good decision making in the past now allows the Council to develop a series of options he concluded.

Resolved:

That Cabinet:

- (1) Agrees to develop its draft 2022/23 Budget and 2022-27 Medium Term Financial Strategy proposals, taking into account the information and advice presented in the report; and
- (2) Authorises Corporate Board to begin any preparatory work necessary to deliver the budget proposals, prior to the final decision on the budget on 8 February 2022.

### **3. Developing Our Council Plan 2022**

Councillor Izzi Seccombe (Leader of Council and Chair of Cabinet) explained to the meeting that a new administration should “set out its stall” through its corporate plan. The plan sets out the council’s priorities and allows budget setting and action planning to take place. In terms of overall priorities, the new plan is not very different from the one it is to replace. It continues to focus on economic well-being and the protection of the most vulnerable. However, it now refers to making life better for all and to addressing climate change.

Councillor Andy Jenns (Portfolio Holder for Customer and Transformation) described the process of consultation that had been followed. Response rates had been encouraging although more engagement from communities in the north and east of the county would have been welcome. Overall, the proposed strategic objectives had been well received.

Councillor Jerry Roodhouse (Leader of the Liberal Democrat Group) welcomed the draft plan and agreed that a greater engagement by people in Rugby would have been beneficial. He added that it can be difficult for some people to engage with consultation but eventually service changes are made that will impact on them. Councillor Roodhouse questioned how well the content of the plan will translate into strategies and actions. He also wondered how transparent service delivery is. It was suggested that Power BI has a role in monitoring the effectiveness of the plan. Members need to make the best use of this.

Councillor Heather Timms (Portfolio Holder for Environment, Climate and Culture) welcomed the Council Plan noting that 897 people have now signed up for the “Voice of Warwickshire” initiative. She asked that the plan contain a reaffirmation of the pledge to plant one tree for each resident of Warwickshire.

Councillor Kam Kaur (Portfolio Holder for Economy and Place) emphasised that the plan serves as a guide to give direction. Under it will sit a series of compartments. People in the north of Warwickshire should be encouraged to engage in the overall process. She concluded that the council is good at producing strategies but needs to be better at establishing how well it is doing in their delivery.

Councillor John Holland observed that the May 2021 election was a major consultation exercise when it was possible to gauge people's views. He suggested that although Power BI is a useful tool for assessing progress there is a need for independent quality control. Internal Audit operates to support managers and tends to focus on finances. The delivery plan should be reflected in operational business plans and the job descriptions of staff.

Councillor Izzi Seccombe emphasised that through the plan it will be able to enhance the services provided by the council. Covid has prompted a deep dive in the county and enhanced people's understanding of it. The plan addresses the issues discussed by politicians ahead of the May 2021 election. Matters such as the economy and jobs are featured but people are also encouraged to help themselves.

Resolved:

That Cabinet:

- 1) Notes the messages from the Public Engagement exercise and the State of Warwickshire reports as presented in the report, and from the Covid 19 Recovery Closure report presented to the same agenda in relation to the development of the Council Plan and Medium-Term Financial Strategy
- 2) Endorses the proposed Areas of Focus and supports the next steps for finalising the Council Plan 2022-2027 as set out in the report.

#### **4. Covid-19 Recovery Plan**

Councillor Izzi Seccombe introduced the report reminding members that the COVID-19 recovery plan had been produced in the summer of 2020. Short life member working groups had been very successful in developing a way forward. Since then, a great deal of work had been undertaken by council staff, communities and partners. A fifth recommendation expressing Cabinet's thanks to staff was proposed and agreed.

Councillor Jerry Roodhouse echoed the comments of Councillor Seccombe. Staff, he said, are now tired and whilst Microsoft Teams has been of great use it has also served to apply greater pressure to staff members. Councillor Roodhouse considered that recommendation 3 is key. COVID will not go away and people need to be prepared for this. COVID needs to be moved from the exception into everyday business.

Councillor Heather Timms welcomed the proposed additional recommendation. She commended the Local Welfare Fund for its achievements especially with regards to free school meals and also the Green Shoots initiative which had been showcased at COP26 by the LGA.

Councillor Kam Kaur thanked staff for their efforts during the Pandemic. The council, she stated, had performed well during a difficult time.

Councillor Judy Falp commended ICT for the timely roll out of Microsoft 365. In addition, she thanked Monica Fogarty (Chief Executive) for the way in which she had kept everyone informed.



Councillor Any Jenns supported the additional recommendation noting how quickly staff were able to adapt to agile working.

Councillor Andy Crump observed how partners displayed a can-do attitude abandoning silos to get the job done.

Monica Fogarty assured Cabinet that their message of thanks will be relayed to staff. She concluded by observing that members' preparedness to step back and allow the staff to do their jobs was to be commended.

Resolved:

That Cabinet:

1. Notes the progress made on the implementation of the Council's COVID-19 Recovery Plan;
2. Supports the inclusion of the ongoing themes identified in section 2 of the report below in the development of the refreshed Council Plan 2022-2027;
3. Notes that actions that require a continued focus at Council level will be included in the Integrated Delivery Plan which will accompany the Council Plan (paragraphs 3.4 and 3.5); and
4. Gives approval to the publication of a document that summarises the impact of COVID-19 on Warwickshire and the progress contained in the report as part of the public communications for the new Council Plan.
5. Recognises and thanks all staff for their tremendous hard work and commitment to the people of Warwickshire during the Covid-19 Pandemic.

## **5. Annual Infrastructure Funding Statement 2020/21**

Councillor Peter Butlin summarised the published report explaining that whilst there is no obligation to produce such a document it is considered important that members be kept informed of the sources and destination of outside or developer funding.

There were no questions from the floor.

Resolved:

That Cabinet:

- 1) Approves for publication the Annual Infrastructure Funding Statement attached at Appendix 2.
- 2). Authorises the Strategic Director for Communities to approve for publication all future Annual Infrastructure Funding Statements.

## **6. Annual Education Sufficiency Update 2021**

Councillor Jeff Morgan (Portfolio Holder for Children, Families and Education) explained to Cabinet that the council has a responsibility to ensure that there are sufficient school places in any area. The target is to have 4% spare capacity in each area. However, population growth serves to make this increasingly difficult. Certain pressure points are already recognised eg secondary school provision in Polesworth and primary school provision in Baddesley. When there is a shortage it is important to hold discussions with trusts, schools and officers.

The five area meetings had proved successful as a means of communication issues with members and also gathering their views and understanding.

John Holland observed that most development to the south of Leamington and Warwick is close to Warwick. He suggested that Roman Catholic schools such Trinity in Leamington should offer places to Catholic children only. This was disputed by other members who noted that children from all faiths should be able to attend a Catholic school.

Councillor Margaret Bell thanked Councillor Morgan for the five local meetings that had been held to consider capacity. She agreed that Polesworth will present a major challenge as it is the location of much housing.

Councillor Jerry Roodhouse reminded Cabinet that children still need to cross from one side of Rugby to the other to attend school. This, he considered, is unacceptable. Regarding special education provision he considered that the situation regarding places will only deteriorate.

Councillor Jeff Morgan welcomed members' comments regarding the local schools capacity meetings. The update, he said, provides a useful picture but it is only a snapshot.

Resolved:

That Cabinet endorses the Annual Education Sufficiency Update 2021 and notes the proposed schemes to ensure sufficiency of school places in Warwickshire.

## **7. Outdoor Education and Learning Strategy**

Councillor Jeff Morgan opened this item by explaining that outdoor education can mean different things to different people.

The document placed before Cabinet is an enabling strategy, this being a good means of approaching policy and delivery. Development of the strategy had involved a number of members and those from educational settings. Councillor Jeff Morgan urged schools to include outdoor education in their curricula. It is unknown whether any similar strategies exist nationally, but it is thought not. The expectation is that the strategy and its implementation will result in a network of professionals in schools that can focus on outdoor education opportunities.

Councillor Jerry Roodhouse welcomed the strategy emphasising that it should be a stand-alone corporate document and not a sub strategy of the education strategy. Members agreed that this should be the case and added a statement to recommendation 2 to that effect.

Councillor Peter Butlin agreed that children should be given the opportunity to be educated outdoors. He observed that often the chances of this are determined by affordability.

Resolved:

That Cabinet:

1. Notes the recommendations made by Children and Young People Overview and Scrutiny Committee at its meeting on 16th November 2021 (attached as appendix 1); and
2. approves Warwickshire County Council's Outdoor Education and Learning Strategy as a corporate strategy of the Council (attached as appendix 2).

## **8. Constitution Review**

Councillor Andy Jenns introduced this report stating that the council is obliged to maintain an up-to-date Constitution.

Councillor Peter Butlin stated that the council is keen to speed up decision-making whilst maintaining good governance and transparency.

Councillor Andy Crump observed that flexibility is required when applying for government grants that have very short lead in times.

Resolved:

That Cabinet endorses the changes to the Constitution, Contract Standing Orders and Financial Regulations and recommends them to Council for approval.

## **9. Local Area SEND Inspection**

Councillor Jeff Morgan explained that the report before Cabinet covered the draft written statement of action produced in response to the Summer 2021 SEND inspection. This inspection covered partners eg Coventry and Warwickshire Partnership Trust and the Clinical Commissioning Group as well as the County Council. A series of strengths and weaknesses had been identified by the inspectors. Of the five areas for improvement two fall under the purview of the council. These were the online offer and the incorrect placement of some children. The online offer has been launched and work is ongoing to address concerns regarding child placement.

Councillor Izzi Seccombe noted that a combined meeting of the Children and Young People and Adult Social Care and Health Overview and Scrutiny Committees was due to be held to consider this. Children, she said, are best placed within their own community. Schools need to be well-equipped and feel confident to provide support.

Councillor Jerry Roodhouse informed members that a small member working group has been convened to monitor progress with service improvements.

Resolved:

That Cabinet:

1. Notes the outcomes from the Ofsted and CQC local area SEND inspection.
2. Endorses the progress made to date to deliver the Written Statement of Action (WSoA) and delegates to the Strategic Director for People, in consultation with the Portfolio Holder for Children, Families and Education, authority to make any changes necessary to finalise the WSoA for submission to Ofsted and the CQC by 24th December 2021.
3. Approves the request for additional one-off funding of £98,750 over the remainder of 2021/22 and into 2022/23 to support delivery of the Written Statement of Action, to be met from the 2021/22 underspend in Corporate Services and Resourcing.

#### **10. Reports Containing Exempt or Confidential Information**

Resolved:

That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972.

#### **11. Exempt Minutes of the 25 November 2021 Meeting of Cabinet**

Resolved:

The exempt minutes of the Cabinet meeting held on 25 November 2021 were agreed as an accurate record.

#### **12. All Age Carers Support**

Councillor Margaret Bell introduced this item and summarised the exempt report.

Resolved:

The recommendations as set out in the exempt report were agreed.

The meeting rose at 15:48

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Chair

## Cabinet

25 January 2022

### Developing Our Council Plan 2022

#### Recommendation(s)

That Cabinet

1. Approves the Council Plan and supporting State of Warwickshire evidence base for submission to Full Council in February 2022.
2. Authorises the Chief Executive in consultation with the Leader to make such minor amendments to the Council Plan as she considers necessary in advance of it being presented to Full Council for approval

#### 1. Background

- 1.1 The Council Plan sets our ambition, direction, and strategy for both Warwickshire and the County Council.
- 1.2 At its meeting of 8 July 2021, Cabinet approved the approach to the refresh of the Council Plan as part of a comprehensive Integrated Planning approach. At this meeting Cabinet also supported the top-level vision and strategic priorities for the Council.
- 1.3 In December 2021 Cabinet considered the draft Council Plan and endorsed the approach and the proposed three priorities for the Council and the seven areas of focus.
- 1.4 In doing so Cabinet considered the links and messages from the public engagement that had been undertaken, the Covid 19 Recovery Plan and the draft State of Warwickshire report.
- 1.5 Subsequently the Council Plan and State of Warwickshire report have been further refined and the Council Plan is presented for approval in this report alongside the Medium Term Financial Strategy (MTFS), which is presented in a parallel report, prior to submission to full Council.
- 1.6 The Council Plan represents the overall strategic and policy direction for the Council. The detailed deliverables, timescales, responsibilities, and performance metrics will be separately set out in a rolling two-year Delivery Plan, to be updated annually, and the refreshed Council performance

framework. These will be finalised following approval by the Council of the Council Plan, and then brought to Cabinet for approval later this quarter.

## 2. Our Approach

- 2.1 The approach to developing the new Council Plan this year is fully integrated and can be described as - **One Council, One Plan, One Budget**. Its development has been supported by an engagement exercise with the public, partners and staff which took place in the autumn of 2021.
- 2.2 The Council Plan communicates our priorities over the next 5 years. It seeks to achieve this through simplicity, making sense of the complexity of all the connected issues and breadth of the Council's strategic role and service delivery, while ensuring sufficient flexibility in approach to respond to rapidly changing, volatile and often ambiguous external conditions.
- 2.3 Our Medium-Term Financial Strategy (MTFS) will translate the direction set out in the Council Plan into a sustainable financial strategy. A separate paper on today's Cabinet agenda provides an update on the MTFS refresh and 2022-23 budget, which will be presented to full Council in February for approval, alongside the Council Plan.
- 2.4 These two key products will be supported by a wider suite of products as detailed below and explained in more detail in Section 4 of this report.

## 3. Our Council Plan

- 3.1 The purpose of the Council Plan is to set out the top-level strategic direction of the Council and to articulate the Council's vision and ambition for Warwickshire.
- 3.2 Our new Council Plan and Medium-Term Financial Strategy (MTFS) is responding to:
  - A changeable and uncertain external environment.
  - National policy drivers relating to climate change, the forthcoming Levelling Up White Paper (reference incorporate into the Council Plan) and Health & Social Care reform
  - The pressing issues and concerns of residents and businesses as highlighted through our public engagement survey (see Section 4.0).
  - The Council's climate emergency declaration and our commitments and aspirations in relation to climate change.
  - The ongoing focus on maintaining and supporting our recovery from Covid.
  - Reducing resources, increasing demand and cost pressures and supply challenges.

3.3 Our new Council Plan and Medium-Term Financial Strategy (MTFS) reflects:

- The strong foundations through delivery against the Covid-19 Recovery Plan and our transformation programme, as reported to Cabinet in December 2021, and a continuation of work we have started.
- Joining up, connecting, and working as One Council to focus our collective efforts and maximise their impact for communities and residents;
- Building on our work on Community Powered Warwickshire as a fundamental bedrock, and work done including Social Investment and Green Shoots funds, shielding hubs, Food Forum, community testing etc
- A sharper focus on prioritisation to balance rapidly increasing demand with available resource and funding, and to optimise the Council's impact on our communities and residents; and
- Our commitment to working with partners and communities to identify solutions to the challenges we face; to build on existing strengths and successes and to learn and improve from our experiences.

## 4 Our supporting elements

4.1 There are a number of integrated and supporting products in development that will accompany and support the Council Plan. Progress against each is set out below:

**Medium Term Financial Strategy (MTFS)** - The emerging MTFS is presented to Cabinet in a separate report on this agenda. This provides the detailed phasing for funding and resourcing our priorities.

**State of Warwickshire Report** - The State of Warwickshire report has been designed to provide the evidence base to the Council Plan, structured around the three Strategic Priorities. It reflects a broad range of data and analysis related to our priorities as well as beginning to look towards 2050 and future scenarios. The report will also act as the initial evidence base for informing the delivery of the Council Plan. The report was approved by Cabinet in December. A fully designed version will be presented to Full Council in February.

**Two-year Integrated Delivery Programme** - The direction set in the Council Plan will be translated into a single integrated delivery programme for the next two years which builds upon the Covid 19 Recovery Plan and sets out specific and trackable actions and responsibilities for delivery. This will provide the public with a clear programme of deliverables against the strategic ambitions set out in the Council Plan, improving transparency and accountability.

We will not distinguish within the plan between change and business as usual activity, which will sharpen the focus of our programme and simplify associated governance. This reflects the positive progress we have made through the transformation programme and the maturity of our delivery

capacity. This approach will align the whole organisation behind a simple, clear and prioritised programme of work, and improve our focus on impact and performance. This will combine the key service deliverables and change projects necessary to deliver the prioritised key areas of focus. In a climate where resources are constrained, prioritisation will be key, and the single integrated delivery programme will need to align closely with the affordability of the MTFs and capital strategy/programme.

The Delivery Programme will be presented to Cabinet for approval later this quarter.

**Key Business Frameworks** – As part of our integrated approach we are reviewing all our key business frameworks to ensure they support delivery of our Council Plan.

- **Strategic Risk Management Framework** – The Framework was approved by Cabinet in April 2021 and articulates the Council’s risk appetite across a range of strategic risk areas. It also offers a consistent and integrated approach to identifying and assessing risks associated with delivering the Council’s priorities.
- **Strategy Framework** – A new Strategy Framework has been developed to provide oversight and consistency to strategy development and maximise connections between strategies. Within the Council Plan relevant strategies have been aligned to the Areas of Focus and strategy action plans are being incorporated into the Integrated Delivery Plan.
- **Performance Management & Business Planning Framework** - Members have been engaged, through a cross-party working group, in the development of a refreshed Performance Management Framework. Considerable work, shaped by the member working group, will result in a new framework which will include three interconnected levels of measures: place-based outcome measures for the county; strategic measures of the Council’s performance in enabling delivery of those cross-cutting outcomes; and more detailed operational service-level measures. Together, these will help assess the delivery of the Council Plan, whether our performance is improving in areas relevant to the Plan, allow for escalation where they are not on track and give assurance on future trajectories. The framework will be considered for approval by Cabinet in March.
- **Consultation & Engagement Framework**– The Consultation and Engagement Framework sets out the approach to community and public engagement. Our new residents’ panel, called the Voice of Warwickshire, is now established with a representative group of up to 1,000 residents from across the county. In addition, beyond the Voice of Warwickshire, we are enabling the opportunity for more interactive, discussion-based engagement through an improved Ask Warwickshire platform. We will also continue to use existing engagement opportunities to talk to specific groups such as the Youth Council and our work with



the voluntary sector. Together, these mechanisms will provide a robust, blended approach to engagement where we can use the right tools at the right times with the right audiences.

- 4.2 This is a new and enhanced approach by the Council to integrated planning and it is anticipated that it will develop, iterate, and mature over successive cycles. The work we are doing this year sets a strong foundation and direction for work in future business planning cycles.

## 5. Financial Implications

- 5.1 The financial implications of the Council Plan will be addressed by the Medium-Term Financial Strategy, emphasising the importance of an integrated approach. Our ongoing work to support the preparation of the 2022-23 budget and MTFS refresh will continue to emphasise the link between available resources, priorities and pressures on both supply and demand.

## 6. Environmental Implications

- 6.1 The Environmental Implications of the Council Plan are a key consideration and are reflected in the *Sustainable futures* priority and *Climate change* Area of Focus.

## 7. Timescales associated with the decision and next steps

- 7.1 Subject to Cabinet approval, the final version of the Council Plan will be considered by Full Council in February 2022.
- 7.2 Following Full Council, a communication and engagement plan will support the launch of the Council Plan and the supporting elements with staff, the public and partners from February onwards

## Appendices

- 1. Appendix 1 – Council Plan

## Background Papers

- 1. Council Plan and Integrated Planning 2022 – 2026, Cabinet – 8 July 2021
- 2. Council Plan 2022 – Cabinet – Dec 2021

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

**Warwickshire County Council**

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# Council Plan

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# Contents





# Our ambition for Warwickshire

## Welcome to the Warwickshire County Council Plan.

Warwickshire is a fantastic, historic County with so much to offer. We want everyone who chooses to live, work, do business, study or visit here to have the very best experience possible.

We have all had a tough time recently. COVID-19 has affected us in so many ways. This Council Plan is all about moving forward and building a happy, healthy, prosperous and sustainable future for you and your families, for the County's businesses and for our environment.

Our County has a great tradition of stepping forward to meet big challenges and the last two years have highlighted that. Thousands of people and organisations have worked together to tackle COVID-19 and protect those at greatest risk. We have challenged inequalities and social disadvantage, protected the economy, and looked out for each other's physical and mental wellbeing.

Collectively, we have found new ways to solve problems and make a difference.

The combination of financial pressures and increasing demand for services, will require new ways of doing things. We will continue to deliver and improve those key services upon which so many of us rely. We will develop more digital solutions,

improve value for money and find new, better ways to do things, working with our partners.

But the future we face holds both challenges and opportunities.

- Moving to net zero
- Providing affordable and sustainable homes
- Reimagining our town centres
- Keeping our communities strong
- Making sure all our children enjoy better health, living standards and educational opportunities
- We know too that the digital revolution will not only change the way we work and live our lives but also contribute to the economy
- Traditional public service delivery models and funding will no longer be capable of meeting need in a world that reflects these changes

This plan is about Warwickshire stepping forward to meet those challenges, taking bold and radical action to level up opportunities and tackle climate change. It sets out how we plan to achieve our ambitions against the backdrop of these challenges and opportunities.

So, regardless of whether you live, work or study in the County we want you to understand that we want the very best for you and your family, and for you to feel proud of where you live and our shared environment. We are determined to help you live your best lives, to spread opportunity and to protect future generations by tackling climate change.

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**“This plan is about Warwickshire stepping forward to meet our big challenges, taking bold and radical action to level up opportunities and tackle climate change”**

Our ambition remains to make Warwickshire the best it can be, sustainable now and for future generations. We want Warwickshire to be a brilliant County in which to grow up, work and prosper and grow older:

A County with a **thriving economy and places** with the right jobs, skills, and infrastructure.

A place where **people can live their best lives**; where communities and individuals are supported to live safely, healthily, happily and independently.

A **County with sustainable futures** which means adapting to and mitigating climate change and meeting net zero commitments.

This plan seeks to harness the power, energy and collective endeavour of the community spirit shown during the Pandemic. We will provide, and support, strong local leadership, working to the highest standards, and work with communities to create and enhance a real sense of pride in our places.

Now is the time for us to step forward together as we look to the next five years in which we will write the next chapter of our shared story. Across Warwickshire's diverse communities, we will meet our long-term challenges with the same energy, common purpose and commitment that has characterised our response to the Pandemic.



**Cllr Izzi Seccombe OBE**  
*Leader,  
Warwickshire County Council*



**Monica Fogarty**  
*Chief Executive,  
Warwickshire County Council*

# Our ambition for Warwickshire

## Three strategic priorities



We want Warwickshire to have a **thriving economy and places** that have the right jobs, skills, education, and infrastructure.



We want to be a County where all **people can live their best lives**; where communities and individuals are supported to live safely, healthily, happily and independently.



We want to be a **County with a sustainable future** which means adapting to and mitigating climate change and meeting net zero commitments, so that so our generation ensures future generations can live well and reap the benefits of a sustainable and thriving Warwickshire.

## Seven areas of focus



Create vibrant places with safe and inclusive communities



Deliver major infrastructure, digital connectivity and improved transport options



Promote inclusive, sustainable economic growth, successful business, good quality jobs and future skills



Tackle climate change, promote biodiversity and deliver on our commitment to Net Zero



Deliver our Child Friendly Warwickshire strategy - Happy, healthy, safe children



Through education, improve life opportunities for children, young people and those with special educational needs and disabilities



Support people to live healthy, happy, and independent lives and work with partners to reduce health inequalities

**To make this happen, we will be a great Council and partner:** One which harnesses community power, uses data and digital solutions to improve service efficiency and is a great organisation to work in with outstanding leadership and a talented agile workforce.

# Stepping forward: developing our approach to aspiration and opportunities for all

Warwickshire is a proud and historic County that sits at the heart of England. It is a fantastic place to live, work and do business for most people. We have a thriving economy, high life expectancy, strong educational attainment and provision, including two world class universities, and low levels of young people not in education, employment or training.

But there are gaps we must address in terms of longstanding disparities, compounded by Covid-19 - access to quality jobs, poor health, low educational attainment and poor

connectivity. These disparities mean the success you enjoy in life is too dependent on where you live and who your parents are. Six of our 339 localities are in the top 10% most deprived in the country. Disparities exist in both place and for particular groups.

We need to tackle these differences to spread opportunity, embed aspiration and improve social mobility. This is a huge opportunity to help more people fulfil their potential in life and unleash the full potential of our County and all of its communities.

Our Community Powered Warwickshire approach is fundamental to tackling these disparities. We will work with partners to harness the power of communities to offer greater control over their lives and places, help improve outcomes and encourage innovation in service delivery.

## **We will build on the following principles:**

**A joint mission:** We will bring together our partners from across Warwickshire's public, private, voluntary and community sectors to work together on levelling up. We will work closely with Government and regional bodies so that Warwickshire benefits from opportunities to do more locally and deliver on wider national and regional agendas.

**A long-term approach:** addressing disparities and increasing social mobility will take decades. As there are no quick fixes, our approach will commit to making sustainable progress on long-term issues.

**Addressing root causes:** we will use data, insight and partnerships to tackle the root causes of complex issues, rather than the symptoms.

**Strengths-based:** we will build on the strengths of individuals, communities, places and interest groups to improve quality of life for them. Our approach will not hold back other places or groups where things are better.

**Data-driven:** we will use data to track our long-term trajectory and progress, using national benchmarks wherever possible. We will learn and evolve our approach.

**Targeted and tailored to communities of place and interest:** Based on data and insight, we will target the communities of place and communities of interest that need most support. Building on their strengths, we will help them build the capacity to improve things in the long-term, tailoring our approaches to local circumstances.



## This Council Plan sets out our ambitions for levelling-up under our three priorities:



**Thriving economy and places** – our focus will be on increasing people’s pride in where they live. We will target investment in major infrastructure and regeneration to boost social mobility and living standards where they are lower. We will help transition to a decarbonised economy providing high quality jobs, living standards and good prospects, supporting those who most struggle to find and sustain work.



**People can live their best lives** – our focus will be on helping people live long, healthy, happy and independent lives. We will help communities tackle the long-term root causes of disparities in health and educational outcomes, including well-being, poverty, loneliness and social isolation. We will help our children and young people get the start in life, education and skills they need, focusing on early years, those with special educational needs and attainment gaps.



**Sustainable futures and climate change** - climate risks will disproportionately impact the poorest and most vulnerable, so our Countywide climate change strategy must ensure our descendants can live in a sustainable County with good opportunities and quality of life. We will manage the transition to net zero in a way that widens opportunities through the growth of high value, green-related business sectors and jobs. We will mitigate risks to people’s quality of life from climate change, for example flooding and extreme weather. We will provide active travel options, support people to make behavioural changes, and invest in our biodiversity.

The £1m Warwickshire Social Impact Fund has a focus on tackling exclusion through community powered approaches, especially in those areas and among those groups most affected by COVID-19. Whilst funding was awarded before the end of the financial year 2021/22, projects will continue for up to 18 months, and the enduring impact will be felt long after this. The learning from this will inform our longer term community powered approaches.

We are expecting the Government to publish its White Paper on levelling-up in early 2022. The County Council has a unique role to convene all of the partners together to shape and deliver the long-term levelling-up mission for the County, working in a whole system way as we have throughout the Covid-19 Pandemic.

After the White Paper is published, building on the Council’s Tackling Social Inequalities in Warwickshire strategy, we will develop - with our partners - a County-wide approach to levelling-up and aim to publish this by July 2022.

**Where Warwickshire has strengths, we will maintain and build on these. Where there are opportunities, we will embrace them. And where there are challenges, we will tackle them.**

There are **583,800** people living in Warwickshire, **38,100** (6.5%) of whom live in the 20% most deprived areas in England and Wales. Of these, around **9,000** are children aged 16 or under.

Warwickshire has an **older population profile** than the rest of England. By 2043 almost a quarter of our population will be 65 or over, and **14%** will be aged 75 or over.

The **average time in poor health** is **19.9 years** for women and **15.5 years** for men in Warwickshire.

**Life expectancy** is **8.2 years lower for men** and **5.7 years lower for women** in the most deprived areas of Warwickshire than in the least deprived areas.

In 2021, 3.8% of 16/17 year olds in Warwickshire were **not in education, employment or training** (NEET). This is lower than the West Midlands and national average.

**Education attainment levels** in Warwickshire across all key stages were better in 2018/19 than The West Midlands and England averages.

At Key Stage 4 (young people aged 14 - 16) there was a **37% gap in educational attainment** between disadvantaged pupils and non-disadvantaged pupils

In 2020/21, Warwickshire had the highest proportion of older people who were **still at home 91 days after discharge from hospital** into reablement or rehabilitation services out of all county local authorities nationally.



Around 19,000 children live in relative **low-income families**.

**You told us:** *Helping to support **happy, healthy and independent lives** is one of the top three areas we should invest in if resources were available.*

*When we asked our residents what could we do to help improve life in Warwickshire for future generations, the most popular responses were improvement of **sustainable or green travel** and general **environmental concerns**.*

Warwickshire has a higher than average proportion of households classed as **fuel poor**. Pressure will increase as prices continue to rise.

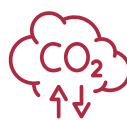


Warwickshire's economic output has been strong over the last decade. In 2019, we ranked **10th amongst all English counties**.

Levels of **pay** have consistently increased during the last decade, and are above the England average and 8th highest amongst all English county local authorities.

The number of **people claiming Universal Credit and Job Seekers Allowance** increased significantly in March 2020 but has decreased since restrictions eased in April 2021.

Unemployment in Warwickshire is **lower** than both the West Midlands and England.



Warwickshire had the third highest **CO2 emissions** per capita of all English county local authorities in 2019. Being at the hub of an excellent motorway network means transport emissions are a particular challenge for us.

The rate of publicly available **electric vehicle charging points** has more than doubled in Warwickshire over the past two years and is slightly above the national average.

The percentage of **household waste** sent for reuse, recycling and composting in Warwickshire remains above the national average.

For further information see the State of Warwickshire report or visit **data.warwickshire.gov.uk**

# Our financial position

Local authorities are required by law to have a balanced budget. For us this means a sustainable, balanced budget based on sound assumptions, which shows how our spend will be managed within the income available to us over the short and medium term. We have a rolling five-year Medium-Term Financial Strategy which helps us to plan ahead, taking into account government grants, business rates and Council tax income. Our approach helps us do this in a planned and prudent way, so we make effective use of the funds available to us to provide good quality services for our residents. Where appropriate, we will invest in physical assets to benefit those who live in, work, and visit the County.

The economic situation we face remains hugely challenging, due to growing inflationary risks, supply and labour shortages, and the demand for services rising more quickly than our resources. The direct and indirect impacts of these

factors are unknown and continue to be highly volatile. Adding to the mix, we are dealing with the on-going financial impact of COVID-19 and delivering on our ambition to invest in recovery.

Our Medium-Term Financial Strategy will be reviewed at least annually in order to remain dynamic, robust, ambitious, and ensure we continue to be financially sustainable. We will use reserves to manage financial risk over the medium term. Any reserves not needed to manage financial risk will be used for time-limited investment to support the delivery of the Council's outcomes or to deliver savings and reduce demand in future years. We will continue to become more commercially minded in how we run services and make decisions. This will ensure the Medium-Term Financial Strategy for 2022-27 will be fully balanced on an ongoing basis and we will remain financially resilient.

**FINANCE TABLE HERE**

# Create vibrant places with safe and inclusive communities



## Area of focus

### What this means for you

You will feel a powerful sense of belonging to your neighbourhoods and **feel proud of the places in which you live**. This means making sure that major infrastructure developments are delivered alongside the **social infrastructure** required to build thriving communities.

We will **work with and engage communities to develop and improve** the opportunities for you. Targeting local needs in the most deprived areas of our County.

You will see **viable and flourishing town centres and green spaces** that can be enjoyed by everyone. We will listen to what is important to you and work with you to make sure your communities can tackle local issues and develop solutions that work for you.

We know that safety and wellbeing is important to you – **you will be safe and feel safe and feel supported, not isolated**. You will have **access to information and services** that help to keep you, your family, your home, and workplace safe. And as a consumer **you will be protected and informed** by our Trading Standards service.

Warwickshire Fire & Rescue Service ensures that you will be provided with a suitable and sufficient response, enabling you to **live, work and travel in Warwickshire safely**.

We will work with you to **reduce crime, domestic abuse, child exploitation and youth violence** across the County.

### We will achieve this by...

- Working with our communities and partners to reimagine our town centres and create vibrant, quality neighbourhoods that enhance people's lives, strengthen their sense of belonging and generate pride in our diverse places.
- Helping residents to feel safer by working with partners to reduce crime and anti-social behaviour.
- Reducing domestic abuse and violence, and supporting victims.
- Developing and embedding joined-up approaches to fire prevention, protection and response.
- Our Fire and Rescue Service will deliver prevention, protection and response activities and will enhance its performance through developing a workforce that better reflects our communities.
- Promoting road safety and reducing the level of fatalities and serious injuries.
- Building on our COVID-19 response by working with partners to create and embed volunteering opportunities and support our voluntary and community organisations to increase local and social activities.

### Strategies which support this:

- Warwickshire voluntary and community sector strategy 2020-2025
- Warwickshire Fire & Rescue Integrated Risk Management Plan



# Deliver major infrastructure, digital connectivity and improved transport options



Area of focus

## What this means for you

You will see **long-term infrastructure plans** which will enable us to make the greatest positive difference to levelling up our communities. The plans will be integrated with those long-term transitions such as **achieving net zero**.

You will see those plans reflect the need for **sufficient affordable housing** in line with the predicted population growth, and **tackling homelessness**. Additional housing and business premises will help you to find **a good place to live and work**.

You will be able to use **a transport network that is fit for purpose**, well-connected, in a good condition, utilises green technology and is safe for users. Through our investments in infrastructure, **you will have more opportunities to make choices that support the environment**. It will be easier for you to make more sustainable journeys such as **cycling, walking or using public transport**.

Your quality of life will be improved by **digital connectivity**. It is revolutionising the way we live, work, do business, learn, and socialise. Digital connectivity is creating **employment opportunities** and increasing the ability for hybrid working.

You will have **access to high-speed broadband** and 5G whether in the countryside or town.

## We will achieve this by

- Creating a long-term Infrastructure Strategy across the County, and implementing our new capital management framework
- Creating opportunities for investment to provide homes, including the priority worker help to buy scheme, commercial premises and infrastructure in the County through the new Warwickshire Property and Development Group.
- Investing in property and infrastructure through the Warwickshire Recovery and investment fund, to encourage business development and growth and create jobs.
- Delivering on the new Local Transport Plan, enhancing our transport network to support health, well-being and sustainability. This Plan will prioritise active travel, implementing electric vehicle technology and refreshed public transport options for our residents.
- Rolling out Full Fibre and 5G connectivity across Warwickshire with a priority focus on areas, particularly rural ones, that are hard to reach.
- Prioritising renewable energy and infrastructure.

## Strategies which support this:

- Local Transport Plan 2011-2026 (including associated/integrated)
- Digital Infrastructure strategy





# Promote inclusive, sustainable economic growth, successful business, good quality jobs and future skills



## Area of focus

### What this means for you

Your quality of life will improve as a result of **more businesses in the County**, giving you more employment opportunities and more **high quality jobs** paying good salaries.

We will continue to prioritise regeneration activity where there is lower economic growth and higher unemployment, including amongst young people. You will see **improved social mobility and opportunity for everyone** regardless of their background.

You will see a focus on investment that supports key economic sectors, industries and skills that we need in Warwickshire to **power sustainable growth and the transition towards a net zero economy**.

Sustaining growth and economic success will require our key sectors to innovate and adapt and for us to attract inward investment. You will see the **growth of new high-value and green-related sectors** and we will provide the support, space and tools that businesses need to grow and thrive in Warwickshire.

You will have **access to the skills you need to find the work that you want** within the County.

And you will see a **vibrant cultural offer** across Warwickshire that is accessible and relevant to everyone; to attract more visitors to the County, support economic growth and improve health and well-being.

### We will achieve this by

- Supporting investment, sustainable growth and future employment opportunities in through our £140 million Warwickshire Recovery and Investment Fund.
- Creating the conditions and helping support new businesses to start, scale and grow to power the Warwickshire economy.
- Maintaining forward momentum to support future economic shifts and build on opportunities such as the move to green technologies, developments in automation and anticipating future societal trends.
- Working with our partners and businesses to transition towards a goal of decarbonising the Warwickshire economy.
- Working with our world class universities on research and development to power growth and innovation.
- Creating the conditions to ensure there are well-paid jobs in the County and developing the future skills that our priority sectors need to be successful.
- Attracting inward investment into Warwickshire, promoting the County nationally and internationally as a great place to do business.
- Attracting tourism and maximising the benefits of Warwickshire's magnificent heritage, culture and visitor economy.
- Promoting and supporting regeneration to create prosperity and opportunities for growth, particularly in places with the lowest social mobility.

### Strategies which support this:

- WCC Economic Growth Strategy 2020-25



# Tackle climate change, promote biodiversity and deliver on our commitment to Net Zero



## Area of focus

In 2019, the Council declared a Climate Emergency. We know that there is also strong support and commitment across the County to address climate change.

We want to reduce the Council's carbon footprint to net zero by 2030 and want to work with all our partners and residents in Warwickshire to support the County to do the same no later than 2050.

### What this means for you

You will see more local community-based activity playing a part in **mitigating the effects of climate change**.

You will be supported by infrastructure and **new technologies**, such as **electric vehicles** and **renewables**.

You will have access to **information to help you to understand what you can do to play your part in tackling climate change** and ensure you have more opportunities to make choices to decarbonise your daily lives.

Our **focus on biodiversity and environmental stewardship** will provide you with pleasant green spaces and trees to enjoy across the County as well as contributing to achieving and offsetting our net zero targets.

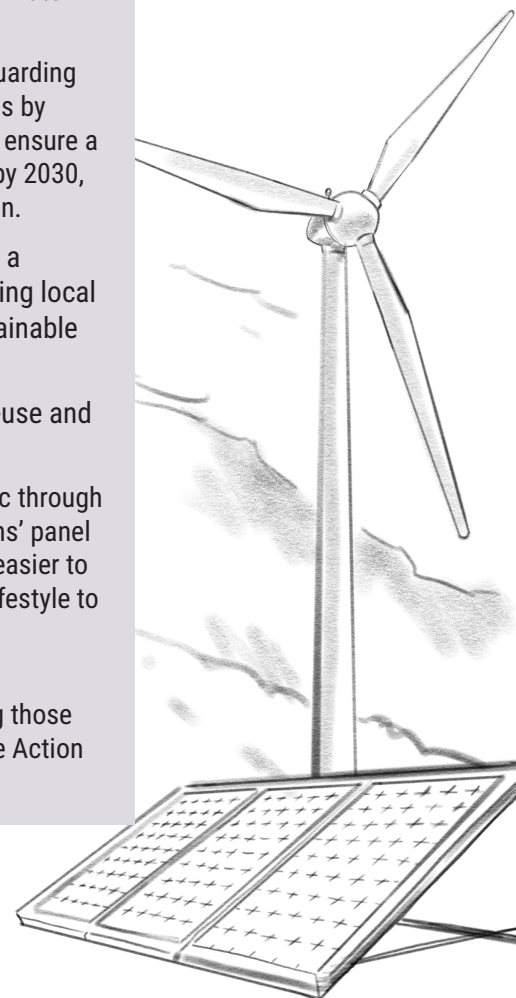
You will have **open and transparent information about progress towards our net zero targets**. You will see your Council **continue to reduce its own carbon footprint** and impact on the environment.

### We will achieve this by

- Producing, with public sector, business and voluntary sector partners and Government, a costed plan and trajectory for the County to be net zero no later than 2050, that is clear with Government about resources and support necessary to deliver national and local aspirations on net zero.
- Becoming a net zero Council by 2030, focusing particularly on our buildings and fleet.
- Through our 'Green Shoots' community climate change fund, and engagement with communities and partners, enabling residents to decarbonise and change their behaviours to mitigate the climate emergency.
- Promoting biodiversity and safeguarding natural species, habitats and areas by implementing our commitment to ensure a tree is planted for every resident by 2030, and improving biodiversity net gain.
- Embedding our plans to develop a sustainable economy by promoting local shopping, active travel and sustainable transport systems.
- Minimising waste, increasing re-use and recycling
- Engaging creatively with the public through our 'Voice of Warwickshire' citizens' panel and other approaches to make it easier to make changes in behaviour and lifestyle to support our push for net zero.
- Supporting the UN Sustainable Development Goals by embedding those areas relevant to us in our Climate Action Plan and tracking our progress.

### Strategies which support this:

- Local transport plan 2011-2026
- WCC waste core framework and strategy-2025
- Net zero strategy under development



# Deliver our Child Friendly Warwickshire strategy - happy, healthy, safe children



## Area of focus

### What this will mean for you

Children and young people in Warwickshire will be supported **to get the best outcomes in life**, particularly those who are most vulnerable and at risk.

Children and young people will have places to play and a healthy environment. They will **attend good schools** and they will be **involved in decisions** which affect them.

More children will **live safely, at home** with their families.

Children in care will have **high quality foster care** and **residential placements**.

**Fewer children and young people** will enter the criminal justice system.

Children and young people have access to **technology to support their learning at home**.

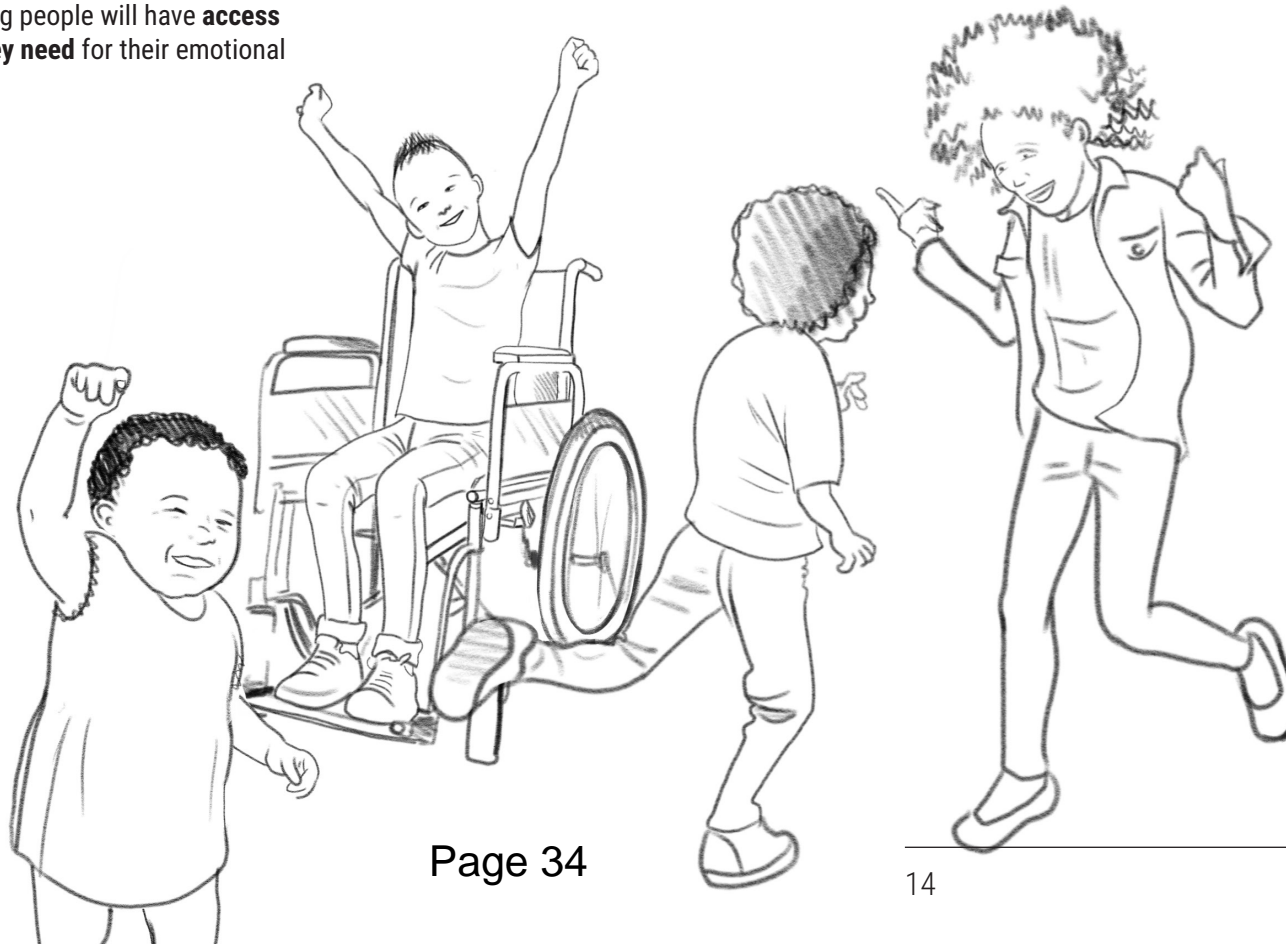
Children and young people will have **access to the support they need** for their emotional health.

### We will achieve this by

- Supporting children and young people to remain happy, healthy and resilient by promoting physical and mental wellbeing.
- Ensuring children and young people are safe from harm and the most vulnerable are protected.
- Supporting families to make positive changes so that children have better life outcomes.
- Supporting young people to be heard, be active citizens and contribute to adult life.
- Providing easy access to local multi agency support for the whole family through the development of Family Hubs.

### Strategies which support this:

- Warwickshire Children and Young People strategy 2021-30
- Warwickshire Education Strategy 2018-23





# Through education, improve life opportunities for children, young people and those with special educational needs



## Area of focus

### What this will mean for you

More children living in the most disadvantaged parts of the County **will be school ready**.

There will be **sufficient early years and school places in Warwickshire** including for learners with Special Educational Needs and Disabilities (SEND).

The needs of children and young people with SEND will be **better supported**.

More schools and settings in the most disadvantaged areas of Warwickshire will be judged as good or outstanding.

Young people will be able to **access education and develop the skills** they need for a successful future.

Children and learners requiring help to catch up with their education **will continue to be supported**.

Where there are **lower educational attainment levels**, these **will be improved**.

There will be better **understanding of behaviours in schools**, leading to a **reduction in the number of fixed-term exclusions**.

**More children will achieve good GCSE** and Level 3 qualifications.

More of our 16 - and 17 year-olds will be **in education, employment or training**.

There will be **more supported routes** into employment for our more vulnerable learners, with an increase in supported internships.

### We will achieve this by

- Supporting early years providers to enable all young children to be ready for school and to achieve their potential, particularly those from disadvantaged backgrounds.
- Supporting children to achieve at all levels of learning; to be well prepared for the future of work and have skills for life.
- Ensuring that we have sufficient early years and school places to meet the demographic needs of the County.
- Working with local universities and other partners to improve educational attainment and social mobility, particularly focusing on areas of the County where educational attainment is lower, for example implementation of the Nuneaton Education Strategy.
- Helping our children and young people to catch up on their education post COVID-19.
- Supporting everyone with special educational needs to fulfil their potential. Transforming our SEND provision, through our change programme and universal offer through co-production and building on relationships with parents, carers and learners.
- Working with our NHS partners to tackle waiting times for Autism Spectrum Disorder assessments and provision.
- Through our Fair Chance Employer initiative and employment support services, creating opportunities for people with SEND, particularly those with Autism Spectrum Disorder, to progress to sustainable employment.

### Strategies which support this:

- Warwickshire Education Strategy 2018-23
- Warwickshire SEND & Inclusion Strategy 2019-23

# Support people to live healthy, happy, and independent lives and work with partners to reduce health inequalities



## Area of focus

### What this will mean for you

When you talk to us, **we will listen and focus on what matters to you**, your **strengths**, your personal networks, and the things available to you in your community.

You will see the differences in **healthy life expectancy** across the County tackled.

You will have **easy access to accurate information** to enable you to maintain your health and independence.

You will see an **improvement in mental health and well-being** across the population, and you will be able to access community support if you have mental health issues, dementia or are feeling lonely.

You will **live in a safe environment that is connected to your community**, with **good air quality** and opportunities for **physical activity**.

If you are living with long-term conditions or a disability, **you will be supported to better manage your own personal care**, reducing your reliance on secondary care.

You will benefit from access to **digital and assistive** technology to support healthy, independent living.

You will **not have to stay in hospital longer than you need to**, because support will be available to you, at home, sooner.

### We will achieve this by...

- Supporting the most vulnerable and disadvantaged adults to live independently, and in good health by building on their strengths, while reducing the need for hospital or long-term care.
- Supporting and safeguarding those in care, ensuring the health and social care system helps Warwickshire contain COVID-19 as we learn to live with it, and help people's recovery and access to services.
- Working with partners and communities to support people who are homeless and to improve access to services.
- Reducing inequalities in health outcomes by acting on the wider determinants of health, targeting support for healthy, physically active lifestyles where it is most needed.
- Targeting action towards the areas and population groups with the highest gaps in life expectancy and poorest health outcomes.
- Ensuring sustainable access to services and support for those who need it the most such as addressing food poverty through the Warwickshire Food Forum.
- Working with our partners to deliver an integrated approach to mental and physical health and social care across the County in line with the implementation of the new Integrated Care System in Warwickshire.
- Ensuring health and wellbeing is integral to all aspects of the Council's work and across our strategic priorities.
- Promoting financial and digital inclusion, targeting help to those most economically vulnerable.

### Strategies which support this:

- Warwickshire Health & Wellbeing Strategy 2021-26
- Director of Public Health annual report
- Integrated health & care strategy
- Coventry & Warwickshire Health Equalities Strategic Plan - *under development*
- *Joint Strategic Needs Assessment*





# Be a great Council and partner

## Why this is important

We are a strong Council, performing well in most areas. Our external auditors have given 'green' ratings for our financial sustainability and governance, despite demand for services continuing to increase beyond our resources.

Our previous change programme put us in good shape to meet the challenges of COVID-19. The lessons of the Pandemic have fundamentally altered our service delivery models; how we work with partners to support, engage and communicate with our communities; and our organisational culture and how and where our staff work.

As we step forward, increases in demand will

continue and remain significant. This requires new ways of doing things to maintain value for money and financial resilience. We need to deal effectively with key transitions: rapid social and technological shifts, particularly automation and the changing nature of work; using digital solutions to provide the simple, effective service delivery options you expect. And by getting our data right we can best target resources and activity to address growing inequalities.

We know that change will be a constant. To remain fit for the future, and to be a great Council and partner, we want to be known for three things in delivering our priorities:

### Strategies which support this:

- Digital and Technology Data (being revised)
- Customer Experience Strategy 2020-25
- Our People Strategy
- Investing in Warwickshire Capital Strategy 2021-31
- Procurement Strategy
- Voluntary and Community Sector

## 1. Harnessing Community Power

The Council will harness the power of communities to tackle inequality and social inclusion through a community-powered approach. This requires us to work differently with residents, communities, and partners. We will build on their strengths and assets and keep alive the community spirit, so powerful before and during COVID-19.

This will change our relationships and requires new ways of communicating and engaging with citizens and communities. We will change from 'what will the Council do' to 'what do we want to do together, and how could the Council support the community to deliver it?'

### We will achieve this by

- Working with our partners and communities to develop a simple Community Powered Warwickshire offer to embed our community-powered approach.
- Running innovative projects to test, and embed, our community power model.
- Developing an evaluation framework to track progress against the Community Powered Warwickshire offer, and we will convene an annual conference with communities and partners.
- Refreshing our approach to communications and engagement to support community powered approaches, including our new 'Voice of Warwickshire' residents' panel.

## 2. Using our data and digital solutions to improve service delivery

We have made huge progress developing our digital services, and our infrastructure and data capabilities. This has enabled the Council to move successfully, overnight, to hybrid working.

We will build on this strong foundation through enhancements to our digital infrastructure and redesigning our customer services so that they are simple, fast and effective. We will transform our data to help us target resources where they will make the biggest impact

### We will achieve this by

- Redesigning services to focus on prevention, improved outcomes and reduced cost through our customer experience programme.
- Developing and delivering our customer promise, making it easy for you to access our information and services, giving you a positive customer experience.
- Using evidence, data and insight to target resources and maximise performance.
- Using simple, clear and integrated digital technologies to improve service delivery.

## 3. Our people and the way we work

Our people strategy aims to make the Council a great place to work where diverse and talented people are enabled to be their best, excel and innovate. We have made great progress on this vision.

Changes in how we work bring opportunity to reduce our estate and carbon footprint and improve value for money. We will continue to focus on building an inclusive and diverse organisation, promoting staff well-being, and developing our leadership and culture.

### We will achieve this by

- Delivering our Equality, Diversity, and Inclusion programme to create a positive and welcoming culture in which everyone can thrive.
- Being a great employer with the right culture and leadership, recruiting and developing a talented, diverse and resilient workforce, whilst supporting their wellbeing.
- Striving to maintain high standards in everything we do.
- Investing in modern ways of working and redesigned core work settings.
- Developing the right skills and culture to support innovation, continuous improvement, our net zero ambitions and community-powered ways of working.

# Making the plan work



**Delivery Programme** - Our plan will be supported by a single integrated delivery programme which we will refresh each year on a rolling basis, alongside the annual Medium Term Financial Strategy. We will publish the delivery plan and progress updates on a quarterly basis.

**Key Business Frameworks** – We have reviewed all our key business frameworks to ensure they support delivery of our Council Plan.

**Performance Management Framework** – this will allow us to assess delivery of the strategic objectives and ensure we monitor the measures indicating performance and direction of travel.

**Community Engagement** – we will enhance opportunities to capture feedback and ideas from our stakeholders. We have launched a new residents' panel, 'Voice of Warwickshire', and we are improving our consultation and engagement platform 'Ask Warwickshire' to include more interactive, discussion based activity. We will continue to talk to specific groups such as the Youth Council and the community and voluntary sector.

For more information visit:  
[www.warwickshire.gov.uk/](http://www.warwickshire.gov.uk/)

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## Cabinet

25 January 2022

### 2022/23 Budget and 2022-27 Medium Term Financial Strategy – Updated Information

Members should note that at the time of publication not all the information on the local taxbases for 2022/23 has been received from the District/Borough Councils. If this information is received between the publication date and the date of the meeting on 25 January 2022 an updated report will be tabled.

#### Recommendations

Cabinet is recommended to:

- 1) Note the latest resource and spending information and the impact on the emerging budget proposals;
- 2) Note the Strategic Director for Resources' risk assessment on the level of general reserves, as detailed in Appendix A;
- 3) Publish, in light of the information provided, their 2022/23 budget resolutions for recommendation to Council on 8 February 2022; and
- 4) Authorise the Strategic Director for Resources to incorporate the outstanding resource information into the budget resolutions to be considered by Council on 8 February 2022.

#### 1. Introduction and Background

- 1.1. The Cabinet meeting on 7 December 2021 considered a report outlining all the information underpinning the development of the 2022/23 budget and 2022-27 Medium Term Financial Strategy (MTFS) alongside options from Corporate Board as to what should/could be funded within a balanced budget.

- 1.2. The proposals focussed on ensuring the Authority remains robust, ambitious and resilient in setting the MTFs, given the economic uncertainties that will continue to exist. As at December this meant that the budget for 2022/23 was balanced with a 2% council tax increase plus a 2% adult social care levy and using some of the one-off resources available but that sustainability over the period of the MTFs required a material programme of budget reductions.
- 1.3. The budget for 2022/23 is a refresh of the five-year rolling MTFs approved in February 2021, with an additional year added, that will continue to align the resources of the Authority to the objectives and ambitions set out in the Council Plan. The use of a rolling MTFs ensures plans for the use of resources are responsive to changes in the context within which the Authority is operating, something that has been critical during 2021/22 as we continue to respond to the pandemic and growing inflationary pressures, whilst ensuring the Authority remains robust and resilient over the medium term. This will allow the Authority to plan to deliver on its ambitions with confidence.
- 1.4. The key assumptions underpinning the options presented to Cabinet on 7 December 2021, were:
  - A 2% increase in the basic level of council tax for each of the five years of the MTFs;
  - A 2% adult social care levy for 2022/23 and a further 1% levy in the following two financial years;
  - A 3% provision for price inflation and a 4% provision for pay inflation in 2022/23 with both returning to a 2% annual uplift over the medium term plus a provision for contractual commitments above this level, collectively estimated to cost £21.258m in 2022/23 and £71.525m over the period of the MTFs;
  - Unavoidable on-going allocations of £22.308m and time-limited allocations of £12.635m to meet growing demand pressures and pump prime investment to support the delivery of the Council's objectives, with indicative further allocations in future years bringing the investment over the period of the MTFs to £88.707m and £22.120m respectively;
  - Setting aside £7.972m in 2022/23, increasing to £32.397m by 2026/27 to provide financial cover for the gap between the Dedicated Schools Grant (DSG) funding for pupils with Special Educational Needs and Disabilities (SEND) and the estimated level of spend;
  - Budget balancing options of £66.794m that will help ensure the Council remains financially sustainable and resilient over the medium term;
  - An updated reserves strategy that balanced retaining sufficient resources to manage financial risk whilst identifying £45.217m of reserves that could be made available for investment and to support the MTFs, through



controlling the amount of the Council's scarce resources held in reserves;  
and

- A refreshed capital strategy that aims to optimise the way in which we generate, manage and allocate the capital funds at our disposal to continue to make Warwickshire an attractive place to live, work, visit and do business both in terms of the immediate recovery from the pandemic and over the medium to long-term.

1.5. These proposals were based on the best information available at the time. In a number of areas final information was either unknown or has changed over the intervening period. These areas are:

- The provisional Local Government Finance Settlement and other Government funding announcements;
- The impact in 2022/23 of the revised 2021/22 forecast outturn that has emerged as part of the quarterly budget monitoring and is reported elsewhere on today's agenda;
- The level of business rates expected to be generated locally in 2022/23;
- The council tax taxbase for 2022/23;
- The surplus/deficit on council tax collection from previous years;
- The sustainability of schools and the proposals for use of the Dedicated Schools Grant (DSG) in 2022/23; and
- The latest reserves forecasts and the impact of the Strategic Director for Resources' reserves risk assessment.

1.6. This report updates members on the latest information for each of these areas, and in doing so it also provides Cabinet with the opportunity to issue their 2022/23 revenue and capital budget resolutions. Where final information is not available in time for the publication of this report, an updated version will be tabled at Cabinet on 25 January 2022.

## **2. Impact of the Local Government Finance Settlement**

2.1. The provisional Local Government Finance Settlement was announced on 16 December 2021, with all Members provided with a briefing the following day. There were three elements of the announcement that had an impact on the financial position reported to Members earlier in the month: New Homes Bonus; additional social care grant funding; and the allocation methodology for the additional funding announced for local authorities in the Chancellor's 2021 Spending Review.

2.2. Overall, much of the detail in the Settlement confirmed things already announced in the 2021 Spending Review in October. However, whilst three-

year allocations were made to Government Departments, the Local Government Finance Settlement remains a one-year settlement. This means the authority is not benefitting from the additional financial certainty a multi-year settlement would have provided but it does provide Government with the ability to respond positively to pressures that emerge before the next Settlement.

2.3. The provisional Local Government Finance Settlement gave the Authority an additional £5.363m in government grants, above the level included in the December Cabinet report for 2022/23, comprised as follows:

- £0.545m additional New Homes Bonus;
- £0.464m increase in the Improved Better Care Fund (iBCF);
- £2.846m extra Social Care/Services Grants compared to the £6.750m estimated in the December Cabinet report; and
- £1.508m of new Market Sustainability and Fair Cost of Care Grant (MSFCCG) to help prepare for the introduction of the future reforms in adult social care.

2.4. However, not all of this funding is available to support the budget more widely. As a minimum the £1.508m MSFCCG and the £0.464m iBCF come with additional spending commitments. Therefore, the maximum additional funding available to support the budget in 2022/23 is **£3.391m**.

2.5. The final complication is the longevity of this funding beyond 2022/23. The Settlement also included an announcement of a consultation on a fair funding review early in 2022, for implementation in 2023/24. This review may result in the level of our government funding increasing or decreasing compared to 2022/23 levels for the remainder of the MTFS.

2.6. Previously we have worked on the assumption that the fair funding review would be at worst neutral for the Authority. Recent statements from the Secretary of State that the fair funding review will focus on levelling up and supporting those authorities/areas with less buoyant taxbases, suggest this assumption may be over-optimistic. To reflect this risk, a judgement has been made that the MTFS should only assume we retain 75% of the general on-going government grant funding from 2023/24 onwards.

2.7. This would equate to a £2.640m reduction in government grant funding compared to 2022/23 and a 2% reduction in the total funding that has the potential to be impacted by the fair funding review. This judgement, if it proved to be correct, would mean only **£0.206m** of the gain above the £6.750m in 2022/23 would be available in future years. If our losses as a result of the fair funding review are bigger than 2% there may be a need to identify additional savings in future years.

### ***Market Sustainability and Fair Cost of Care Grant***

- 2.8. In September 2021 the Government announced they would be supporting local authorities towards paying a fair rate of care. £162m will be distributed in 2022-23, followed by £600m in both 2023/24 and 2024/25. This is funded from the Health and Care Levy (the 1.25% increase in National Insurance), also announced in September. This new grant is called the Market Sustainability and Fair Cost of Care Grant.
- 2.9. Warwickshire will receive £1.508m MSFCCG in 2022/23. It is a ring-fenced grant with eligible spending being:
- Conducting a cost of care exercise to determine the sustainable rates and to identify how close our rates are to the sustainable rate;
  - Engaging with local providers on the costs and numbers of self-funders covering both residential and domiciliary care;
  - Strengthening capacity to plan for greater market oversight and improved market management; and
  - Increasing fee rates as appropriate to local circumstances.
- Further work is required to determine how this work will be taken forward and this will be reported to Cabinet once plans have been determined. The importance of this work cannot be understated as the Department for Health and Social Care is requiring local authorities to submit information on the cost of care exercise, a provisional market sustainability plan and how the funding in 2022/23 has been used to achieve a sustainable local market, by September 2022, in return for being able to access a share of the £600m funding in the following two financial years.
- 2.10. No additional Covid funding has been announced. However, the Settlement did say that this would be revisited in the New Year should restrictions and/or costs increase. Members will be kept informed if any announcement is made. Also, the Government has recently announced that the deadline for spending the two biggest ring-fenced Covid grants (Contain Outbreak Management Fund and Test and Trace grant) has been extended to the end of 2022/23. This provides additional flexibility in how we allocate resources in response to any covid-related unavoidable cost pressures in 2022/23.

## **3. Local Taxation**

### ***Council Tax***

- 3.1. In the December Cabinet report the recommendations were based on an increase in the taxbase of 1% in 2022/23. **The districts/boroughs have now confirmed their council tax base for 2022/23 and these are showing a year-on-year increase of 0.2%.** This will **generate additional on-going resource of**

**£x.xxxm**. The breakdown of the 2022/23 taxbase across the districts/boroughs is shown in Table 1.

	<b>2021/22 Taxbase Band D Properties</b>	<b>2022/23 Taxbase Band D Properties</b>	<b>Variation Band D Properties</b>	<b>Variation %</b>
North Warwickshire	21,071.07			
Nuneaton and Bedworth	38,408.10			
Rugby	38,735.48	39,485.02	+749.54	+1.94%
Stratford-on-Avon	56,936.42	59,076.01	+2,139.59	+3.76%
Warwick	55,916.75			
<b>Total</b>	<b>211,067.82</b>			

### ***Business Rates***

- 3.2. The partial localisation of business rates is still volatile with annual changes to the schemes of discounts and allowances continuing to make it difficult to make any realistic assumption about the likely level of income. This continues to be exacerbated by the range of grants and reliefs provided temporarily to businesses to support them through the pandemic and the uncertain impact of the pandemic and recovery activity on the business rates taxbase.
- 3.3. In the December Cabinet report the options were based on a 2% uplift in income from business rates in 2022/23. We do know that for individual businesses the business rates multiplier (the provision for inflationary uplift) has been frozen for 2022/23 and that local authorities will be compensated for this loss of income through an additional grant. But the level of this grant is currently unknown as it will depend, in part, on the taxbase returns submitted by billing authorities at the end of January 2022.
- 3.4. The statutory deadline for the districts/boroughs providing details of our share of expected business rates in 2022/23 is 31 January 2022. Given the level of uncertainty within which they are operating no figures have been received to date. It is therefore recommended that the current estimates, as included in the December 2021 Cabinet report, are used for budget setting. Any variation will then be managed through the use of or a contribution to the provision set aside in reserves for this purpose. The final position will be reported to Cabinet in April as part of the Service Estimates report.

### ***Surplus/Deficit on Collection***

- 3.5. As part of setting the council tax we also have to take into account any surplus/deficit on collection of council tax from previous years. As a result of the impact of the pandemic on council tax collection the Government has legislated for local authorities to phase the recoupment of the 2020/21 loss over three

years, with 2022/23 being the second year. Our share of any pre-pandemic surplus/deficit (i.e. 2019/20 and earlier) as well as any loss from 2021/22 must still be made good in 2022/23. The breakdown of the surplus/deficit across the districts is shown in Table 2 and shows a deficit to be funded in 2022/23 of £x.xxxm. The third year's share of the 2020/21 deficit of £1.459m remains to be made good in 2023/24 before any surplus/deficit from subsequent years is taken into account.

	Share of 2020/21 Deficit £m	New Deficit/ (Surplus) in 2022/23 £m	Total Deficit/ (Surplus) in 2022/23 £m
North Warwickshire	-		
Nuneaton and Bedworth	0.198		
Rugby	0.140		
Stratford-on-Avon	0.727		
Warwick	0.394		
<b>Total</b>	<b>1.459</b>		

- 3.6. As part of the provisional 2021/22 Settlement the Government committed to fund 75% of irrecoverable 2020/21 deficits. With this funding and the provision for deficits on collection set aside in previous years there is sufficient funding in reserves to meet any deficit in 2022/23. Any use of reserves to meet the collection fund deficit will be incorporated into the budget resolutions once the figure is known.

## 4. Reserves

- 4.1. When looking at short-term funding to support the 2022/23 budget we need to consider the known calls on reserves. The Quarter 3 forecast outturn position, reported elsewhere on today's agenda, is an overspend of £11.031m.
- 4.2. £10.480m of this underspend relates to earmarked/covid-related funding that cannot be used to support the budget more widely. The balance (an overspend of £0.551m) has been taken into account when determining the £45.217m reserves that could be released to support the 2022/23 budget in the report to Cabinet in December 2021.
- 4.3. The Quarter 3 forecast position was prepared in December 2021, just before current phase of restrictions was announced in response to the latest covid variant. As a result, the forecasts of spend to the end of the financial year are likely to continue to be volatile and uncertain. This means that, at this stage, the only additional reserves, beyond the £45.217m, available to fund the MTFs are

the £15.782m Investment Funds. It is recommended that any use of these funds to fund the 2022/23 budget and the MTFs is kept to a minimum to ensure funds remain available to invest to support the delivery of the Council's priorities and further efficiencies over the medium term.

- 4.4. Legislation requires that the Chief Finance Officer makes an annual statement on the adequacy of general reserves and provisions. The risk assessment relates to the short-term financial risks that could impact on the authority in 2022/23 to deliver core services and drive forward the ambitions set out in the Council Plan. The Strategic Director for Resources has now completed the risk assessment for 2022/23. The risk assessment confirms that the minimum level of general reserves it is prudent to retain is £26.0m. A summary of the risk assessment is attached at **Appendix A**.
- 4.5. The minimum level of general reserves of £26.0m represents a £4.6m increase compared to the position at this time last year. The change reflects the high level of uncertainty around future inflationary impacts. Although the £4.6m increase in the overall provision is more than accounted for by the increased provision for inflationary risk (+£4.8m) there have been other changes to the specific reasons for the provision:
- Two new financial risks totalling £3.875m in respect of loans made to companies through the pandemic and recovery process not being repaid in full and the need for investment in response to the findings from inspection reports;
  - Increased financial risks totalling £1.575m arising from unanticipated budget pressures, the sufficiency of resources in relation to early years and special educational needs and disabilities costs funded from the Dedicated Schools Grant and the failure of key social care providers;
  - Reduced financial risks totalling £4.875m in respect of the cost of "Bellwin" type emergencies, such as flooding, before Government support kicks in, managing any in-year cuts in Government funding, the cost of the inability to agree inter-authority/organisation plans, the medium/long term financial impact of Covid-19, the loss of surplus as a result of reduced demand for Education traded services, overspending in centrally-held budgets where there is no directorate risk reserve and a reduced general contingency; and
  - A reduction of £0.900m where separate provision for the financial risk is no longer required covering disruption as a result of EU exit and risks relating to employment terms and conditions.
- 4.6. The approved budget will be expected to reflect the minimum £26.0m General Reserves provision required as a result of the Strategic Director for Resources risk assessment. In his capacity as Chief Financial Officer's, his statement on

the whether the budget is balanced and sustainable will include reference to whether the required General Reserves provision is maintained.

## 5. Changes to Proposed Allocations

5.1. Since the December 2021 Cabinet report was drafted additional information about the unavoidable cost increases and demand pressures facing the Authority has emerged. Four additional pressures totalling **£0.765m** have been identified. Members are required to resource these within their 2022/23 budget proposals or identify alternative ways in which the cost increases will be funded.

5.2. Table 3 lists the £0.765m of additional unavoidable spending proposals.

Table 3: Additional 2022/23 Unavoidable Spending Pressures		
Service	Description	Cost £m
Education	<b>Mainstream Home to School Transport</b> – an increase in the £1.000m allocation in the December Cabinet report to rightsize the budget based on the current level of overspending, as reported in the Quarter 3 Budget Monitoring report elsewhere on today's agenda.	0.500
	<b>Education Leadership Capacity</b> – an allocation to increase the senior leadership capacity in the Education Service.	0.100
Strategic Commissioning for Communities	<b>Coventry, Solihull and Warwickshire Resilience Team</b> – Growth in the Team has been previously approved by all three authorities. Permanent funding to meet our share of the cost is now required.	0.065
Strategic Commissioning for People	<b>Tackling Inequalities in Public Health Capacity</b> – Work has already started in 2021/22 funded from Covid grants. The additional capacity is critical to the implementation of the Authority's draft Council Plan and the need for permanent funding should have been included in the December report.	0.100
<b>Total</b>		<b>0.765</b>

## 6. Dedicated Schools Grant

6.1. At the same time as the Local Government Finance Settlement was announced the Department for Education also announced a Dedicated Schools Grant of £518.6m for 2022/23 to provide funding for services to schools and pupils. A report seeking approval for the allocation of the Dedicated Schools Grant can be found elsewhere on today's agenda.

6.2. The Council's policy is to expect the cost of funding schools and relevant pupil-related services to be contained within the level of the Dedicated Schools Grant. However, meeting this policy aspiration in relation to high needs services and support could only be achieved over the medium term and at this stage our

ability to do this is uncertain in the absence of additional Government funding or fundamental system change; given the nationally growing demand for services and the lack of capacity in the system. Any decisions to manage the deficit position on high needs will also need to be included as part of the budget resolution to be agreed by Council in February 2022.

## 7. Capital Strategy and Programme

- 7.1. There are no changes or proposed amendments to the draft capital strategy brought forward as part of the December Cabinet report, subject to updating the numbers for the latest monitoring information.
- 7.2. The strategy, alongside the capital programme itself will need to be included, subject to any changes proposed by Members, as part of the capital resolution to Council in February. It forms part of a suite of documents that set out:
- Our strategic intent – the aspiration and direction for our capital investment, defining the outcomes we are seeking to achieve through investment (why);
  - The draft programme – the activity programmes and projects funded from our capital investment (what); and
  - The governance framework – the way we will manage capital spend and the capital programme (how). It is this technical annex that ensures we meet with statutory guidance. It also sets out how we will optimise delivery by strengthening of performance, adopting commercial principles and practice and robust benefits realisation.
- 7.3. The draft technical annex, consistent with the capital strategy included in the December 2021 Cabinet report is attached at **Appendix B**. This will also need to be updated as part of the capital budget resolution to be consistent with the budget proposals being brought forward for consideration and the capital strategy. It also reflects the refreshed WRIF and WPDG business plans and the consideration of the draft Council Plan, elsewhere on today's agenda
- 7.4. The third document in the suite of capital documents is the capital programme. This will be updated following Members' consideration of the 2021/22 Quarter 3 Budget Monitoring Report.

## 8. Outstanding Issues for 2022/23

- 8.1. Section 3 of the report highlighted a number of areas where information is still outstanding on the final level of resources that will be available to the authority



in 2022/23. Where this information is available before 25 January 2022 it will be included in a revised report and/or the 2022/23 budget resolutions. Where any information is not known when the papers for Council in February are published, any variation to the estimated figures will be managed through reserves for 2022/23 and picked up as part of the preparation for the 2023/24 refresh of the MTFS. Any areas of concern will be specifically reported to Members as part of the Service Estimates report to Cabinet in April 2022.

## **9. 2022/23 Budget Resolutions**

- 9.1. In putting forward their proposals, Members are reminded that local authorities are required by law to set a balanced budget. An intention to set a deficit budget is not permitted. However, what is meant by 'balanced' is not defined in law. A prudent definition of a sustainable balanced budget is a financial plan based on sound assumptions which shows how income will equal expenditure over the short- and medium-term, acting in a way that considers both current and future local taxpayers.
- 9.2. If the budget is unbalanced then the Chief Finance Officer, supported by Corporate Board, would have to consider issuing a Section 114 notice. Such a notice is only given in the gravest of circumstances, as during that time the ability to incur new spending that isn't an existing contractual or salary commitment is suspended, the External Auditors would investigate and publicly report on the circumstances and the Ministry for Levelling Up, Housing and Communities (MLUHC) may take over the running of the Authority.
- 9.3. Because Members decide on the council tax before the year begins and cannot increase it during the year, there is a need to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by making prudent allowance in the estimates for services and ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.
- 9.4. To avoid setting an unbalanced budget the Local Authority has to be financially resilient. Setting a clear MTFS helps clarify expected income and expenditure. Awareness of the funding available in the forthcoming years means the Council stands a better chance of balancing the budget. Reserves are a useful option for balancing the budget in the short-term. However, reserves should not be used to pay for day-to-day expenditure, and it is important that they are replaced when the short-term need has passed. Therefore, the MTFS needs to be fully balanced on an ongoing basis, with no ongoing spending funded from one off resources, meaning the next MTFS does not start from a deficit position.

- 9.5. It is important that the Authority complies with its obligations under the Equalities Act 2010 - the public sector equality duty (PSED) - to promote equality and to reduce discrimination in relation to any of the nine 'protected characteristics' (age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation). The Council must have 'due regard' to the PSED when taking any decisions on service changes whilst recognising that local authorities have a legal duty to set a balanced budget. Similarly, if proposals are likely to have adverse impacts on customers, public consultation should be undertaken before any final decisions are made and consideration given to the outcomes of those consultations. This may mean that some proposals are not implemented, and alternative solutions may need to be sought. Legal challenges to local authority budget setting processes have tended to turn on whether the authority has complied with these duties. Where required Equality Impact Assessments have been prepared and made available to Members.
- 9.6. Using the information contained in this report, Cabinet is asked to approve their 2022/23 Budget resolutions for recommendation to Council on 8 February 2022. Cabinet is also asked to authorise the Strategic Director for Resources to update the budget resolutions to Council to reflect the final resource information.

## **10. Financial Implications**

- 10.1. There are no direct financial implications for the Authority arising from this report. The report is part of a series of reports that will culminate in Council agreeing the 2022/23 budget and council tax at their meeting on 8 February 2022.

## **11. Environmental Implications**

- 11.1. There are no immediate environmental implications for the Authority from this report. There will be environmental implications that flow from the individual allocations and proposals agreed as part of the Council's approved budget and these should be considered by Members as part of reaching their decisions.

## **12. Background Papers**

- 12.1. None.

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Elected Members have not been consulted in the preparation of this report.

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## Risks Influencing the Level of General Reserves

Risk Area	RAG Rating after Mitigation	Provision for 2022-23
The possibility of significant <b>increases in inflation and/or taxation</b> , after the budget has been set.	R	£7.500m
The potential for <b>"Bellwin" type emergencies</b> . Assuming such costs would attract grants under the Bellwin scheme. This would provide cover for all immediate costs up to the point Government emergency response funding can be claimed.	A	£2.000m
The likelihood of <b>unanticipated budget pressures</b> arising within the year, for example the repayment to grant or pressure on the authority's VAT partial exemption status or increases in demand that cannot be accommodated within directorate reserves.	A	£2.000m
<b>Provision for in-year cuts in government funding</b> . The assumption is that any in-year cuts in government funding will be met, in full, by services. The provision reflects the risk that in all cases existing commitments mean this may not be possible.	A	£0.875m
<b>Schools and Early Years Funding</b> . The risk to the stability of the schools/education services funded from DSG across schools, early years, high needs and central services blocks where the authority needs to support schools through this process to maintain the sufficiency of provision.	A	£1.875m
The possibility of being <b>unable to agree inter-authority/organisation plans</b> .	A	£0.875m
<b>Market and/or Social Enterprise Failure</b> . The risk that services provided by the market and/or social enterprises may stop if the provider fails, requiring the local authority to secure alternative provision at short notice.	A	£1.500m
<b>Unforeseen medium term/long term impact of Covid-19</b>	A	£1.875m
The risk of <b>reduced demand for Education Traded Services</b> leading to loss of profit	A	£0.875m
The risk of <b>loans made to companies</b> through the pandemic and recovery process not being paid in full	A	£1.875m
The risk of increased financial impacts of <b>inspection reports</b>	A	£2.000m
The possibility of <b>overspending on the "Corporate Services" budget</b> .	G	£0.500m
The possibility of any further costs arising from <b>legal judgements which would fall on the County Council</b> within one year.	G	£1.000m
The possibility of planned <b>changes to the national benefits system</b> impacting adversely on the demand for local authority services.	G	£0.500m
<b>General contingency</b> . This could be supplemented in any one year by a sizeable proportion of earmarked reserves, providing these were replenished as part of the budget process.	G	£0.500m
<b>Total</b>		<b>£26.000m</b>

**Note:** The risk assessment excludes the technical impact of any changes in accounting treatment.

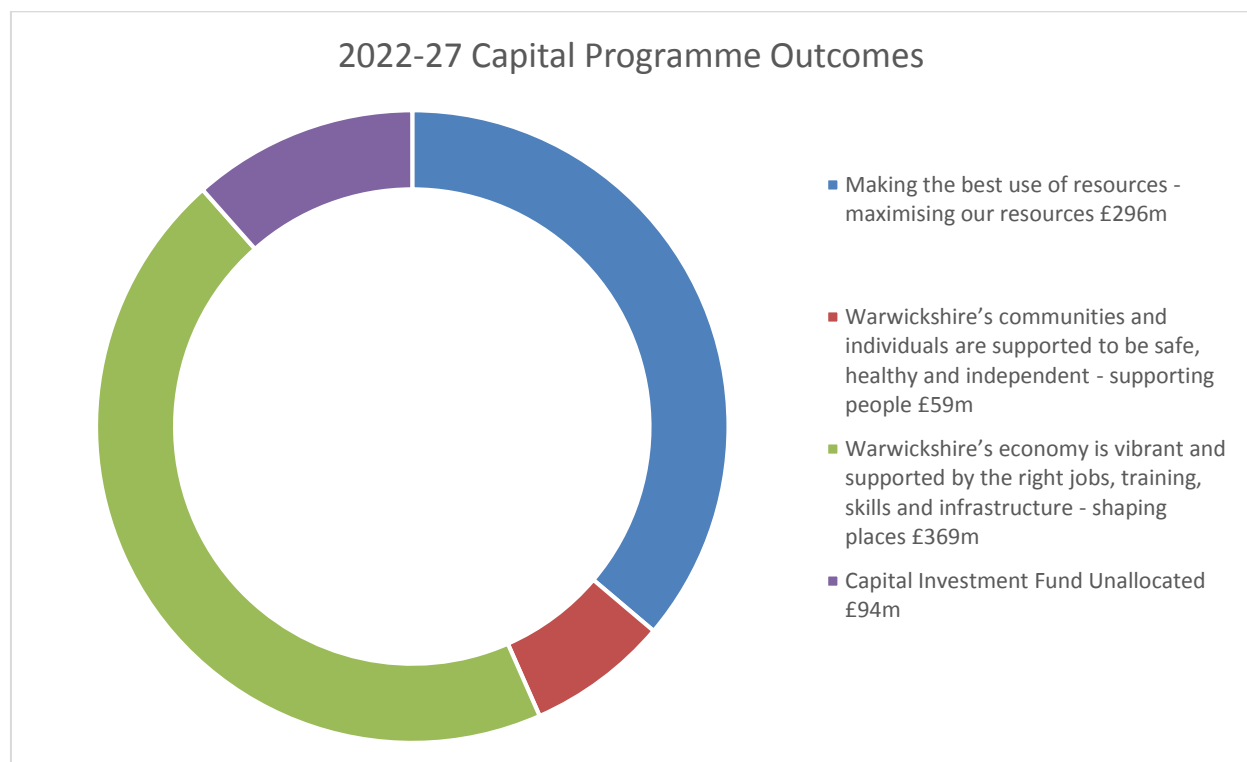
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## Investing in Warwickshire

### Capital Strategy 2022-2027 – Technical Appendix

#### Why do we need a Capital Strategy?

We have over many years invested in assets that have a lasting value, for example land, roads, buildings and large items of equipment and vehicles. Each year we need to spend more money to ensure our assets are still suitable for use in the provision of services and to invest in new assets to meet our changing needs and requirements. Our capital investment is aimed at delivering our priority outcomes for which the current gearing of our capital programme is as follows:



This technical appendix to the Capital Strategy provides the structure of our capital programme, describes how we determine the content of and finance the programme and provides an overview of how our capital programme is managed to deliver our outcomes.

#### What is Capital?

Spending is included within the capital programme where we expect it to result in future economic (asset value) or service (asset performance or life) benefits. This covers both the purchase of new long-term assets and improvements to existing ones and is consistent with the approach required in the CIPFA Code of Practice in Local Authority Accounting.

Some of our spending allocations are to either purchase or improve an asset belonging to another organisation or individual; in these circumstances, we include the expenditure in the capital programme for budget setting and monitoring processes but follow the CIPFA Code requirements for accounting treatment to ensure it does not increase the net assets shown on our Balance Sheet.

We operate a general de minimis of £6,000 on a project-by-project basis (£3,000 where the spend relates to primary schools or nurseries); expenditure below this level is treated as revenue and not part of the

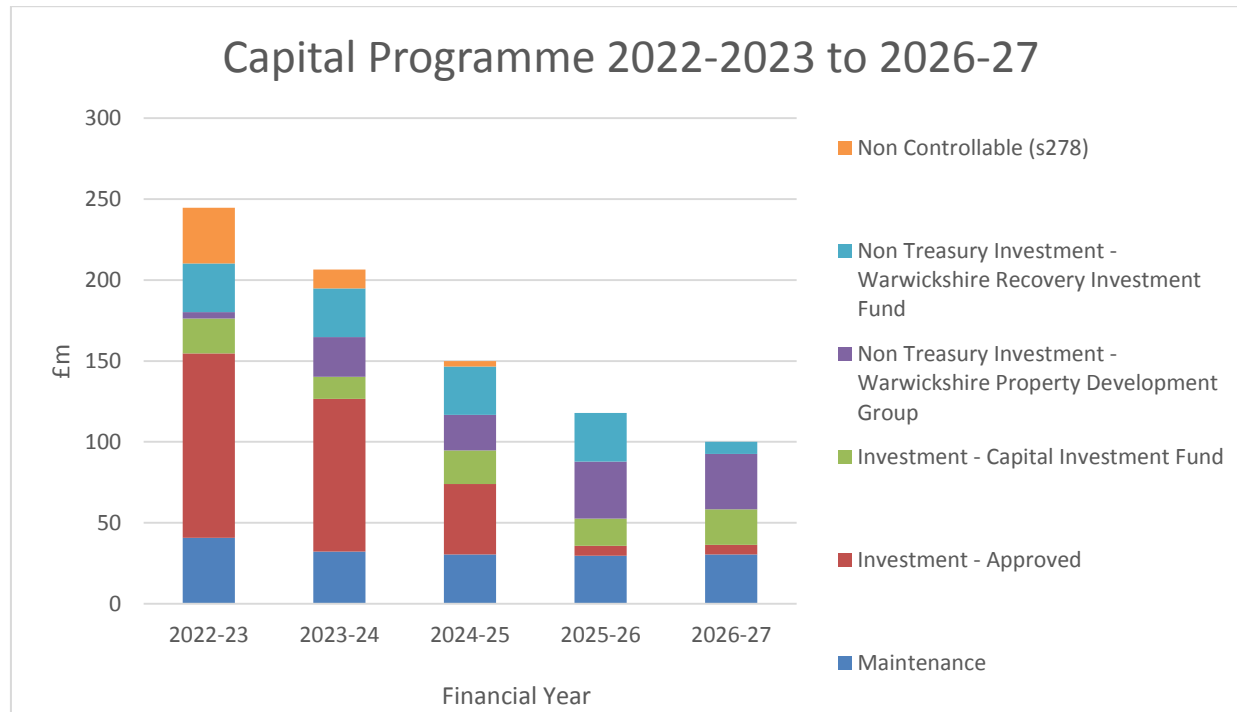
capital programme, unless under exceptional circumstances. Further details of our capitalisation policies can be found in the Accounting Policies section of our Statement of Accounts, published on our website.

## Our Capital Programme

There are four broad strands to our capital programme. Each strand has a number of elements that ensure a clear focus on the purpose of capital spending and the prioritisation of proposals. The strands are:

- Expenditure on existing assets to ensure they meet the requirements of service delivery, are fit for purpose, meet health and safety guidance, and reduce future costs.
- Expenditure on specific projects to meet strategic objectives and to enable the organisation to save revenue resources.
- Expenditure on non-treasury investments to meet strategic aims. Non treasury investments could include loans or equity towards capital expenditure incurred by external bodies, Council subsidiaries or joint ventures.
- Expenditure to enable the organisation to save revenue resources

The chart below shows our planned capital programme over the next five years across the four strands of the capital programme. Future non-controllable (developer-led) spend cannot yet be timetabled with accuracy and so has been excluded from future years capital programmes at this time. Overall, we would expect the level of spend on such schemes to be broadly comparable with forecasts for 2021/22.



The reduction in forecast investment capital spending does not represent a planned reduction in activity, it merely represents the capital planning horizon. Actual planned spending for each year ahead is expected to rise to a higher level by the time planning for that year arrives. Also, the high level of



investment spend planned for 2022/23 reflects investment schemes approved in, and reprofiled from, earlier years.

Section 25 of the Capital Financing Regulations, which govern the content of our capital programme, requires that expenditure incurred on the acquisition, production or construction of assets by other than the local authority which would be capital expenditure if those assets were acquired, produced or constructed for use by the local authority must be treated as capital expenditure. As a result, any loans we make to Warwickshire Property and Development Company and via the Warwickshire Recovery Investment Fund for the development of assets will form part of our capital programme.

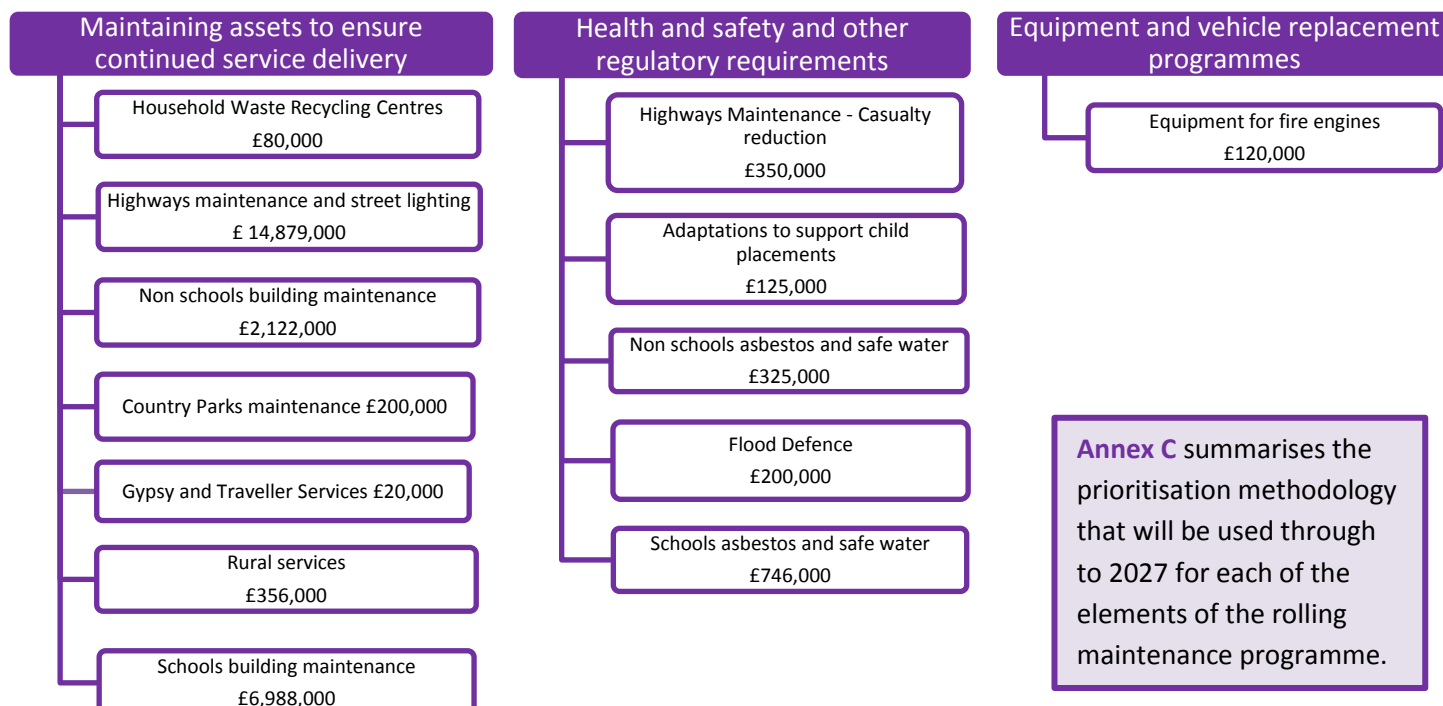
### Guiding principles for our Annual Capital Maintenance Spending

Each year the capital programme includes a number of schemes that relate to the routine maintenance of our asset infrastructure. It represents the level of spending which we are required to incur over the medium term to keep such assets operational. Each element of the maintenance programme has a fixed annual allocation. This approach allows Services to plan their maintenance programme over the medium term in a structured way that reduces bureaucracy, subject to the agreement of a consistent and transparent methodology for the prioritisation of maintenance spending.

Allocations included in the maintenance programme meet one of the following three criteria:

- Structural maintenance cost of maintaining our assets to ensure services can continue to be delivered;
- Statutory health and safety and other regulatory requirements; or
- Annual cost of equipment and/or vehicle replacement programmes.

Our annual maintenance programme totals £28.511 million of which £10.282 million a year is funded from borrowing plus up to a maximum of £3.000 million from the Government’s Schools Condition Grant received for schools and the grant received from Government for highways maintenance of £15.229 million. The split of this annual maintenance allocation between Services, including schools’ elements, but not containing £2.000 million delegated to members for their areas, is shown below.



In addition, as £7.500 million contingency, funded from corporate borrowing, has been set aside over the period of the MTFS and capital strategy to provide funding for inflationary increases in the maintenance programme. The governance procedure for accessing this contingency fund will largely follow the existing capital rules for capital budget virements but is expected that any requests for drawdowns from the fund will require endorsement from the Capital Gateway Group.

## Guiding principles for our Planned Asset Replacement Programme

A new fund has been created to alleviate pressure on service revenue budgets accumulating underspends to fund costs of replacing vehicles, plant and equipment. This will be funded from corporate borrowing.

A review was undertaken on remaining useful lives of our existing Vehicles, Plant and Equipment assets. Based on the analysis a £14.5m allocation across the term of the Medium Term Financial Strategy and Capital Strategy has been created with indicative maximum allocations held at both an annual and service level, the fund will initially be held corporately and budget allocated to services as and when required.

A review of the fund balance will be undertaken annually as part of the refresh of the capital budget to recalculate the required funding amount based on the assets held on our Balance Sheet at the end of each financial year.

The governance procedure for accessing the fund will largely follow the existing capital rules for capital budget virements but is expected that any requests for drawdowns from the fund will require endorsement from the Capital Gateway Group.

Services will be expected to use any sales proceeds from the disposal of those assets being replaced as a first call on funding the replacements, with the Asset Replacement Fund providing the difference.

## Guiding principles for our Capital Investments

### Capital Investment: Non-Schools

Any capital spending not included in the maintenance or asset replacement programmes automatically forms part of our capital investment programme. Investment schemes are, by their nature, not routine and are only considered if they move the Authority towards the delivery of the Council's outcomes and ambitions.

The capital investment programme contributes to the delivery of these outcomes through invest-to-save projects and projects that enhance and grow the assets of the authority, delivering benefits for the people, communities and businesses across Warwickshire.

We operate a clear and transparent approach to the prioritisation of all capital spending.

We use a fast track approach for schemes costing less than £2 million that are wholly funded from external resources provided for a specific purpose and where there is no, or minimal, discretion over how

the funding is used e.g. developer and third-party funding. Fast track schemes are required to provide a brief summary of the infrastructure investment required and how it supports the delivery of the core priorities and outcomes before going to the Leader or the Deputy Leader, as Portfolio holder for Finance and Property, for approval. For vehicles, plant and equipment this approval is delegated to the Assistant Director - Finance. Schemes costing above £2 million require the approval of Full Council, regardless of funding source or expenditure type, this includes any schemes that are an allocation from the Capital Investment Fund.

### **Capital Investment: Schools and Educational Facilities**

It is the Council's role to plan, commission and organise education places in a way that promotes improved standards, manages supply and demand and creates a diverse infrastructure. The Council's sufficiency strategy supports the provision of accommodation, whether permanent or temporary, that is high quality, fit for purpose, provides value for money and ensures flexibility to respond to changes in need and curriculum.

School-level forecasts of future pupil numbers are produced each year on the receipt of the latest population data from the health authorities and the latest data on parental preferences and housing development numbers. There is a need to maintain a certain amount of capacity within a given area to allow for flexibility to enable in-year movement of pupils, to meet parental preference as much as possible, and allow families moving to an area to be able to secure a place at a local school or for each of their children at the same school. Consideration for the quality of the education provision available in any area is also included when planning for sufficient places.

Capital allocations such as the 'Education Basic Need' grant to meet projected shortfalls in provision are provided by the Education and Skills Funding Agency to all local authorities. However, there is pressure on capital budgets for new school places across the country and it is likely that allocations will continue to be limited for the foreseeable future. It is important, therefore, to consider value for money in the process of commissioning school places. Where new housing development creates a demand for school places in excess of those available, we will work with District and Borough Councils and developers to ensure that the appropriate contributions from housing developers for the provision of additional school places are given. We will seek the maximum contribution from developers to support the provision of additional places that we believe is proportionate to the impact of the development ensuring all requests for contributions are compliant with the relevant legislation.

Warwickshire is in a period of significant growth, with large scale housing development proposed across the county over the next 10 years and beyond. It is expected this will require additional education provision for Warwickshire children. As development progresses across the county there will be a need for the delivery of new provision during the next 5 years and effective planning for further new provision beyond that period.

Further details on education investment planning can be found in the Education and Learning Sufficiency Strategy – see [Annex D](#).

## Capital Investment Fund

The Capital Investment Fund is a fund held separately within the capital programme, its purpose is to drive forward investment which supports the Council Plan and Delivery Plans. Notional allocations are therefore aligned with these plans under the following areas of focus:

- 1) Create vibrant places with safe and inclusive communities
- 2) Deliver major infrastructure, digital connectivity, and improved transport options
- 3) Promote inclusive, sustainable economic growth, successful business, and future skills
- 4) Tackle climate change and deliver on our commitment to Net Zero
- 5) Deliver our Child Friendly Warwickshire strategy - Happy, healthy, safe children
- 6) Enable and support children and young people to have a high-quality education to achieve their potential and transform our Special Educational Needs and Disabilities provision
- 7) Support people to live healthy, happy, and independent lives and work with partners to reduce health inequalities

To ensure widespread support for the investment programme all proposals are subject to an officer technical scrutiny process and Capital Gateway Group endorsement prior to being considered by Corporate Board and ultimately by Members, as required under the Council's Financial Regulations. The overarching governance structure is designed to ensure the most effective use of the available resource and organisational capacity required to see capital schemes through to implementation.

The technical scrutiny process and Gateway Group use a structured evaluation process that assesses:

- What we are trying to achieve for Warwickshire residents, businesses and visitors by investing;
- The contribution of the new assets to the delivery of the corporate outcomes;
- The financial and non-financial costs and benefits over the short, medium and long term; and
- The risks inherent in the delivery of the scheme itself and the expected benefits, with a focus on better up-front planning and timetabling.
- The contribution the new asset can make to addressing the Climate Change Emergency

The results of this evaluation process are taken forward to Capital Gateway Group who consider whether to recommend schemes to Members for approval. If the total cost of a scheme is less than £2 million this approval is by the Leader or Cabinet. Schemes over £2 million require the approval of Full Council. A summary of the evaluation criteria and their relative weighting is attached at [Annex A](#). In response to the Council declaring a climate change emergency, the evaluation criteria specifically require that every new investment scheme explains how it will contribute to addressing climate change.

[Annex B](#) lists our capital investment priorities.

The Council does not make commercial investments purely for the purpose of generating a financial return, this is prohibited under HM Treasury guidance and the CIPFA Prudential Code. The Council owns a small number of assets classified as Investment Properties, but these are primarily assets whose usage has changed over time and that now fall into this category, income from these assets is immaterial.

### **Non-Treasury Investments**

Where the approval of a Warwickshire Property and Development Group site development plan by Cabinet triggers a loan from the provision in the capital programme further Full Council approval is only required where the loan would take lending above the provision in the capital programme.

Where the approval of a Warwickshire Recovery Investment Fund by Cabinet triggers a loan from the provision in the capital programme further Full Council approval is only required where the loan would take lending above the provision in the capital programme.

### **Warwickshire Property and Development Group**

On 28 January 2021 Cabinet approved the business plan for the Warwickshire Property Development Group to increase the value generated through a more effective use of our land and property assets in support of the Council's key objectives and outcomes. This business plan is updated annually to reflect changing assumptions and direction of the Group and latest proposals are reflected within the Capital Programme and Strategy.

Proposals to develop the individual sites in the business plan will go through an evaluation and assurance process by the Council, as the shareholder, that will include consideration of the affordability and prioritisation of the investment proposals relative to other elements of the Medium Term Financial Strategy and capital investment priorities. Only once this process takes place and the individual site development plan is approved will any loans to the company that constitute capital expenditure be made from the facility in the capital programme. Current estimates based on the WPDG business plan suggest £58m of lending to the company will be required over the Medium Term Financial Strategy.

Any such approvals will increase the Council's underlying need to borrow. The strategy for borrowing externally in order to finance the company and associated capital expenditure is reflected in the Treasury Management and Investment Strategies.

### **Warwickshire Recovery and Investment Fund**

On 17 June 2021 Cabinet approved the business plan for the Warwickshire Recovery Investment Fund to support the Council's strategic place shaping agenda and its recovery and regeneration strategies in response to the economic impacts of the COVID-19 pandemic.

The fund totals £140m of which £130m constitutes capital expenditure which is required to be included in the capital programme and capital strategy including detail on how this will be funded. In order to mitigate risk and cashflow impacts of this lending the council has provided to borrow externally to fund this activity and is therefore it will also be reflected in updated Treasury Management and Investment Strategies.

Current estimates based on the business plan suggest the full £130m capital allocation will be utilised over the Medium Term Financial Strategy.

## Guiding principles for our Capital Funding

### Capital Receipts

Through our approach to asset management planning (see [Annex D](#)), we undertake continuous monitoring and review of the Council's property portfolio seeking to ensure we make best use of the capital value tied up in those assets. When making decisions on the disposal of assets and hence the generation of capital receipts a number of factors are taken into consideration:

- Whether assets are surplus to requirements in the short, medium and long term;
- Whether assets are achieving their financial or service delivery performance targets;
- The level of any potential financial return;
- Any legal obligations; and
- The impact on Council policies and the promotion of key strategic policies.

All capital receipts, apart from school receipts which are reinvested, are used to offset the requirement for additional debt, with a consequent reduction in the Council's borrowing costs. Capital receipts are inherently volatile and the timing of when the money is received is uncertain and unrelated to the timing of any need to incur capital spend. Therefore, our approach to the use of capital receipts enables a proportion of our capital spend to be financed before we need to take out additional borrowing. This delays the need to incur additional borrowing and therefore avoids incurring the requisite revenue costs to finance the borrowing.

### Grants & Contributions

The council receives various capital grants and contributions from central government and other organisations such as developer contributions. These can be received for specific reasons and are therefore ringfenced within projects or they can be for wider uses and therefore un-ringfenced and initially held until such time as a decision is taken to use them.

WCC's approach to enable flexibility in funding the capital programme is that specific grants and contributions are used first to finance spend before the used of un-ringfenced grants, capital receipts, revenue contributions and corporate borrowing.

### Capital Investment Fund

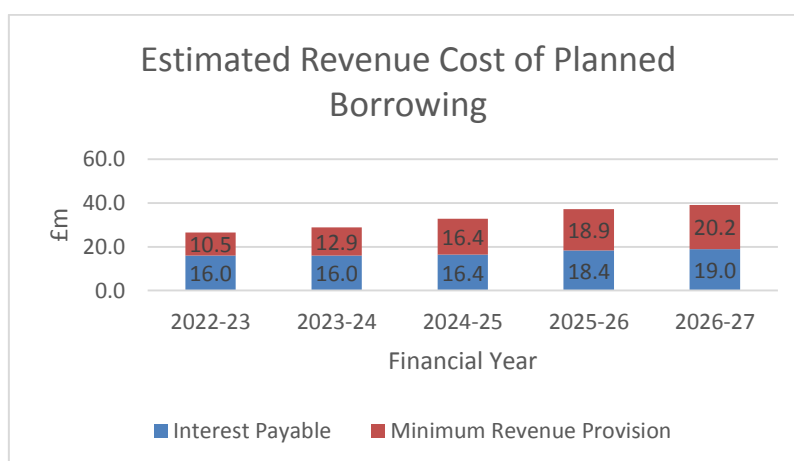
Our flexible approach to utilising the Capital Investment Fund requires revenue funding to be set aside to meet the cost of borrowing prior to knowing how the capital resources generated will be used. This approach has the benefit of retaining the ability to bring projects forward for inclusion in the capital programme as opportunities arise, not just once a year through the budget setting process, through the agreed capital framework. It also provides confidence that developing positive and innovative schemes to support the delivery of the Council's core outcomes are affordable. We are committed to reviewing the level of the Capital Investment Fund on an annual basis to ensure it remains affordable, a further year's allocation of £24.9 million is included as part of the MTFs for 2026/27.

## Borrowing

We are required, by statute, to base our approach to borrowing money for financing the capital programme on a set of guiding principles (the Prudential Framework). The framework includes the principles of affordability, prudent funding, efficiency, forward planning, outcomes, sustainability and investment return.

Incurring an additional £35.600 million borrowing each year is affordable within the 2022-27 Medium Term Financial Strategy and is deemed to be the minimum level of borrowing needed over the medium term to support the delivery of the Council Plan objectives. The impact on the Revenue Plan of borrowing is felt in two ways; firstly in real interest charges incurred on our loans and secondly in the Minimum Revenue Provision, a notional charge to the revenue budget which spreads the cost of acquiring assets across the years in which the benefits of that expenditure are felt, its main financial management purpose is to ensure sufficient funds are set aside to repay the principal amount of borrowing when loans mature.

To forecast future years' revenue costs as a result of borrowing, we must consider both historic levels of expenditure funded from borrowing, the full cost of the existing capital programme funded from borrowing, and any decisions Members make to take out further borrowing in future years. We estimate that the total revenue cost as a result of past and planned new borrowing from these two charges will increase by 37% over the period of the 2022-27 Medium Term Financial Strategy, as follows:



Provision for these estimated costs are included as part of the Medium Term Financial Strategy. The figures include the cost of borrowing to support the activity of the Warwickshire Property and Development Group and Warwickshire Recovery Investment Fund which will be funded over the medium/long term through charges to and surpluses generated by the Company.

Further details of anticipated borrowing levels, forecast repayment schedules, our detailed approach to the Minimum Revenue Provision and the framework within which we make decisions about debt and investments can be found within our Treasury Management Strategy ([see Annex D](#)). Our modelling of future debt levels, detailed within the Treasury Management Strategy, can be compared to our Operational Boundary and Affordable Limit, two of the key indicators within the Prudential Framework. This shows that our approach of determining borrowing affordability from the position of ongoing revenue resource availability ensures we will remain financially sustainable and that we will not commit the Council to future costs it cannot afford by committing to sensible, prudent levels of borrowing.

We recognise that significant drivers of additional capital spend exist both in terms of providing additional school places, growing our business rates and council tax bases and providing the additional infrastructure needed as a result of housing growth. New borrowing for capital investment is cash limited at £24.900 million, where affordable, consideration will be given to using the additional revenue resources from growth in the tax base above the level assumed in the 2022-27 Medium Term Financial Strategy to expand our Capital Investment Fund. Through this approach we are able to support an expanded capital programme and drive economic growth and activity across the county.

### **Capital Financing Requirement**

Where capital expenditure is to be financed from borrowing, the expenditure results in an increase in the Capital Financing Requirement, a measure of the capital expenditure incurred historically but yet to be financed, similar to a house mortgage.

At 31 March 2021 our Capital Financing Requirement was £278.3 million. The Council sets aside annual amounts from its revenue budget called Minimum Revenue Provision of currently circa £11.0 million to reduce this balance. This means it will take an estimated 25 years to clear the current balance. This figure is reviewed periodically to ensure it is aligned to the average useful life of our assets. The Council's current strategy to reduce this balance is to continue to set aside the annual charge whilst utilising available capital receipts to offset any further need to borrow as a result of increasing capital programme activity.

The planned annual increase in borrowing of £35.6 million plus the WPDG loan facility means that capital receipts alone will not be able to finance the increased capital programme in the medium term, therefore, provision has been made in the Medium Term Financial Strategy to increase the annual revenue charge to pay down the forecast increase in the Capital Financing Requirement.

### **Accounting for Leases**

On 1 April 2022 Local Government is required to adopt a new accounting standard for leases (IFRS16). This means that for all leases where we are the lessee, our right-to-use the asset will be recognised and we will account for the leased asset on our Balance Sheet as though we had purchased the asset. There are two exceptions to this where the value of the asset leased is below our £6,000 de minimis or the remaining term of the lease is less than 12 months.

From 1 April 2022 existing leases will be brought onto the balance sheet. The introduction of increased numbers of leases onto the balance sheet will increase the level of capital spend to be financed i.e. the Capital Financing Requirement. Without any other change this would increase the amount we are required to set aside in the revenue budget to repay debt. However, we are already making lease rental payments from revenue budgets for these assets and therefore, to avoid paying for the leased assets twice, a technical adjustment will be made to ensure a "net nil" effect on the revenue budget.

For assets under contracts entered into from 2022/23 onwards, the annual MRP charge will match the element of the rent/charge that goes to write down the balance sheet liability, to reflect accounting changes under IFRS16. Therefore, there will be no impact on available capital resources or the capital financing requirement from this new accounting requirement.



## Making It Happen

### Management of the Capital Programme

The key risks to the delivery of our capital programme are overspending against the approved budget for a scheme, project/programme reprofiling where the project is not delivered in accordance within the planned timescales thereby delaying achievement of the expected benefits, and delays in or non-receipt of external contributions towards the cost of a scheme.

To ensure our staff are equipped with the right training and knowledge to deliver the capital programme, a suite of e-learning materials and guidance notes are made available to all project managers and finance staff explaining the rules and principles underpinning capital expenditure and financing. Guidance on monitoring and approval processes is made available to all staff on our intranet.

The implementation of our capital framework includes a methodology to classify and define stages/phases of delivery for our capital investments and build understanding of the quality of capital programme delivery. It will continue to use the following mechanisms to ensure our capital spending and the delivery of our capital strategy is effectively managed:

- Officers monitor physical progress regularly, usually monthly, and there is a system of exception reporting to senior managers where problems emerge;
- Financial progress is reported quarterly to Corporate Board and Cabinet, highlighting any key issues that need more detailed consideration or investigation, including seeking Cabinet approval to any variations to schemes both in terms of the total cost and the phasing of spend across years and the consequent impact on the overall financing of the programme;
- Projects part or wholly funded by external contributions are separately monitored to ensure compliance with any funding conditions applicable; and
- Post-contract appraisal is carried out to provide feedback on the success, or otherwise, of the design solution, procurement process and customer satisfaction levels.

The procedures and mechanisms used to assist officers and members in managing the capital programme are subject to review with an aim of continual improvement. A large scale review of the management of the capital programme is currently underway and implementation of improvements will commence 2022/23.

## Summary of Capital Investment Fund Scheme Evaluation Criteria

The high level weighted criteria under which all technical evaluations of investment bids will be assessed are:

- 1) 50% - Evidence of Measurable Benefits and Change
- 2) 40% - Finance, Project Management and Risk
- 3) 10% - Sustainability, Climate Change and Environmental Impact

These high-level criteria are supplemented by more detailed evaluation criteria designed for each strand of the investment programme to ensure a consistent and transparent approach. Once the strategy has been approved these more detailed evaluation criteria will be approved by Capital Gateway Group which will ensure that the bidding/evaluation process considers:

- Whether the preferred option/approach is the best one for environmental sustainability, even where environmental sustainability is not a big issue, and comment and filter schemes accordingly;
- The clarity over the measurable benefits to be delivered and how these will be assessed both during construction and when the asset is operational;
- The alignment/incorporation of any financial benefits into the Medium Term Financial Strategy; and
- The deliverability of the scheme within the proposed timeframe both in terms of the scheme itself and the overall capacity to deliver the capital programme.
- Comparison to the level of the remaining unallocated investment fund to understand what is the optimum investment given limited resources available.

## Capital Investment Priority Outcomes

The table below shows the Council's capital investment priorities. A pipeline of investment bids has been formulated and business cases are still to be completed that demonstrate the contribution of the new assets to the delivery of the corporate outcomes and the delivery plans, the financial costs and benefits over the short, medium and long term funding allocations are approved and projects formally added to the Council's capital programme.

Pillars	Capital Investment Priorities
Best Lives	<ul style="list-style-type: none"> <li>✓ Quality and accessible education spaces for all school children in Warwickshire to ensure education place sufficiency</li> <li>✓ Special Educational Needs and Disabilities and Inclusion transformation programme</li> <li>✓ Demand management in social care services, including supported accommodation and accommodation with support</li> <li>✓ Management of the market for social care, including the rising cost of placements</li> <li>✓ Help for residents to lead a healthy lifestyle</li> </ul>
Sustainable Futures	<ul style="list-style-type: none"> <li>✓ A transport network that supports a low carbon future and rural connectivity to places of work, reducing congestion and enabling growth in housing</li> <li>✓ Support for businesses to reduce their environmental impact, energy usage and emissions</li> <li>✓ Increase the amount of renewable energy generation in the county as well as decrease emissions of carbon dioxide</li> <li>✓ Increase biodiversity and ecology through green corridors, environment banks and tree planting</li> <li>✓ A safer schools programme that encourages sustainable and healthy travel to school for pupils across Warwickshire</li> <li>✓ Investment to support active travel and the positive benefits of outdoor activity</li> </ul>
Thriving Economy and Places	<ul style="list-style-type: none"> <li>✓ Ambitious schemes to shape Warwickshire and individual parts of it, progressing housing and area regeneration schemes targeting Rugby, Nuneaton and North Warwickshire</li> <li>✓ The future role and sustainability of town centres</li> <li>✓ Business innovation and investment to drive economic growth</li> <li>✓ Initiatives which contribute towards employment skills and skills development</li> <li>✓ Building stronger communities by helping communities to help themselves</li> <li>✓ Improvements the Fire and Rescue Service aspects of our estate</li> </ul>
Invest to Save	<ul style="list-style-type: none"> <li>✓ Effective and accessible services to residents, communities and staff through investment in digital, ICT services and capacity</li> <li>✓ Investment to maximise the effectiveness of our property estate as part of a future plan for the use of our buildings</li> <li>✓ Better ways of delivering services, such as libraries and heritage/culture</li> </ul>

## Prioritisation of the Annual Maintenance Programme

Given the announcement of a climate change emergency, all annual maintenance programmes are expected to consider how the programme of works can contribute towards addressing climate change.

### Flood Defence

#### **Prioritisation Methodology**

Capital spend on Flood Risk Management in Warwickshire is primarily through the delivery of Flood Alleviation Schemes.

These schemes are funded through Flood Defence Grant in Aid (FDGiA), and Local Levy as part of the Environment Agency (EA) led six-year national programme. This funding is based on the number of properties better protected from flood risk, and other assets such as highway and private land do not attract such funding.

The locations for capital schemes are prioritised using the outputs from the Warwickshire Local Flood Risk Management Strategy (LFRMS) and Surface Water Management Plan (SWMP). These documents assessed the flood risk across the County using both historical reports and predicted risk to produce a ranking score of risk for every square kilometre of the county. Areas at the highest flood risk have been prioritised for feasibility assessments for potential schemes. These schemes are then submitted to the EA to secure an indicative allocation within the six-year programme. To unlock this allocated funding, WCC must produce a business case for approval that shows the scheme is viable and meets the funding rules. Due to the dispersed nature of the villages at risk in Warwickshire, the schemes are smaller in nature and a contribution from WCC is usually required to secure the funding. A bid is made into the Capital Investment Fund for this contribution when required.

The LFRMS is in the early stages of a review and refresh, however additional locations may be prioritised for a potential scheme should a flood event occur that was not captured in the ranking, but would make the location high risk.

### Household Waste Recycling Centres (HWRC) and Transfer Stations

#### **Prioritisation Methodology**

Maintenance will be prioritised as follows:

- a) Health and Safety and wellbeing – for the staff employed to run the site, members of the public using the site and the District and Borough Councils who use the Transfer stations to facilitate their kerbside collections. Other statutory requirements would also fall under this umbrella;
- b) Efficiency, cost effectiveness, increasing the service offer to the public (new recycling streams etc.)

### **Balance of Planned Maintenance and Emergency Work**

The annual plan includes a contingency for emergencies. Regular meetings are held to monitor the plan against actual activity and any move from the plan would be based on the prioritisation criteria above.

### **Highways Maintenance and Street Lighting**

#### **Prioritisation Methodology**

An asset management approach is used to manage the highway network in order to ensure that the best possible use can be made of the available resources. Central to this is the collection and use of robust network condition data year-on-year, which allows us to model its deteriorating or improving condition. The results allow us to target suitable treatments at the most appropriate locations, maintaining and, where possible, improving the whole network condition. Capital allocations for street lighting are used for the replacement of columns that fail structural testing, installations that need replacing due to untraced third party damage and improvements that fall outside the scope of specific capital allocations made in recent years for a Central Management System and the introduction of LED technology. The allocations for bridge maintenance are used to undertake the minor capital works that are deemed essential. This approach should ensure our bridge stock remains in a safe condition.

#### **Planned Versus Emergency Maintenance**

All routine, reactive and emergency works required to the highway network are revenue funded, allowing capital to be used for planned programmes of work designed to maintain and improve the asset condition. Bridge maintenance emergency works are funded from capital and tend to be in the form of vehicular damage, flash flooding or vandalism. At the start of the year a contingency sum from the capital allocation will be reserved to cover emergencies based on experience in previous years. This will be released for planned maintenance at the end of the year if a proportion is unused.

### **Schools and Non-Schools Building Maintenance**

#### **Prioritisation Methodology**

Condition survey work is carried out across the property stock and classifies building and engineering maintenance items into 4 categories: D (Bad), C (Poor), B (Satisfactory) and A (Good). The categories are then given priorities highlighting recommended timescales for the work to take place: 1 – Urgent Work, 2 – Work required within 2 years, 3 - Work required within 3 to 5 years, 4 – Work outside the 5-year planning period. The data is further measured through a scoring system (embedded below), to give a total weighted score which then ranks the items to be addressed in priority order. The priority listing is then further interrogated and validated by using a surveyor intervention check and a property future review with the Strategic Asset Management team. The budget available is then allocated to the priority list and this determines that approximate number of projects that can be carried out.

#### **Balance of Planned Maintenance and Emergency Work**

Emergency work that arises means the planned maintenance programme developed from the above methodology is revised in some areas throughout the year. Projects are reprioritised and planned maintenance programmes managed to the bottom-line budget.

## Country Parks Maintenance

### **Prioritisation Methodology**

Maintenance will be prioritised as follows:

- a) Health and Safety – in particular the duty of care under Occupiers' Liability. This also reduces claims against the Council;
- b) Maintaining the visitor welcome, and parking infrastructure (to maintain income) and replacement play equipment, fishery development, and visitor enhancements (to increase income); and
- c) Schemes that lever out match funding.

The winter works programme is developed in early autumn for delivery November - Easter. Resourcing is a blend of Country Park staff, volunteers, partners and contractors in order to maximise what is achieved within the allocation. Certain works are completed outside of that period due to ground conditions, weather etc.

### **Balance of Planned Maintenance and Emergency Work**

Emergency work that arises is funded from revenue where there is capacity to deliver this. However, if the cost cannot be accommodated the planned maintenance programme developed from the above methodology is revised.

Common emergency works include repairs to paths, roads, furniture and play areas affected by flooding and severe weather events. Timely repair is undertaken by Ranger teams with occasional use of external contractors.

Estate management includes surfaced paths, play areas, bridges, fencing, board walks, bird hides, fishing pegs, shelters, revetments, barriers and payment machines, signage, vehicles, plant and equipment, sculptures and art installations, habitat creation and restoration, and a host of other built and green infrastructure within the parks.

## Gypsy and Traveller Sites Maintenance

### **Prioritisation Methodology**

Maintenance will be prioritised to meet health and safety requirements, in particular, the duty of care under Occupiers' Liability. This also reduces claims against the Council.

## Rural Services

### **Prioritisation Methodology**

All properties are on a rolling five-year rotation for condition surveys, asbestos inspections are carried out every 2 years and water hygiene inspections every four years and all properties have Energy Performance Certificate ratings. Work will be prioritised by identifying high category items from the latest

surveys/inspections. The level of risk / consequences to the tenant's business (and hence the Council's rental income) is also taken into account as part of the prioritisation process.

- Priority items, identified from condition surveys as D1s (urgent), will be dealt with immediately. Prioritisation is then given to D2s (bad - items identified as needing to be addressed within 2 years) followed by C2s (poor - to be addressed within 2 years) and C3s (poor - to be addressed within 3-5 years);
- Items that have been recommended to be removed due to potential health risks on asbestos reports are programmed as the service becomes aware of them to reduce the Council's liability; and
- Properties that do not meet Minimum Energy Efficiency Standards are prioritised based on when they are due to be re-let where they do not score the minimum rating of 'E'. All properties are required to meet minimum standards by 1 April 2023.

### **Balance of Planned Maintenance and Emergency Work**

The first call for emergency maintenance is a revenue maintenance budget of £145,000. Having a capital maintenance budget to address planned maintenance has resulted in not having to put planned maintenance on hold when emergencies arise that cannot be accommodated within the revenue budget.

### **Assistance towards suitable placements for Children Looked After and those who leave care through adoption and special guardianship**

#### **Prioritisation Methodology**

Applications are invited from foster carers, prospective adopters, special guardians who are approved or judged to be able to provide the necessary care to the child. Social Workers of children can also apply on behalf of the birth parent following agreement from their manager. The social worker needs to be satisfied and be able to demonstrate that a real need for financial support exists and will either result in long term opportunities for additional placements or is required to ensure stability and permanence of a current placement for a child looked after. In the case of parents, it must be shown that capital investment to property for example will support a child to remain at home. There is an application process, endorsed by the relevant operations manager, which is considered by a panel which is chaired by a Service Manager and include a finance representative. The decision to award the grant is made at Service Manager level within the Business Unit, with reference to and oversight from the Head of Service.

#### **Balance of Planned Maintenance and Emergency Work**

All planned Grants will be approved though the panel as described above who meet on a quarterly basis. In emergencies, the panel can convene to assess individual cases, to meet the timescales required.

## Schools and Non-schools asbestos and safe water

### **Prioritisation Methodology**

#### Asbestos

The prioritisation of asbestos remedial work is set out in the HSE Guidance 'The Surveyors Guide – HSG 264'. This document provides a prioritised scoring matrix for each occurrence of asbestos and allocates a condition rating of D (Bad), C (Poor), B (Satisfactory) or A (Good). Each property is resurveyed a minimum of once every 2 years. The asbestos is scored based on the type, condition and quantity; this is called the Material Assessment. The Material Assessment is then further weighted by applying a score to elements such as location, type of location and potential number of people exposed; this is called the Prioritisation Assessment. Following completion of both assessments, a score is allocated to each occurrence of asbestos – the higher the score, the higher the risk and therefore the higher the prioritisation.

#### **Balance of Planned Maintenance and Emergency Work**

Emergency work that arises means the planned maintenance programme developed from the above methodology is revised in some areas throughout the year. Projects are reprioritised and planned maintenance programmes managed to the bottom-line budget.

#### Water Hygiene

All properties are surveyed every two or four years, dependant on property risk type. The Water Hygiene risk assessments are reported with all remedial works banded into categories indicating, High, Medium or Low risk. This data is then input into a weighting system which allocates a weighting per item, along with a weighting for type of property, occupation density etc. The result of the methodology ranks the properties into order of the highest risk difference score that could be obtained by carrying out the remedial works and all works are carried out in this priority order.

However, emergency work can arise; resulting in a situation where the plan identified in the Asbestos Prioritised Remedial Work Plan and the Water Hygiene Risk Register developed from the above methodologies is revised in some areas throughout the year.

#### **Balance of Planned Maintenance and Emergency Work**

Emergency work that arises means the planned maintenance programme developed from the above methodology is revised in some areas throughout the year. Projects are reprioritised and planned maintenance programmes managed to the bottom-line budget.

#### ***Climate Change Emergency***

The Council is committed to reaching net zero carbon by 2030, by reducing our energy consumption through improving the energy efficiency of our buildings and making our corporate buildings carbon neutral; and substantially increasing our renewable energy generation.

All capital maintenance works carried out on Buildings, Asbestos and Safe Water will follow their condition-based prioritisation methodology, they also will strive to address the Climate Change Emergency strategy by ensuring the design solutions align to the target of reaching net zero carbon by 2030.



## **Equipment for Fire Engines**

### **Prioritisation Methodology**

Spending is prioritised through an approved fleet replacement programme produced by consultation with manufacturer's recommendations and the Council's fleet management team.

### **Balance of Planned Maintenance and Emergency Work**

The Fire and Rescue Service has stores which hold at least enough equipment to immediately restock a spare fire engine if a front-line vehicle should be lost along with its entire inventory. This is our emergency reserve which is maintained as part of the rolling capital replacement programme and is also used to procure equipment if required following National Fire Chiefs Council guidance following a major incident.

## Related Documents

### Asset Management Strategies

- The Asset Management Framework and Property Strategy
- The Highways Asset Management Strategy and the Highways Asset Management Policy
- The ICT Devices Strategy
- The Education and Learning Sufficiency Strategy
- County Fleet Replacement Strategy
- Fire Service Integrated Risk Management Plan
- Digital & Technology Strategy
- WCC Waste Core Strategy
- Local Flood Risk Management Strategy
- Customer Experience Strategy
- WCC Economic Strategy & CWLEP Strategic Economic Plan

### Treasury Management and Investment Strategies

- The Treasury Management Strategy
- Investment Strategy
- Minimum Revenue Provision Policy

### Other relevant strategies, plans and documents

- The Council Plan
- Commercial Strategy
- Risk Management Strategy
- Reserves Strategy
- WPDG Business Plan
- WRIF Business Plan
- Local Transport Plan
- Children's Services Business Plan

## Cabinet

25 January 2022

### Allocation of 2022/23 Dedicated Schools Grant

#### Recommendations

That Cabinet:

- 1) Approves the allocation of the Schools Block DSG, as outlined in Section 3.
- 2) Approves the Early Years allocation of funding for all early years providers as outlined in Section 4.
- 3) Approves the proposed allocation of the High Needs DSG budget for 2022/23, as set out in Section 5.
- 4) Supports the proposals for allocating the 2022/23 Central School Services DSG budget, as set out in Section 6.

#### 1. Purpose of the Report

- 1.1. The Dedicated Schools Grant (DSG) is the ring-fenced grant from Government that provides each local authority with an allocation of funding for schools and services for pupils.
- 1.2. The report outlines the 4 blocks of the DSG, and the current proposals to allocate the initial DSG allocation. The Schools Forum received these proposals at the meeting held on 13 January 2022, and subject to Cabinet approval, they will be confirmed at the Schools Forum meeting on 17 March 2022.
- 1.3. Full Council will approve the 2022/23 budget resolutions on Tuesday 8 February 2022 which allocates resources to schools and other educational settings in accordance with the National Funding Formula for schools and early years settings. There is an expectation in the annual budget that the cost of schools and educational settings will be contained within the level of the DSG, but a reserve has been created to support a deficit if spending continues at the levels currently estimated without further external funding and/or if recovery plan activities do not deliver cost reductions.

## 2. Dedicated Schools Grant

- 2.1. Whilst the DSG is often referred to as a single grant it is made up of four blocks with minimal flexibility to move funding between the blocks. Therefore, in considering how the DSG is allocated it is necessary to consider each block separately.
- 2.2. The provisional 2022/23 DSG allocation of £518.6m, split across the four blocks by the Education and Skills Funding Agency (ESFA) is set out in Table 1.

<b>Table 1: 2022/23 DSG Allocations</b>	<b>£m</b>
Schools Block	397.8
Early Years Block	34.4
High Needs Block ( <i>Note 1</i> )	82.5
Central Schools Services Block	3.9
<b>Total DSG Allocation 2022/23</b>	<b>518.6</b>

### Notes

1. Provisionally, the amount of the 2022/23 High Needs Block DSG allocation that will come to the authority is £67.918m. The ESFA will top-slice £14.564m to allocate directly to non-maintained providers. This table does not include the impact of the 0.5% transfer noted in paragraph 3.8 as it represents the 'starting point' of the allocations from the ESFA .
- 2.3. The rest of this section outlines the powers and responsibilities of the Local Authority and Schools Forum in relation to DSG allocations before the rest of this report covers the basis of allocations in each of the blocks separately.
- 2.4. Please note that the DfE have allocated a Schools Supplementary Grant for 2022/23 which will be allocated as a separate grant outside of the DSG allocation, but comes with the same terms and conditions as the DSG.
- 2.5. The indicative Schools Supplementary Grant 2022/23 for Warwickshire is £14.6m in total, made up of £11.6m for Mainstream Schools Funding and £3.0m for the High Needs Funding. The £11.6m is not incorporated into Section 3 of this report because it is expected that the DfE will confirm the individual school allocations in Spring 2022. The £3m is noted within Section 5 of this report as it is expected that the LA will utilise this funding alongside the High Needs Block.
- 2.6. Schools Block**  
It is the responsibility of the County Council to propose and decide any changes to the formula which is used to allocate Schools Block DSG to all primary and secondary schools. The Schools Forum is consulted on any proposed changes and informs the governing bodies of all consultations.

## **2.7. Early Years Block**

Funding rules require the whole of the funding allocation for 2 year olds to be passported to all early years providers offering places for 2 year olds.

The local authority must passport a minimum of 95% of funding for the universal 15 hour entitlement for 3 and 4 year olds and the additional 15 hours entitlement for 3 and 4 year old children of eligible working parents directly to settings. This means up to 5% can be retained by the Council to fund Early Years functions delivered by Education Services.

It is the responsibility of the local authority to propose and decide the allocation of Early Years funding. The Schools Forum and all early years providers are consulted annually and given an opportunity to give their view on the local authority proposal.

## **2.8. High Needs Block**

The High Needs Block supports certain provision for children and young people with special education need and disabilities (SEND). The High Needs Block also provides the resources for place funding; top-up funding for institutions and funding for high need services delivered by the local authority.

It is the responsibility of the local authority to propose and decide the allocation of High Needs Block funding. The Schools Forum is consulted on any proposed changes and informs the governing bodies of all consultations.

## **2.9. Central School Services Block**

The Central School Services Block provides funding for the local authority to carry out central functions on behalf of pupils in both maintained schools and academies. Services are split between on-going and historic responsibilities.

The local authority proposes the spending allocations funded from the Central School Services Block, but the final decision is made by the Schools Forum.

## **3. Schools Block National Funding Formula 2022/23**

3.1. The Schools Block DSG allocation for 2022/23 is £397.8m. This is an increase of £16.2m (4.25%) from the 2021/22 allocation of £381.6m and is due to three main reasons:

- The total number on roll for 2022/23 has increased by 814 pupils (1.06%) above 2021/22 pupil numbers. Table 2 shows the number on roll (NOR) changes by school phase.

<b>Table 2: Changes to the Number on Roll between 2020 and 2021 October Census Points</b>	
	<b>Total on roll</b>
Primary	271
Secondary	543
<b>Total Increase NOR</b>	<b>814</b>

- Secondly, Minimum pupil funding for 2022-23 is £4,265 in Primary Schools and £5,525 in Secondary Schools. This represents an increase of 2.03% above 2021-22 funding levels.
  - Lastly, pupil led funding formula factors were increased by between 2.17% and 3.85% above 2021-22 funding levels. A breakdown of how much each factor has increased by is outlined in Appendix 1. Also, Minimum Funding Guarantee has been set at +2.00% again.
- 3.2. The Schools Block DSG allocation for 2022/23 has meant the authority can continue to apply the 'hard' National Funding Formula (NFF) in 2022/23, which is the direction both Schools Forum and WCC have worked towards.
- 3.3. The Schools Forum have recommended (and voted in favour of) allocating additional funding to the lump sum factor, to the extent this is affordable and confirmed by the ESFA.
- 3.4. Within the NFF, lump sum payments for both primary and secondary schools are set at £121,300 per school. Funding guidance allows individual local authorities to set these up to a maximum of £175,000. It is expected that the lump sum payments for all primary and secondary schools will be set at a level between £121,300 per school (the minimum) and £123,000 per schools; ensuring that if above the minimum level, the increase is affordable.
- 3.5. A breakdown of the movements in the NFF factors between 2021/22 and 2022/23 is shown in Table 3 below.

<b>Table 3: Comparison of NFF allocations 2021/22 and provisional 2022/23 (subject to submission of our model to ESFA; verification by ESFA, and also the final DSG allocation)</b>				
<b>Factor</b>	<b>2021/22 verified £m</b>	<b>2022/23 provisional £m</b>	<b>Difference £m</b>	<b>Reason for Change</b>
Age Weighted Pupil Unit (AWPU)	288.6	300.8	+12.2	Pupil led factor + Increase in factor
Deprivation	22.7	25.4	+2.7	Pupil led factor + further increased uptake of 13.27% for Free Schools Meals
English as an Additional Language	2.3	2.5	+0.2	Pupil led factor + 3.36% increase in eligible children in 2022-23
Prior Attainment	24.4	25.1	+0.7	Pupil led factor
Lump Sum	28.0	28.4	+0.4	Increased rate
Sparsity Funding	0.9	1.1	+0.2	Increased rate
Split Sites	0.2	0.2	0.0	No change
Rates	3.6	3.8	+0.2	Actual costs of rate bills are fully funded
Minimum Pupil Funding	8.2	6.7	-1.5	As other factors increase there is less need to protect schools through this factor
Minimum Funding Guarantee	0.7	0.6	-0.1	As other factors increase there is less need to protect schools through this factor
Growth Fund	2.4	2.3	-0.1	
Unallocated	0.1	0.0	-0.1	
<b>Total</b>	<b>382.1</b>	<b>396.9*</b>	<b>+14.8</b>	

\* £397.8m (2022-23 Schools block DSG) + £1.1m (Growth Fund underspend) - £2.0m (0.5% Transfer) = 396.9m.

The difference between £14.8m in Table 3 and the £16.2m in paragraph 3.1 is a result of Table 3 taking account of reserve drawdowns and 0.5% transfers.

- 3.6. Increases in the minimum per pupil funding and minimum funding guarantee ensures schools will receive increased funding where their number on roll remains the same between 2021/22 and 2022/23. Where a school's number on roll has dropped between 2021/22 and 2022/23 their budget share may also decrease as well. 93 out of 231 schools have seen a drop in their number on roll between 2021/22 and 2022/23. None of these schools has seen a drop in its budget share greater than the drop in its number on roll.
- 3.7. The Schools Forum strongly supported the policy decision to move to the NFF at the earliest opportunity taken last year and therefore also support the decision to make no changes to the approach for 2022/23.
- 3.8. Within National Funding Formula Guidelines a Local Authority can transfer up to 0.5% from the Schools Block to the High Needs Block. A consultation with

mainstream schools and academies on this transfer was undertaken during the early part of the 2021 autumn term. 36 mainstream schools and academies responded to the consultation and 26 (72%) supported the transfer. The value of the transfer is estimated to be £1.989m, to be confirmed by the ESFA.

- 3.9. At a special meeting of Schools Forum on 11 November 2021 13 of the 15 members attending the meeting supported the transfer whilst 2 voted against. Due to the overall support of Schools Forum, the transfer can take place as part of the 2022/23 DSG budget setting process without a 'Disapplication' being submitted to the ESFA.
- 3.10. In summary, based on the DSG schools block allocation for 2022-23 of £397.8m, it is affordable for the Local Authority to:
- implement the 'Hard' National Funding Formula
  - transfer £1.989m as the 0.5% transfer to the High Needs Block
  - increase the lumpsum payment from the minimum of £121,300 per school to an expected level of between £121,300 to £123,000 per school.

#### **4. Early Years Block National Funding Formula 2022/23**

- 4.1. The Early Years NFF allocates funding to Warwickshire below what is deemed to be the minimum hourly rate. This means, along with many other shire counties, Warwickshire receives 'top-up' funding to bring our allocation up to the minimum hourly rate of £4.61 per hour to cover all early years activity. Of this minimum hourly rate at least 95% (£4.38) must go directly to providers either as a universal rate or as the mandatory supplement for deprivation, and up to 5% (£0.23) can be retained by the local authority to fund central Early Years functions.
- 4.2. The increase in overall funding levels means it is possible to increase the overall universal rate to £4.30 per hour, an increase of £0.15 per hour compared to the £4.15 universal rate in 2021/22. It is also proposed to increase the deprivation rate by 1p to 8p.
- 4.3. The breakdown of how the £4.61 is to be allocated is set out in Table 4.



<b>Factor</b>	<b>2022/23 Allocation Per Hour £</b>
Universal rate allocated to all providers	4.30
Deprivation Supplement	0.08
Central Provided Services (5%)	0.23
<b>Total for 3 and 4 Year Olds</b>	<b>4.61</b>

## **5. High Needs DSG Budget Allocations 2022/23**

5.1. The 2022/23 allocation for High Needs DSG is £82.482m. This represents a £6.734m increase on the equivalent allocation for 2021/22. Of the total allocation of £82.482m the ESFA will top slice and allocate £14.564m direct to academies for high needs places. The allocation available to the local authority to manage is therefore £67.918m. In addition to this, the local authority has been allocated a further £2.995m 2022/23 High Needs Funding from the Schools Supplementary Grant referenced in paragraphs 2.5 and 2.6.

5.2. High Needs Block funding is based on SEND pupil numbers at October 2021 in mainstream; special and resourced provision maintained schools and academies, and SEND pupil numbers at January 2021 in independent provision. The funding is made up as follows:

- Basic entitlement factor funding at £4,711 per pupil, adjusted for area costs. This is an increase of £51 above 2021/22 per pupil funding.
- Historic spend factor. This amount is maintained at a cash-flat level and accounts for 88% of the total High Needs allocation.
- The remaining amount of overall funding is distributed to local authorities using the following proxy indicators:
  - 2-18 year old population
  - deprivation
  - health and disability
  - low attainment
- The formula then applies the protection of a funding floor to all elements except the basic entitlement factor.
- Hospital education funding is added.
- Import/export adjustments are made mid-year to reflect the transfer of pupils with SEND into and out of the County
- Additional funding for Special Free Schools

5.3. The 2021/22 Quarter 3 forecast figures reported to Cabinet in January showed a 2021/22 High Needs Block in year overspend of £3.585m. Demand and therefore expenditure are forecast to grow in 2022/23 at a rate that is higher

than the increase in the 2022/23 High Needs Block allocation. It is recognised that nationally pressures on the school system, and the high needs budget in particular, are an issue; and Local Authorities continue to raise this with Central Government.

- 5.4. With the Government requiring all schools and early years services to be provided within the level of DSG allocated, more still needs to be done to ensure the budget for these services is robust and sustainable. The SEND and Inclusion Change Programme sets out Warwickshire's plan towards how the DSG can be brought back into balance. Whilst further stages of the plan are developed and implemented, and/or the Government brings forward proposals for funding DSG deficits at a national level, sufficient funding will be set aside in reserves, as per the Table 5 below, to create an equal and opposite position to offset the projected deficit until a sustainable solution is in place.

<b>Table 5:</b> <b>LA DSG Reserve</b>	<b>2022/23</b> <b>£m</b>	<b>2023/24</b> <b>£m</b>	<b>2024/25</b> <b>£m</b>	<b>2025/26</b> <b>£m</b>	<b>2026/27</b> <b>£m</b>
Opening Balance	13.678	21.650	26.505	32.497	39.286
Contribution to Reserve	7.972	4.855	5.992	6.789	6.789
Closing Balance	21.650	26.505	32.497	39.286	46.075

## **6. Central School Services DSG 2022/23**

- 6.1. The allocation to the Central School Services Block (CSSB) is £3.944m in 2022/23. This represents a £0.244m decrease on the 2021/22 figure. CSSB funding is allocated partly for historic commitments and partly for ongoing functions relating to both maintained schools and academies.
- 6.2. As expected, Warwickshire's historic commitments allocation has again reduced by 20% from 2021/22 to £0.818m, which is a reduction of £0.205m.
- 6.3. Funding for ongoing functions is allocated using a pupil-led formula, based on 2021/22 pupil numbers and comprises a basic per-pupil factor, through which authorities receive the majority of funding and a deprivation factor. This factor decreases by £1.03 to £40.17 in 2022/23. Warwickshire ongoing funding will decrease by £0.040m to £3.125m in 2022/23.
- 6.4. The decision on the use of the CSSB is one for the Schools Forum and the CSSB allocations for 2022/23 will be confirmed by the Schools Forum at their meeting in March 2022, before the start of the new financial year.

## **7. Financial Implications**

- 7.1. In addition to the financial implications which are within the body of this report, the following paragraphs are for noting.
- 7.2. While Councils are not permitted to fund DSG overspend from funding outside of the ringfenced DSG grant, proving our financial sustainability as an organisation requires us to hold an amount equal to the deficit in our financial reserves. This reserve will be released to the General Reserve if funding or spending varies beneficially from estimates.
- 7.3. It should be noted that the ESFA has indicated that any local authorities overspending their overall DSG by more than 1% in 2021/22 is expected to have a recovery plan that they may request a copy of. As at Quarter 3 forecasting, Warwickshire is projecting an overspend of 0.4%. However, the DSG recovery plan will be maintained and updated annually so that it remains a 'live' document; and can be submitted to the ESFA if required. As part of this, the recovery plan will be updated for the Schools Supplementary Grant (High Needs element).
- 7.4. This demand and cost pressures, alongside the need to deliver material savings and manage future demand to bring the budget back into balance, means the High Needs DSG remains an area that requires close oversight. Progress on the recovery plan will continue to be reported to Cabinet and to Schools Forum as appropriate.
- 7.5. A High Needs DSG deficit is not unique to Warwickshire and reflects a major national problem. A sustainable funding model needs to be implemented by Central Government, and the issue of the terms and conditions of the DSG conflicting with accounting standards and audit requirements has created the need for a £46m contribution to reserves by 2026/27.

## **8. Environmental Implications**

- 8.1. There are no specific environmental implications arising from the decision being made as part of this report.

## **9. Background Documents**

None

## 10. Supporting Papers

- Schools forum 13 January 2022

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Elected Members have not been consulted in the preparation of this report.

## NFF Factors 2021-22 and 2022-23

Factor	2021-22	2022-23	Change	
	£	£	%	£
<b>AWPU</b>				
Primary AWPU	3,123	3,217	3.01%	94
KS3 AWPU	4,404	4,536	3.00%	132
KS4 AWPU	4,963	5,112	3.00%	149
<b>Minimum Per Pupil Funding</b>				
Primary	4,180	4,265	2.03%	85
Secondary	5,415	5,525	2.03%	110
<b>Deprivation</b>				
FSM Primary	460	470	2.17%	10
FSM Secondary	460	470	2.17%	10
FSM6 Primary	575	590	2.61%	15
FSM6 Secondary	840	865	2.98%	25
Primary IDACI A	620	640	3.23%	20
Primary IDACI B	475	490	3.16%	15
Primary IDACI C	445	460	3.37%	15
Primary IDACI D	410	420	2.44%	10
Primary IDACI E	260	270	3.85%	10
Primary IDACI F	215	220	2.33%	5
Secondary IDACI A	865	890	2.89%	25
Secondary IDACI B	680	700	2.94%	20
Secondary IDACI C	630	650	3.17%	20
Secondary IDACI D	580	595	2.59%	15
Secondary IDACI E	415	425	2.41%	10

Secondary IDACI F	310	320	3.23%	10
<b>Low Prior Attainment</b>				
Primary LPA	1,095	1,130	3.20%	35
Secondary LPA	1,660	1,710	3.01%	50
<b>English as an Additional Language (EAL)</b>				
Primary EAL	550	565	2.73%	15
Secondary EAL	1,485	1,530	3.03%	45
<b>Lump Sum</b>				
Primary LS	117,800	121,300	2.97%	3,500
Secondary LS	117,800	121,300	2.97%	3,500
<b>Sparsity</b>				
Primary Sparsity	45,000	55,000	22.22%	10,000
Secondary Sparsity	70,000	80,000	14.29%	10,000
<b>DSG Schools Block Allocations</b>				
Primary Units of Funding (PUFs)	4,395	4,516	2.74%	121
Secondary Units of Funding (SUFs)	5,574	5,737	2.92%	163

## Glossary

AWPU	Age Weighted Pupil Funding (allocates basic entitlement funding for pre-16 pupils in mainstream schools)
KS	Key Stage
FSM	Free School Meals
IDACI	Income deprivation affecting children index
LPA	Low Prior Attainment
EAL	English as an Additional Language
LS	Lump Sum
PUFs	Primary Units of Funding (this is calculated for each LA by the DfE based on factors such as pupil count)
SUFs	Secondary Units of Funding (this is calculated for each LA by the DfE based on factors such as pupil count)

**General Exception Procedure Notice Pursuant to Standing Order 17 and reg 10(1) and 10(3) of The Local Authorities (Executive Arrangement) (Meetings and Access to Information) (England) Regulations 2012**

**Directorate:**

Resources

**Confidential or Exempt** *[please state category of exempt information]*

No

**Decision Taker: Member Body or Officer** *[if officer please give name and title]*

Cabinet

**Proposed Date for Decision/ Time Period**

25 January 2022

**Summary of Matter**

This report concerns the allocation of the Schools Block DSG, the Early Years allocation of funding, the proposed allocation of the High Needs DSG budget for 2022/23, and the proposals for allocating the 2022/23 Central School Services DSG budget.

The report outlines the 4 blocks of the DSG, and the current proposals to allocate the initial DSG allocation. The Schools Forum received these proposals at the meeting held on 13 January 2022, and subject to Cabinet approval, they will be confirmed at the Schools Forum meeting on 17 March 2022.

Full Council will approve the 2022/23 budget resolutions on Tuesday 8 February 2022 which allocates resources to schools and other educational settings in accordance with the National Funding Formula for schools and early years settings.

**Proposed Decision**

That Cabinet:

- 1) Approves the allocation of the Schools Block DSG, as outlined in Section 3.
- 2) Approves the Early Years allocation of funding for all early years providers as outlined in Section 4.
- 3) Approves the proposed allocation of the High Needs DSG budget for 2022/23, as set out in Section 5.
- 4) Supports the proposals for allocating the 2022/23 Central School Services DSG budget, as set out in Section 6.

**If the proposed decision is made, would it be contrary to or not wholly in accordance with the policy framework or budget?**

No – it is required in order to be contained within budget proposals for next year

**List of documents/reports provided**

Draft Cabinet Report

**List of Background Papers**

None

**Is consultation proposed Yes/ No [if yes, say who and how]**

No

**Members of the public wishing to make comments on this matter should write to:**

**Monitoring Officer  
Warwickshire County Council  
Shire Hall  
Warwick  
CV34 4RL**

**[monitoringofficer@warwickshire.gov.uk](mailto:monitoringofficer@warwickshire.gov.uk)**

**Comments should be made by**

24 January 2022

**Office Use only**

**Directorate Contact [please give name and number]**

Purnima Sherwood

**To be completed by Member Services**

<b>Copy Notice served</b>	<b>Date</b>
Councillor Adrian Warwick, Chair of Resources and Fire & Rescue Overview and Scrutiny Committee	<b>17 January 2022</b>
<b>Copy Notice published on website and available at the offices of the Council<sup>1</sup></b>	<b>17 January 2022</b>

<sup>1</sup> At the time of issue of this notice, access to the offices of the Council are restricted due to the ongoing Covid-19 pandemic measures. Availability on the website is considered sufficient in light of government guidance. Paper copies can be posted on request



## Cabinet

25 January 2022

### Treasury Management Strategy and Investment Strategy

#### Recommendations

That Cabinet recommends to Council that:

1. The Treasury Management Strategy for 2022/23 (Appendix 2) be approved with effect from 1st April 2022.
2. The Investment Strategy for 2022/23 (Appendix 3) be approved with effect from 1 April 2022.
3. The revised lending limits for the Warwickshire Property Development Group come into immediate effect (Appendix 3 Annex 7).
4. Council requires the Strategic Director for Resources to ensure that gross borrowing does not exceed the prudential level specified (Appendix 2, Section 3.13, Table 10 "Authorised Borrowing Limit").
5. Council requires the Strategic Director for Resources to ensure that gross investment in non-Treasury investments does not exceed the prudential levels specified (Appendix 3, Annex 7).
6. Council delegates authority to the Strategic Director for Resources to undertake delegated responsibilities in respect of both strategies (Appendix 2, Annex 7, and Appendix 3, Section 2.5).
7. Council requires the Strategic Director for Resources to implement the Minimum Revenue Provision (MRP) Policy (Appendix 2, Section 2.8-2.20).

#### **1 Executive Summary**

- 1.1 The Council is required to set a Treasury Management Strategy and Investment Strategy each year and these are set out at Appendix 2 and Appendix 3.
- 1.2 The Treasury Management Strategy, Investment Strategy, and Capital Strategy are all related. The features of these three strategies are summarised below, and the interrelationships are detailed in Appendix 1.

<b>Capital Strategy</b>	<b>Treasury Management strategy</b>	<b>Investment strategy</b>
Sets out all Council expenditure that is capital in nature, i.e. expenditure on assets that provide benefits over more than one financial year.	Sets out how the Council manages its cash balances, and how capital financing (borrowing) requirements will be managed.	Sets out how the Council will manage non-treasury investments.

- 1.3 Recent treasury management activity has seen the Council holding significant cash balances in relatively safe settings and not needing to take out new borrowing, with historic non-treasury investment activity having been on a small scale. 2021 has seen some significant new developments including:
- The creation of the Warwickshire Property and Development Group (WPDG) limited company and significant steps being made towards implementing the associated strategy.
  - The implementation of the Warwickshire Recovery Investment Fund (WRIF), with the first investments expected to occur in Quarter 4.
  - Sustained low interest rates for the majority of the year presenting challenges to maximising treasury returns.
  - Continual volatility in the economy with developing inflation risk.

## **2. Treasury Management (Appendix 2) - Headlines**

- 2.1 Treasury management is to do with the safe handling of cash (the priorities are ensuring security and liquidity, followed by the objective of earning an efficient return). Treasury cash balances are planned to reduce driven by “internal borrowing” whereby the Council makes use of temporarily available cash balances in order to reduce the amount of external borrowing required to support new investment. This approach is taken because internal borrowing is cheaper than external borrowing and because the opportunity cost or redirecting treasury investments to minimise debt instead is very low because interest rates are low. Appendix 2 Table 7 shows how the position will move in this direction and become “under borrowed” (i.e. the Council will be borrowing both externally and internally rather than just externally).
- 2.2 Borrowing, also referred to as the Capital Financing Requirement or CFR (Appendix 2 Table 4) is forecast to increase driven by the planned capital strategy including investments in WPDG and the WRIF.

### ***Minimum Revenue Provision***

- 2.3 A prudent provision will be set aside to repay debt (this is called the Minimum Revenue Provision or “MRP”). For mainstream capital expenditure making this provision is existing custom and established practice.

2.4 The MRP policy has explicit regard to the WPDG and WRIF:

- For WPDG capital loans a 4% MRP provision will be made.
- For two elements of WPDG investment, no MRP will be made where: (1) land is transferred in as equity – because no borrowing is required, and (2) where working capital loans are made, because they are revenue rather than capital. For development loans to WPDG the loans are expected to be paid back however to be prudent MRP will still be provided for. The MRP policy is set out at Appendix 2 Section 2.8-2.20.
- For capital elements of the WRIF (the BIG and PIF funds), MRP of 4% per year will be made.
- For revenue elements of the WRIF (the LCE fund), no MRP will be required as MRP only applies to capital borrowing.

### ***Interest Rates***

2.5 Interest rates are very low. The outlook remains for rates to rise but to stay low compared to historic levels. The bank rate rose to 0.25% in December 2021 and our adviser forecast is for the rate to rise gradually to 1.25% by March 2025. The rates at which local authorities can borrow from the Public Works Loan Board (PWLB) are also very low, currently in the range 1.5% to 2.1% for durations from 5 years to 50 years, and are only expected to rise slowly over the medium term (Appendix 2, Section 3.14).

2.6 Interest returns received on treasury investments will be low over the medium term due to the low base rate. Some types of investment may involve negative interest rates as has been the case in 2021/22 but this will be less common going forward. However, actions will be taken to minimise the impact of low rates whilst prioritising security and liquidity.

2.7 The increase in non-treasury investments will provide a financial benefit through providing greater returns than treasury investments and greater returns than PWLB borrowing, but at greater risk.

### **Borrowing**

2.8 PWLB borrowing rates remain low (Appendix 2 Section 3.14) and a key issue will be to ensure that the Council maintains access to these rates (although alternatives will also be considered when borrowing is required to ensure best value is achieved). There are two specific factors that will be managed to achieve this:

- By providing HM Treasury with a forward forecast of capital plans local authorities can maintain access to the lowest rates (referred to as the “certainty rates”).
- By making non-treasury investments that meet PWLB lending criteria (Appendix 3, Annex 1).

2.9 The current borrowing maturity profile includes a concentration of debt due to be repaid around 2050-2060 (Appendix 2 Annex 2). When new borrowing is

taken out the opportunity will be taken to consider spreading out the maturity profile more evenly.

- 2.10 Limits for borrowing have been set based upon expected levels of investment, including an “Authorised Borrowing Limit” which cannot be exceeded (Appendix 2 Table 10).

### ***Treasury Investments***

- 2.11 Loans being made to other local authorities will be made on a smaller scale as internal borrowing reduces cash balances.

## **3 Investment Strategy (Non-Treasury Investments - Appendix 3) – Headlines**

- 3.1 The significant non-treasury developments are that the WPDG and WRIF will be in full operation in 2022/23, their set up having been the focus of activity in 2021/22. Both initiatives have refreshed strategies and will create non-treasury investment on a significant scale that will be funded from internal and external borrowing.
- 3.2 An important feature of all non-treasury investments is that they are made with the primary purpose of delivering organisational objectives, and not purely or primarily to make a financial return (Appendix 3 Section 3). The objectives of the WPDG and WRIF are set out in their respective strategies.
- 3.3 The Council holds a small amount of other non-treasury investments, all related to the delivery of service objectives (Appendix 3 Section 14). These are already fully funded or otherwise paid for, for example:
- Holding shares in companies such as the ESPO Trading Ltd and Warwick Technology Park.
  - Issuing loans to Educaterers Ltd (a local authority controlled company).
  - On a small scale issuing loans to local businesses through the capital programme and the Coventry and Warwickshire Reinvestment Trust.
  - Holding a land bank of investment properties.

## ***Risk***

- 3.4 Any investment involves risk, with the risks depending upon the nature of the investment. A range of strategic governance and risk management standards are set out throughout the Investment Strategy which all non-treasury investments must adhere to (but refer to Appendix 3 Annex 2 – Annex 4 in particular). In addition, more detailed requirements may be determined for specific funds and incorporated into the approval of those funds.
- 3.5 Investment risk and return are linked, with higher risks typically being rewarded by higher returns. How financial risk manifests itself varies with the type of investment, for example equity risk manifests in the form of share price volatility, and lending risk manifests in the form of loan repayment default.
- 3.6 The financial risks and rewards involved in non-treasury investments are of a different nature to (and greater than) the financial risks relating to traditional capital expenditure and treasury investments (Appendix 3 Section 8).
- 3.7 The reasons for the differences are:
- Treasury investments prioritise security and liquidity to serve the primary objective of treasury management which is to ensure that cash is available when needed to serve the purpose for which that cash is held.
  - Traditional capital spending is basic expenditure by nature and is fully funded as such.
  - Non-Treasury investment risks are different in that although they are made with the primary purpose of delivering organisational objectives, and not purely or primarily to make a financial return, they are assumed to retain or increase their original asset value and are assumed to provide a more significant financial return than traditional treasury investments. Therefore, there is exposure to the risk of these assumptions not happening.
  - The objectives of non-treasury investments by their nature are not the same as treasury investments, and therefore they may not prioritise security and liquidity as highly as treasury investments do.
- 3.8 A key feature of managing risk will include having arrangements to manage the risk of losses. This will include a certain degree of expected losses built into business models (no investment is 100% guaranteed to pay back), the use of reserves to provide some cover, and hard limits on non-treasury investment levels to limit maximum exposure to losses.
- 3.9 Some risks are driven by the duration of an investment. The longer the investment is for, the greater the probability is of a default. In addition, very long-term investments introduce intergenerational risks that need to be considered.
- 3.10 Aside from the risks associated with any individual investments, another type of risk is addressed by the Investment Strategy called “proportionality”

(Appendix 3 Section 9). This is to do with the overall aggregate level of investment and exposure to loss, in comparison to the size and financial capacity of a local authority to bear the losses that it is exposed to. The issue of proportionality will be monitored, and proportionality measures may be used in the future to put limits on investment activity.

### ***Prudential Indicators***

- 3.11 The Investment Strategy has been updated to have regard to the new WPDG investments, including the introduction of Prudential Indicators (Appendix 3 Annex 7) that place limits on gross and net investment.
- 3.12 The gross amount that may be invested in each fund annually is controlled by a hard ceiling within each year. The net level of investment will be monitored (i.e. after accounting for repayment of previous investments). If the annual net position is lower than expected due to repayment defaults, this would trigger a review of future gross investment limits.
- 3.13 In addition, the following more detailed limits will be applied to manage risk (Appendix 3 Annex 7).
- The length of time that investments may be made for.
  - The amount of a fund that may be debt or equity investment.
- 3.14 The “Authorised Borrowing Limit” set within the Treasury Management Strategy (Appendix 2, Table 10) includes borrowing required to service these investments.
- 3.15 All non-treasury management investments will be required to demonstrate that they meet the following criteria:
- That they are primarily for the purpose of delivering organisational objectives and meeting service need.
  - That they meet the revised criteria recently set out by the Government that need to be met to retain access to PWLB lending. The Government has specified the kinds of investment that may be made (Appendix 3 Section 3.2). It is possible to invest in other initiatives but if that were the case, the local authority would have to find borrowing sources from elsewhere and would be considered a higher risk to lend to.
  - That whilst they may make a financial return, they must not be purely or primarily for the purpose of making a financial return.

### ***Governance***

- 3.16 High level requirements for the governance of non-treasury investments are specified in the Investment Strategy (Appendix 3). These are the minimum requirements that must be met. Where specific investments or funds are developed, they may prescribe more detail around their governance arrangements, but those arrangements must meet these strategic

requirements.

#### 4 Financial Implications

4.1 The financial implications are detailed within the report and appendices.

#### 5 Environmental Implications

5.1 Both strategies include an “Environmental Social and Governance” (ESG) policy. The primary objectives of treasury management will however remain security, liquidity, and yield, with non-treasury investments also including the delivery of organisational service objectives.

#### 6 Timescales Associated with Next Steps

6.1 The Treasury Management Strategy and Investment Strategy will, subject to approval by full Council, come into effect on 1st April 2022.

6.2 The revised lending limits for WPDG would come into effect immediately after approval by full Council.

#### Appendices

- Appendix 1 - Explanation of Capital Expenditure, Treasury Investments, and Non-Treasury Investments
- Appendix 2 - Treasury Management Strategy
- Appendix 3 - Investment Strategy (for Non Treasury Investments)

#### Background Papers

None

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members: Chair and Party Spokes of the Resources and FRS Overview and Scrutiny Committee

## Appendix 1

## Explanation of Capital Expenditure, Treasury Investments, and Non-Treasury Investments

	Capital Expenditure	Treasury Investments	Non-Treasury Investments
Purpose	Traditional capital expenditure to meet service objectives	Maximising the security and liquidity of cash, and generating the most efficient returns without compromising the required security and liquidity	Investment in assets to meet service objectives and/or commercial objectives
Investment Timescales	Long term	Short-term (up to 1 year)	Short term through to exceptionally long term - dependent on objectives
Outcome for Asset Value	Assets are consumed through their working life and are assumed to have no remaining value at the end of their working life. New funding is then required to purchase or create a new asset.	The preservation of capital (security) is the top priority. Assets are only held until the cash is needed for its original purpose (for example a capital receipt that was held until it was spent).	Asset values are assumed to be maintained and repaid where investments are loans by nature. Where investments are equity in nature then either (1) asset values are assumed to be maintained and/or increase or (2) be replaced by other value (e.g. dividends, capital receipts).
Sources of Funding	Investment is permanent (i.e. the investment does not come back). Sources include capital receipts and grants and borrowing. Provision is made for replacement costs via the MTFS.	Investments are temporary (i.e. investments are assumed to come back eventually)  Cash balances provide the funding.	Investments are temporary (i.e. investments are assumed to come back eventually).  Primarily borrowing and cash balances
Risk	Assets are fully funded, so there is no risk of a loss of an assumed financial investment as such, however there are risks for example (1) cost over-run and (2) that an asset does not deliver its objectives, and that this has knock-on implications.	Credit and liquidity risk exist but are minimised, for example by restricting investments to counterparties with high credit ratings and restricting investments to shorter durations.	Risks are directly dependent upon the nature of the investments undertaken, and the governance and controls built around them. Risks relate to individual investments, and also emerge from the aggregate total amount of activity.
Primarily covered by which strategy document?	<b>Capital Strategy</b> Capital plans also feature in the Treasury Strategy as they drive borrowing and cash planning.	<b>Treasury Management Strategy</b>	<b>Investment Strategy</b> <ul style="list-style-type: none"> <li>Will also feature in the capital strategy where investment is capital in nature and must be accounted for as such.</li> <li>Will also feature in the Treasury Strategy where the investment drives borrowing or the use of cash balances.</li> </ul>
Examples of what this covers in practice	Traditional capital expenditure, for example on roads, IT infrastructure, etc.	<ul style="list-style-type: none"> <li>Loans to Banks, Building Societies, and other Local Authorities</li> <li>Investments in Money Market Funds</li> <li>Investment in the CCLA Property Fund</li> </ul>	<ul style="list-style-type: none"> <li>Pre-existing non-treasury investments (e.g. land bank, companies such as ESPO, loans to Educaterers, and loans made via CWRT).</li> <li>WPDG</li> </ul>



# Treasury Management Strategy Statement

Warwickshire County Council  
2022/23

## 1.0 Introduction

### ***Background***

- 1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

*“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

- 1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned and managed with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council’s capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure cash liquidity and the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

### ***Treasury Management reporting***

- 1.5 The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals:
- a.) **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:
- the capital plans, (including prudential indicators);
  - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
  - the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
  - an investment strategy, (the parameters on how investments are to be managed).

- b.) **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c.) **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

**Capital Strategy and Investment Strategy**

1.6 The Treasury Management Strategy Statement (TMSS) interacts with both the Capital Strategy and the Investment Strategy.

- a.) **Capital Strategy** - The CIPFA 2017 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report which will provide the following:
  - a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
  - an overview of how the associated risk is managed; and
  - the implications for future financial sustainability.

The aim of the capital strategy is to ensure that there is a robust strategy that meets organisational objectives with appropriate governance arrangements, and that the strategy is transparent and understandable to elected members. The Capital Strategy is reported separately, and the headline capital financing requirements (the need to borrow) feed into this Treasury Management Strategy.

- b.) **Investment Strategy** - The Council is required to set out separately an Investment Strategy (IS) in relation to non-treasury investments. Non-treasury investments must consider security, liquidity, and yield, however the relative priority of these 3 factors does not have to follow treasury management principles as non-treasury investments are by their nature not intended to deliver treasury management objectives. The Council's Investment Strategy is a separate document, however it does interrelate with the Treasury Management Strategy and Capital Strategy.

1.7 The table below summarises these different strategies.

<b>Capital Strategy</b>	<b>Treasury Management Strategy – including Treasury Investment Strategy</b>	<b>Investment Strategy</b>
Traditional capital expenditure to directly meet service objectives.	Management of cash and debt to service the delivery of day to day operations and the long-term financing of investments.	Non-treasury investments with the primary objective of meeting service objectives.

### ***Treasury Management Strategy for 2022/23***

1.8 The strategy for 2022/23 covers two main areas:

a.) Capital considerations -

- Capital expenditure plans and the associated prudential indicators; and
- Minimum revenue provision (MRP) policy.

b.) Treasury Management considerations -

- The current treasury position;
- Treasury indicators which limit the treasury risk and activities of the Council;
- Prospects for interest rates;
- Borrowing Strategy;
- Policy on borrowing in advance of need;
- Debt rescheduling;
- Investment Strategy;
- Creditworthiness policy; and
- The policy on use of external service providers.

1.9 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, Ministry of Housing, Communities and Local Government (MHCLG) MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

1.10 The Treasury Management scheme of delegation, and responsibilities of the Section 151 officer are set out in Annex 6 and 7 respectively.

### ***CIPFA Treasury Management Code and Prudential Code Changes Impact***

1.11 CIPFA recently completed the second round of consultation on the proposed changes to the current editions of the Treasury Management Code and Prudential Code. The revised editions of these Codes were published on the 20 Dec 2021. The Council has to have regard to these codes of practice when we prepare the Treasury Management Strategy Statement and related in-year reports taken to Full Council for approval. CIPFA has agreed a soft launch approach with formal reporting requirements deferred until 2023/24 financial year. We will ensure that we implement these new requirements on or before the 1 April 2023.

1.12 As part of these changes, the Council is required to adopt a new Liability Benchmark treasury indicator to support Capital Financing Requirement financing risk management.

1.13 There will also be further changes to clarify what CIPFA expect a local authority to borrow for and what they do not view as appropriate. This will include -

- the requirement to set a proportionate approach to Commercial and Service capital investment and to implement the relevant reporting of these;
- addressing ESG issues within Capital Strategy;
- require implementation of a policy to review Commercial Property with a view to divest where appropriate;
- creation of new Investment Practices to manage risks associated with non-Treasury investment;

- a recommendation that any long term treasury investment is supported by a business model and requirement to effectively manage liquidity and longer term cash flow requirements;
- an amendment to address ESG policy within the treasury management risk framework;

1.14 Members will be updated on how these changes will impact our current approach and any changes required will be formally adopted within the 2023/24 TMSS and associated reports.

### ***Training***

1.15 The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. The training needs of treasury management officers are periodically reviewed and carried out with both formal and on the job training.

### ***Treasury Management Consultants***

1.16 The Council currently contracts Link Group, Treasury solutions as its external treasury management advisors.

1.17 The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

1.18 It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources as and when required. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly contracted, agreed and documented and subjected to regular review.

## 2.0 The Capital Prudential Indicators 2022/23 – 2024/25

2.1 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans are reflected in the prudential indicators (Annex 1), which are designed to assist members' overview and confirm capital expenditure plans.

### *Capital Expenditure and Financing*

2.2 This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

**Table 1 – Total Capital Programme**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital Expenditure	98,527.07	100,944.15	100,004.41	100,969.13	100,758.30	101,386.30
Non-Treasury Investment WPDG*	-	4,071.07	11,511.22	8,903.78	22,127.03	21,125.70
Non-Treasury Investment WRIF*	2,400.00	30,000.00	30,000.00	30,000.00	30,000.00	7,600.00
<b>Total</b>	<b>100,927.07</b>	<b>135,015.22</b>	<b>141,515.63</b>	<b>139,872.91</b>	<b>152,885.33</b>	<b>130,112.00</b>

\*WPDG Warwickshire Property and Development Group

\*WRIF Warwickshire Recovery and Investment Fund

2.3 The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a need to borrow to fund the shortfall.

**Table 2 – Financing of Capital Expenditure**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital receipts	13,619.05	22,583.18	3,648.00	-	-	-
Capital grants	86,249.02	44,534.81	29,405.73	32,617.75	24,230.36	22,739.00
Self Financed Borrowing	-	-	-	-	-	-
Revenue	1,059.00	111.00	-	-	-	-
Capital Programme Funding/Income	100,927.07	67,228.99	33,053.73	32,617.75	24,230.36	22,739.00
WPDG Receipts	-	-	14,532.80	2,029.80	19,841.03	15,440.10
WRIF Receipts	-	-	12,462.32	16,374.57	19,697.82	17,053.64
Non Treasury Investment Funding/Income	-	-	26,995.11	18,404.37	39,538.85	32,493.74
<b>Total Funding/Income</b>	<b>100,927.07</b>	<b>67,228.99</b>	<b>60,048.84</b>	<b>51,022.12</b>	<b>63,769.21</b>	<b>55,232.74</b>
Total Capital Expenditure	100,927.07	135,015.22	141,515.63	139,872.91	152,885.33	130,112.00
<b>Net financing need for the year</b>	<b>-</b>	<b>67,786.23</b>	<b>81,466.79</b>	<b>88,850.79</b>	<b>89,116.12</b>	<b>74,879.26</b>
Minimum Revenue Provision (MRP)	- 10,940.53	- 10,502.91	- 12,794.24	- 15,541.15	- 18,473.53	- 21,299.24
<b>Borrowing Requirement</b>	<b>- 10,940.53</b>	<b>57,283.32</b>	<b>68,672.55</b>	<b>73,309.64</b>	<b>70,642.59</b>	<b>53,580.02</b>

- 2.4 The net financing need split between capital expenditure and non-treasury investments is shown below, to help show the relative scale of non-treasury investments.

**Table 3 – Financing of Non-Treasury Investments**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
WPDG Capital Investment	0.000	4,071.070	11,511.220	8,903.780	22,127.030	21,125.700
Less: WPDG Related Receipts and Repayments	0.000	0.000	14,532.795	2,029.800	19,841.030	15,440.100
WRIF Capital Investment	2,400.000	30,000.000	30,000.000	30,000.000	30,000.000	7,600.000
Less: WRIF Related Receipts and Repayments	0.000	0.000	12,462.317	16,374.567	19,697.815	17,053.644
<b>Net financing need for the year</b>	<b>2,400.000</b>	<b>34,071.070</b>	<b>68,506.332</b>	<b>57,308.147</b>	<b>91,665.875</b>	<b>61,219.444</b>
Percentage of total net financing need %		50.3%	84.1%	64.5%	102.9%	81.8%

- 2.5 Further details in respect of non-treasury investments are set out in the separate Investment Strategy document.

***The Council's Borrowing Need (Capital Financing Requirement)***

- 2.6 The Capital Financing Requirement (CFR) represents capital expenditure financed by external debt and not by capital receipts, revenue contributions, capital grants or third-party contributions at the time of spending. The CFR measures the Authority's underlying need to borrow externally for a capital purpose.

**Table 4 – Capital Financing Requirement**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
CFR – Capital Programme	264,956.79	288,169.04	342,325.48	395,135.71	453,190.11	510,538.18
CFR - WPDG	0.00	4,071.07	1,049.50	7,923.47	10,209.48	15,895.07
CFR - WRIF	2,400.00	32,400.00	49,937.68	63,563.12	73,865.30	64,411.66
<b>Total CFR</b>	<b>267,356.79</b>	<b>324,640.11</b>	<b>393,312.66</b>	<b>466,622.30</b>	<b>537,264.89</b>	<b>590,844.91</b>
Movement in CFR - Capital Programme		33,715.16	66,950.68	68,351.37	76,527.94	78,647.30
Movement in CFR - WPDG		4,071.07	(3,021.58)	6,873.98	2,286.00	5,685.60
Movement in CFR - WRIF		30,000.00	17,537.68	13,625.43	10,302.18	(9,453.64)
<b>Movement in CFR - Total</b>		<b>67,786.23</b>	<b>81,466.79</b>	<b>88,850.79</b>	<b>89,116.12</b>	<b>74,879.26</b>
<b>Movement in CFR represented by</b>						
Net financing need for the year	0.00	67,786.23	81,466.79	88,850.79	89,116.12	74,879.26
Less MRP and other financing movements	(10,940.53)	(10,502.91)	(12,794.24)	(15,541.15)	(18,473.53)	(21,299.24)
<b>Movement in CFR net of MRP</b>	<b>(10,940.53)</b>	<b>57,283.32</b>	<b>68,672.55</b>	<b>73,309.64</b>	<b>70,642.59</b>	<b>53,580.02</b>

### ***Core Funds and Expected Investment Balances***

- 2.7 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

**Table 5 – Expected Investments**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Fund balances / reserves	220,200.00	198,700.00	174,300.00	158,200.00	142,000.00	142,000.00
Capital receipts	3,037.00	0.00	0.00	0.00	0.00	0.00
Other	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00
<b>Total core funds</b>	<b>230,337.00</b>	<b>205,800.00</b>	<b>181,400.00</b>	<b>165,300.00</b>	<b>149,100.00</b>	<b>149,100.00</b>
Working capital	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
(Under)/over borrowing	54,049.21	(3,234.11)	(71,906.66)	(135,216.30)	(155,858.89)	(159,438.91)
<b>Expected treasury investments</b>	<b>409,386.21</b>	<b>327,565.89</b>	<b>234,493.34</b>	<b>155,083.70</b>	<b>118,241.11</b>	<b>114,661.09</b>

\* Working capital balances shown are estimated year-end; these may be higher mid-year

### ***Minimum Revenue Provision (MRP) Policy Statement***

- 2.8 Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred and so such expenditure is spread over several years so as to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision (MRP).
- 2.9 The MRP should be designed to make prudent provision to redeem debt liabilities over a period which is reasonably commensurate with the associated capital expenditure benefits.
- 2.10 Having regard to these requirements, the MRP provision will be calculated as set out below.

#### ***MRP for Capital Programme Expenditure.***

- 2.11 The MRP provision will be calculated on the average remaining useful life of the Council's asset portfolio. We will calculate and apply the remaining useful life over two categories of asset:
- Land, buildings and infrastructure; and
  - Vehicles, plant and equipment and intangible assets.
- 2.12 The proportion of debt outstanding in each category of asset will be determined by the value of assets included in the balance sheet at the end of each financial year.



2.13 The 2020 review shows that the remaining useful life of our assets is now 22 years. By using an average life of 25 years for our assets equates to an annual provision of 4% straight line MRP.

2.14 For vehicles, plant and equipment, the remaining useful life is assumed to be 6 years e.g. 5 years average remaining useful life will result in 20% straight line MRP.

***MRP for the Warwickshire Property Development Group (WPDG)***

2.15 Unlike mainstream capital spending where provision for purchase of replacement assets has to be made in order to have funding available for replacement assets, expenditure (investment) in the WPDG will at a later date be repaid in full.

2.16 It is possible to assume that these repayments of principal amount to the necessary revenue provision. However, there is a risk that repayment of principal is not made, or not made in full. In order to mitigate this risk, the MRP policy for the WPDG will be to make a provision as follows

- No MRP will be charged to the revenue account on any equity land or asset transfers into Wholly Owned subsidiaries.
- No MRP will be charged on working capital loans. Any anticipated impairments will be treated following the relevant accounting standards (namely IFRS9 - Financial Instruments), and not charged through the capital financing regime.
- MRP on development loans made to DevCo (a subsidiary of WPDG) will be charged over 25 years of equivalent to 4% per year, in line with the existing MRP policy for the capital programme.
- MRP on loans to ManCo (a subsidiary of WPDG for purchase of assets from DevCo) will be charged to the revenue account over 25 years (4% per year) in order to match the repayment profile of senior lending and operating life of those assets.
- Any capital receipts then received as repayment of the loan principal from ManCo and Dev Co will be used to offset “traditional” borrowing requirements for financing the wider capital programme.

***MRP for the Warwickshire Recovery Investment Fund (WRIF)***

2.17 Unlike mainstream capital spending where provision for purchase of replacement assets has to be made in order to have funding available for replacement assets, expenditure (investment) in the WRIF will at a later date be repaid in full.

2.18 It is possible to assume that these repayments of principal amount to the necessary revenue provision. However, there is a risk that repayment of principal is not made, or not made in full. In order to mitigate this risk the MRP policy for the WRIF will be to make a provision as follows:

- MRP on WRIF loans that are capital in nature will be 4% per year. This aligns with the intention for MRP to be associated with the underlying asset life rather than the duration of the loan.
- Any capital receipts then received as repayment of the loan principal from WRIF will be used to offset “traditional” borrowing requirements for financing the wider capital programme.

### ***MRP Calculation***

- 2.19 The actual calculation of MRP will be based on the [Total Capital Financing Requirement x 4%]. This is deemed to be a prudent overall level of provision based upon the requirements set out above.
- 2.20 The Council has the option to directly and specifically link internal borrowing to specific investments and where this is the case a MRP would not be made. This would mean that repayments associated with the loan would not be capital and would therefore not be ringfenced to financing capital spending. Any anticipated impairments will be treated following the relevant accounting standards (namely IFRS9 - Financial Instruments), and not charged through the capital financing regime. However, the default position is that specific funding sources are not directly linked to specific investments therefore an express decision to link specific funding to a specific investment would need to be made for this to happen.

### 3.0 BORROWING

- 3.1 Capital expenditure plans are set out in detail in the Capital Strategy. The treasury management function ensures that the Council's cash is managed in accordance with the relevant professional codes, so that sufficient cash is available to meet the Council's capital strategy and revenue service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual treasury investment strategy.
- 3.2 The council currently holds an over borrowed position (meaning external borrowing is greater than the total capital financing requirement), however this is forecast to change based on capital expenditure plans in the coming years. The need for further borrowing will be kept under review.

#### ***Current Portfolio Position***

- 3.3 The overall treasury management portfolio as at 31st March 2021 and 31<sup>st</sup> December 2021 are shown below for both borrowing and investments.

**Table 6 – Current Portfolio Position**

<b>Treasury Portfolio</b>				
	Actual 31.03.2021 £m	Actual 31.03.2021 %	Actual 30.12.2021 £m	Actual 30.12.2021 %
<b>Treasury investments</b>				
Banks	20.021	5%	20.000	5%
Building Societies	50.004	13%	80.000	19%
Local Authorities	128.157	32%	160.000	38%
DMADF (H.M.Treasury)	-	0%		0%
Lloyds Secondary Account and Cash	5.004	1%	7.060	2%
<b>Subtotal - managed in house</b>	<b>203.186</b>	<b>51%</b>	<b>267.060</b>	<b>64%</b>
Money Market Funds	148.702	38%	105.628	25%
CCLA Property Fund	10.211	3%	11.474	3%
Threadneedle Social Bond Fund	33.520	8%	33.219	8%
<b>Subtotal - managed externally</b>	<b>192.433</b>	<b>49%</b>	<b>150.321</b>	<b>36%</b>
<b>Total treasury investments</b>	<b>395.619</b>	<b>100%</b>	<b>417.381</b>	<b>100%</b>
<b>Treasury external borrowing</b>				
PWLB	321.406	100%	321.406	100%
<b>Total external borrowing</b>	<b>321.406</b>		<b>321.406</b>	
<b>Net treasury investments / (borrowing)</b>	<b>74.213</b>		<b>95.975</b>	

- 3.4 Annex 2 sets out the current maturity profile of investments held, and the borrowing portfolio. Currently there is a significant concentration of debt maturities across the period 2050-2060.

- 3.5 The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

**Table 7 – External Debt Forecast**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
<b>External Debt</b>						
Debt at 1 April	321.406	321.406	321.406	321.406	331.406	381.406
New Debt				10.000	50.000	50.000
<b>Actual gross debt at 31 March</b>	<b>321.406</b>	<b>321.406</b>	<b>321.406</b>	<b>331.406</b>	<b>381.406</b>	<b>431.406</b>
The Capital Financing Requirement	267.357	324.640	393.313	466.622	537.265	590.845
<b>Under / (over) borrowing</b>	<b>- 54.049</b>	<b>3.234</b>	<b>71.907</b>	<b>135.216</b>	<b>155.859</b>	<b>159.439</b>

**Internal Debt**

- 3.6 The Council will seek to hold efficient levels of cash and will therefore run down external investment balances and use cash to finance a share of the Capital Financing Requirement. This is referred to as internal borrowing and when implemented it will improve our annual net interest costs, as the loss of interest on investment is currently lower than the cost of interest on external loans. The level of internal borrowing will be kept under review to ensure that the level of total treasury investments (a liquidity buffer) does not fall below £125m.

**Table 8 – Internal Debt Forecast**

£m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
External Debt	321.406	321.406	321.406	331.406	381.406	431.406
Internal Debt (internal borrowing)	-	3.234	71.907	135.216	155.859	159.439
<b>Internal borrowing as % of CFR</b>	<b>0.0%</b>	<b>1.0%</b>	<b>18.3%</b>	<b>29.0%</b>	<b>29.0%</b>	<b>27.0%</b>

- 3.7 Where it is deemed appropriate to add to the level of current external loan finance, any risks associated with such borrowing will be subject to prior appraisal (including borrow now or borrow later analysis) and subsequent reporting through the mid-year or annual reporting mechanism.
- 3.8 Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2022/23 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.
- 3.9 The Assistant Director - Finance reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### ***Treasury Indicators: Limits to Borrowing Activity***

- 3.10 **The operational boundary** – This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

**Table 9 – Operational Boundary**

£m	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
External Debt	321.406	324.640	393.313	466.622	537.265	590.845
<b>Total</b>	<b>321.406</b>	<b>324.640</b>	<b>393.313</b>	<b>466.622</b>	<b>537.265</b>	<b>590.845</b>

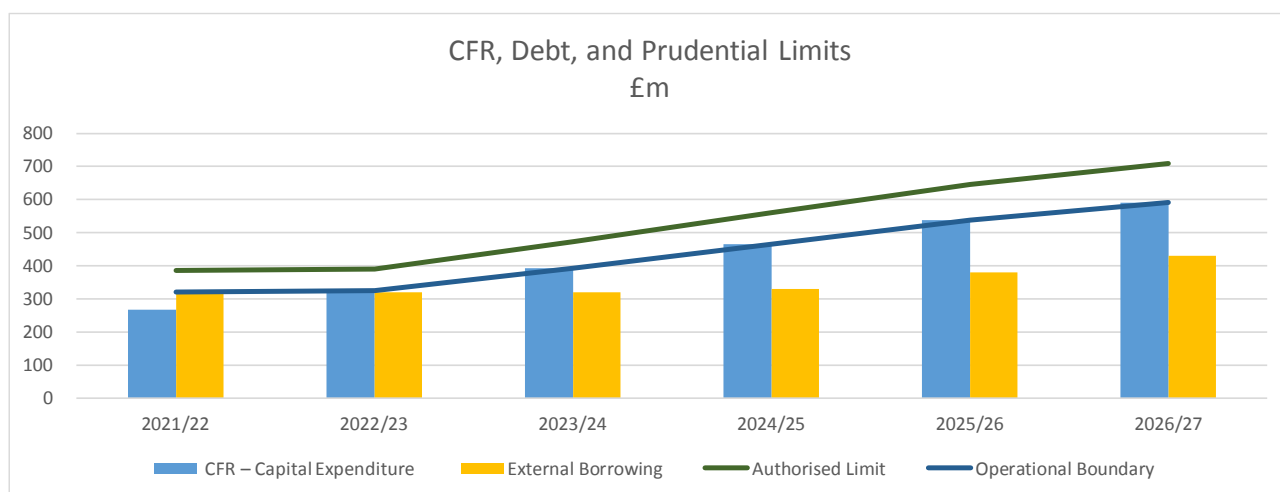
### ***The Authorised Limit for External Debt***

- 3.11 This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
- 3.12 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
- 3.13 The Council is asked to approve the following authorised limit.

**Table 10 – Authorised Limit**

£m	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
External Debt	386.000	390.000	472.000	560.000	645.000	709.000
<b>Total</b>	<b>386.000</b>	<b>390.000</b>	<b>472.000</b>	<b>560.000</b>	<b>645.000</b>	<b>709.000</b>

**Chart 1 - Capital Financing Requirement, Debt and Prudential Limits**



### ***Prospects for Interest Rates***

3.14 The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 8 November 2021. These are forecasts for certainty rates, gilt yields plus 80 bps.

**Table 11 – Interest Rate Forecasts**

Link Group Interest Rate View 8.11.21		Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE		0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25
3 month ave earnings		0.30	0.40	0.50	0.50	0.50	0.60	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00
6 month ave earnings		0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.10	1.10	1.10	1.10	1.10	1.10
12 month ave earnings		0.50	0.60	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20	1.20
5 yr PWLB		1.50	1.50	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.80	1.90	1.90	2.00	2.00
10 yr PWLB		1.80	1.90	1.90	2.00	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30	2.40
25 yr PWLB		2.10	2.20	2.30	2.40	2.40	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.70	2.70
50 yr PWLB		1.90	2.00	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.50	2.50

3.15 The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings.

3.16 As shown in the forecast table above, the forecast for Bank Rate now includes five increases, one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and, finally, one in quarter 1 of 2025 to 1.25%.

3.17 Significant risks to interest rates forecast include:

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity.
- **Mutations** of the virus render current vaccines ineffective, and tweaked vaccines to combat these mutations are delayed, resulting in further national lockdowns or severe regional restrictions.
- **The Monetary Policy Committee** acts too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- **The Monetary Policy Committee** tightens monetary policy too late to ward off building inflationary pressures.
- **The Government** acts too quickly to cut expenditure to balance the national budget.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **German general election** in September 2021. Germany faces months of uncertainty while a new coalition government is cobbled together after the

indecisive result of the election. Once that coalition is formed, Angela Merkel's tenure as Chancellor will end and will leave a hole in overall EU leadership.

- **Longer term US treasury yields** rise strongly and pull gilt yields up higher than forecast.
- **Major stock markets** e.g., in the US, become increasingly judged as being over-valued and susceptible to major price corrections. Central banks become increasingly exposed to the "moral hazard" risks of having to buy shares and corporate bonds to reduce the impact of major financial market selloffs on the general economy.
- **Geopolitical risks**, for example in Iran, North Korea, but also in Europe and Middle Eastern countries; on-going global power influence struggles between Russia/China/US. These could lead to increasing safe-haven flows.

### ***The Balance of Risks to the UK Economy***

3.18 The overall balance of risks to economic growth in the UK is now lessening, including residual risks from Covid and its variants - both domestically and their potential effects worldwide.

### ***Forecasts for Bank Rate***

3.19 It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic. The economy should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the spike up to around 5%. The forecast includes five increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is likely that these forecasts will need changing within a relatively short timeframe for the following reasons:

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.
- Will some current key supply shortages spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation.
- On the other hand, consumers are sitting on over £160bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- It is estimated that there were around 1 million people who came off furlough at the end of September; how many of those would not have had jobs on 1<sup>st</sup> October and would therefore be available to fill labour shortages which are creating a major headache in many sectors of the economy? So, supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate one of the MPC's key current concerns.

- We also recognise there could be further nasty surprises on the Covid front, on top of the flu season this winter, and even the possibility of another lockdown, which could all depress economic activity.

3.20 In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will be revised again over the next few months as things evolve and clarify.

3.21 It should also be borne in mind that the bank rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on no other grounds than it being no longer warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

### ***Forecasts for PWLB Rates and Gilt and Treasury Yields***

3.22 As the interest forecast table for PWLB certainty rates above shows, there is likely to be a steady rise over the forecast period, with some degree of uplift due to rising treasury yields in the US.

3.23 There is likely to be **exceptional volatility and unpredictability in respect of gilt yields and PWLB rates** due to the following factors:

- How strongly will changes in gilt yields be correlated to changes in US treasury yields (see below). Over 10 years since 2011 there has been an average 75% correlation between movements in US treasury yields and gilt yields. However, from time to time these two yields can diverge. Lack of spare economic capacity and rising inflationary pressures are viewed as being much greater dangers in the US than in the UK. This could mean that central bank rates will end up rising earlier and higher in the US than in the UK if inflationary pressures were to escalate; the consequent increases in treasury yields could well spill over to cause (lesser) increases in gilt yields. There is, therefore, an upside risk to forecasts for gilt yields due to this correlation. The Link Group forecasts have included a risk of a 75% correlation between the two yields.
- Will the US Federal Bank (Fed) take action to counter increasing treasury yields if they rise beyond a yet unspecified level?
- Would the MPC act to counter increasing gilt yields if they rise beyond a yet unspecified level?
- How strong will inflationary pressures actually turn out to be in both the US and the UK and so put upward pressure on treasury and gilt yields?
- How will central banks implement their new average or sustainable level inflation monetary policies?
- How well will central banks manage the withdrawal of QE purchases of their national bonds i.e., without causing a panic reaction in financial markets as happened in the “taper tantrums” in the US in 2013?
- Will exceptional volatility be focused on the short or long-end of the yield curve, or both?



- 3.24 The forecasts are also predicated on an assumption that there is no break-up of the Eurozone or EU within the forecasting period, despite the major challenges that are looming up, and that there are no major ruptures in international relations, especially between the US and China / North Korea and Iran, which have a major impact on international trade and world GDP growth.
- 3.25 **Gilt and Treasury Yields** – Since the start of 2021, there has been a lot of volatility in gilt yields, and hence PwLB rates. During the first part of the year, US President Biden's, and the Democratic party's, determination to push through a \$1.9trn (equivalent to 8.8% of GDP) fiscal boost for the US economy as a recovery package from the Covid pandemic was what unsettled financial markets. However, this was in addition to the \$900bn support package already passed in December 2020. This was then followed by additional Democratic ambition to spend \$1trn on infrastructure, which has just been passed by both houses, and an even larger sum on an American families plan over the next decade; this is still caught up in Democrat / Republican haggling. Financial markets were alarmed that all this stimulus was happening at a time when:
- A fast vaccination programme has enabled a rapid opening up of the economy.
  - The economy has been growing strongly during 2021.
  - It started from a position of little spare capacity due to less severe lockdown measures than in many other countries.
  - And the Fed was still providing stimulus through monthly QE purchases.
- 3.26 These factors could cause an excess of demand in the economy which could then unleash strong inflationary pressures. This could then force the Fed to take much earlier action to start increasing the Fed rate from near zero, despite their stated policy being to target average inflation.
- 3.27 At its 3<sup>rd</sup> November meeting, the Fed decided to make a start on tapering QE purchases with the current \$80bn per month of Treasury securities to be trimmed by \$10bn in November and a further \$10bn in December. The \$40bn of MBS purchases per month will be trimmed by \$5bn in each month. If the run-down continued at that pace, the purchases would cease entirely next June but the Fed has reserved the ability to adjust purchases up or down. This met market expectations. These purchases are currently acting as downward pressure on treasury yields and so it would be expected that Treasury yields would rise as a consequence over the taper period, all other things being equal.
- 3.28 However, on the inflation front it was still insisting that the surge in inflation was "largely" transitory. In his post-meeting press conference, Chair Jerome Powell claimed that "the drivers of higher inflation have been predominantly connected to the dislocations caused by the pandemic" and argued that the Fed's tools cannot address supply constraints. However, with the Fed now placing major emphasis on its mandate for ensuring full employment, (besides containing inflation), at a time when employment has fallen by 5 million and 3 million have left the work force, resignations have surged due to the ease of getting better paid jobs and so wage pressures have built rapidly.
- 3.29 With wage growth at its strongest since the early 1980s, inflation expectations rising and signs of a breakout in cyclical price inflation, particularly rents, the FOMC's insistence that this is still just a temporary shock "related to the pandemic and the

reopening of the economy", does raise doubts which could undermine market confidence in the Fed and lead to higher treasury yields.

3.30 As the US financial markets are, by far, the biggest financial markets in the world, any upward trend in treasury yields will invariably impact and influence financial markets in other countries. Inflationary pressures and erosion of surplus economic capacity look much stronger in the US compared to those in the UK, which would suggest that Fed rate increases eventually needed to suppress inflation, are likely to be faster and stronger than Bank Rate increases in the UK. This is likely to put upward pressure on treasury yields which could then spill over into putting upward pressure on UK gilt yields.

3.31 There is a balance of upside risks to forecasts for medium to long term PWLB rates.

### ***A New Era, a Fundamental Shift in Central Bank Monetary Policy***

3.32 One of the key results of the pandemic has been a fundamental rethinking and shift in monetary policy by major central banks like the US Federal Bank (Fed), the Bank of England (BoE) and the European Central Bank (ECB), to tolerate a higher level of inflation than in the previous two decades when inflation was the prime target to bear down on so as to stop it going above a target rate. There is now also a greater emphasis on other targets for monetary policy than just inflation, especially on 'achieving broad and inclusive "maximum" employment in its entirety' in the US, before consideration would be given to increasing rates.

- The Fed has gone furthest in adopting a monetary policy based on a clear goal of allowing the inflation target to be symmetrical, (rather than a ceiling to keep under), so that inflation averages out the dips down and surges above the target rate, over an unspecified period of time.
- The BoE has also amended its target for monetary policy so that inflation should be 'sustainably over 2%' before starting on raising Bank Rate and the ECB now has a similar policy.

3.33 For local authorities, this means that investment interest rates and very short term PWLB rates will not be rising as quickly or as high as in previous decades when the economy recovers from a downturn and the recovery eventually runs out of spare capacity to fuel continuing expansion.

3.34 Labour market liberalisation since the 1970s has helped to break the wage-price spirals that fuelled high levels of inflation and has now set inflation on a lower path which makes this shift in monetary policy practicable. In addition, recent changes in flexible employment practices, the rise of the gig economy and technological changes, will all help to lower inflationary pressures.

3.35 Governments will also be concerned to see interest rates stay lower as every rise in central rates will add to the cost of vastly expanded levels of national debt; (in the UK this is £21bn for each 1% rise in rates). On the other hand, higher levels of inflation will help to erode the real value of total public debt.

### ***Investment and Borrowing Rates***

3.36 **Investment returns** are expected to improve in 2022/23. However, while markets are pricing in a series of Bank Rate hikes, actual economic circumstances may see the Monetary Policy Committee (MPC) fall short of these elevated expectations.

- 3.37 **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.
- 3.38 On 25.11.20, the Chancellor announced the conclusion to the review of margins over gilt yields for PWLB rates which had been increased by 100 bps in October 2019. The standard and certainty margins were reduced by 100 bps but a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which had purchase of assets for yield in its three-year capital programme. The current margins over gilt yields are as follows:
- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
  - **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
  - **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
  - **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
  - **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)
- 3.39 **Borrowing for capital expenditure** – Our long-term (beyond 10 years), forecast for Bank Rate is 2.00%. As some PWLB certainty rates are currently below 2.00%, there remains value in considering long-term borrowing from the PWLB where appropriate. Temporary borrowing rates are likely, however, to remain near Bank Rate and may also prove attractive as part of a balanced debt portfolio. In addition, there are also some cheap alternative sources of long-term borrowing if an authority is seeking to avoid a “cost of carry” but also wishes to mitigate future re-financing risk. (*Amend as appropriate*).
- 3.40 While this authority will not be able to avoid borrowing to finance new capital expenditure, to replace maturing debt and the rundown of reserves, there will be a cost of carry, (the difference between higher borrowing costs and lower investment returns), to any new borrowing that causes a temporary increase in cash balances.

### ***Borrowing Strategy***

- 3.41 The Council is currently maintaining an over-borrowed position. This means that more external borrowing exists than is necessary which results in higher cash balances being held by the council. However, the borrowing position is forecast to change based on the capital expenditure planned over the next 5 years and beyond, switching to an “under-borrowed” position. This is planned in order to make efficient use of cash balances. By, in effect, borrowing from internal balances the cost of borrowing is lower than borrowing from an external lender.
- 3.42 Against this background and the risks within the economic forecast, caution will be adopted with the 2022/23 treasury operations. The Assistant Director - Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.
  - if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic

activity, or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

3.43 Any decisions will be reported to the appropriate decision-making body at the next available opportunity.

3.44 With the current over-borrowed position, but also being mindful of the economic outlook for 2022/23 (annex 8) the following assumptions will be adopted in the borrowing strategy:

- The cheapest borrowing will be internal borrowing by running down cash balances and foregoing interest earned at historically low rates.
- Internal borrowing will be weighed against potential long-term costs that will be incurred if market loans at long term rates are higher in future years.
- Long term fixed rate market loans at rates significantly below PWLB rates will be considered where available, to ensure the best rates and to maintain an appropriate balance between PWLB and market debt in the debt portfolio.
- PWLB borrowing for periods under ten years will be considered where rates are expected to be significantly lower than rates for longer periods. This offers a range of options for new borrowing which will spread debt maturities away from a current concentration in longer dated debt.
- To ensure that the Council considers all options to secure long-term certainty, the Council may also look to make use of forward starting loans as this will allow us to lock into a known financing rate out of a future date. These loans tend to be offered by Financial institutions (primarily insurance companies and pension funds but also some banks, where the objective is to use the forward loan with a mix of internal loans/temporary borrowing to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).

### ***Policy on Borrowing in Advance of Need***

3.45 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

3.46 However, the Council may borrow in advance of need for risk management or borrowing efficiency purposes. In determining whether borrowing will be undertaken in advance of need, the Council will:

- Ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to fund in advance of need;
- Ensure the ongoing revenue liabilities created, and the implications on future plans and budgets have been considered;
- Evaluate the economic and market factors that might influence the manner and timing of any decision;
- Consider the merits and demerits of alternative forms of funding;

- Consider the alternative interest rate bases available, the most appropriate time periods and repayment profiles; and
- Consider the impact of temporarily increasing cash balances until cash is required to finance capital expenditure, and the consequent increase in exposure to counterparty and other risks.

### ***Debt Rescheduling***

3.47 As short-term borrowing rates are cheaper than longer term rates, there may be opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of their short-term nature and the cost of debt repayments. Reasons for debt rescheduling would include:

- The generation of cash savings and/or discounted cash flow savings;
- Helping to fulfil the strategy; and
- Enhancing the balance of the portfolio, for example reducing concentration of the debt maturity profile.

3.48 The option to make repayment of some external debt to the PWLB in order to reduce the difference between its gross and net debt position will be kept under review. However, the penalty premiums that would be incurred by doing so means there currently is no net financial benefit from such early repayment.

### ***New Financial Institutions as a Source of Borrowing and / or Types of Borrowing***

3.49 Currently the PWLB Certainty Rate is set at gilts + 80 basis points for both Housing Revenue Account and non-Housing Revenue Account borrowing. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons (for full list see annex 3):

- Local authorities (primarily shorter dated maturities out to 3 years or so – still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).
- Municipal Bonds Agency (possibly still a viable alternative depending on market circumstances prevailing at the time).

3.50 Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

## 4.0 ANNUAL INVESTMENT STRATEGY

### *Investment Policy – Management of Risk*

- 4.1 The Department of Levelling Up, Housing and Communities (DLUHC - this was formerly the Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy, (a separate report).
- 4.2 The Council’s investment policy has regard to the following:
- DLUHC’s Guidance on Local Government Investments (“the Guidance”)
  - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”)
  - CIPFA Treasury Management Guidance Notes 2018
- 4.3 The Council’s investment priorities will be security first, portfolio liquidity second and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and within the Council’s risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs. However, where appropriate (from an internal as well as external perspective), the Council will also consider the value available in periods up to 12 months with high credit rated financial institutions, as well as wider range fund options.
- 4.4 The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means:
- a.) Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
  - b.) **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “**credit default swaps**” and overlay that information on top of the credit ratings.
  - c.) **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
  - d.) This authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in annex 4 under the categories of ‘specified’ and ‘non-specified’ investments -

- **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity if originally, they were classified as being non-specified investments solely due to the maturity period exceeding one year.
  - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- e.) **Non-specified and loan investment limits.** The Council has determined that it will set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified treasury management investments of £80m.
- f.) **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in Annex 4.
- g.) **Sector Limits.** The Council has determined that it will limit the maximum exposure within difference sectors of investments. These are set out in Annex 4
- h.) **Transaction limits** are set for each type of investment in Annex 4.
- i.) Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.10).
- j.) This authority has engaged **external consultants**, (see paragraph 1.11), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
- k.) As a result of the change in accounting standards for 2022/23 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23.

4.5 However, this authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year.

4.6 The above risk management policy criteria are **unchanged** from last year.

### ***Creditworthiness Policy***

4.7 The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that it:

- Maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- Has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed.

These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

- 4.8 The Assistant Director – Finance will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.
- 4.9 Credit rating information is supplied by the Link Group, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating Watches (notification of a likely change), rating Outlooks (notification of the longer-term bias outside the central rating view) are provided to officers almost immediately after they occur, and this information is considered before dealing. For instance, a negative rating Watch applying to counterparty at the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions.
- 4.10 The criteria for providing a pool of high-quality investment counterparties, (both specified and non-specified investments) is:
- a.) **Banks of good credit quality** – the Council will only use banks which are:
    - UK banks; or
    - non-UK and domiciled in a country which has a minimum sovereign Long Term rating of A- and have, as a minimum, the following Fitch Ratings:
      - Short Term – F1
      - Long Term – A-
  - b.) **Council's own Bank** – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time invested.
  - c.) **Building Societies** - The Council will use all societies which meet the ratings for banks outlined above;
  - d.) **Money Market Funds (MMFs):**
    - CNAV (constant net asset value) – AAA rated
    - LVNAV (low volatility net asset value)– AAA rated
    - VNAV (variable net asset value) – AAA rated
  - e.) **Property Funds** - CCLA (refer to table D and E in annexes)
  - f.) **Social Bond Funds** - Threadneedle (refer to table D and E in annexes)
  - g.) **Ultra-Short Dated Bond Funds** – at least AA rated
  - h.) **Local Authorities and Parish Council Loans** - both spot and forward dates
  - i.) **Housing Association Loans**
- 4.11 **Use of additional information other than credit ratings** – Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information



will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, rating Watches/Outlooks) will be applied to compare the relative security of differing investment opportunities.

- 4.12 **Time and monetary limits applying to investments** – The time and monetary limits for institutions on the Council’s counterparty list are as follows (these will cover both specified and non-specified investments):
- 4.13 **Creditworthiness** – Significant levels of downgrades to short- and long-term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. However, as economies are beginning to reopen, there have been some instances of previous lowering of Outlooks being reversed.
- 4.14 **Credit Default Swaps (CDS) prices** – Although bank CDS prices (these are market indicators of credit risk) spiked upwards at the end of March / early April 2020 due to the heightened market uncertainty and ensuing liquidity crisis that affected financial markets, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Council has access to this information via its Link-provided Passport portal.

#### ***Other Limits***

- 4.15 Due care will be taken to consider the exposure of the Council’s total investment portfolio to non-specified investments, countries, groups and sectors:
- a.) **Country limit** – The Council has determined that it will only use approved counterparties from the UK and from countries with a **minimum sovereign credit rating of A-** from Fitch Ratings. The list of countries that qualify using this credit criteria as at the date of this report are shown in Annex 5. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.
- b.) **In-house funds** – Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. While most cash balances are required in order to manage the ups and downs of cash flow where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer term investments will be carefully assessed:
- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term or variable.
  - Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

### ***Investment Returns Expectations***

- 4.16 The current forecast shown in paragraph 3.3, includes a forecast for a first increase in Bank Rate in December 2021 though there is a high risk that it could be delayed until quarter 1 or 2 of 2022.
- 4.17 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year, (based on a first increase in Bank Rate in quarter 2 of 2022), are as follows:

**Table 12 – Estimated Investment Returns for Budgeting Purposes**

<b>Average earnings in each year</b>	<b>Now</b>	<b>Previously</b>
2022/23	0.50%	0.25%
2023/24	0.75%	0.50%
2024/25	1.00%	0.50%
2025/26	1.25%	1.00%
Long term later years	2.00%	2.00%

### ***Investment Performance / Risk Benchmarking***

- 4.18 **Benchmarks** are guides to risk, they may be breached depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is so that officers can monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Current advice suggests using the investment benchmark – ‘returns above the 7-day SONIA compounded rate’.

### ***Non-Treasury Investment Strategy***

- 4.19 A separate document entitled “Investment Strategy” covers the Council’s position in **respect of non-treasury management investments held for service reasons or commercial reasons.**

### ***End of Year Investment Report***

- 4.20 At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

### ***External Fund Managers***

- 4.21 The County Council uses a number of external managers to spread risk and obtain maximum market exposure. Current external fund managers actively used during the last year are listed below. This list is not exhaustive and new fund managers may be engaged if necessary. Officers will periodically review the position, performance, and costs of external fund managers, and may meet with client relationship managers or fund managers as appropriate.

- Blackrock

- Deutsche Bank
- Goldman Sachs
- Insight
- Aberdeen
- Federated Hermes
- CCLA
- Threadneedle

### ***Environmental, Social, and Governance Policy***

4.22 As a responsible investor, the Council is committed to considering environmental, social, and governance (ESG) issues, and has a particular interest in taking action against climate change and pursuing activities that have a positive social impact.

4.23 However, the treasury management function is controlled by statute and by professional guidelines and the first priorities of treasury must remain security, liquidity, and yield. With those priorities kept in place, the following activity will be undertaken in respect of climate change and responsible investing. Steps will be taken to:

- Ensure an understanding of the degree to which investments may contribute towards climate change. This may take the form of measuring the carbon footprint or some similar measure.
- Where appropriate, move cash balances to funds that have are ESG driven targets, or “green funds”, to ensure our investment is contributing towards tackling ESG issues.
- Identify and understand the extent to which investments which are exposed to risks driven by climate change, for example investments in assets at risk of weather change (e.g. property or infrastructure at risk of flooding), assets at risk of becoming stranded (e.g. fossil fuel investments), or assets at risk from geopolitical risks driven by climate change (e.g. water access, the capacity for food production, or economic conflict).
- Keep abreast of new investment opportunities that have regard to ethical investing and climate change as this is a quickly developing arena.
- Understand the ESG policies of funds when considering new investment opportunities.

### ***Pension Fund Cash***

4.24 This Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, implemented 1 January 2010. With effect 1 April 2010, the Council does not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority after 1 April 2010 must comply with the requirements of SI 2009 No 393. The council has a separate statement for Pension Fund investment purposes.

## **ANNEXES**

1. Prudential and Treasury Indicators
2. Treasury Management - Portfolio
3. Approved Sources of Long and Short Term borrowing
4. Treasury management - Practice
5. Approved Countries for Investments
6. Treasury Management - Scheme of Delegation
7. Treasury management - Role of the Section 151 Officer
8. Economic background

## Prudential and Treasury Indicators

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

The following indicators are set out in the main body of the report:

Prudential Indicator	Reference
Capital Expenditure	Table 1
Gross Debt	Table 2
Capital Financing Requirement	Table 4
Over/Under Borrowing	Table 5
Borrowing - Operational Boundary	Table 9
Borrowing - Authorised Borrowing Limit	Table 10

In addition, the prudential indicators below will be applied.

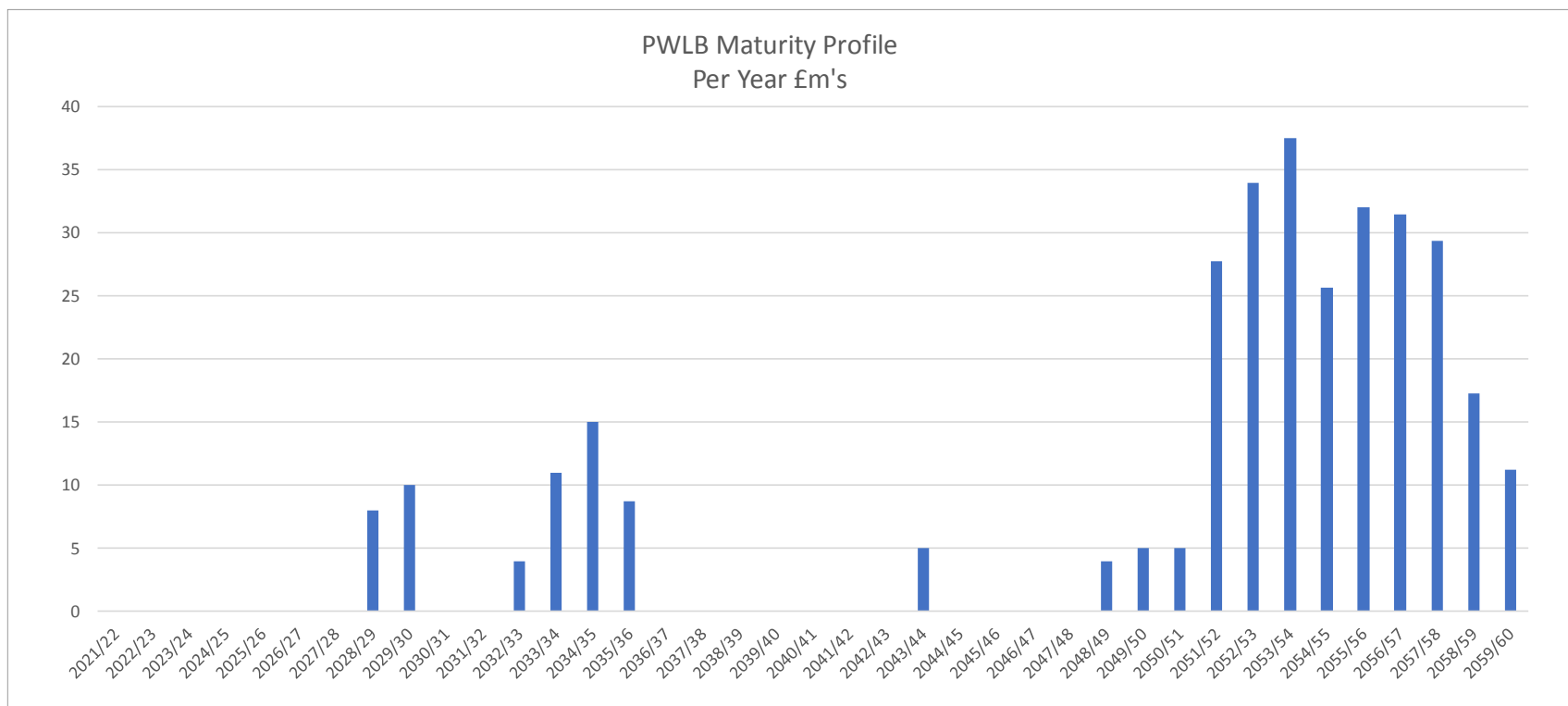
TREASURY MANAGEMENT PRUDENTIAL INDICATORS	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Upper limit for fixed interest rate exposure</b>						
Net principal re fixed rate borrowing / fixed term investments	100%	100%	100%	100%	100%	100%
<b>Upper limit for variable rate exposure</b>						
Net principal re fixed rate borrowing / fixed term investments	25%	25%	25%	25%	25%	25%
<b>Upper limit for total principal sums invested for over 365 days</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
(per maturity date)	80,000	80,000	80,000	80,000	80,000	80,000

Maturity structure of new fixed rate borrowing during year	upper limit	lower limit
under 12 months	20%	0%
12 months and within 24 months	40%	0%
24 months and within 5 years	60%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%
Maturity structure of new external borrowing during year	upper limit	lower limit
under 12 months	35%	0%
12 months and within 24 months	45%	0%
24 months and within 5 years	65%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

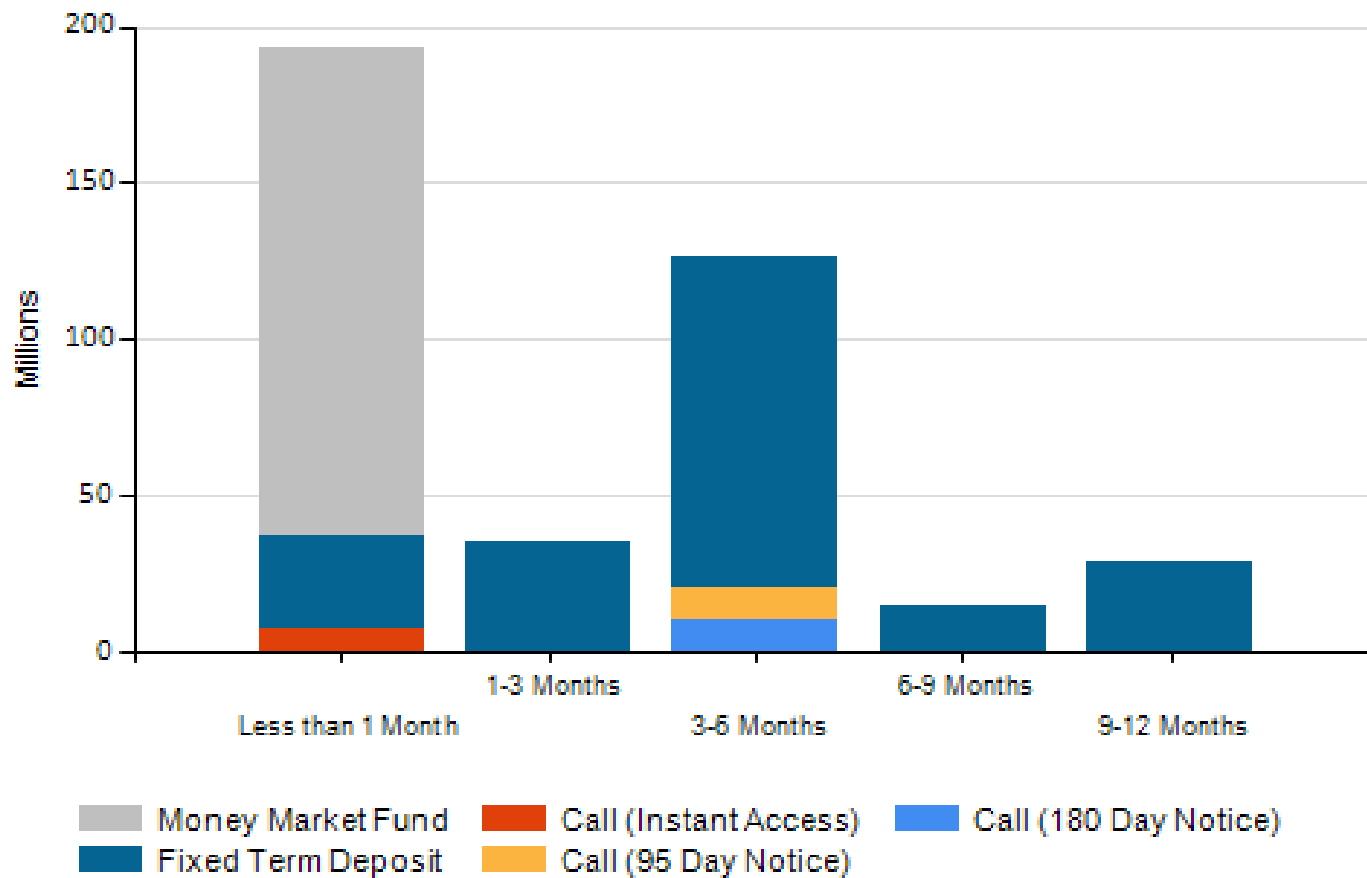
Annex 2

### Treasury Management Portfolio

#### 1. Debt Schedule



2. Investment Portfolio as at 30<sup>th</sup> November 2021



### 3. Balance Sheet Forecast

## Warwickshire County Council

### Balance Sheet Projections

2021/22*		2022/23	2023/24	2024/25	2025/26	2026/27
(£'000)		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)
<b>CAPITAL FINANCING REQUIREMENT</b>						
267,357	CFR Relating to General Fund	324,640	393,313	466,622	537,265	590,845
267,357	Total CFR	324,640	393,313	466,622	537,265	590,845
-	Finance Lease Liabilities	-	-	-	-	-
267,357	Underlying Borrowing Requirement	324,640	393,313	466,622	537,265	590,845
321,406	External Borrowing c/fwd	321,406	321,406	321,406	331,406	381,406
	Loan Maturities					
-	New Loans	-	-	10,000	50,000	50,000
321,406	External Borrowing	321,406	321,406	331,406	381,406	431,406
(54,049)	Under / (Over) Borrowing	3,234	71,907	135,216	155,859	159,439
-20%	<i>Borrowing as a % of Requirement</i>	1%	18%	29%	29%	27%
<b>RESERVES / BALANCES, INVESTMENTS &amp; WORKING CAPITAL (£'000)</b>						
21,400	General Fund Balance	21,400	21,400	21,400	21,400	21,400
(12,100)	Collection Fund Adjustment Account	-	-	-	-	-
210,900	Earmarked reserves	177,300	152,900	136,800	120,600	120,600
3,037	Capital Receipts Reserve	-	-	-	-	-
7,100	Provisions	7,100	7,100	7,100	7,100	7,100
-	Capital Grants Unapplied	-	-	-	-	-
54,049	Over / (Under) Borrowing	(3,234)	(71,907)	(135,216)	(155,859)	(159,439)
125,000	Working Capital	125,000	125,000	125,000	125,000	125,000
409,386	Expected Treasury Investments	327,566	234,493	155,084	118,241	114,661

\*Year end balances currently estimated for 2021/22



## Annex 3

## Approved Sources of Long and Short-Term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Municipal bond agency	●	●
Local authorities	●	●
Banks	●	●
Pension funds	●	●
Insurance companies	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market (LOBOs)	●	●
Stock issues	●	●
Local temporary	●	●
Local Bonds	●	
Local authority bills	●	●
Overdraft		●
Negotiable Bonds	●	●
Internal (capital receipts & revenue balances)	●	●
Commercial Paper	●	
Medium Term Notes	●	
Finance leases	●	●

## Annex 4

## Treasury Management – Practice

## 4.1 Counterparty Limits

	Fitch Long term Rating	Money Limit	Transaction limit	Time Limit
Banks	A-	£20m	£20m	1yr
Building Societies	A-	£20m	£20m	1yr
Local authorities	N/A	£10m	£10m	18 months
DMADF	UK sovereign	unlimited	unlimited	6 months
Other Institutions limit	N/A	£10m	£10m	1yr
	Fund rating**	Money Limit	Transaction Limit	Time Limit
Money Market Funds CNAV	AAA	£60m	£60m	liquid
Money Market Funds LVNAV	AAA	£60m	£60m	liquid
Money Market Funds VNAV	AAA	£60m	£60m	liquid
Ultra-Short Dated Bond Funds	AA	£60m	£60m	liquid
Property Fund	N/A	£15m	£15m	90 day
Social Bond Funds	N/A	£40m	£40m	90 day

## 4.2 Sector Limits

Sector Type	Limit Applied
Money Market Funds (overnight funds) and Instant Access funds	£250m aggregate
Money Market Funds (overnight funds) and Instant Access funds	Maximum holding in any one fund should not represent more than 5% of that funds total asset value (this has increased from 2% last year)
Short Term Investments 7-95 day (deposits, call and notice accounts, property and social bond funds)	£200m aggregate
Medium Term Investments 95-365 day (lending, deposit, call and notice accounts)	£100m aggregate
Lending to Local Authorities	Maximum £200m total
Lending to Local Authorities	Forward deals (deals agreed in advance of the loan issue date) allowed up to a total of 18 months to include both notice and loan term
Deposits with Building Societies	Maximum £100m total

### 4.3 Specified Investments

Investment Type	Credit Criteria (Fitch Ratings)	Limits (per institution)	Use
DMO Deposit Facility	--	No Limit	In-house
Term deposits: Local Authorities	--	£10m	In-house
Nationalised Banks	Short-term F1, Support 1	£20m	In-house and External Manager
Term deposits: UK Banks	Short-term F1, Long-term A, Viability a, Support 3	£20m	In-house and External Manager
Term deposits: Bank Council uses for current account	--	£20m	In-house and External Manager
Term deposits: UK Building Societies	Top five largest societies as reported annually. (To be continually monitored)	£20m	In-house and External Manager
Term deposits: Overseas Banks	Short-term F1+, Long-term AA- Viability aa, Support 1	£20m	In-house and External Manager
Certificates of deposits issued by UK banks and building societies	Short-term F1, Long-term A, Viability a, Support 3	£20m	External Manager
Money Market Funds	AAA	£60m	In-house and External Manager
Ultra Short Dated Bond Funds	AA	£40m	In-house and External Manager
UK Government Gilts, Treasury Bills	--	No Limit	External Manager
Gilt Funds and Bond Funds	Long-term A	No Limit	External Manager

(All such investments will be sterling denominated, with **maturities up to a maximum of 1 year**, meeting the minimum 'high' rating criteria where applicable)

### 4.4 Non-Specified Investments

Investment Type	Credit Criteria (Fitch Ratings)	Limits (per institution)	Use
Term deposits: UK banks and building societies with maturities in excess of one year with a maximum of three years allowed for in-house deposits	Short-term F1, Long-term A, Viability a, Support 3	£15m	In-house and External Manager
Fixed Term Deposit with Variable Rates and Variable Maturities	Short-term F1, Long-term A, Viability a+, Support 3	£15m	In-house and External Manager
Certificates of Deposits issued by UK banks and building societies	Short-term F1, Long-term A, Viability a, Support 3	£15m	External Manager
UK Government Gilts with maturities in excess of 1 year	--	£15m	External Manager
Local Government Association Municipal Bond Agency	--	£15m	--
CCLA Property Fund	--	£15m	--
Threadneedle Social Bond Fund	--	£40m	--
Local Authority wholly owned trading company	--	£3.9m	In-house

**Annex 5****APPROVED COUNTRIES FOR INVESTMENTS**

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link credit worthiness service.

***Based on lowest available rating***

## AAA

- Australia
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

## AA+

- Canada
- Finland
- U.S.A.

## AA

- Abu Dhabi (UAE)
- France

## AA-

- Belgium
- Hong Kong
- Qatar
- **U.K.**

**Annex 6****Treasury Management - Scheme of Delegation****(i) Council**

- approval of annual strategy.
- budget consideration and approval.
- approval of the division of responsibilities.

**(ii) Cabinet**

- scrutinise the proposed annual strategy.
- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices.
- Receiving and reviewing monitoring reports and acting on recommendations.

**(iii) Resources and Fire & Rescue Overview and Scrutiny Committee**

- Overview and scrutiny of treasury management policy, practice, and activity as required.

**Annex 7****Treasury Management - Role of the Section 151 Officer****The S151 (responsible) officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe.
- Recommending the MRP policy.

## ECONOMIC BACKGROUND

### MPC meeting 4<sup>th</sup> November 2021

- The Monetary Policy Committee (MPC) voted 7-2 to leave Bank Rate unchanged at 0.10% with two members voting for an increase to 0.25% and made no changes to its programme of quantitative easing purchases due to finish by the end of this year at a total of £895bn by a vote of 6-3.
- After the Governor and other MPC members had made speeches prior to the MPC meeting in which they stressed concerns over inflation, (the Bank is now forecasting inflation to reach 5% in April when the next round of capped gas prices will go up), thus reinforcing the strong message from the September MPC meeting, financial markets had confidently built in an expectation that Bank Rate would go up from 0.10% to 0.25% at this meeting. However, these were not messages that the MPC would definitely increase Bank Rate at the first upcoming MPC meeting as no MPC member can commit the MPC to make that decision ahead of their discussions at the time. The MPC did comment, however, that Bank Rate would have to go up in the short term. It is, therefore, relatively evenly balanced as to whether Bank rate will be increased in December, February or May. Much will depend on how the statistical releases for the labour market after the end of furlough on 30<sup>th</sup> September 2021 turn out.
- Information available at the December MPC meeting will be helpful in forming a picture but not conclusive, so this could cause a delay until the February meeting. At the MPC's meeting in February it will only have available the employment figures for November: to get a clearer picture of employment trends, it would, therefore, need to wait until the May meeting (although it also meets in March) when it would have data up until February. At its May meeting, it will also have a clearer understanding of the likely peak of inflation expected around that time. If the statistics show the labour market coping well during the next six months, then it is likely there will be two increases in these three meetings.
- Over the next year the MPC will be doing a delicate balancing act of weighing combating inflation being higher for longer against growth being held back by significant headwinds. Those headwinds are due to supply shortages (pushing prices up and holding back production directly), labour shortages, surging fuel prices and tax increases. However, those headwinds could potentially be offset – at least partially - by consumers spending at least part of the £160bn+ of “excess savings” accumulated during the pandemic. However, it is also possible that more affluent people may be content to hold onto elevated savings and investments and, therefore, not support the economic recovery to the extent that the MPC may forecast.
- The latest forecasts by the Bank showed inflation under-shooting the 3 years ahead 2% target (1.95%), based on market expectations of Bank Rate hitting 1% in 2022. This implies that rates don't need to rise to market expectations of 1.0% by the end of next year.
- It is worth recalling that the MPC pointedly chose to reaffirm its commitment to the 2% inflation target in its statement after the MPC meeting in September yet at its August meeting it had emphasised a willingness to look through inflation overshooting the target for limited periods to ensure that inflation was ‘sustainably over 2%’. On balance, once this winter is over and world demand for gas reduces - so that gas prices and electricity prices fall back - and once supply shortages of other goods are addressed, the MPC is forecasting that inflation would return to just under the 2% target.

- **The MPC's forward guidance on its intended monetary policy** on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows:
  - 
  - 1. Raising Bank Rate as “the active instrument in most circumstances”.
  - 2. Raising Bank Rate to 0.50% before starting on reducing its holdings.
  - 3. Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
  - 4. Once Bank Rate had risen to at least 1%, it would start selling its holdings.
  
- **COVID-19 vaccines.** These have been the game changer which have enormously boosted confidence that **life in the UK could largely return to normal during the summer** after a third wave of the virus threatened to overwhelm hospitals in the spring. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is plenty of pent-up demand and purchasing power stored up for services in hard hit sectors like restaurants, travel and hotels. The big question is whether mutations of the virus could develop which render current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread. There is also a potential for the winter flu season combined with Covid to overwhelm NHS hospitals so the UK is not entirely in the clear yet.
  
- **Since the September MPC meeting,** the economy has been impacted by rising gas and electricity prices which are now threatening to close down some energy intensive sectors of industry – which would then further impact the supply chain to the rest of the economy. Ports are also becoming increasingly clogged up with containers due to a shortage of lorry drivers to take them away. The labour market statistics for August released in mid-October showed a sharp rise in employment but also a continuing steep rise in vacancies. The combination of all these factors is a considerable headwind to a recovery of economic growth in the months ahead.

**US.** Shortages of goods and intermediate goods like semi-conductors, are fuelling increases in prices and reducing economic growth potential. It now also appears that there has been a sustained drop in the labour force which suggests the pandemic has had a longer-term scarring effect in reducing potential GDP. Economic growth may therefore be reduced to between 2 and 3% in 2022 and 2023 while core inflation is likely to remain elevated at around 3% in both years instead of declining back to the Fed's 2% central target. This could well cause the Fed to focus on supporting economic growth by delaying interest rate rises, rather than combating elevated inflation i.e., there may be no rate rises until 2023. *See also comments in paragraph 3.3 under PWLB rates and gilt yields.*

**EU.** The slow roll out of vaccines initially delayed economic recovery in early 2021 but the vaccination rate then picked up sharply. After a contraction of -0.3% in Q1, Q2 came in with strong growth of 2%. With Q3 at 2.2%, the EU recovery is nearly complete although countries dependent on tourism are lagging. Recent sharp increases in gas and electricity prices have increased overall inflationary pressures but the ECB is likely to see these as being only transitory after an initial burst through to around 4%, so is unlikely to be raising rates for a considerable time. German general election. With the CDU/CSU and SPD both having won around 24-26% of the vote in the September general election, the composition of Germany's next coalition government may not be agreed by the end of 2021. An SPD-led coalition would probably pursue a slightly less restrictive fiscal policy, but

any change of direction from a CDU/CSU led coalition government is likely to be small. However, with Angela Merkel standing down as Chancellor as soon as a coalition is formed, there will be a hole in overall EU leadership which will be difficult to fill.

**China.** After a concerted effort to get on top of the virus outbreak in Q1 2020, economic recovery was strong in the rest of the year; this enabled China to recover all the initial contraction. During 2020, policy makers both quashed the virus and implemented a programme of monetary and fiscal support that was particularly effective at stimulating short-term growth. At the same time, China's economy benefited from the shift towards online spending by consumers in developed markets. These factors helped to explain its comparative outperformance compared to western economies during 2020 and earlier in 2021. However, the pace of economic growth has now fallen back after this initial surge of recovery from the pandemic and China is now struggling to contain the spread of the Delta variant through sharp local lockdowns - which will also depress economic growth. There are also questions as to how effective Chinese vaccines are proving. Supply shortages, especially of coal for power generation, which is causing widespread power cuts to industry, are also having a sharp disruptive impact on the economy. In addition, recent regulatory actions motivated by a political agenda to channel activities into officially approved directions, are also likely to reduce the dynamism and long-term growth of the Chinese economy.

**Japan.** 2021 has been a patchy year in combating Covid. However, recent business surveys indicate that the economy is rebounding rapidly now that the bulk of the population is fully vaccinated and new virus cases have plunged. The Bank of Japan is continuing its very loose monetary policy but with little prospect of getting inflation back above 1% towards its target of 2%, any time soon: indeed, inflation was actually negative in July. New Prime Minister Kishida had promised a large fiscal stimulus package after the November general election which his party has now won.

**World growth.** World growth was in recession in 2020 but recovered during 2021 until starting to lose momentum more recently. Inflation has been rising due to increases in gas and electricity prices, shipping costs and supply shortages, although these should subside during 2022. It is likely that we are heading into a period where there will be a reversal of **world globalisation** and a decoupling of western countries from dependence on China to supply products, and vice versa. This is likely to reduce world growth rates from those in prior decades.

**Supply shortages.** The pandemic and extreme weather events, followed by a major surge in demand after lockdowns ended, have been highly disruptive of extended worldwide supply chains. At the current time there are major queues of ships unable to unload their goods at ports in New York, California and China. Such issues have led to a misdistribution of shipping containers around the world and have contributed to a huge increase in the cost of shipping. Combined with a shortage of semi-conductors, these issues have had a disruptive impact on production in many countries. The latest additional disruption has been a shortage of coal in China leading to power cuts focused primarily on producers (rather than consumers), i.e., this will further aggravate shortages in meeting demand for goods. Many western countries are also hitting up against a difficulty in filling job vacancies. It is expected that these issues will be gradually sorted out, but they are currently contributing to a spike upwards in inflation and shortages of materials and goods on shelves.



## Appendix 3

# **Investment Strategy (For Non-Treasury Investments)**

Warwickshire County Council

2022/23

## **1. Introduction**

- 1.1 Local Authorities may make investments of two types:
- Treasury Investments.
  - Other Investments (also referred to in this strategy as “non-treasury investments”).
- 1.2 This Investment Strategy covers “Other Investments” and is prepared according to statutory guidance issued under the Local Government Act 2003, the Treasury Management Code of Practice, and The Prudential Code for Capital Finance in Local Authorities. Non-Treasury Investment are policy investments made to deliver Corporate objectives as set out in the Capital Strategy and Medium Term Financial Strategy.
- 1.3 For the purposes of this Investment Strategy, an investment is any financial or non-financial asset of the authority which is held partially or primarily to generate a return. Investments include loans made by the local authority to wholly-owned companies or associates, to a joint venture, or to a third party. For the avoidance of doubt, the strategy does not include pension fund or trust fund investments which are subject to separate regulatory regimes, or treasury investments which are detailed separately in the Treasury Management Strategy.
- 1.4 Non-treasury management investments may take a number of forms, for example holding shares in companies, issuing loans to companies, promoting economic development, or holding non-financial assets (e.g. property). Details of the Council’s existing and planned non treasury investments are set out in Section 12 and 13 of this strategy.

## **2. Transparency and Democratic Accountability**

- 2.1 This Investment Strategy is a public document and must be approved annually by full Council, and any material changes during the year also being presented to Council for approval.
- 2.2 The more specific and detailed governance arrangements for any new funds will also be subject to Member approval through Cabinet or Council. For example, arrangements for the governance of the Warwickshire Property and Development Group (WPDG) and Warwickshire Recovery and Investment Fund (WRIF).
- 2.3 Under Regulation 17 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 as amended overview and scrutiny committee members have right of access to any confidential information relating to any decision by the executive or any member

of the executive of their council where relevant to a review or scrutiny being undertaken by the committee or included in its work programme.

- 2.4 Any fundamentally new or additional levels of investment outside of those specified in or delegated by this Investment Strategy for investment for non-treasury purposes will be required to have direct Council approval that would be set out in an updated Investment Strategy.
- 2.5 The Section 151 Officer has delegated authority to implement this Investment Strategy, with the following overarching responsibilities highlighted.
- Ensuring that due diligence is carried out on investment proposals in accordance with the risk appetite of the authority.
  - Ensuring the proportionality of investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources.
  - Ensuring an adequate governance process is in place for the approval, monitoring, and ongoing risk management of non-treasury investments.

### **3. Investment Objectives**

- 3.1 The primary objective of all non-treasury investments will be to contribute towards the Council's core organisational objectives for Warwickshire:
- "A county with a vibrant economy and places with the right jobs, skills, and infrastructure.";
  - "A place where people can live their best lives; where communities and individuals are supported to live safely, healthily, happily and independently";
  - "A county with sustainable futures which means adapting to and mitigating climate change and meeting net zero commitments.".
- 3.2 In Addition, all non-Treasury investments will be required to demonstrate how they contribute towards the objectives specified in the Department for Levelling Up, Housing and Communities (DLUHC), previously Ministry of Housing, Communities & Local Government (MHCLG) guidance which will control local authority access to Public Works Loan Board (PWLB) lending by the withdrawal of PWLB lending to authorities when not met. These objectives are harmonious with the Council's overarching strategic objectives and powers, and are summarised below and detailed in Annex 1:
- Service
  - Housing
  - Regeneration
  - Treasury management
  - Prevention of social or economic decline

- 3.3 The principles of security, liquidity, and yield must be considered when making any investment. When considering treasury management investments, security is the highest priority, followed by liquidity, and yield is a low priority. However, for non-treasury investments, whilst all three principles matter, there is more flexibility around the relative priorities depending upon risk appetite and investment objectives. The following sections set out these principles in detail.

#### **4. Security**

- 4.1 The principle of security relates to the preservation of capital, i.e. Ensuring that the original investment is returned.
- 4.2 Non-treasury investments will be categorised as a means of indicating and controlling risk as follows:
- Specified Investments
  - Loans
  - Non-Specified Investments
- 4.3 Annex 2 describes these in detail and Annex 3-5 sets out how these will be managed.
- 4.4 Total exposure to investments will be capped as specified by this Investment Strategy, including detailed limits specifying ceilings on different types of investment, in order to limit risk exposure. This is summarised in Section 11 and detailed in Annex 5 and Annex 6.
- 4.5 All investments will have a specified end date and a documented process for review and, where contractually possible, early closure and realisation of capital should the circumstances performance, or risk profile require it. Investments which are of a nature that do not have a contractual end date, for example equity, will still have a planned holding duration.
- 4.6 Investment cash or non-treasury assets will not be issued in advance of need, minimising third party treasury management risk and the risk of cash or assets being used for objectives other than the investment objective.
- 4.7 A review will be undertaken in 2022/23 to assess the value of security held against non-treasury investments and to report on their sufficiency.

## **5. Liquidity**

- 5.1 The principle of liquidity relates to how quickly investments can be returned to the Council.
- 5.2 In order to manage liquidity risk, this Investment Strategy will specify the maximum durations for which financial investments may be committed.
- 5.3 The default arrangement for loans will be annuity repayments, i.e. the payment of principal in even instalments throughout the duration of the loan term. Other profiles may be considered on an exceptional basis, however the risk of alternative profiles must be considered alongside how the profile would help to meet organisational objectives.
- 5.4 The contractual terms of investments made will specify repayment conditions and timing.
- 5.5 For non-treasury investments, medium and long-term financial planning will be used to ensure that funds can be accessed when needed to repay capital borrowed.
- 5.6 The level of liquidity of non-treasury assets will be assessed and monitored.
- 5.7 The capital programme, capital financing requirement, and treasury management activity will have regard to the planned repayment of investments relating to non-treasury investments, for example capital receipts and the repayment of loan principal.
- 5.8 The new investments in the Warwickshire Property Development Group (WPDG) will be relatively long term and illiquid in nature. Annex 2 to 8 set out arrangements and controls which will be used to manage this risk.

## **6. Yield**

- 6.1 Investments will not be made purely or primarily for yield. This will mean that the Council will have access to PWLB lending at the low rates available from this source. Should the Council want to consider investments purely or primarily for yield, this would require a review of the overall capital financing position for the Council, because the Council would lose access to PWLB rates and capital financing costs would foreseeably be expected to increase.
- 6.2 However, where investments are made, the expected rates of return will have regard to the nature of investment and the level of risk been taken by the Council. Investment returns cannot be so low as to breach state aid/subsidy rules and cannot be so high as make an appropriate investment unviable to

appropriate counterparties. Investment returns will seek to align with market norms.

- 6.3 Net yield will be calculated after having regard to costs, fees, and expected credit loss.

## **7. Borrowing**

- 7.1 The Council will not borrow purely for profit and will not borrow more than or in advance of need purely or primarily to profit.

- 7.2 However, the Council may borrow in advance of need primarily for risk management or borrowing efficiency reasons (for example to lock into low interest rates if interest rates are expected to rise significantly).

- 7.3 Capital receipts shall not be repurposed from the acquisition of assets that contribute to service delivery in order to fund the purchase of investments solely to avoid borrowing in advance of need.

## **8. Risk**

- 8.1 Any investment, by its nature, involves a risk that the rate of return may not be achieved, and the original investment may not be repaid. It also carries the potential risk that more than the original investment is lost if an investor for whatever reason subsequently puts additional money in above the original investment, for example if unsuccessfully attempting to turn around a failing investment.

- 8.2 The financial risks involved in the non-treasury investments relating to the WPDG and WRIF are of a different nature and greater than the financial risks relating to traditional capital expenditure and treasury investments. The reasons for the differences are:

- Treasury investments prioritise security and liquidity in order to serve the primary objective of treasury management which is to ensure that cash is available when needed to serve the purpose for which that cash is held. To achieve this treasury objective, relatively safe and secure investments are chosen, and consequently low rates of return are accepted.
- Traditional capital spending is expenditure by nature and is fully funded as such. A capital asset provides benefits over its financial life and the cost of the asset is spread across the life of the asset, reflecting its consumption and use. At the end of the life of the asset, a new asset would be required if the same benefits are required to continue, and in order to pay for a new asset new money is needed. This new money is prudently provided for by the Council making an annual provision called the Minimum Revenue Provision (MRP). This means that money will be available to purchase a new asset

when the time comes. There is no assumption that the asset will retain its financial value, or that the asset will provide a financial return, and therefore there is no risk of either of these assumptions not happening.

- Non-Treasury investment risks are different in that:
  - They are assumed to retain or increase their original asset value, and they are assumed to provide a financial return. Therefore, there is exposure to the risk of those assumptions not happening.
  - The objectives of non-treasury investments by their nature are not the same as treasury investments, and therefore they may not prioritise security and liquidity as highly as treasury investments do.

8.3 Although the Council will not pursue investments purely for the objective of financial return, the Council will pursue investments in order to meet objectives as set out in Section 3, and in doing so accepts higher risks with respect to security and liquidity.

8.4 Higher risk is associated with higher reward. Investors will seek to find opportunities receiving higher returns for lower risk, while organisations seeking investment will seek opportunities paying lower returns for higher investor risk. These competing requirements result in a market-norm rate of return for a given level of risk. Rates of return will have regard to this, ensuring that rates of return are not so low as to breach state aid/subsidy rules and not so high as to be unviable to counterparties. Rates should be market normative and enough to reward the investment risk taken.

8.5 The majority of traditional treasury management investment (currently approximately £405m) is very low risk and very low return, for example loans to other local authorities, and money market funds designed to preserve capital. There are some small investments in higher risk investments including the Threadneedle Social Bond Fund (currently £34m) and CCLA Property Fund (currently £10m). These two investments are held over a longer timeframe in order to provide access to higher rates of interest in return for accepting less liquidity and higher risk. The WPDG and WRIF investments will be further up the risk/return spectrum, however this positioning is driven by the objectives of the WPDG and WRIF being different to treasury objectives.

8.6 Before entering into an investment, and whilst an investment is in place certain protocols will be followed to manage risks. These are detailed at Annex 3.

## **9. Proportionality**

9.1 Any particular investment will carry its own risks, driven by the investment itself and the counterparty it relates to. The risk and return associated with any particular investment will vary.

- 9.2 In addition, there is the aggregate risk that the Council is exposed to when considering all investments in totality. This is a function of the total amount of assets and income at risk of loss, and the extent to which the Council is dependent upon those assets and that income.
- 9.3 This Investment Strategy sets out maximum limits for non-treasury investments in order to limit total risk exposure.
- 9.4 The Medium-Term Financial Strategy sets out the extent to which the overall Council budget is supported by income from non-treasury investments. However, when considering exposure to financial risk, there is also the risk of loss of principal, and where this occurs this may impact on the income and expenditure account directly.
- 9.5 Two indicators are required by Government guidance to be used to set limits that cannot be exceeded in order to manage proportionality. These measures are:
- Gross debt as a proportion of net service expenditure
  - Commercial income as a percentage of net service expenditure
- 9.6 These measures are incorporated into the indicators detailed in Annex 5 and Annex 6.

## **10. Capacity, Skills and Culture**

- 10.1 Non-Treasury investments carry particular risk, and the nature and scale of proposed investments in the WPDG and WRIF create new risks. We will ensure we have the appropriate capacity, culture, and skills to manage non-Treasury investments through a range of specific actions and policies as set out in Annex 4.

## **11. Prudential Indicators and Limits**

- 11.1 A range of measures will be used to report on and control exposure to financial risk exposure from investment decisions. Annex 5 sets out definitions of the measures that will be used.
- 11.2 Measures are classified as either “Indicators” or “Limits” and the distinction is set out below:
- Indicators (Annex 6) – these are measures to monitor a particular financial parameter which will provide insight into performance and/or risk.
  - Limits (Annex 7) - these measures which set hard limits on certain financial parameters in order to control and limit exposure to risk.



- 11.3 The most important measures are the limits on gross investment set out in Annex 7. These provide the fundamental control over maximum exposure to risk.
- 11.4 Over time, the use of measures will be reviewed and measures that are initially used for monitoring purposes may in the future used for control purposes.
- 11.5 The measures used, and any targets or limits, will be updated at a minimum annually when the Investment Strategy is updated.
- 11.6 The indicators have been chosen having regard to MHCLG guidance.

## **12. Warwickshire Property Development Group**

- 12.1 In 2019/20 Council approved a commercial strategy setting out the intention to explore new approaches to the delivery of organisational objectives.
- 12.2 During 2021/22, the Warwickshire Property Development Company (WPDG) was launched.
- 12.3 WPDG has been launched with the following objectives:
  - To undertake regeneration and place making activities within the county of Warwickshire. This should include delivery of major schemes, prioritising regeneration activities and delivering specific regeneration plans across the county.
  - To undertake activities that progress Warwickshire County Council's key policy objectives, for example mitigating climate change, promoting sustainable and inclusive economic growth in Warwickshire, improving quality of life, and improving Warwickshire's 5G network and connectivity.
  - To undertake activities with a view to generating new short- and long-term financial returns from the Council's property assets as appropriate and establishing and maintaining momentum in such activities.
  - To operate in effective partnership with public sector stakeholders, in particular district and borough councils, NHS bodies, Warwickshire Police, universities, West Midlands Combined Authority, Coventry and Warwickshire Local Enterprise Partnership and Homes England.
- 12.4 WPDG investments may be of the following nature:
  - Equity Investment
  - Commercial Loans
  - Corporate Guarantees
  - Partnerships (Joint Venture)

- 12.5 The value of any loan guarantees will be included in counting of the total value of loans issued as they allow a third party to call on a loan unilaterally.
- 12.6 Any investments of a convertible nature between equity and debt will be counted as the actual type of investment that they are at the given time.
- 12.7 The detailed proposals for the WPDG are being reported in the WPDG Business Plan to Cabinet in January 2022. This includes detailed arrangements for the proposed governance of the fund. The arrangements for the governance of the fund must comply with the requirements of this Investment Strategy. If there are any areas of discrepancy, the Investment Strategy will be followed until and unless it is changed by Council.
- 12.8 For the management of risk, limits will be set by the Investment Strategy controlling the following:
- How much can be invested in each year.
  - How much may be equity, capital, and revenue in nature.
  - The maximum duration of investments will be as set out in the detailed business plan.
- 12.9 Annex 7 specifies the limits for investment in the WPDG. These limits are specific for the next year, and indicative for the following 4 years.
- 12.10 The WPDG business plan includes potential investments over a significantly longer period of time, however actual approval for it is subject to viable detailed business cases for each individual investment and is also subject to the approval of an Investment Strategy with appropriate investment limits being approved at the necessary time. For completeness, the indicative total gross investment profiles proposed for the WPDG are set out in the table below. The table shows the *planned* investment. Annex 7 also sets out the *maximum* investment per year. The headroom this provides enables the Council and the company to function efficiently and effectively without the need for disproportionate governance approvals should circumstances change or opportunities arise, but at the same time keeping a hard limit to provide Council with certainty and assurance as to the maximum level of investment exposure that could be taken without further approval from members.

**Table 1 – WPDG Gross Investment**

<b>Indicative Gross Investment £m</b>	<b>2022/23</b>	<b>5 years</b>	<b>Whole Life</b>
Equity	14.75	28.18	45.61
Capital Loans	4.07	67.74	79.63
Working Capital Loans (Revenue)	0.60	10.92	12.28
<b>Total</b>	<b>19.42</b>	<b>106.83</b>	<b>137.52</b>

- 12.11 All individual investments will be subject to bespoke business cases and due diligence as required by the specified governance arrangements.
- 12.12 The investment profile will be updated each year on a rolling basis. For example, before the actual investment limits for 2023/24 are proposed in the next annual Investment Strategy, they will be informed by experience to date of investments made in 2022/23.
- 12.13 At the time of writing this report £150,000 of working capital loans had been lent to WPDG from the Council.

### **13. Warwickshire Recovery and Investment Fund**

- 13.1 A business case and strategy have been approved by Council in June 2021 to set up a Warwickshire Recovery and Investment Fund (WRIF) with the objective of providing finance to support business start-ups and business growth within Warwickshire and supporting the Council's strategic goals and priorities as set out in the Warwickshire Council Plan, Covid 19 Recovery Plan, Economic Strategy, Commercial Strategy, and Place Shaping Programme. Activity to launch this fund has been under way in 2021/22 with the first investments being expected in Quarter 4.
- 13.2 Although the primary objective of this fund is to deliver service objectives (specific examples being job creation and job safeguarding, leveraging additional resources funding into the county, and increasing social value) the fund will operate on a commercial basis and will therefore plan to generate financial returns for the council.
- 13.3 The majority of investments are expected to be senior debt in nature, other forms of investment including mezzanine debt and equity will be considered. A detailed business plan and investment strategy specifically relating this to this fund have been developed and require member approval in order for the fund to proceed to make investments.
- 13.4 The business plan and investment strategy for this specific fund must fit within all of the controls and governance requirements set out in this overarching non-Treasury Investment Strategy. For the avoidance of doubt, should there be any conflict this strategy/policy would prevail, and should there be a need or desire to invest outside of the boundaries set out in this policy, that would require bringing this policy back to Council to approve the changes first. In this way members and full council retain direct control of the overall level of risk being taken.
- 13.5 Annex 7 sets out the limits on gross investment within each fund each year. These limits are designed to control exposure to risk. The WRIF is made up of

three sub funds with different risk profiles and therefore each sub fund has its own limit as follows:

	Maximum Investment Over The 5 Year Period
Business Investment Growth Fund (BIG)	£90m
Property and Infrastructure Fund (PIF)	£40m
Local Communities Enterprise Fund (LCE)	£10m
Total	£140m

13.6 The business plan for the WRIF sets out an explanation of the nature and risks to do with these funds in detail.

13.7 In addition to having a limit on the amount that can be invested over the five-year period, other constraints are also placed on investment activity in order to control exposure to risk as follows:

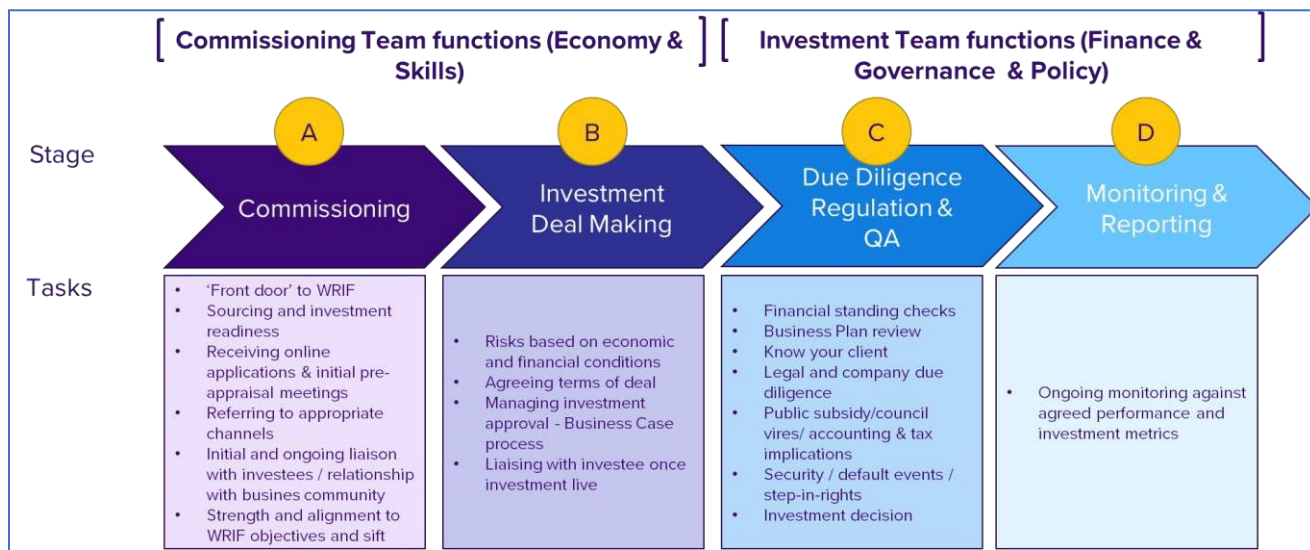
- Limits for the amount that can be invested in each financial year (Annex 7.3)
- Limits on how much investment may be equity or working capital loans, which carry different risk profiles to debt invested in capital (Annex 7.3, 7.4 and 7.5)
- Limits on how long a loan may stay out with a third party before it must be paid back (Annex 7.4)
- Each fund will have tailored governance arrangements and individual investments will be assessed against specified criteria that include consideration of risk and the financial strength of the counterparty as well as the benefits in terms of delivering Council objectives.

13.8 No limits will be set on net debt however net debt will be monitored, and in addition to the monitoring of these strategic indicators there will be detailed monitoring of the investment portfolio.

13.9 **WRIF Launch** - The below table shows the launch dates of each of the funds within the WRIF.

WRIF Fund Pillar	Launch Date
BIG	September 2021
LCE	Spring 2022
PIF	Spring 2022

13.10 **WRIF Process and Pipeline** - The progression from first contact with a potential bidder, through to investment is set out in the chart below.



## 14. Other Non-Treasury Investments

14.1 The Council already holds a number of investments that are non-treasury by nature. These investments are managed under existing procedures and protocols. This section sets out these investments.

### **Company Shares**

14.2 The Council currently holds shares and debt with the following companies for the purposes of promoting the achievement of organisational objectives. These companies may provide a return on investment but that is not the primary reason for their existence.

- Warwickshire Legal Services Trading Ltd
- Educaterers Ltd
- University of Warwick Science Park Innovation Centre Ltd
- Warwick Technology Park Management Company Ltd
- Warwick Technology Park Management Company (No2) Ltd
- Eastern Shires Purchasing Organisation (ESPO)
- SCAPE Group Ltd
- Coventry and Warwickshire Local Enterprise Partnership
- Coventry and Warwickshire Waste Disposal Company
- UK Municipal Bond Agency PLC
- Border to Coast Pension Partnership Ltd

14.3 The share value relating to the above companies recorded in the 2020/21 accounts was £2.151m, with dividend income of £0.702m.

### **Company Loans**

- 14.4 In addition to the above the Council currently operates two wholly owned Local Authority Trading Companies:
- Warwickshire Legal Services Trading Ltd
  - Educaterers Ltd
- 14.5 There is a £1.8m loan facility in place with Educaterers at a rate of return of base rate + 5.75% to provide support to the company's cash flow.
- 14.6 Local authority-controlled company activity has been an area of particular interest to CIPFA and the government, and CIPFA are developing further guidance around the governance of these entities. We will keep up to date with developments and have regard to any new guidance as appropriate.
- 14.7 The capital programme already includes allocations available for the purposes of making loans to local businesses who cannot raise funds through other means such as banks. This includes the following capital programme forecasts as at Quarter 2 for 2021/22.

**Table 2 – Capital Programme Loans**

Forecast £m	Up to 2021/22	2022/23	2023/24 Onwards	Total
Capital Growth Fund Business Loans and Grants	1.909	0.200	0.391	2.500
Capital Investment Fund/Duplex Fund	1.900	0.100	-	2.000
Capital Investment Fund/Small Business Grants	1.452	0.098	0.200	1.750
<b>Total</b>	<b>3.809</b>	<b>0.300</b>	<b>0.391</b>	<b>4.500</b>

- 14.8 Loans and grants are managed via the Coventry and Warwickshire Reinvestment Trust (CWRT), this includes arrangements for assessing loans, issuing loans, and recovery.
- 14.9 In addition to the above established lending arrangements, loans to the value of £3m have been committed to in respect of Coronavirus Business Interruption Scheme (CBILS). This strategy sets a limit of £5m for lending of this nature (Annex 7.1).

***Property Investment***

- 14.10 The Council does not currently invest in property for the purposes of generating commercial income, however the Council does currently hold some assets for the purpose of generating future capital receipts.

**Table 3 – Property Investment**

<b>£m</b>	<b>31/03/2021</b>
NUNEATON/Land at former Magistrates Courts, Vicarage Street	0.272
NUNEATON/Land Adjoining 51 Queens Road, Queens Road	0.002
Attleborough Fields Industrial Estate Slingsby Close	0.519
NUNEATON/Former Manor Park Community School, Beaumont Road	1.575
ARLEY/ARC School (Former Herbert Fowler Junior School)	0.903
RUGBY/Great Central Industrial Estate, Great Central Way	1.100
ALCESTER/Former Area Library, Priory Road	0.301
ALCESTER/Meadow View H.E.P. (Independently funded), Kinwarton Road	0.000
Kineton/ River Meadows Care Home	0.244
<b>Total</b>	<b>4.915</b>

- 14.11 The value of these assets can change, and these assets generate a small amount of incidental income (approximately £50k in 2020/21). The properties classified as investment property had an asset value of £4.915m as at March 2021, which is 0.4% out of a full asset value in the balance sheet of £1.14bn.
- 14.12 Where any of these properties in future come under the auspices of the WPDG, the governance arrangements in place for the WPDG will apply.

## **15. Environmental, Social, and Governance Policy**

- 15.1 As a responsible investor, the Council is committed to considering environmental, social, and governance issues, and has a particular interest in taking action against climate change and pursuing activities that have a positive social impact.
- 15.2 The impact of an investment in respect of climate change may be a consideration for investment decisions, with investments that help to prevent climate change, or help to cope with its impact, or which are resilient to its effects being desirable. Measurement of impact such as via carbon footprint will be undertaken where practical.
- 15.3 Investments that have a social impact benefit, either on a local scale or more widely may be considered.
- 15.4 The ESG policy of fund managers and investment partners may be considered when making decisions, with the preference being for fund managers and partners who share similar values around ESG.

### Public Works Loan Board – Lending Objectives

Type	Description
Service	Normal local authority capital spending, for example education, highways, transport, social care, public health, cultural services, environmental services, regulatory services, and Fire and Rescue Services, as would be captured in the MHCLG Capital Outturn Return.
Housing	Normal local authority general fund or housing revenue account activity, as would be captured in the housing sections of the DLUHC Capital Outturn Return. In principle this includes land release, housing delivery, and subsidising affordable housing.
Regeneration	<ul style="list-style-type: none"> <li>• Addressing economic or social market failure by providing services, facilities, or other amenities of value to local people which would not otherwise be provided by the private sector</li> <li>• Preventing negative outcomes including through buying and conserving assets of community value that would otherwise fall into disrepair</li> <li>• Investing significantly in assets beyond the purchase price, developing assets to improve them and/or change their use</li> <li>• Generating significant additional activity that would not otherwise happen without the local authority's intervention, for example creating jobs and/or social or economic value</li> <li>• Investments that recycle income to related projects with similar objectives rather than income being applied to wider services</li> </ul>
Treasury Management	Restructuring or extending existing debt from any source, including the restructuring of internal financing
Prevention of Social or Economic Decline	<ul style="list-style-type: none"> <li>• Investments that prevent a negative outcome, for example conserving assets of community value that would otherwise fall into disrepair, or providing support to maintain economic activity that would otherwise cease</li> <li>• Investment where there is no realistic prospect of support from any other source</li> <li>• investments with a defined exit strategy so that investments are not held for any longer than is necessary to achieve their objective</li> </ul>

DLUHC issued guidance following the 2020 PWLB consultation stating that authorities that invest make Non-Treasury investments for the above reasons will have access to PWLB lending.

Local authorities that choose to invest for other reasons, or who choose to invest purely or primarily for yield will not be allowed to access PWLB lending for a period of time. In these cases, lending will be available from other sources, however it is foreseeable that the credit rating and risk profile of a local authority will be adversely impacted where it been refused access to the PWLB, and this would foreseeably impact on the lending rates and terms made available to the local authority.



### Investment Categories

Investment Type	Description
Specified Investments	<p>Generally lower risk. These are sterling denominated, short-term, not capital by nature, and are made with counterparties with high credit ratings</p> <p>The Investment Strategy, will use the same criteria for the determination of specified investments as the Treasury Management Strategy</p>
Loans	<p>Generally higher risk than specified investments. In order to mitigate risk:</p> <ul style="list-style-type: none"> <li>• Credit risk and expected credit loss models will be used for loans and receivables.</li> <li>• Documented credit control arrangements will be used.</li> <li>• The value of loan guarantees will be counted against total lending exposure, whether or not a loan facility has been fully utilised.</li> <li>• Where a loan may be convertible to equity this can only be at the Council's discretion. No loans will be offered with any contractual commitment to convert them to equity.</li> </ul>
Non-Specified Investments	<p>This category covers all investments which are not specified investments, for example equity.</p>
Non-Treasury Investments	<p>This relates to physical assets which can be realised to recoup the capital invested. In order to mitigate risk:</p> <ul style="list-style-type: none"> <li>• The Council will monitor on an annual basis whether assets retain sufficient value to provide security.</li> <li>• Where security is sufficient, a statement should be made to this effect.</li> <li>• Where security is insufficient, a plan detailing the mitigating actions being taken to protect capital invested should be produced.</li> <li>• Where a loss is recognised in the accounts, the impact of this loss should be reported in an updated Investment Strategy.</li> <li>• Where the initial directly attributable purchase costs are greater than the realisable value of an asset, a statement setting out the timescales expected for the asset value to provide security for the sums invested will be made.</li> </ul>

## Risk Management

Risk	Risk Management
Business market itself is not sound	<ul style="list-style-type: none"> <li>• Review of the wider market in which the counterparty operates</li> </ul>
Counterparty is not financially sound or well governed	<ul style="list-style-type: none"> <li>• Use of independent credit ratings or credit assessments</li> <li>• Review of published financial reports and accounts</li> <li>• Review of the wider business plans of the organisation</li> <li>• Review of the counterparty's business case for seeking Council investment</li> <li>• Undertaking bespoke due diligence on the counterparty's financial and governance position where appropriate.</li> <li>•</li> </ul>
The counterparty investment plan is not sound	<ul style="list-style-type: none"> <li>• Reviewing the specific investment business case methodology, rationale, and assumptions</li> <li>• Review of the specific market environment</li> <li>• Undertaking bespoke due diligence where appropriate.</li> </ul>
The investment is not repaid	<ul style="list-style-type: none"> <li>• Establishing security against counterparty assets where appropriate</li> <li>• Including appropriate wordings in loan agreements</li> <li>• Regular monitoring of loan repayments, with the information required from the counterparty being specified</li> <li>• Use of credit control processes</li> <li>• Regular monitoring of counterparty financial metrics</li> <li>• Use of shareholder powers in respect of shareholdings, for example voting rights, reserved shareholder powers, board membership rights, and access to company information.</li> <li>• Utilising internal expertise and external expertise to monitor and review investment risk.</li> <li>• Where appropriate providing information, guidance, and support to counterparties to assist them in navigating difficulties in making repayments.</li> <li>• Use of the expected credit loss model to account for investments.</li> <li>• Having exit strategies built into the investment plan.</li> </ul>
The Council does not adequately understand an investment	<ul style="list-style-type: none"> <li>• Commissioning of experts and external advisers where internal expertise is not available.</li> <li>• Use of competitive procurement processes to secure external advisers.</li> <li>• Use of specified contract terms and objectives, and proactive contract management, to direct external advisers.</li> <li>• Investments in new markets or endeavours will be profiled with lower investments in the initial years to provide proof of concept and organisational learning before investment levels are scaled up</li> </ul>

### Capacity, Skills, and Culture - Policies and Actions

	Actions
Capacity	<ul style="list-style-type: none"> <li>• For investment funds ensuring adequate capacity is resourced at conception to deliver the fund objectives.</li> <li>• For individual investments, ensuring business cases include regard to the capacity required to deliver investment objectives for the Council and the counterparty.</li> <li>• Ensuring that investment costs are accounted for and covered by gross investment returns before net returns are counted.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• An annual training plan for Members closely involved in investment governance but noting that Members are not expected to be investment experts and require appropriate support and advice from experts.</li> <li>• Specific training on the prudential framework for officers and other stakeholders involved in negotiating investments</li> <li>• Commissioning of external expertise where internal expertise is not available</li> <li>• The use of appropriately qualified and experienced internal staff where necessary</li> </ul>
Culture	<ul style="list-style-type: none"> <li>• Reporting to Members and senior officers of lessons learned from other local authorities, where public reports are made available.</li> <li>• Ensuring no investment or counterparty is ever perceived to be “too big to fail”.</li> <li>• Ensuring that unsuccessful investments are identified and accepted as such as early as possible and that robust decisions are taken to prevent further losses, for example by investing further into an unviable project.</li> <li>• Ensuring a positive support and challenge culture.</li> <li>• A robust culture promoting consistent application of investment controls</li> <li>• Investment appraisals consider the long-term and the whole investment life-cycle.</li> <li>• Investment funds consider intergenerational fairness.</li> <li>• Conflicts of interest are transparent and proactively managed.</li> <li>• Risk management and performance management will be evidence based.</li> </ul>

### Indicator Definitions

Title	Purpose
Gross debt as a proportion of net service expenditure  (to be monitored)	Demonstrates the scale of debt in comparison to the financial size and strength of the authority  Indicates proportionality and whether the authority is taking too much risk in aggregate
Commercial income as a proportion of net service expenditure  (to be monitored)	Demonstrates the dependence of the authority on commercial income associated with investments  Indicates proportionality and whether the authority is taking too much risk in aggregate  Note this indicator only relates to commercial income associated with non-treasury investments, therefore for example it excludes income from normal trading with third parties such as schools.
Loan to value ratio  (to be monitored)	Demonstrates the amount of debt issued compared to the total associated underlying asset value  Indicates risk of exposure to losses
Gross investment limits	To manage risk, limits will be set with respect to how much can be invested in non-treasury investments profiled across the medium term financial planning horizon at a high level, and provide a more detailed limits around investment durations for investments to be made in the coming year  Gross limits are a hard limit in-year  Net lending will be monitored and will inform the gross limits updated for following years
Non-treasury investment net borrowing as a percentage of net financing need  (to be monitored)	Total non-treasury investments as a proportion of total capital financing requirement, assuming non-treasury related capital receipts reduce non-treasury related borrowing.
The expected net rate of return  (to be monitored)	The overall expected net rate of return for investments  This is the gross rate of return, less costs and fees, and less expected credit loss  Returns are not risk-free, therefore higher rates of return indicate higher levels of risk

## Investment Strategy Indicators

### 6.1 Gross debt as a proportion of net service expenditure

		2022/23	2023/24	2024/25	2025/26	2026/27
Gross Debt	£m	321.406	321.406	331.406	381.406	431.406
Net Service Expenditure	£m	519.079	524.996	532.982	543.612	564.502
Gross debt as % of net service expenditure	%	61.9%	61.2%	62.2%	70.2%	76.4%

### 6.2 Income as a proportion of net service expenditure

		2022/23	2023/24	2024/25	2025/26	2026/27
Income (gross)	£m	2.380	3.878	4.700	5.442	7.040
Net Service Expenditure	£m	519.079	524.996	532.982	543.612	564.502
Commercial income as % of net service expenditure	%	0.46%	0.74%	0.88%	1.00%	1.25%

Note - gross income represents income before having regard to costs

### 6.3 Loan to value

		2022/23	2023/24	2024/25	2025/26	2026/27
Total Loans (Capital)	£m	48.819	41.511	42.575	61.883	28.726
Asset Value	£m	to be monitored				
Loan to value	%					

Note - asset values will depend on lending opportunities, these will initially be monitored rather than a limit being set.

### 6.4 Non-treasury investment net borrowing as a percentage of net financing need

		2022/23	2023/24	2024/25	2025/26	2026/27
Net Borrowing Relating to Non Treasury Activity	£m	34.071	68.506	57.308	91.666	61.219
Total Net Borrowing Requirement	£m	67.229	60.049	51.022	63.769	55.233
Non Treasury Borrowing as % of Total	%	50.7%	114.1%	112.3%	143.7%	110.8%

Note - in 2025/26 repayment of principal exceeds loans issues hence a net negative figure

### 6.5 Expected Gross Rate of Return

	Average Rate of Return
WPDG	6%
WRIF - BGF	5%
WRIF - Property Fund	6.5%
WRIF - LCEF	6%-15%

## Investment Strategy Plan and Prudential Limits

### 7.1 Annual Gross Investment Plan - Medium Term

		2022/23	2023/24	2024/25	2025/26	2026/27	Total
WPDG - Equity	£m	14.748	-	3.672	9.756	-	28.176
WPDG - Development Loans	£m	4.071	11.511	8.904	22.127	21.126	67.739
WPDG - Revenue Loans	£m	0.600	0.656	0.012	6.713	2.934	10.915
<b>Sub Total - WPDG</b>	<b>£m</b>	<b>19.420</b>	<b>12.167</b>	<b>12.587</b>	<b>38.595</b>	<b>24.060</b>	<b>106.829</b>
WRIF - BGF	£m	20.000	20.000	20.000	20.000	7.600	87.600
WRIF - LCEF (Revenue)	£m	2.000	2.000	2.000	2.000	1.800	9.800
WRIF - Property	£m	10.000	10.000	10.000	10.000	-	40.000
<b>Sub Total - WRIF</b>	<b>£m</b>	<b>32.000</b>	<b>32.000</b>	<b>32.000</b>	<b>32.000</b>	<b>9.400</b>	<b>137.400</b>
<b>Total</b>	<b>£m</b>	<b>51.420</b>	<b>44.167</b>	<b>44.587</b>	<b>70.595</b>	<b>33.460</b>	<b>244.229</b>

Other Revenue Loans		2022/23	2023/24	2024/25	2025/26	2026/27
Other LATC Loans	£m	2.500	2.500	2.500	2.500	2.500
CWRT	£m	3.000	3.000	3.000	3.000	3.000
<b>Total</b>		<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>

### 7.2 Cumulative Gross Investment Plan - Medium Term

		2022/23	2023/24	2024/25	2025/26	2026/27
WPDG - Equity	£m	14.748	14.748	18.420	28.176	28.176
WPDG - Development Loans	£m	4.071	15.582	24.486	46.613	67.739
WPDG - Revenue Loans	£m	0.600	1.256	1.269	7.981	10.915
<b>Sub Total - WPDG</b>	<b>£m</b>	<b>19.420</b>	<b>31.587</b>	<b>44.174</b>	<b>82.770</b>	<b>106.829</b>
WRIF - BGF	£m	20.000	40.000	60.000	80.000	87.600
WRIF - LCEF (Revenue)	£m	2.000	4.000	6.000	8.000	9.800
WRIF - Property	£m	10.000	20.000	30.000	40.000	40.000
<b>Sub Total - WRIF</b>	<b>£m</b>	<b>32.000</b>	<b>64.000</b>	<b>96.000</b>	<b>128.000</b>	<b>137.400</b>
<b>Total</b>	<b>£m</b>	<b>51.420</b>	<b>95.587</b>	<b>140.174</b>	<b>210.770</b>	<b>244.229</b>

**7.3 Maximum Investment**

	£m	2022/23	2023/24	2024/25	2025/26	2026/27
WPDG Capital Loans	£m	5.000	15.000	10.000	27.500	26.250
WRIF Capital Loans	£m	50.000	50.000	50.000	50.000	40.000
WPDG Revenue Loans	£m	2.800	2.800	2.800	2.800	2.800
WRIF Revenue Loans	£m	3.000	3.000	3.000	3.000	3.000
Other Revenue Loans	£m	6.875	6.875	6.875	6.875	6.875
<b>Total</b>	<b>£m</b>	<b>67.675</b>	<b>77.675</b>	<b>72.675</b>	<b>90.175</b>	<b>78.925</b>

\*Annual investment limits are for in year spend only. These will be amended per year as necessary based on actuals.

**7.4 Maximum Duration Limits**

WPDG - Equity		Investment durations will be specified by each business case, subject to the investment limits set out in this strategy. The net investment limits above align with investment duration limits over the period of the MTF5.
WPDG - Development Loans		
WPDG - Revenue Loans		Revenue loans are short term by nature. The balance each year represents the lending facility available.
WRIF - BGF	£m	10 years
WRIF - LCEF	£m	5 years
WRIF - Property	£m	10 years

**7.5 Equity Limits**

	Equity Limits
WPDG	As specified by each business case, and subject to the specific limits set out in this strategy. If an equity investment is in the form of pre-existing owned property then the investment may go ahead if a higher value is due to revaluation only.
WRIF	No more than 10% of the gross investment budget for each year may be equity in nature

**7.6 Maximum Investment Per Counterparty**

WPDG	As per the gross investment values in Table 7.1
WRIF - BGF	£10m
WRIF - LCEF	£500k
WRIF - Property	£10m

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## Cabinet

25 January 2022

### 2021-22 Financial Monitoring – Forecast Position as at Quarter 3

#### Recommendations

That Cabinet:

1. Notes the adjusted forecast overspend of £0.551m that would need to be funded from the Directorate and General Risk Reserves at the end of 2021/22.
2. Notes there is a forecast adverse variance of £0.747m in the delivery of 2021/22 savings.
3. Approves the carry forward of £0.072m from Environment Services forecast underspend to enable the purchase of a replacement recovery vehicle for County Fleet Management reducing running cost as well as future maintenance costs.
4. Notes the forecast capital spend for 2021/22 of £138.529m, of which £124.363m is capital payments controllable by the County Council and the balance, of £14.166m, relates to schemes funded by s278 developer contributions where the timing is not directly controllable by the Council.
5. Approves the carry forward of the reprofiled spend on the capital programme of £29.255m in 2021/22 into future years and note the carry forward of s278 contributions of £2.576m that is not directly controllable by the Council.

#### 1. Purpose of the report

- 1.1. This report outlines the forecast financial position of the organisation at the end of 2021/22, based on the information known at the end of the third quarter. It should be noted that significant uncertainty and potential volatility in our

spending patterns due to Covid-19 remains, which is likely to lead to future movements in the forecast.

1.2. The current analysis includes:

- Capital and revenue financial performance;
- Explanations and, where developed/required, mitigating actions for variations and the impact on service delivery; and
- An indication of those areas where the current forecasts carry the greatest risk of change during the year due to demand volatility and assumptions that could still change over the course of the financial year.

## 2. Summary

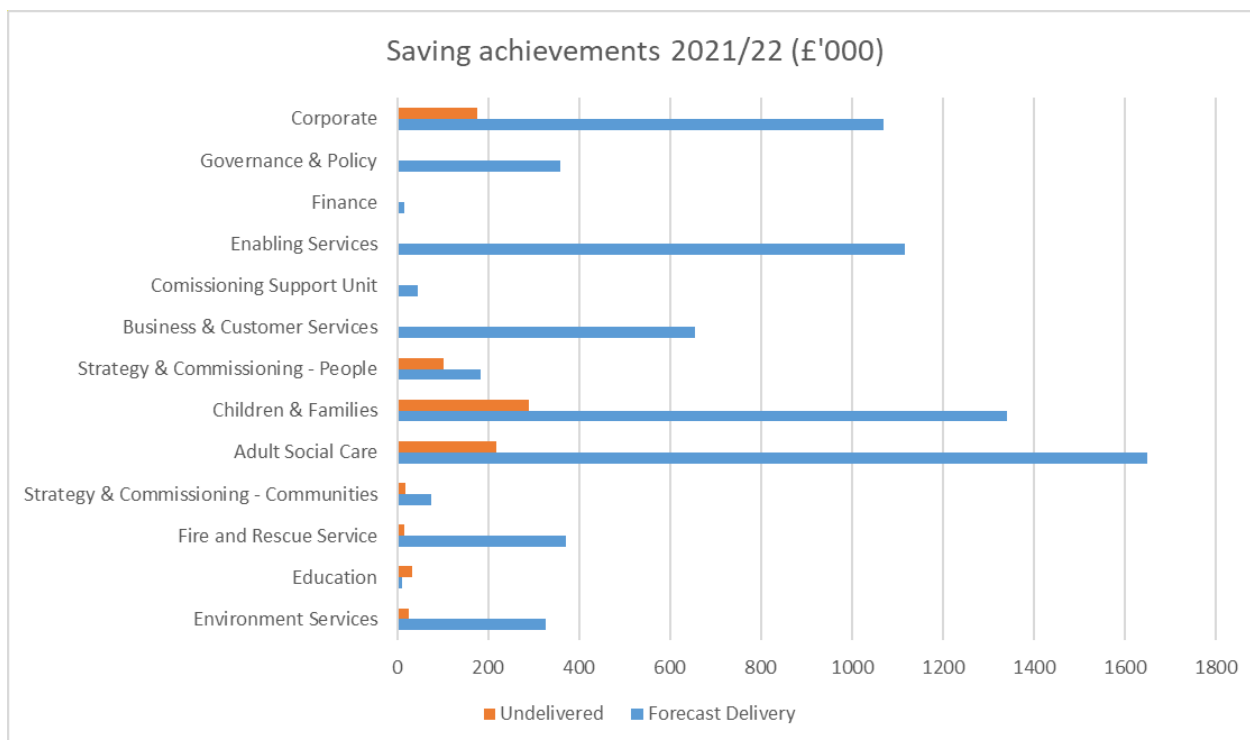
### 2.1. Revenue Forecast Summary

	£m
Approved Budget	336.475
Forecast net spending as at Quarter 3	347.488
<b>Net overspend</b>	<b>11.013</b>
Reason for, and resourcing, of the overspend	
<ul style="list-style-type: none"> <li>• Covid variance fully funded by covid grants carried forward from previous years</li> </ul>	12.846
<ul style="list-style-type: none"> <li>• Reprofiled into future years and/or reduced spend of drawdowns from the Investment Funds</li> </ul>	(3.468)
<ul style="list-style-type: none"> <li>• DSG deficit to be offset against the DSG contingency reserve</li> </ul>	1.911
<ul style="list-style-type: none"> <li>• Spend to be financed from other Earmarked Reserves</li> </ul>	(0.828)
<b>Balance of overspend to be a contribution to Directorate and General Risk Reserves</b>	<b>0.551</b>

The headline forecast overspend for 2021/22 is £11.013m. However, funding has already been set aside in the Medium Term Financial Strategy (MTFS) to meet the majority of these costs. Once these factors are taken into account the position turns into an overspend of £0.551m which will, if unchanged by the end of the financial year, need to be funded from Directorate and the General Risk Reserves.

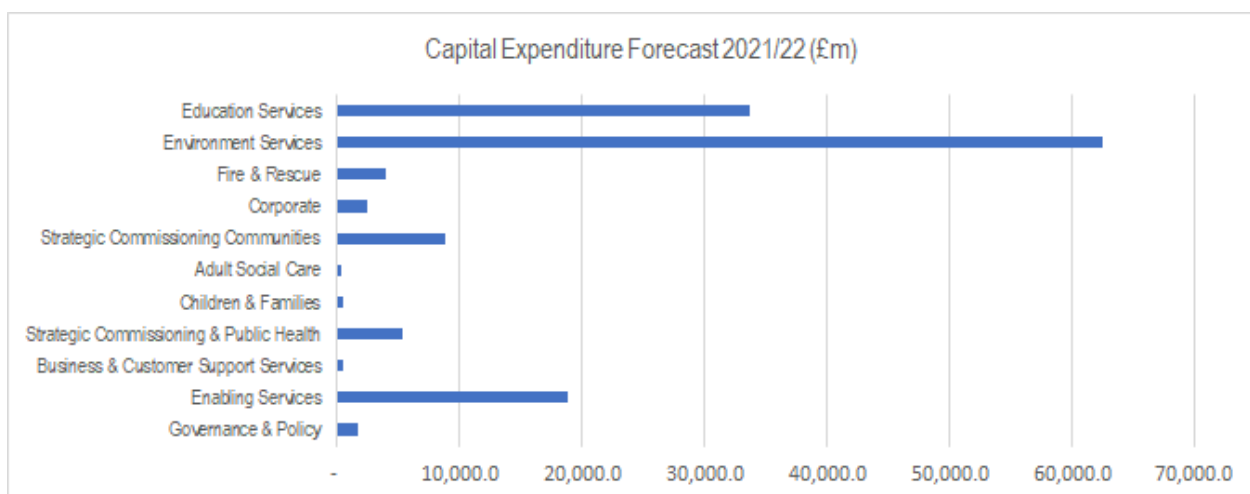
Based on the current forecast of a £1.911m DSG deficit in 2021/22, the cumulative DSG deficit to date will be £12.587m at the end of this financial year. The DSG Offset Reserve is currently £13.678m. Therefore, any increase in the cumulative deficit in 2021/22, above £13.678m, will need to be topped-up from the Available for Use reserve, reducing the funding available to support the MTFS. If, however, the deficit remains below the offset reserve it will increase the Available to Use reserves.

## 2.2. Savings Achievement Summary



The savings plan for 2021/22 requires the delivery of £7.969m of savings from 45 individual saving initiatives. £7.222m is forecast to deliver in line with the plan (90.63%) with £0.747m forecast to be unachieved. The forecast saving delivery reduced by 0.26% (£0.021m) since Quarter 2. For details on saving performance please refer to Section 4.

## 2.3. Capital Forecast Summary

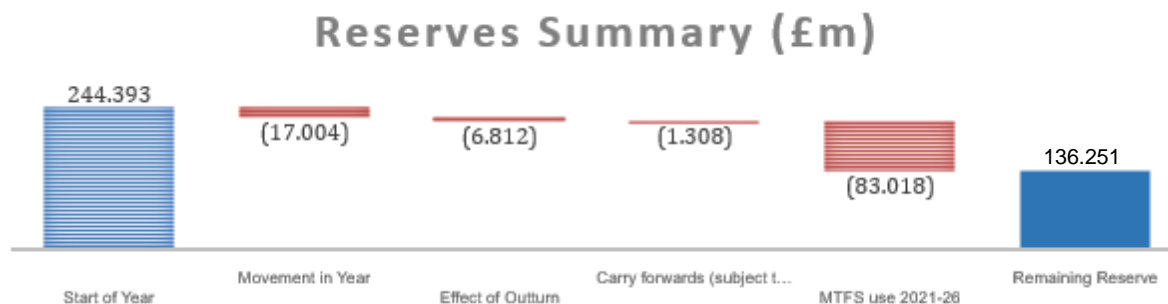


The total forecast capital spend for 2021/22 is £138.529m, of this £124.363m is capital payments directly controllable by the County Council and the balance of £14.166m, relates to schemes funded by s278 developer contributions where the timing is not directly controllable by the Council.

## 2.4. Covid Summary

	£m
Covid income budgeted	(10.843)
Covid expenditure budgeted	1.936
<b>Covid 2021/22 funding unallocated at 1 April 2021</b>	<b>(8.907)</b>
Additional income notified since budget setting	(20.635)
Additional pressures identified since budget setting	33.481
<b>Impact of in-year changes to covid spending/income</b>	<b>12.846</b>
<b>Net Covid spend in 2021/22 to be funding from reserves</b>	<b>3.939</b>
Balance of Covid Reserves	24.845
Less: Net covid spend in 2021/22 to be funded from reserves	(3.939)
Less: Covid related commitments in 2022/23 and future years	(3.403)
Less: MTFS provision for the loss of Business Rates and Council Tax income	(10.839)
<b>Covid funding to be allocated</b>	<b>6.664</b>

## 2.5. Reserves Summary



The level of reserves at the end of 2020/21 was £244.393m based on the final accounts. The forecast spend in this report and indicative future use of reserves to support the MTFS indicate reserves will reduce by £108.142m over the period of the MTFS to £136.251m.

### 3. Revenue Forecast by Service

Service Area	Approved Budget	Service Forecast	(Under) /Over spend	Change from Q2 forecast	Represented by:				Remaining Service
					Investment Funds	Impact on Earmarked Reserves	Covid Impact	Remaining Service Variance	Change from Q2 forecast
	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>Communities</b>									
Education Services - Non-DSG	41.270	45.427	<b>4.157</b>	1.549	0.713	0.210	0.594	2.640	0.932
Environment Services	26.592	26.503	<b>(0.089)</b>	(0.573)	0.000	0.015	0.642	(0.746)	(0.606)
Fire & Rescue	22.249	22.294	<b>0.045</b>	(0.108)	0.000	0.061	0.121	(0.137)	(0.214)
Strategic Commissioner for Communities	24.676	28.267	<b>3.591</b>	(1.029)	(0.690)	(0.120)	4.782	(0.381)	(0.333)
<b>Subtotal Communities</b>	<b>114.787</b>	<b>122.491</b>	<b>7.704</b>	<b>(0.161)</b>	<b>0.023</b>	<b>0.166</b>	<b>6.139</b>	<b>1.376</b>	<b>(0.221)</b>
<b>People</b>									
Adult Social Care	159.399	163.086	<b>3.687</b>	0.042	(0.023)	0.000	3.590	0.120	0.165
Children & Families	74.701	80.493	<b>5.792</b>	0.460	(1.007)	(0.313)	2.112	5.000	0.432
Strategic Commissioner for People	35.767	41.347	<b>5.580</b>	1.615	(0.264)	(1.454)	7.898	(0.600)	(0.085)
<b>Subtotal People</b>	<b>269.867</b>	<b>284.926</b>	<b>15.059</b>	<b>2.117</b>	<b>(1.294)</b>	<b>(1.767)</b>	<b>13.600</b>	<b>4.520</b>	<b>0.512</b>
<b>Resources</b>									
Business and Customer Services	19.051	27.611	<b>8.560</b>	3.444	(0.110)	0.085	8.657	(0.072)	(0.098)
Commissioning Support Unit	7.106	8.589	<b>1.483</b>	(1.411)	(0.560)	0.000	2.271	(0.228)	(0.165)
Enabling Services	25.577	23.546	<b>(2.031)</b>	0.236	(0.912)	0.035	0.352	(1.506)	0.260
Finance	6.336	5.827	<b>(0.509)</b>	(0.620)	(0.624)	0.083	0.142	(0.110)	(0.026)
Governance & Policy	2.591	3.821	<b>1.230</b>	0.142	0.009	0.015	1.022	0.184	0.066
<b>Subtotal Resources</b>	<b>60.661</b>	<b>69.394</b>	<b>8.733</b>	<b>1.791</b>	<b>(2.197)</b>	<b>0.218</b>	<b>12.444</b>	<b>(1.732)</b>	<b>0.037</b>
<b>Subtotal Directorates</b>	<b>445.315</b>	<b>476.811</b>	<b>31.496</b>	<b>3.747</b>	<b>(3.468)</b>	<b>(1.383)</b>	<b>32.183</b>	<b>4.164</b>	<b>0.328</b>
<b>Corporate Services and DSG</b>									
Corporate Services & Resourcing	(111.244)	(133.638)	<b>(22.394)</b>	(2.815)	0.000	0.555	(19.337)	(3.612)	0.338
DSG expenditure	243.054	244.090	<b>1.036</b>	(1.856)	0.000	1.036	0.000	(0.000)	(0.000)
DSG income	(240.650)	(239.775)	<b>0.875</b>	0.875	0.000	0.875	0.000	0.000	0.000
<b>Subtotal Corporate Services and DSG</b>	<b>(108.840)</b>	<b>(129.323)</b>	<b>(20.483)</b>	<b>(3.796)</b>	<b>0.000</b>	<b>2.466</b>	<b>(19.337)</b>	<b>(3.612)</b>	<b>0.338</b>
<b>Total</b>	<b>336.475</b>	<b>347.488</b>	<b>11.013</b>	<b>(0.049)</b>	<b>(3.468)</b>	<b>1.083</b>	<b>12.846</b>	<b>0.551</b>	<b>0.665</b>

### 3.1. Overview

The forecast outturn position is set out in the table in Section 3 and shows a total forecast overspend of £11.013m representing 3.27% of the Council's net revenue budget.

3.2. The position has improved by £0.049m compared to the previous quarter, the key changes are detailed below.

3.3. The material aspects of the remaining overspend are attributable to the following factors:

3.4. **Covid:** The table in section 3.1 shows the Covid spend against each service whilst Covid income offsetting the cost is reported as part of Corporate Services. The forecast Covid overspend for 2021/22, to be funded from reserves, increased by £1.328m since the second quarter. £3.403m of Covid funding is committed for projects that will continue into future years, which will further decrease the reserve balance to £6.664m as shown in section 2.4. We have now had confirmation from central government that the Contain Outbreak Management Grant can be utilised in 2022/23 if not fully spent by the end of the current financial year. This reduces the risk of the Authority having to repay any unused Covid funding back to Government.

3.5. Service specific material variances (for which further detail can be found in Appendix A):

3.5.1. **Dedicated Schools Grant (DSG):** The forecast £1.911m overspend represents a reduction of £0.981m from the Q2 forecast of a £2.892m overspend. The High Needs Block (HNB) element of this is £3.585m and is offset by a net underspend across the other 3 blocks of the DSG.

- The forecast has been updated to align to the refreshed DSG recovery plan which has included a review of the impact of the interventions in place; the addition of further interventions as well as fresh information following the start of the new Academic year. Specific areas where the projection has improved include the forecast costs for SEN Mainstream Schools & Academies, SEN Special Schools & Academies, SEN Independent Schools, Area Based Partnerships (Countywide) and Post 16 funding to Education Settings as well as Early Years.
- Based on the refreshed recovery plan, the current forecast HNB projected overspend of £3.585m is just £0.045m (£0.325 at Q2) higher than the recovery plan target for 2021/22.

**3.5.2. Education (non-DSG) remaining service overspend of £2.640m (increase from Q2 of £0.932m)**

- The primary driver of this overspend is the Children with Disabilities (CwD) forecast overspend of £2.073m (an increase of £0.203m since Q2). The service incurs high unit costs from increasingly complex needs for which the supply of high-quality specialist placements is low; and the use of emergency placements which can be both necessary and expensive. There is continued work to commission cost-beneficial spot contracts; to review strategies and options to secure quality and affordable placements and to move and maintain more children at Early Help stage.
- The increase from Q2 is mainly driven by a large increase in projected expenditure on mainstream transport for pupils. The new academic year has triggered a large change in demand (post Q2) of £1.358m. As a result of this significant change a review has been instigated by the Strategic Director for Communities to review the process for projecting and reviewing demand and expenditure (especially for the early months of the financial year, prior to the commencement of the new academic year).

**3.5.3. Environment Services remaining service underspend of £0.746m (increase in underspend from Q2 of £0.606m).** This is primarily due to:

- Department for Transport funding for Supported Bus Services (£0.319m) not being fully spent as originally anticipated in year. The funding was for a 2-year project from 2020/21 but started late due to Covid so will be requested for carry forward into 2022/23 to complete.
- An underspend within County Fleet Maintenance relating to Fleet Care (£0.072m) for which a carry forward request is made in this report for the purchase of a replacement recovery vehicle to avoid the traded service having to find the funds in a future year. If approved the carry forward would go towards the provision of a more economical vehicle and will also reduce future maintenance costs ultimately resulting in increased income for the Council.
- Within Network Management there is a significant overachievement of income (£0.451m) an increase of £0.364m compared to Q2. This is mainly due to the volume of Temporary Traffic Orders and associated fines being made where conditions have not fully been met.

**3.5.4. Children and Families remaining service overspend of £5m (increase from Q2 of £0.432m)**

- The variance mainly consists of an overspend on placements of £3.700m (Q2 £3.382m) and staffing of £2.465m (Q2 £2.601m), offset by some underspends, including a part year underspend of £0.464m resulting from the new internal children's home opening part way through the financial year.
- The service continues to carry out work on a number of areas to address the placements overspend including initiatives to rebalance the 'Placement

Mix'; recruiting and retaining internal foster carers; the opening of our own children's home; Early Help wrap around services to children-in-need families; and wrap around support to foster carers to assist in stepdown from residential care. In addition, the service is working with commissioning colleagues to explore other placement options.

**3.5.5. People Strategy & Commissioning remaining service underspend of £0.600m (increase in underspend from Q2 of £0.085m).** The major contributors to this underlying position are:

- Public Health £0.247m underspend primarily from additional income received towards the homelessness service.
- All age specialist provision £0.351m underspend on accommodation-based support from delays caused by Covid and reduced uptake.

**3.5.6. Enabling Services remaining service underspend of £1.506m (reduction in underspend from Q2 of £0.260m).** The key reasons behind this are:

- Within ICT an underspend of £0.737m is forecast. A significant proportion of this (£0.627m) relates to assumed non-recurrent reduction in demand for project activity. The remaining underspends relate to in year staff savings, over achievement of traded external income and reduced licence costs relating to Granicus software.
- Underspends within Property Services amount to £0.496m and relate mostly to in year staff savings and over-recovery of income. The increased income is reflected the current MTFS proposals.
- The HR Enabling area is forecasting an underspend of £0.140m as a result of an over achievement of traded income and a staffing underspend.
- An underspend of £0.169m is forecast within the AD area in relation to project expenditure.

**3.5.7. Corporate Services underspend of £3.612m (decrease in underspend from Q2 of £0.338m).** The forecast underspend is attributable to a number of different factors:

- Underspend in capital financing costs (£0.999m). This is a one-off underspend as the resource will be needed to fund the capital programme over the medium term;
- The Council received higher than budgeted grant income across a range of areas totalling (£1.232m), with £0.357m relating to the Public Health Grant, £0.502m to Extended Rights to Travel, £0.106m to Community Voices Grant and £0.267m to other grants. This income represents core funding with no corresponding increase in spend in Services.
- An underspend in the short-term cost of setting up and funding the Warwickshire Property and Development Group (£0.733k) as it becomes established due to the prevailing interest rates and the delay in the approval of the business case until after the elections; and



- A forecast reduction in members allowances and expenses (£0.203m) due to the continuation of remote working in the first half of the year.
- 3.6. A continuing trend from last year is the forecast underspend on planned transformation and investment fund projects. Services are expecting to re-profile £3.468m of funding from 2021/22 into next year relating to delayed projects, with delays experienced by most of the Services. The reasons include delays in recruiting staff; delays in third party contracts commencing; as well as continuing difficulties in engaging with some 3<sup>rd</sup> sector organisations.

## 4. Savings Performance

- 4.1. Performance against individual saving targets are listed in Annexes A to M in Appendix C of this report. The table below provides a summary of the current forecast.

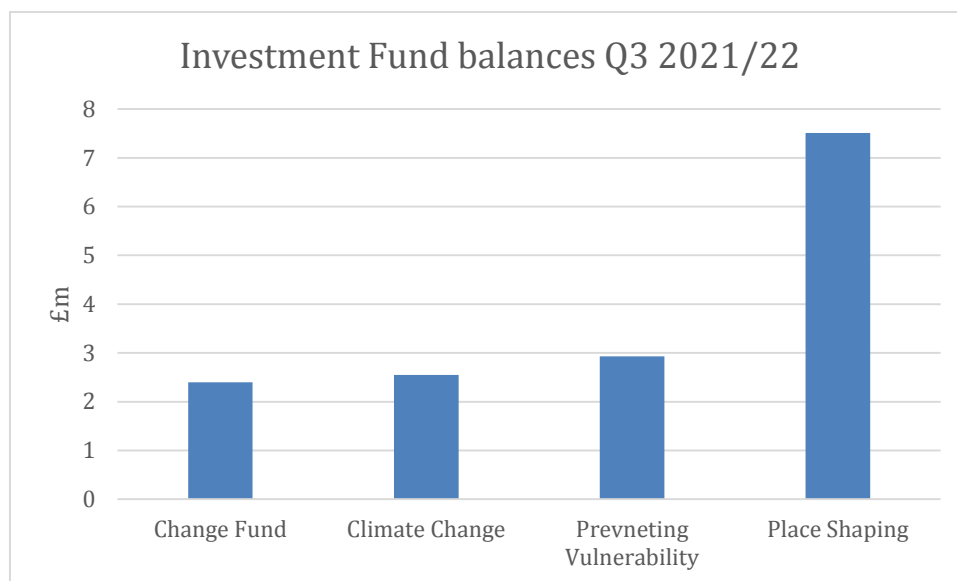
	No. of Savings Options	Saving Delivered £m	Saving Not Delivered £m
Savings target achieved/overachieved	35	6.102	-
Savings target partially achieved	4	1.120	0.282
No saving delivered against target	6	-	0.596
<b>Total</b>	<b>45</b>	<b>7.222</b>	<b>0.878</b>

- 4.2. Below are details of those savings which are highlighting adverse forecast variances. 58% of the variance relates to schemes where the services failed to reduce third party spend with a further 26% associated with insufficient cost reduction from vacancy management. Covid continues to impact on savings performance with 7% of the underachievement being related to the ongoing effect of Covid on services.
- 4.3. Forecast saving delivery reduced by 0.26% (£0.021m) since Quarter 2 as a result of changes across a number of schemes. The most significant change relates to a reduction of interest income from treasury management activities (£0.175m) due to the current market conditions. The table below provides details of each scheme that currently forecasts an adverse variance.
- 4.4. The current difficulties experienced around achieving third party savings are likely to continue for the rest of the financial year as inflationary pressures continue to increase. Increasing inflation is one of the key risks for the MTFs and mitigations have been built in including increased inflation allocations in Services, as well as the increase in the corporate risk reserve for next year.

Description	Target £m	Forecast £m	Reason for variance and associated management action
<b>Environment Services</b> - Expansion of traded income across the service	0.200	0.175	Forestry income is below target at present therefore £25k of the saving target isn't being met.
<b>Education</b> - Further savings on third party spend	0.034	-	Based on the current forecast this saving cannot be achieved by reducing third party spend but the Service is proactively looking to identify where alternative savings can be made.
<b>Fire &amp; Rescue</b> - Further savings on third party spend	0.015	-	This saving was expected to be delivered from savings on training. Due to delays with the capital investment that would provide alternative facilities, this saving is unlikely to be met this year. The position will continue be reviewed to identify in-year mitigations until the saving can be permanently achieved.
<b>Communities</b> - Household waste recycling centre storage - purchase of storage containers to remove revenue cost of hire	0.038	0.019	Due to a delay in the procurement of containers, it is currently anticipated that 50% of the target will be achieved this financial year, with the full saving still being delivered next years.
<b>Adult Social Care</b> - Further savings on third party spend	0.217	-	Unachieved but mitigated by wider service underspends.
<b>Children and Families</b> - Further savings on third party spend	0.052	-	Based on the current forecast this saving cannot be achieved by reducing third party spend but the Service is proactively looking to identify alternative savings.
<b>Children and Families</b> - Maximise income and contributions to care packages and income from safeguarding training	0.275	0.225	Due to continued COVID related issues and pressures the safeguarding training will not reach the turnover anticipated to make the £50,000 of the income target.
<b>Children and Families</b> - Recalibration and reduction of staff - Reduction of posts across the Children Families Service through natural wastage and redeployment alongside recognising natural underspends from staff turnover and operating under capacity.	0.889	0.701	Due to continued pressures / demands on the whole of Children and Families it has not been feasible to take the anticipated post reductions forward.
<b>Strategy and Commissioning – People</b> - Further savings on third party spend	0.103	-	Unachieved but mitigated by underspends on commissioning budgets.
<b>Other Services</b>	0.175	-	An increase in interest income is not achievable this year due to the prevailing low interest rates.
	1.998	1.120	

## 5. Corporate Investment Funds

5.1. The remaining balances of each of the Corporate Investment Funds are shown below:



5.2. The remaining uncommitted balance of the Investment Funds is £15.384m. Based on the current MTFS proposals some of this funding will be required to support the balanced medium-term position although the impact of this reduction will be mitigated by temporary MTFS allocations to deliver key projects (including funding for SEND and the Digital Roadmap).

5.3. Over the medium term the funds will require additional resources to continue to support emerging projects and current modelling indicates that these resources will be available from 2024/25.

5.4. As a result of the cross-departmental work to integrate the MTFS with the Council Plan, proposals are under development to re-align the funds to ensure effective support for the emerging priorities of the new Council Plan. A revised governance process will further strengthen this alignment ensuring that resources are focused on the delivery of key objectives.

## 6. Reserves

Reserve	Opening Balance	Movement in year	Outturn Impact	Reserve Review	Carry forwards (subject to approval)	21/22 MTFS Commitment	Closing Balance	Future year MTFS Commitment	Balances at 31/03/26
	£m	£m	£m	£m	£m	£m	£m	£m	£m
DSG Deficit	(8.271)	(2.405)	(1.911)	-	-	-	(12.587)	(32.397)	(44.984)
Other Schools Reserves	22.264	-	(0.083)	-	-	-	22.181	-	22.181
Covid Reserves	24.445	0.400	(23.685)	-	-	8.507	9.667	(9.667)	-
Other Earmarked Reserves	123.762	(11.459)	15.217	(14.802)	-	2.429	115.110	(1.877)	113.234
Risk and General Reserves	40.203	(3.540)	(0.551)	1.607	(1.267)	-	36.452	1.373	37.825
Available to Use Reserve	42.028	-	-	13.196	(0.041)	(6.735)	48.447	(40.451)	7.996
<b>Total</b>	<b>244.393</b>	<b>(17.004)</b>	<b>(11.013)</b>	<b>-</b>	<b>(1.308)</b>	<b>4.201</b>	<b>219.27</b>	<b>(83.019)</b>	<b>136.251</b>

- 6.1. At the end of 2020/21 the Council held £244.393 in reserves. Of these £17.004m has been drawn down to the end of November 2021 including approved carry forwards, funding for investment and transformation projects as approved by Cabinet and Corporate Board as well as DSG Schools Block funding as approved by Schools Forum.
- 6.2. The impact of the current forecast revenue position will be a reduction in the reserves by a net £6.812m. The key drivers of this change are the DSG overspend that will further increase the deficit, the underspend on approved change and investment projects and the use of Covid reserves to fund the ongoing recovery work.
- 6.3. As part of the MTFS refresh a detailed reserves review has been undertaken working jointly with Departmental Leadership Teams with the aim to identify reserve balances that can be released to support the MTFS and the Council Plan. The outcome of this review is reflected in the table above and a detailed reserves schedule is provided in Appendix C.
- 6.4. In preparation for the end of the financial year Services have already identified £1.308m of funds which they wish to carry forward subject to approval by Corporate Board and Cabinet. If these requests approved, it would reduce the resources available for the MTFS and more specifically the resources available to support investment.

## 7. Capital

- 7.1. The latest forecast of 2021/22 capital payments directly controllable by the Council is £124.363m. This represents a decrease of £27.070m on the Quarter 2 approved budget reported in November 2021. A further £483.242m of payments forecast over the medium-term results in a total capital programme of £607.605m. Additionally there are £63.719m of S278 projects currently within the capital programme.
- 7.2. The decrease in the total capital programme for 2021/22 of £29.893m consists of a net decrease in the overall cost of capital schemes to be spent in 2021/22 of £31.421m and an increase in newly approved capital schemes of £1.528m. The changes to forecasts have been split below in paragraph 7.6 between Budget Reprofiles, Net Underspend and Delays.
- 7.3. The remaining Capital Investment Fund (CIF) allocation of £18.473m from 2020/21, which is not included in these figures, has been carried forward. Along with the future years' CIF funding approved figure of £24.914m per annum over the 2021-26 Medium Term Financial Strategy this results in a total balance available in the Capital Investment Fund of £91.178m. An approval was made from this balance on 25<sup>th</sup> November of £1.592m leaving the balance remaining for allocation purposes £89.586m.

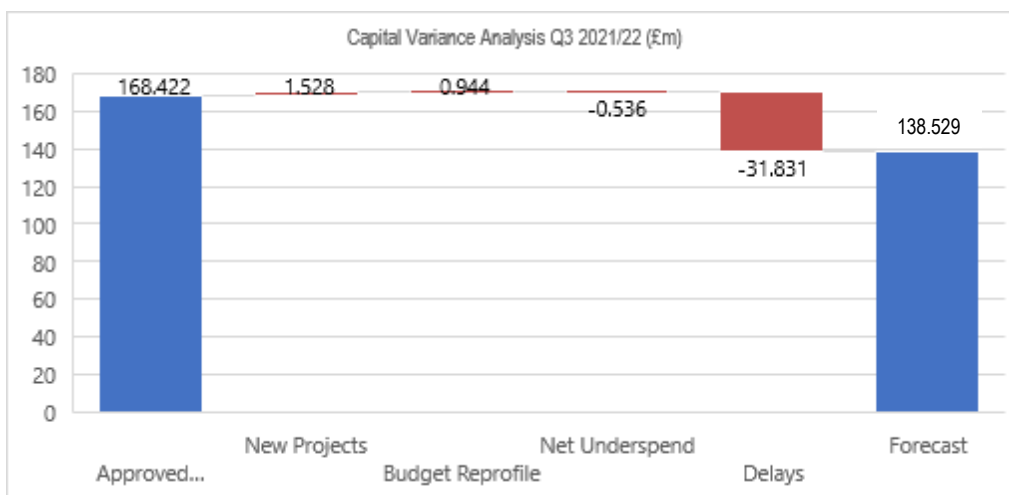
### Capital Forecast by Service

	2021/22			2022/23 to 2025/26			Total Variance £000
	Approved Budget £000	Forecast £000	Variance £000	Approved Budget £000	Forecast £000	Variance £000	
Education Services	32,514	33,652	1,138	65,369	65,308	(62)	1,076
Environment Services	54,542	48,419	(6,123)	91,787	98,081	6,294	171
Fire and Rescue	3,902	3,954	52	3,693	3,668	(25)	27
SC for Communities	10,683	8,862	(1,821)	53,555	55,630	2,075	254
<b>Communities</b>	<b>101,642</b>	<b>94,887</b>	<b>(6,755)</b>	<b>214,403</b>	<b>222,687</b>	<b>8,283</b>	<b>1,528</b>
Adult Social Care	313	313	-	-	-	-	-
Children and Families	492	492	-	250	250	-	-
Sc for People & Public Health	5,295	5,295	-	50	50	-	-
<b>People</b>	<b>6,100</b>	<b>6,100</b>	<b>-</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>-</b>
Business and Customer Support	471	421	(50)	1,158	1,208	50	-
Enabling Services	20,395	18,855	(1,540)	7,510	9,049	1,539	-
Governance & Policy	2,826	1,700	(1,126)	1,170	2,298	1,128	2
<b>Resources</b>	<b>23,691</b>	<b>20,976</b>	<b>(2,715)</b>	<b>9,838</b>	<b>12,555</b>	<b>2,717</b>	<b>2</b>
Corporate	20,000	2,400	(17,600)	230,100	247,700	17,600	-
<b>WCC Capital Programme</b>	<b>151,433</b>	<b>124,363</b>	<b>(27,070)</b>	<b>454,642</b>	<b>483,242</b>	<b>28,600</b>	<b>1,530</b>
S278 funded schemes	16,989	14,166	(2,823)	46,436	49,553	3,117	294
<b>Total Capital Expenditure</b>	<b>168,422</b>	<b>138,529</b>	<b>(29,893)</b>	<b>501,078</b>	<b>532,795</b>	<b>31,717</b>	<b>1,824</b>

- 7.4. The forecast of 2021/22 capital payments directly controllable by the Authority of £124.363m excludes the forecast spend on s278 developer schemes of £14.166m. This latter element is excluded from the headline figures as the timing of the spend is not directly controllable by the Council. If this is included the total 2021/22 capital expenditure forecast is £138.529m.

### **Capital Variance Analysis**

- 7.5. The latest 2021/22 Approved Capital Budget of £168.422m was approved by Cabinet in November 2021. The chart below explains the changes between the Approved Budget and the actual forecasted spend of £138.529m.



- 7.6. The 2021/22 budget is set according to the Q2 forecast spend. The forecast shows the changes in capital programmes since then, made up of:
- Reprofiled and delayed projects – these are schemes where the project timeline has been reprofiled or there has been a slip in the time scale for delivery. The project is still being delivered and with no material change in cost, but the impact is that the benefits of projects are not realised and available to the taxpayers of Warwickshire in the timeframe originally anticipated. There is £30.887m of project expenditure which has been reprofiled into future years, and work is ongoing to make initial estimates of planned delivery more realistic to ensure reprofiling only occurs where delays are uncontrollable. The key reasons for the delays are provided in Appendix B of this report.
  - New projects – these are projects recently added to the capital programme or projects where costs have risen as a result of a substantial change in scope. These schemes have been added through formal governance, with financing made available from Capital Investment Fund or funding from third parties.

- Projects with Increased Spend – these are schemes where project costs have risen above the level previously expected. This means additional funding has had to be arranged. This may be in the form of a contribution from a Service’s revenue budget, the use of basic need funding for education projects or alternative grants. The impact of this is that there is less funding available for other projects/activity.
- Underspent projects – these are schemes which have been delivered under budget. The impact of this is that funds are no longer required for a specific scheme. This may mean the authority will be able to recycle funds to alternative projects or will borrow less.

Service	Approved 2021-22 Capital Programme	New projects in year	Budget Reprofile	Net over / underspend	Total capital programme	Delays	Forecast In year capital spend
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Education Services	32,514	1,362	0	(224)	33,652	0	33,652
Environment Services	54,542	139	259	39	54,979	(6,560)	48,419
Fire and Rescue	3,902	27	25	0	3,954	0	3,954
Strategic Commissioning for Communities	10,684	0	559	1	11,244	(2,381)	8,863
Adult Social Care	313	0	0	0	313	0	313
Children & Families	492	0	0	0	492	0	492
Strategic Commissioning & Public Health	5,295	0	0	0	5,295	0	5,295
Business and Customer Support	471	0	0	0	471	(50)	421
Enabling Services	20,395	0	87	0	20,482	(1,626)	18,856
Governance and Policy	2,826	0	(89)	0	2,737	(1,038)	1,699
Corporate (WPDG & WRIF)	20,000	0	0	0	20,000	(17,600)	2,400
<b>WCC Capital Programme</b>	<b>151,434</b>	<b>1,528</b>	<b>841</b>	<b>(184)</b>	<b>153,619</b>	<b>(29,255)</b>	<b>124,363</b>
S278 Developer Funded Schemes	16,989	0	104	(353)	16,740	(2,576)	14,166
<b>Total Capital Expenditure</b>	<b>168,422</b>	<b>1,528</b>	<b>944</b>	<b>(537)</b>	<b>170,360</b>	<b>(31,831)</b>	<b>138,529</b>

- 7.7. Adding £1.528m new projects to the capital programme in 2021/22 requires that an equivalent amount of additional funding has also been identified. For 2021/22, the additional funding sources are from S106 contributions, Environment Agency grant, and from Covid-19 allocations.
- 7.8. Detailed explanation at a Service level of all changes to the capital programme is provided in **Annexes A to M**. The main reasons for the £31.831m movement to future years in the quarter compared to the approved budget are set out in Appendix B.
- 7.9. A wider issue which services have started to report but which may not be currently included in forecasts are cost pressures from HS2 and the Commonwealth Games using up local available materials/supplies and labour and inflating labour and supply costs. Any contracts not fixed will be exposed to

these increasing costs from the reduced local supply of materials and labour and we expect this to be a feature for future quarterly monitoring reports.

- 7.10. Based on the analysis of trends and reoccurring patterns of capital forecasts in previous financial years, it is probable that the forecast presented in this report is subject to a level of optimism bias. No explicit adjustments have been made to individual capital schemes to eliminate the effect of this, but work is ongoing with project managers across the organisation to ensure that estimates of project cost, benefits and duration are realistic based on previous experience taking into account the unique characteristics of the current project portfolio. As a result of this work, a reduction in the forecast capital spend is anticipated in the forthcoming outturn monitoring report.

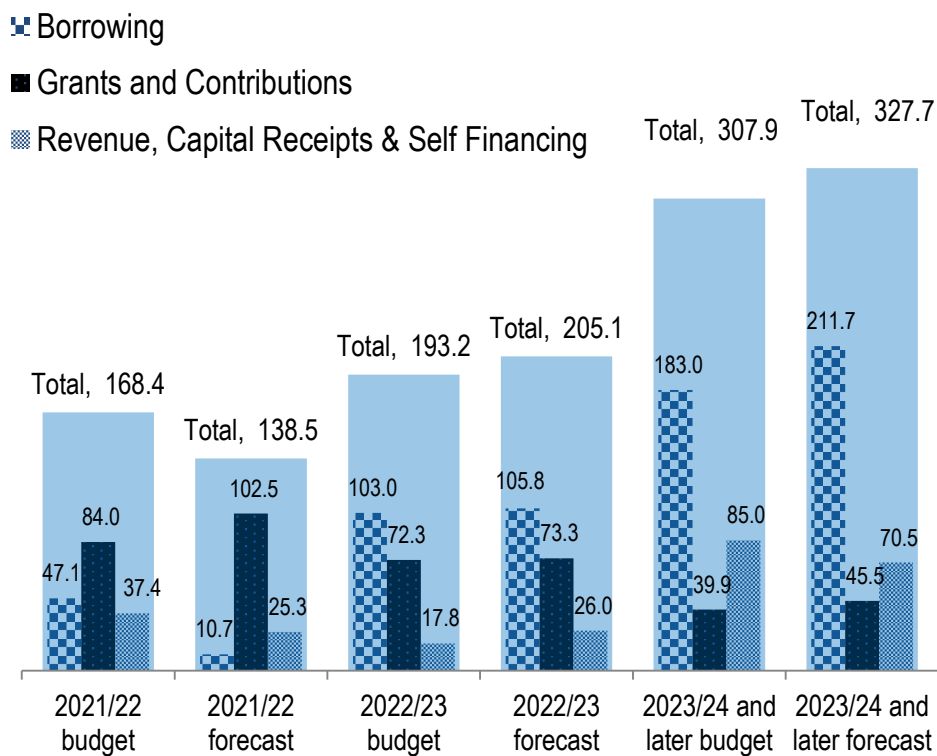
### ***Capital Financing***

- 7.11. All local authorities consider their gross capital spend and how it is financed separately. This is because where allowed, at a whole Council level, it is more cost effective to make use of any external capital resources (primarily government grants and capital receipts) before taking out additional borrowing. The approach delays the increase in the need to borrow which means the revenue provision we set aside to repay borrowing (Minimum Revenue Provision – MRP) does not increase as quickly as it should thus alleviating short/medium term pressure on the MTFS.
- 7.12. These technical financing adjustments are managed on an on-going basis that also encompasses the cash balances we have available at the time. The capital resource required to fund the whole capital programme is reflected in the MTFS and any scope to delay borrowing by the effective use of our capital resources provides a one-off underspend that can be redirected to Members' priorities.
- 7.13. The most significant variable in financing the capital expenditure is forecasting the timing of the delivery of capital receipts. Forecasts are determined by the Council's and Warwickshire Property and Development Group's programme of disposals and subsequent income from capital receipts is used to avoid the need to incur additional borrowing. Any shortfall in the level of expected receipts may require the Authority to borrow sooner than expected.
- 7.14. The timing of when additional borrowing is taken out will depend on the Authority's cash position which may provide an opportunity to borrow from other Council resources in the short term to minimise the impact of financing long-term external borrowing on the revenue budget. Monitoring of longer-term balance sheet projections will continue to be undertaken to ensure the authority maximises its resources.



7.15. The chart and table below provide further detail on how the approved 2021/22 capital programme and 2021-26 Capital MTFS are currently planned to be financed.

### Estimated Financing to 2023/24 & Later Years (£m)



Note: The Council manages cash as a whole, so even where borrowing is shown as a form of financing in this graph it does not mean new borrowing will be necessary. The borrowing figure shown is the gap between our spending and the funding available to us which is called the CFR (Capital Financing Requirement).

	2021/22 Budget £'000	2021/22 Forecast £'000	2022/23 Budget £'000	2022/23 Forecast £'000	2023/24 and Later Budget £'000	2023/24 and Later Forecast £'000
Corporate Borrowing	47,048	10,729	103,039	105,828	182,963	211,717
Self-financed Borrowing	1,376	1,376	-	-	-	-
Grants and Contributions	83,953	102,517	72,254	73,314	39,913	45,521
Capital Receipts	16,586	5,200	17,849	25,854	85,011	70,450
Capital Receipts Reserve	17,648	17,648	-	-	-	-
Revenue	1,811	1,059	48	111	-	-
<b>Total</b>	<b>168,422</b>	<b>138,529</b>	<b>193,190</b>	<b>205,107</b>	<b>307,887</b>	<b>327,688</b>

Note:

\* The income from grants and contributions includes grants from Government and contributions from developers and other third parties

## 8. Financial Implications

- 8.1. The report outlines the financial performance of the Authority in 2021/22. There are no additional financial implications to those detailed in the main body of the report.
- 8.2. The key financial issue remains that the MTFs should reflect the need to put sustainable solutions in place for those services reporting material demand-led overspends; the need to ensure the ambitions of the capital strategy are aligned to the capacity to deliver; and that any plans developed to balance the budget going forward are robust so any decisions can be taken promptly.

## 9. Environmental Implications

- 9.1. There are no specific environmental implications as a result of the information and decisions outlined in the report.

## 10. Background Papers

- 10.1. None.

### Appendices

Appendix A – Commentary on service revenue forecasts

Appendix B – Commentary on service capital forecasts

Appendix C – Service level narrative, reserves, savings and forecasts

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No elected members have been consulted in the preparation of this report.

## Commentary on Service Revenue Forecasts

### 1. Communities Directorate (and DSG)

#### ***Education Services (non DSG) £4.157m overspend including £0.594m Covid pressures***

The main Covid related pressures are the result of losses in income for traded services. These services with Covid pressures include Warwickshire Music (£0.239m), and Marle Hall (£0.177m).

The £0.713 expenditure on projects funded by Investment funds is primarily activity on the SEND and Inclusion Change Programme funding for which will be drawn down.

After taking account of Covid pressures and the impact of earmarked reserves, the remaining service variance of £2.640m (an increase of £0.932m from Q2) are primarily the result of:

#### SEND & Inclusion Service

The overspend is primarily due to a £2.073m overspend on the Children with Disabilities (CWD) budget (before being partly offset in the Assistant Director line area from the contribution of £1.251m from Adult Social Care). Overall, the SEND & Inclusion Service has seen a net change in the forecast variance of £0.007m since Q2, but within the service there have been movements since Q2.

- The CWD overspend of £2.073m reflects an increase of £0.203m since Q2. There are significant pressures on the budget for Children in Care who have very complex needs resulting in this predicted overspend.
  - Average unit costs have increased by £447 per week from 2020/21 (from £3,685 to £4,132 per week purchased)
  - The current annual average cost of a 52-week Residential package is £215,000, a rise of £23,000 since 2020/21
  - Weeks of purchase are forecasted to be lower by 137 weeks, which has been achieved in part by additional family support.
- Other overspends to note are:
  - £0.309m on the SENDAR service which are due to a large increase in legal costs and the transfer of mediation costs being charged to this budget as they are not permissible as a DSG High Needs Block cost.
  - £0.248m on SEN transport based on updated and more accurate modelling for taxi costs and up to date information from the start of the Academic year. The £0.248m overspend does represent a reduction in forecast expenditure from Q2 of £0.217m.

#### Education and Early Years

The overspend of £1.503m is primarily due to cost pressures on mainstream transport for pupils (including those with medical conditions), coupled with cost pressure from taxi services caused by a rise in demand for solo journeys. The new academic year has triggered a large change in demand (post Q2) of £1.358m. As a result of this significant change a review has been instigated by the Strategic Director for Communities to review the process for projecting

and reviewing demand and expenditure (especially for the early months of the financial year, prior to the commencement of the new academic year.)

#### Education Service Delivery

The remaining service underspend of £0.343m (an increase in underspend of £0.332m since Q2) is mainly the result of an underspend in the Adult Community Learning budget following the outturn position of the 2020/21 academic year with significant reductions in BAU activity due to Covid. This is likely to be a non-recurring event.

#### ***DSG £1.911m overspend (a reduction of £0.982m from Q2)***

The period since Q2 has seen a continued refresh of the DSG recovery plan (predominantly concerned with the High Needs Block). The refresh has included a review of the impact of the interventions in place; the addition of further interventions as well as fresh information following the start of the new Academic year. Specific areas where the projection has improved include the forecast costs for SEN Mainstream Schools & Academies, SEN Special Schools & Academies, SEN Independent Schools, Area Based Partnerships (Countywide) and Post 16 funding to Education Settings as well as Early Years.

The DSG consists of 4 'Blocks' with an overall forecasted overspend of £1.911m (£2.893m at Q2), with the overspend related to the High Needs Block (HNB) being £3.585m (£3.865m at Q2). The HNB overspend is offset by smaller projected underspends within the 3 other blocks, most notably the Schools block £1.116m (due to one off non-utilisation of Growth funding for the delayed opening of a primary school). The Early Years Block (EYB) is forecasting an underspend of £0.212m due to lower than expected take up of 3 & 4 year old provision. This EYB underspend could reduce once the January 2022 census numbers are taken account of and adjusted for by the DfE.

Based on the refreshed recovery plan, the current forecast HNB projected overspend of £3.585m is just £0.045m higher than the recovery plan target for 2021/22.

#### ***Environment Services £0.089m underspend including £0.642m Covid pressures***

The key Covid pressures relate to:

- £0.351m town centre barriers;
- £0.100m Community Safety (funded via COMF grant) post Covid transition projects supporting local businesses, community or charity organisations;
- £0.180m Schools Transport; and
- £0.008m Design Services

After taking the above and a £0.015m draw on reserves into account the remaining service variance is an underspend of £0.746m (an increase in the underspend of £0.585m compared to Q2). This is mainly due to:

- Department for Transport funding for Supported Bus Services (£0.319m) not being fully spent as originally anticipated in year. The funding was for a 2 year project from 20/21 but started late due to Covid so will be requested for carry forward into 22/23 to complete.
- There is an underspend within County Fleet Maintenance which relates Fleet Care (£0.072m) which is being requested for approval to carry forward for the purchase of a replacement recovery vehicle. As a traded service the funding for this would need to be found from within the service, therefore the in-year underspend that

is resulting in a carry forward request, if approved, will go towards the provision of a more economical vehicle and will also reduce future maintenance costs ultimately resulting in increased income for the Council.

- Within Network Management there is a significant overachievement of income (£0.451m) and increase of £0.364m compared to Q2. This is mainly due to the volume of Temporary Traffic Orders and associated fines being made where conditions have not fully been met.
- These underspends are offset by smaller variances across the service.
- The movement in forecast between Q2 and Q3 is mostly explained by the above which is offset by increased forecast spend in Engineering Design Services and Trading Standards (£0.129m) due to reduced income and increased legal fees.

***Fire and Rescue Services £0.045m overspend including £0.121m Covid pressures***

- The Covid spend relates largely to staffing and overtime. Covid pressures have increased by £0.048m mostly due to improved ventilation and occupational support (£0.042m) being funded via COMF.
- After taking into account Covid and the movements on reserves of £0.060m there is a remaining service underspend of £0.137m which arises from additional income being received and reduced staff forecasts.
- Between Q2 and Q3 the remaining service variance reduced by £0.215m from an overspend of £0.078m to an underspend of £0.137m. This is a result of a review of the staffing forecast being undertaken and assumptions being updated.

***Strategy and Commissioning for Communities £3.591m overspend including £4.782m Covid pressures***

Covid related pressures have increased by £0.249m compared to Q2. This has mostly arisen due to the sustained changes in waste tonnages, increased road safety costs and lost income in Business Centres being offset by a reduction in spend in Business Economy.

Included in Covid pressures are:

- £1.672m Business Economy (the balance of Adapt and Diversify grants to businesses initiated in 2020/21) and grants funded via COMF;
- £1.400m loss of income on Parking;
- £0.096m income losses in Business Centres
- £0.234m spend in Country parks, Traffic Modelling and Road Safety; and
- £1.380m pressure in Waste on disposal contracts, waste initiatives and composting.

Since Q2 there has been a change within the investment funds (£0.690m) where it is now apparent that funding set aside on the Rugby Parkway (£0.590m) and Business Economy (£0.050m) projects will not all be utilised in year. For Rugby Parkway the underspend is caused by delays in being able to procure the lead designer.

After allowing for these the remaining service variance is an underspend of £0.381m. This is largely made up of underspends on specific projects which have reviewed staffing forecasts and updated assumptions. It is anticipated that these projects will be seeking approval to carry forward the funds into 2022/23 to allow completion

- £0.113m - Highspeed Rail
- £0.133m - Commonwealth Games (cycle routes)

- £0.031m - Minerals Plan
- £0.055m - Transforming Nuneaton

## 2. People Directorate

### ***Adult Social Care, overspend of £3.687m including £3.590m Covid pressures***

The Covid related pressures of £3.590m are:

- £3.490m enhanced hospital discharge activity which is funded from the Covid Hospital Discharge Grant
- £0.100m financial support to providers.

After taking account of the impact of Covid of Investment Funds, a minor £0.023m in year underspend on an investment funded project, there is an underlying service overspend of £0.120m, which represents an increase in expenditure of £0.165m since Q2.

The material variances within the make up of the Adult Social Care budget, being managed within the Service, are as follows:

- Disabilities: £1.546m overspend mostly attributable to the Physical Disabilities service, directly driven by increased expenditure in Homecare and Supported Living which have experienced an average cost increase of 5% from 2020/21 due to the increase in complexity of packages. These are partially offset by staffing related underspends. Mitigation of the cost pressure includes continued work with other agencies to support needs, and consideration of alternatives to supported living and residential accommodation where appropriate, in light of complex and intensive supported living arrangements.
- Mental Health: £0.967m overspend is due to increases across all areas of the service, with the largest increase being in supported living in the north of the county (younger people with complex needs) and nursing in the south of the county (where there are fewer alternatives to nursing care). There is also a higher proportion of more complex and therefore costly packages, resulting in the need to go outside of Warwickshire to secure beds in some instances. Mitigation of the cost pressures is done by ensuring packages of care, both new and high cost, are considered from a recovery perspective which is the most cost effective, and community-based alternatives are also considered.
- Assistant Director Area: £0.945m overspend due to contributions to the bad debt provision for client contributions and towards the costs of children with disabilities, including those who are transitioning into adulthood and by supporting this Service the impact on Adult Social Care is reduced. The key change to note in Adult Social Care since the Q2 forecast is a £0.200m contribution to the bad debt provision for client contribution income to be in accordance with the Council's Client Contribution bad debt policy.
- Older People: £2.299m underspend is making the largest contribution to the pressures in Disabilities and Mental health due to almost £3.1m of costs being reimbursed from the Hospital Discharge Grant which has now been extended until 31 March 2022. Without the reimbursement of costs Older People would be overspending by £0.8m. This is driven by a growing number of costly domiciliary care packages during a period of limited supply in the market and high-cost nursing packages.

- Integrated Care Services: £1.134m underspend is also making a significant contribution to mitigating the overspends elsewhere predominantly due to Integrated Community Equipment and Assistive Technology budgets not expected to be spent due to the Covid response dominating staff time leaving limited capacity to run the pilot schemes. Also limited face to face interactions increase the challenges to implement technology and staffing related underspends.

***Children and Families £5.792m overspend including £2.112m Covid pressures.***

After taking account of Covid and the impact of earmarked reserves and Investment/Transformation Funds, the remaining service overspend is £5m.

As part of the 2021/22 budget, the service was allocated a £0.631m Covid recovery budget. In addition to this, the service is forecasting to incur a further £2.112m on Covid related pressures, broadly consisting of:

- £0.569m additional placement / delays in leaving care costs.
- £1.469m additional staffing costs.
- £0.074m other

The overall Children Transformation Fund (CTF) / Child Friendly Warwickshire Transformation Programme has experienced delay due to recruitment and interaction with 3<sup>rd</sup> sector partners taking longer than anticipated (often due to capacity and the post Covid effect on partners). Although the forecast underspend for 2021/22 is £1.007m, the project leads are continually reviewing plans to ensure the overall 4 year programme to 2023/24 is on track to complete the objectives and fully maximise the DfE grant. The overall planned budget is fully committed over the re-phased life of the programme.

Key variances within the Children & Families budget to note are as follows:

Children's Placements

It is recognised that in addition to addressing the increasing number of Children in Care, the 'Placement Mix' is key to bringing down this overspend, with the need for changing the balance between internal and external (including residential) placements. A number of initiatives are being progressed including new methods of recruiting and retaining Internal Foster carers, The WCC Children's Home (with plans to pursue funding for potential further homes), Early Help wrap around services to Children in Need Families, as well as wrap around support to foster carers to assist in stepdown from Residential.

- Residential Care is forecasting a £3.620m overspend (budget of £10.061m) which is a small increase of £0.131m compared to Q2.
  - Overall FTEs are 12.41 above the budgeted target at now 59.12 FTEs (Q2: 57.54 FTEs)
  - The weekly average unit cost is 11.24% higher than 2020/21 at £4,438 per placement per week which equates to £448 per week increase. This rate is also 9.06% higher than the budgeted rate.
  - The increase in forecasted weeks in 2021/22 compared to 2020/21 is 759 weeks (+32.65%), so this along with the higher weekly rates are the reasons for the continuing increases to the already overspent budget.
- Activity levels within External Foster care continue at levels anticipated at budget setting, when the budget was increased by £1.499m for this financial year.
  - The forecast expenditure is broadly as per the budget.

- The number of weeks compared to last financial year has increased by 4.39% with an average weekly unit cost of £841 which is £27 more than 2020/21.
- Internal Foster care continues the trend of last year and has seen an overall decrease in numbers this financial year, although since Q2 numbers have begun to rise. There is a forecast underspend of £0.109m (budget of £5.935m) and weeks purchased are 3.12% lower this financial year than previous year.
- Parent and Baby placements still pose a volatile financial risk with a forecast higher than the budget by £0.203m. The placements are low in volume and high in cost, so a small movement in activity has a significant impact on projections and are not easily predictable.

#### Leaving Care – Accommodation and Allowances

Leaving care accommodation and allowance payments are currently showing a large increase of £0.396m since Q2 (£0.898m since Q1). This has been due to increased numbers of placements and the total overall package rates on the rise. The overspend in this area now stands at £1.072m, with many unit costs of these placements being on par with the cost of residential. Demand and costs continue to be closely monitored throughout the year and alternative solutions for individual cases identified where safeguarding issues allow.

#### Staffing

- There continues to be significant variances covering both direct staff and agency staff budgets – which are forecasting a combined overspend of £2.465m (decrease from Q2 by £0.136m) against a budget of circa £30m (note this excludes staffing budgets included elsewhere such as Asylum, Priority Families, Section 31, Covid and Children Transformation Fund). Of this total, £1.689m relates to Agency which is a rise of £0.233m from Q2.
- The C&F strategic workforce review has reviewed a number of strategies to encourage recruitment and retention of social workers which are being progressed. For example, the strategies include improved career pathways; and a commission with an organisation to recruit 40 permanent social workers to reduce agency costs. With current high demand, caseloads and turnover, staffing costs continue to require close monitoring and review.
- The additional staffing pressures incurred due to the need to revise structures and career pathways in order to recruit more effectively are part of a longer-term strategy to manage other costs within the service, including those that are demand led and agency related. Of these, ongoing costs have been built into the MTFs but there is a requirement for proactive action to be taken by the Service to ensure Agency and Covid related staffing costs are reduced next financial year.

#### Other

- The forecast for legal costs is a £0.250m overspend due to the increase in legal internal SLA & disbursement costs. There has been an increase in demand and activity across Children & Families; and to mitigate this, the Service (in collaboration with Legal Services) continues to review on a monthly basis the workflow to Legal Services.
- There is a part year underspend of £0.464m from the soon to be opened WCC Children's home. This is partly due to reduced expected staffing cost compared to the initial model and also due to a further delay in the home opening until later in



the financial year, due to market difficulties in recruitment of the Registered Home Manager.

- Other underspends offsetting the overspends include contributions from USAC grant to related C&F services of £1.336m; Children in Need allowances projecting a small overspend of £0.037m; a one-off ACE related underspend of £0.082m; and £0.309m planned & achieved one off underspends to assist pressures elsewhere.

***Strategic Commissioner for People, overspend of £5.580m including £7.898m Covid pressures***

After taking account of Covid costs of £7.898m; the underspend of £0.264m on investment funded projects and a net transfer to earmarked reserves of £1.454m, there is a remaining service underspend of £0.600m, which represents a marginal decrease in costs of £0.085 since Q2.

The impact of Covid-19 on the forecasts amounts to £7.898m and at a high level relates to:

- £6.902m covid related activity funded from the Contain Outbreak Management Fund
- £0.958m covid related activity funded from the Test and Trace Grant
- £0.038m to provide funding towards Covid related staffing costs

Investment funded Creative Health and Tackling Family Poverty projects have been delayed due to covid and approval processes, leading to the in year underspend of £0.264m, which will be required in future years.

At Q3 there is a net transfer of £1.454m expected into reserves consisting of:

- £0.927m underspend on Domestic Abuse Safe Accommodation which relates to the MHCLG grant for the new statutory duty. The service is continuing to progress market testing and service scoping.
- £0.223m representing income from the Community Discharge and Integrated Commissioning for Learning Disabilities and Autism whilst spending plans are developed
- £0.204m in year underspend on the universal drugs grant to be spent by June 2022. Given the spending timescales Member approval to draw down into 22/23 is being sought at Q3.
- £0.100m representing income from Coventry & Warwickshire CCG for 18-25 transitions service for Child and Adolescent Mental Health Services while spending plans are developed

After removing the Covid related pressures, and transfers relating to investment funds and reserves, the net variance is a £0.600m underspend. The major contributors to this underlying position are:

- Public Health £0.247m underspend primarily from additional income received towards the homelessness service
- All age specialist provision £0.351m underspend on accommodation based support from delays caused by covid and reduced uptake

A key issue to note in People Strategy and Commissioning is the lack of clarity provided by Central Government around the timescales for spending the Test and Trace Grant, which is assumed to be available to spend until March 2023. We expect to spend £0.958m in year with

the £1.082m balance to be spent in 2022/23. If Central Government require the funds to be spent in full in the current financial year, £1.082m would need to be returned and any unavoidable commitments made for Test & Trace Grant spending in 2022/23 would potentially be a financial pressure.

### **3. Resources Directorate**

#### ***Business and Customer Services £8.560m overspend including £8.657m Covid pressures***

Since Q2 the Covid related pressures have increased by £3.560m. This is largely due to the receipt of the Household Support Fund (£3.473m) which is to be spent in year.

The Covid pressures include:

- £3.473m Household Support Fund
- £1.418m New Social Impact Fund & Social Supermarkets (COMF)
- £2.223m Welfare and Critically Extremely Vulnerable (CEV) Support
- £0.478m Staffing/Agency Costs
- £0.575m Backward Contact Tracing Team
- £0.160m income losses in Heritage & Environment.
- £0.300m Digital Poverty and Befriending projects (COMF).
- £0.030m Other

After taking account of Covid pressures, the remaining service underspend is £0.072m, which has not changed significantly since Q2.

#### ***Commissioning Support Unit £1.483m overspend including £2.270m Covid pressures***

COMF funding has been centrally held within CSU and allocated to Services as projects are approved. This is the reason for the reduction in Covid expenditure forecast.

After taking account of Covid related pressures and the impact of Investment/Transformation funds the remaining service variance is an underspend of £0.227m. This is an increase in underspend of £0.163m since Q2 due to some recruitment delays and increased income from rebates.

#### ***Enabling Services £2.031m underspend including £0.352m Covid pressures***

The forecast Covid pressures relates to agency staff costs and additional cleaning costs to support the work on reinstatement of buildings. These pressures have increased by £0.254m compared to Q2 largely due to the identification of some cleaning expenditure as being Covid related and to be funded via the COMF grant.

There is an underspend of £0.912m in relation to transformation funding. The reasons are primarily Covid related. This has increased by £0.215m compared to Q2 as further reviews of likely in year spend have taken place.

The service related underspend has decreased by £0.260m compared to Q2 to £1.506m, due to increased costs in Digital and ICT (£0.255m) largely as a result of increased software and staffing costs following the Q3 review.

The remaining service underspend of £1.506m comprises of the following:

- £0.496m underspend across Property Services – mainly due to over recovery of income, which is likely to be one off; and some staffing underspends;
- £0.169m underspend against the service budget held for ad-hoc projects;
- £0.140m underspend across HR Enabling mainly from staff vacancies and over achievement of income targets;
- £0.037m net overspend across Digital and ICT as the net impact of staffing underspends offsetting higher licence costs; and
- £0.737m underspend across ICT Strategy and Commissioning – £0.110m in-year staff underspends and £0.627m one-off underspends from ICT project activity being limited whilst staff continue to work from home.

***Finance Service £0.509m underspend including £0.142m COVID pressures***

The remaining service underspend of £0.110m is not significantly different to that reported at Q2 and relates mostly to savings on staff vacancies and turnover.

There has been an increase in the expected underspend relating to transformation/investment funds compared to Q2 which reflects the reprofiling of the Agresso development programme to allow for completion of the required upgrades before the start of phase 2.

***Governance and Policy £1.230m overspend including £1.022m Covid pressures***

The Covid pressures of £1.022m comprise of:

- £0.477m within Communications for additional employee costs, printing, and advertising (£0.290m of this is funded via COMF);
- £0.294m within Property Management relating to Croxhall Street to extend family time and service facilities in Bedworth and the delayed Montague Road relocation;
- £0.129m in Legal Services in respect of the cost locums to cover a backlog of child care cases;
- £0.084m in Democratic Services to provide a Covid safe environment for committee meetings;
- £0.021m within Human Resource and Organisational Development additional staffing to complete the delayed Council-wide restructuring of services; and
- £0.017m in Information Governance relating to Subject Access Request (SAR) work.

The remaining service forecast overspend is £0.184m, which is not significantly different to the overspend reported at Q2. There are overspends in Property (£0.830m) as a result of a historic unachievable savings target and delays to the FOM restructure. This is mostly offset by savings in Communications (£0.389m) where much of the work has been Covid related and funded in year by either COMF or Covid grant and there are salary underspends across Corporate Policy and Legal & Democratic (£0.223).

**4. Corporate Services and Resourcing**

Of the £22.394m Corporate Services and Resources underspend, £19.337m is Covid related.

The Covid element consists of £20.635m of Covid income offsetting Covid spend reported across the services combined with a further £1.298m of Covid expenditure relating to £0.234m

increased Coroner costs; and £1.000m additional support for Educaterers to enable services to continue to be available whilst schools were not fully operational and £0.064m relating to additional mortuary costs. The Covid income forecast increased by £3.544m since Q2 predominantly due to the extension of the Hospital Discharge Grant to the end of the financial year.

The non-Covid underspend of £3.057m is attributable to a number of different factors:

- The forecast underspend in capital financing costs (£0.999m). This is a one-off underspend as the resource will be needed to fund the capital programme over the medium term;
- The Council received higher than budgeted grant income across a range of service areas totalling (£1.232m), with £0.357m relating to the Public Health Grant and £0.502m to Extended Rights to Travel, £0.106k to Community Voices Grant and £0.267m to other grants;
- An underspend in the short term cost of setting up and funding the Warwickshire Property and Development Group (£0.733k) as it becomes established due to the prevailing interest rates with approval taking place later than originally anticipated;
- A forecast reduction in members allowances and expenses (£0.203m) due to the continuation of remote working in the first half of the year.

## Commentary on service capital forecasts

The main reasons for the £31.831m delays in the quarter compared to the approved budget are set out below. These delays on projects mean the expected benefits of the schemes will not be realised to the original time frame.

8% (£2.576m) of the delay is related to projects funded by S278 developer contributions. The timing of these schemes is largely outside of the control of WCC therefore they are excluded from the analyses below, but details of these schemes can be found in Annexes A to M.

A section 278 agreement (or s278) is a section of the Highways Act 1980 that allows developers to enter into a legal agreement with the council (in our capacity as the Highway Authority) to make permanent alterations or improvements to a public highway, as part of a planning approval. The developer is responsible for paying the full costs of the works, including elements such as design, legal and administration fees, land acquisition and maintenance. A developer will submit an S278 application early on in the design process, in many cases at least 12 months before the works are required on site. Although the council is involved throughout in discussing schemes and their timing with developers, ultimately the decision to go ahead with a scheme and enter into an agreement is the developer's, and the council has no control over this. Developers are charged for the cost of works as these incurred.

### Environment Services – £6.560m delay caused by:

- A46 Stanks Island signalisation and improvement, Birmingham Road, Warwick (£1.414m) - Main scheme contractor has gone into administration. This means £0.600m spend has been pushed into 2022-23 as the amounts due are unlikely to be resolved until then via the administrators. Phase 2 of the scheme has been delayed until next year due to approvals with National Highways taking longer than expected. This is mainly due to being unable to book road space due to multiple other works in the area. This delay has a knock-on effect for Part 1 claims (£0.200m) being pushed into the following financial year.
- A444 Corridor improvements (£0.458m) – The delays on this project have been caused by the following issues:
  1. Technical detail design issues requiring further traffic modelling and engagement with Road Safety,
  2. The land acquisition is taking much longer than expected,
  3. There are traffic management restrictions due to the close proximity to George Eliot Hospital (Covid) and the other highway projects around Nuneaton,
  4. Contractor availability
- A46 Stoneleigh Junction improvement (£3.264m) – Changing end date of scheme for a variety of reasons impacts expected yearly spend. Significant sums related to compensation events (whilst allowed for within the overall budget) are still being negotiated and no payment will be made until these sums have been agreed. This has had an impact on the spend profile. The chosen Contractor is yet to provide a performance bond and to mitigate the risk this presents we are currently withholding a payment of approximately £1.600m in accordance with the contract.
- Emscote Road Corridor improvements (£0.386m) – The project construction phase has been pushed back due to the availability of resource and conflicting priorities during

Covid. The spend has therefore been reprofiled. Some design and consultation work is required meaning construction is not likely to commence until 2022/23.

- A452 Kenilworth to Leamington Spa town centre cycle route (£0.320m) – there is likely to be spend on design fees and surveys only in 2021-22. The commencement of construction has been pushed back to 2022-23 pending a comprehensive road safety audit.
- Area Delegated projects (£0.196m) – where due to Covid 19 spend has been slower than originally anticipated.
- The remainder relates to various delays over multiple projects (£0.522m), further details can be found in the annexes.

**Strategic Commissioning for Communities** - £2.381m delay caused by:

- Transforming Nuneaton (£0.772m) – Costs to be incurred relating to the relocation of a tenant are now expected in 2022-23, once agreements have been signed and expenditure has taken place.
- Stoneleigh Park link road (£0.409m) - Time has been spent ensuring that the most suitable contractual arrangement is used for design and scheme build, to minimise the Council's exposure to risk. As various parties are involved this has taken longer than expected, hence the changes to the profile of expenditure.
- Kenilworth Station (£0.229m) - Actual spend in 2021-22 is lower than forecast due to delays in completing minor snagging.
- Leamington Station Commonwealth Games infrastructure improvements (£0.208m) – An additional £0.200 million has been added to scheme budget via an internal reallocation of Network Rail grant. It is envisaged the balance of £0.055m will be met from a Heritage Railway Trust grant. The spending profile across financial years has been adjusted to take account of the delay in construction works which are now due to commence in February 2022.
- Rural mobility fund (£0.207m) – Time has been spent ensuring the most suitable contractual arrangement is used for design and scheme build, to minimise the Council's exposure to risk. As various parties are involved this has taken longer than expected, hence the slippage in the scheme spend profile.
- Evidence led decision making to tackle climate change equipment (£0.150m) – the budget for Artificial Intelligence Technology and ANPR (Automatic Number Plate Recognition) to monitor air quality has been rescheduled to 2022-23 due to the required procurement process.
- The remainder relates to various delays over multiple projects (£0.406m), further details can be found in the annexes.

**Enabling Services** - £1.626m delay caused by:

- Development of Rural Broadband (£1.626m) - The forecast expenditure on the project has reduced in 2021-22. This is due to delays in delivery caused by:
  - a) the project working in more rural areas;
  - b) a national shortage of civil engineering contractors;
  - c) revised DCMS guidance regarding finances and project end dates; and
  - d) the recent Covid 19 pandemic.

In addition, DCMS has put in place an annual Grant Gainshare clawback process which has resulted in a reduction in the Grant claimed back by DCMS in 2021-22 with the

remainder expected to be claimed in yearly requests based upon DCMS's gainshare calculations.

**Governance & Policy** - £1.038m delay caused by:

- Strategic Sites planning applications (£1.038m) – works around asbestos relating to both removal from structures and site demolition), Ecology work (associated with archaeology), £560k Bovine remediation costs (scheduled now for April / May 2022) have pushed back spend into 2022-23

**Corporate Services** - £17.600m delay caused by:

- Warwickshire Recovery Investment Fund (£17.600m) – The budget for WRIF was based on a full year of operations in 2021/22 but the approval of the business case took place later than originally anticipated. Take up of WRIF lending has also been lower than expected in the initial year. The full allocation is still forecast to be used but moved into future years to reflect actual outturn for 2021-22.

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## Annex A Revenue - Environment Services - Scott Tompkins

Strategic Director - Mark Ryder

Portfolio Holders - Cllr Heather Timms (Environment, Climate &amp; Culture)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Income	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contribution to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Environment Services	374	0	374	2				2	
Trading Standards & Community Safety	2,575	(1,035)	1,539	162		15	100	47	Forecast expected COMF Covid costs for the year. Also increase in Covid Track and Trace expenditure to be met by POCA reserves funding.
County Highways	20,265	(6,106)	14,159	(314)			351	(665)	Town Centre management - barriers - to deal with COVID restrictions. There is an increase in cost due to new bus shelters for the Nuneaton area and also an underspend on salaries in Highways due to vacancies. There are now identified start dates for staff into vacancies later in the year. Also over recovery on income due to increased house purchases (search fee income). There is also an underspend in electricity due to the number of units of electricity consumed is reduced as more efficient LED lighting is installed. Activity has been higher than expected in Network Management therefore the income has been forecast to increase based on actuals to date and activity trends continuing to the end of the financial year.
Planning Delivery	4,508	(4,017)	491	77				77	Staff recruitment has proved difficult and there has been a need to use agency staff which has increased costs. The under recovery of income across EHEL and the activity on County Matter/Regulation 3 planning applications, pre-application advice and site monitoring which has been low throughout the year has resulted in income levels that are significantly under budget.
Transport Delivery	38,751	(29,677)	9,074	(139)			180	(319)	There is extra school bus services due to Covid. Also staffing costs overspend (inclusive of agency) and underspends on local bus service and vehicle/hire lease.
Engineering Design Services	7,774	(7,180)	594	61			11	50	Based on data currently available the forecast has been changed to show a slight overspend against income target. Financial delays due to the volume of work being undertaken with our partner consultants has meant the forecast is being undertaken without some significant data. However, the Group's income does appear to have been reduced through a combination of staff taking leave owed from 20/21, re-organisation to Shire Hall and reduced re-chargeable hours. The forecast will be updated as soon as more data becomes available.
Emergency Management	479	(118)	361	62				62	Agreement to increase partnership contributions. AD to look at how to fund this.
<b>Net Service Spending</b>	<b>74,726</b>	<b>(48,133)</b>	<b>26,592</b>	<b>(89)</b>	<b>0</b>	<b>15</b>	<b>642</b>	<b>(746)</b>	

Impact on specific service reserves (from Reserves tab)	15
Impact on Transformation funds	0
Impact on risk/general reserves	(104)

**Annex A Reserves - Environment Services - Scott Tompkins****Strategic Director - Mark Ryder****Portfolio Holders - Cllr Heather Timms (Environment, Climate & Culture)**

<b>Reserve</b>	<b>Approved Opening Balance 01/04/2021 £'000</b>	<b>Movement in Year £'000</b>	<b>Effect of Outturn £'000</b>	<b>Forecast Closing Balance 31/03/2022 £'000</b>
Proceeds of Crime	217		(15)	202
Local Resilience Forum	463	(200)		263
Domestic Homicide Reviews	77			77
Flood Management Reserve	506			506
S38 Developer Funding	602			602
<b>Total</b>	<b>1,865</b>	<b>-200</b>	<b>-15</b>	<b>1,650</b>

**Annex A Savings - Environment Services - Scott Tompkins**  
**Strategic Director - Mark Ryder**

**Portfolio Holders - Cllr Heather Timms (Environment, Climate & Culture)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Actual to Date £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachievement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Expansion of traded income across the service</b> - Areas to be targeted for increased income include improving efficiencies and increasing income from external contracts, new future external contracts and MOT sales to public, enforcement income from network management, ecology surveys and the forestry service.	200	175	175	25	Forestry is not on target at present therefore assumed the £25k saving isn't being met.
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money	152	152	152	0	
<b>Total</b>	<b>352</b>	<b>327</b>	<b>327</b>	<b>25</b>	

Environment Services - Scott Tompkins  
Strategic Director - Mark Ryder  
Portfolio Holders - Jeff Clarke

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
<b>Major Transport Projects</b>														
10203000	Rugby Western Relief Road	59,144	101	0	0	59,245	59,144	45	56	0	59,245	-56	0	Ongoing legal arrangements regarding land transfer likely to extend into next financial year
11221000	M40 Junction 12	11,885	87	0	0	11,972	11,885	57	30	0	11,972	-30	0	Monitoring of benefits moved to 2022/23 to allow work to be incorporated into a larger package of work to monitor a larger number of schemes
11272000	Rugby Gyrratory Improvement Scheme	1,564	0	24	0	1,587	1,564	1	23	0	1,587	1	0	Now able to do some monitoring of this scheme during this financial year
11339000	Bermuda Connectivity Project	2,880	3,227	2,753	1,500	10,359	2,880	3,227	2,753	1,500	10,359	0	0	
11510000	A46 Stanks Island signalisation and improvement Bham Rd	5,199	1,484	0	0	6,683	5,199	70	1,214	200	6,683	-1,414	-0	Main scheme contractor (nmcn) has gone into administration, we were in dispute with them over final contract amount. This means circa £600k spend has been pushed into next financial year as this dispute is unlikely to be resolved until then through the administrators. Phase 2 of the scheme has been delayed until next year due to approvals with National Highways taking longer than expected, this is mainly due to being unable to book road space due to multiply other works in the area. This delay has knock on effect for Part 1 claims (£200k) being pushed into the following financial year.
11604000	A444 Corridor Improvements - Phase 2	322	633	3,359	20	4,334	322	175	2,000	1,837	4,334	-458	-0	Budget re-profiled to reflect the change in programme.
11605000	A3400 Bham Road Stratford Corridor Improvements	276	1,350	4,935	0	6,561	276	1,350	2,935	2,000	6,561	0	0	The budget has been re-profiled to reflect the revised programme
11649000	A46 Stoneleigh Junction Improvement	9,586	16,913	5,186	5,186	36,870	9,586	13,649	7,186	6,450	36,870	-3,264	-0	Changing end date of scheme for a variety of reasons impacts expected yearly spend, significant sums related to compensation events (whilst allowed for within the overall budget) are still being negotiated and no payment will be made until these sums have been agreed, this impacts yearly spend. Contactor is yet to provide a performance bond and to mitigate the risk this presents we are with holding circa £1.6m of payment in accordance with the contract.
11694000	A47 Hinckley Road Corridor Scheme	707	121	2,778	0	3,605	707	121	2,778	0	3,605	0	0	
11853000	Transforming Nuneaton - Highway Improvements (CIF)	0	310	2,551	16,704	19,565	0	240	2,621	16,704	19,565	-70	0	Delays in expenditure on internal fees due to waiting on Cabinet decisions from N&BBC
11857000	Emscote Road Corridor Improvements Scheme	44	464	5,844	3,844	10,197	44	78	2,680	7,394	10,197	-386	0	Project construction phase pushed back due to resourcing and conflicting priorities during Covid so spend reprofiled. Some design and Consultation to carry out 2021/22 Construction not likely to commence to 2022/23
<b>Street Lighting</b>														
11279000	Pump Priming allocation for LED street lighting	4,823	480	0	0	5,303	4,823	480	0	0	5,303	0	0	
11818000	Street Lighting Base Budget for 2020 / 2021	809	0	0	0	809	809	0	0	0	809	0	0	
11884000	Street Lighting annual maintenance 2021-22	0	796	0	0	796	0	796	0	0	796	0	0	
<b>Structural Bridge Maintenance</b>														
11382000	Minor Bridge Maintenance schemes 2015/2016	1,683	0	0	0	1,683	1,683	0	0	0	1,683	0	0	
11457000	Minor Bridge Maintenance schemes 2016/2017	531	0	0	0	531	531	0	0	0	531	0	0	
11587000	Minor Bridge Maintenance schemes 2017/2018	2,518	193	0	0	2,711	2,518	182	0	0	2,700	-11	-11	Value engineering has reduced overall works costs however the number of Network Rail possessions has increased from our original estimates
11658000	Minor Bridge Maintenance schemes 2018/2019	1,622	208	400	0	2,230	1,622	185	400	0	2,207	-23	-23	Reduction in staff costs due to quicker scheme delivery than expected
11717000	Bridges Base Budget 2019 2020	881	81	0	0	961	881	81	0	0	961	0	0	
11816000	Bridges Base Budget 2020 2021	551	398	0	0	949	551	313	0	0	865	-85	-85	Design still progressing, Network Rail approvals needed, and national shortage of materials for these works makes delivery of these works uncertain before financial year end
11833000	Historic Bridge Maintenance	332	1,108	2,526	2,354	6,320	332	1,278	2,526	2,184	6,320	171	-0	Additional costs associated with resurfacing of 400m plus of carriageway relating to Bretford, with additional stonework repairs identified as part of the works.
11882000	Bridges annual maintenance 2021-22	0	558	0	0	558	0	677	0	0	677	119	119	Due to national shortages of materials on current schemes, replacement schemes still to be added to the capital programme for delivery by financial year end
<b>Structural Maintenance of Roads</b>														

11361000	Highways Maintenance 16/17	15,096	0	0	0	15,096	15,096	0	0	0	15,096	0	0	
11545000	Highways Maintenance 2019/20	0	0	0	0	0	0	0	0	0	0	0	0	
11553000	National Productivity Investment Fund Money	0	0	0	0	0	0	0	0	0	0	0	0	
11720000	County Highways Base Budget 2019 2020	17,450	0	0	0	17,450	17,450	0	0	0	17,450	0	0	
11785000	County Highways Base Budget 20-21	21,955	428	0	0	22,383	21,955	81	0	0	22,036	-347	-347	£368,579K TRANS TO NEW YEAR CODE 11879000
11808000	Vehicle Mitigation Barriers (Stratford on Avon)	0	582	0	0	582	0	582	0	0	582	0	0	
11871000	Highways 2021-22 Surface Dressing	0	1,628	0	0	1,628	0	1,628	0	0	1,628	0	0	
11872000	Highways 2021-22 Slurry Seal	0	217	0	0	217	0	238	0	0	238	21	21	BUDGET INCREASED TO OFFSET ACTUAL
11873000	Highways 2021-22 Routine Patching	0	1,194	0	0	1,194	0	1,194	0	0	1,194	0	0	
11874000	Highways 2021-22 Patching Surface Dressing	0	651	0	0	651	0	651	0	0	651	0	0	
11875000	Highways 2021-22 Patching Slurry Sealing	0	54	0	0	54	0	54	0	0	54	0	0	
11876000	Highways 2021-22 Pot Hole Budget	0	309	0	0	309	0	309	0	0	309	0	0	
11877000	Highways 2021-22 Structural Patching	0	868	0	0	868	0	868	0	0	868	0	0	
11878000	Highways 2021-22 Road Marking SD	0	429	0	0	429	0	429	0	0	429	0	0	
11879000	Highways 2021-22 Structural Maintenance Annual Programme	0	8,627	0	0	8,627	0	8,953	0	0	8,953	326	326	BUDGET TRANSFER FROM YR 5 11875009
11880000	Highways 2021-22 Structural Maintenance Annual Footways Programme	0	2,170	0	0	2,170	0	2,170	0	0	2,170	0	0	
11881000	Staff Recharges Annual 2021 -22	0	887	0	0	887	0	887	0	0	887	0	0	
11912000	Highways 2021-22 Micro Asphalt	0	83	0	0	83	0	83	0	0	83	0	0	
11913000	Highways 2021-22 Patching Micro Asphalt	0	10	0	0	10	0	10	0	0	10	0	0	
11914000	Highways 2021-22 Road Marking For Micro Asphalt	0	7	0	0	7	0	7	0	0	7	0	0	
11926000	Forestry 35 X Yard Skips	0	0	0	0	0	0	0	0	0	0	0	0	
11927000	Forestry Vehicle Reg WR12HYF	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Traffic Signals</b>														
11381000	Traffic Signals 2015-16	181	13	0	0	194	181	13	0	0	194	0	0	
11657000	Traffic Signals 2018-19	291	0	0	0	291	291	0	0	0	291	0	0	
11718000	Traffic Base Budget 2019 2020	230	42	0	0	272	230	42	0	0	272	0	0	
11817000	Traffic Base Budget 2020 2021	83	145	0	0	229	83	145	0	0	229	0	0	
11848000	CIF - Replacement Bollards in Stratford, Nuneaton & Bedworth	8	222	200	0	430	8	222	200	0	430	0	0	
11883000	Traffic Signals Annual Main 2021-22	0	257	0	0	257	0	232	26	0	257	-26	0	Lutterworth Rd scheme withdrawn due to a proposed traffic signal junction scheme. Replacement scheme required.
11945000	D1356 - DFT - Traffic Signals Maintenance Grant Award	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Flood management</b>														
11424000	Snitterfield Emergency Works	2,793	0	0	0	2,793	2,793	0	0	0	2,793	0	0	
11427000	Ladbroke Flood Alleviation	60	0	0	0	60	60	0	0	0	60	0	0	
11514000	Grendon Property Level	72	0	0	0	72	72	0	0	0	72	0	0	
11550000	Flood modelling	98	5	0	0	103	98	5	0	0	103	0	0	
11574000	Kites Hardwick flood alleviation	103	0	0	0	103	103	0	0	0	103	0	0	
11599000	Cherrington Flood Risk Management Scheme	61	0	0	0	61	61	0	0	0	61	0	0	
11686000	Whiteacre Health Flood Alleviation	56	0	0	0	56	56	0	0	0	56	0	0	
11735000	Grendon Capital Flood Scheme	13	35	0	0	48	13	0	35	0	48	-35	0	transferred to new year
11794000	Flood Defence Maintenance 20-21	0	75	63	0	138	0	137	0	0	137	62	-2	transfer £1500 to 11928000
11801000	Flood alleviation schemes CIF - Pailton	0	136	0	0	136	0	129	7	0	136	-7	0	transfer some budget to new year
11802000	Flood alleviation schemes CIF - Fenny Compton	0	50	434	0	484	0	50	434	0	484	0	0	
11803000	Flood alleviation schemes CIF - Welford on Avon	0	0	43	0	43	0	0	43	0	43	0	0	
11804000	Flood alleviation schemes CIF - Galley Common	0	0	22	0	22	0	0	22	0	22	0	0	
11805000	Flood alleviation schemes CIF - Bermuda	0	0	32	0	32	0	0	0	32	32	0	0	
11806000	Flood alleviation schemes CIF - Brailles	0	10	105	0	115	0	10	105	0	115	0	0	
11870000	Flood Defence Maintenance 21-22	0	0	200	0	200	0	66	134	0	200	66	0	budget split over both years
11892000	Flood defence - Fillongley	0	122	0	0	122	0	77	45	0	122	-45	0	transfer of budget to new year

11928000	Bliton Road Property Flood Resilience Scheme	0	12	0	0	12	0	22	0	0	22	10	10	Transfer £1,500 from 11794000
11943000	Clifford Chambers Property Flood Resilience Scheme	0	0	0	0	0	0	10	0	0	10	10	10	funding to be drawn down
<b>Community Safety</b>														
11712000	Gypsy & Traveller Services 19-20	0	0	0	0	0	0	0	0	0	0	0	0	
11789000	Gypsy & Traveller Services 20-21	81	0	0	0	81	81	0	0	0	81	0	0	
11855000	Development and upgrade of three WCC owned Gypsy and Traveller sites	0	119	541	0	660	0	25	635	0	660	-94	0	SCHEMES TO BE COMPLETED NEW YEAR DUE TO MANAGER LEAVING
11869000	Gypsy & Traveller Services 21-22	0	31	0	0	31	0	7	24	0	31	-24	0	NEWS COMPLETED IN NEW YEAR
<b>Transport Delivery</b>														
11854000	Replacement of 15 bus fleet vehicles (Home to School transport)	0	811	0	0	811	0	811	0	0	811	0	0	
<b>Integrated Transport - Delivery</b>														
11762000	Nuneaton To Coventry Cycle Route - Cif	32	10	970	0	1,012	32	10	485	485	1,012	0	0	Minimal spend on Feasibility fees and surveys only in 21/22 due to delays caused by conflicting S278 projects in the area. Redistributed future spend evenly between 22/23 and 23/24 as construction start date remains uncertain at this stage.
11764000	Green Man Coleshill Signalised Junction - Cif	3	55	442	0	500	3	80	417	0	500	25	0	Spend in 2021/22 increased to reflect progress.
11765000	Hinckley To Nuneaton Cycle Route - Cif	47	150	501	0	699	47	26	651	0	725	-124	26	Spend on design finalisation fees and surveys only in 21/22. Site works will commence in 22/23 pending road space availability, challenges with S278's in the area. Additional RCCO of £25,890 added at Q3, which relates to Active Travel Funding held in the TDF EB093. See email from Clare Matthews 15/10/21.
11778000	A452 Kenilworth To Leamington Cycle Route - Cif	236	250	2,536	1,727	4,749	236	250	2,536	1,727	4,749	0	0	Spend on Feasibility fees, site surveys and external technical design support only in 21/22. Construction start dates not confirmed, these are subject to scope/design finalisation, land purchase and planning. Funding split between 22/23 and 23/24 to allow for this.
11911000	A452 Kenilworth Road to Leamington Spa town centre cycle route - Getting Building Fund	0	350	210	0	560	0	30	530	0	560	-320	0	Spend on design fees and surveys only in 21/22. Construction start pushed back to 22/23 pending road safety audit.
<b>Area Delegated</b>														
11276000	Rugby Area Committee	416	36	0	0	452	416	0	36	0	452	-36	0	moved forecast to new year
11354000	Area Delegated Funded Schemes 20	23	247	0	0	270	23	0	231	0	254	-247	-16	used to offset warwick area overspend
11398000	Design Services Area Delegated Fun	152	8	0	0	160	152	8	0	0	160	0	0	
11452000	Area delegated funding 18-19	0	0	879	0	879	0	0	879	0	879	0	0	
11483000	Delegated Budget 2016 2017 - Gaf	86	0	0	0	86	86	0	0	0	86	0	0	
11485000	Delegated Budget 2016 2017 - Jo E	541	0	0	0	541	541	0	0	0	541	0	0	
11487000	Delegated Budget 2016 2017 - Nige	112	13	0	0	125	112	5	8	0	125	-8	0	scheme to completed in new year
11488000	Delegated Budget 2016 2017 - Card	181	36	0	0	217	181	0	36	0	217	-36	0	transferred budge to new year
11588000	Delegated Budget for Traffic Signals	1	5	0	0	6	1	4	0	0	6	-0	-0	REDUCED BUDGET
11590000	Delegated Budget For Traffic And R	736	21	0	0	757	736	21	0	0	757	0	0	
11592000	Delegated Budget For County High	582	11	0	0	593	582	11	0	0	593	0	0	
11593000	Delegated Budget For Transport Pla	41	9	0	0	49	41	9	0	0	49	0	0	
11652000	Jo Edwards Delegated Schemes 201	766	264	0	0	1,030	766	264	0	0	1,031	1	1	
11653000	John Grant Delegated Schemes 201	695	18	0	0	713	695	18	0	0	713	0	0	
11656000	Nigel Whyte Delegated Schemes 20	71	2	0	0	73	71	2	0	0	73	0	0	
11721000	Traffic Signals Delegated Budget 20	0	0	0	0	0	0	0	0	0	0	0	0	
11722000	St Lighting Delegated Budget 2019	4	2	0	0	6	4	2	0	0	6	0	0	
11723000	County Highways Base Delegated B	395	230	0	0	626	395	233	0	0	629	3	3	
11724000	Traffic Road Safety Delegated Budge	525	525	0	0	1,050	525	524	0	0	1,049	-1	-1	
11725000	Bus Shelter Infrastructure 2019 202	106	63	0	0	170	106	48	15	0	170	-15	0	11725010 split between new and old year
11799000	Area delegated funding 20-21	0	0	0	0	0	0	0	0	0	0	0	0	
11835000	North Warks Area Delegated	46	265	255	0	566	46	278	242	0	566	13	-0	budgets transfer to new year
11836000	Nun & Bed Area Delegated	294	491	452	0	1,237	294	517	426	0	1,237	26	0	budget transfer to new year
11837000	Rugby Area Delegated	117	539	326	0	981	117	422	443	0	981	-117	0	budget transfer to new year
11838000	Stratford Area Delegated	44	422	553	0	1,018	44	342	630	0	1,016	-80	-3	schemes transfer to new year
11839000	Warwick Area Delegated	76	574	789	0	1,439	76	564	815	0	1,456	-9	17	increased budgets from the unallocated old year budget
<b>Developer Funded Transport - s106 schemes</b>														
11054000	Rugby, Hunters Ln - Through Route New Tech Dr To Newbold Rd	73	20	20	277	391	73	10	20	287	391	-10	0	
11099000	Upgrade Traffic Signals Blackhorse Rd	141	8	0	0	148	141	8	0	0	148	0	0	
11194004	Install CCTV on Emscote Road Warwick ( Tesco Stores)	0	0	0	0	0	0	0	0	0	0	0	0	
11194005	Install MOVA operation on traffic signal junctions Emscote Road Warwick (Tesco Strores )	135	26	0	0	162	135	26	0	0	162	0	0	
11194006	Install Variable Message Signs A444 ( Prologis )	0	0	82	0	82	0	0	82	0	82	0	0	

11194009	Bridleways Improvements Brownsover Rugby	0	6	0	0	6	0	6	0	0	6	0	0	
11195003	S106 Rights of Way Scheme at Long Shoot Development Nuneaton	0	6	0	0	6	0	6	0	0	6	0	0	
11417000	A426 /A4071 Avon Mill Rdbt Rugby Improvement Scheme	571	200	600	337	1,708	571	200	600	337	1,708	0	0	
11441004	Weddington Road , Nuneaton Implement Toucan Crossing	71	0	112	0	183	71	0	112	0	183	0	0	
<b>Developer Funded Transport - Europa Way</b>														
11580000	A452 Europa Way (Lower Heathcote Farm), Warwick. Developer – Gallagher Estates Ltd. S278	3,045	0	0	455	3,500	3,045	0	0	455	3,500	0	0	
11602000	A452 Europa Way / Olympus Avenue Traffic Signal Controlled Junction S278	3,687	889	46	35	4,656	3,687	1,047	49	2	4,785	158	128	Increased costs due to power supply issue therefore incurring additional traffic management costs
11636000	A452 Myton Road And Shire Park Roundabouts S106	266	35	2,865	634	3,800	266	185	2,865	484	3,800	150	0	Additional modelling undertaken and additional resources utilised for detailed design work
11637000	A452 Europa South of Olympus Avenue to Heathcote Lane Roundabout S106	137	11	90	7,263	7,500	137	106	90	7,167	7,500	96	0	Design work increased earlier than expected and additional options are being looked at
11638000	A452 M40 spur west of Banbury Road S106	13	0	5	7,582	7,600	13	0	5	7,582	7,600	0	0	
11814000	C9878 A452 Europa Way Dualling, The Asps S278	0	10	140	0	150	0	10	140	0	150	0	0	
<b>Developer Funded Transport - s278 schemes</b>														
10010000	Transport - Developer Funding Holding Code	0	0	0	0	0	0	0	0	0	0	0	0	
10010001	Unallocated section 278 developer funds	-46	0	0	1,662	1,616	-46	0	0	1,662	1,616	0	0	
10438000	Leamington, Junction Alterations At Former Potterton Works	4	0	0	0	4	4	0	0	0	4	0	0	
11195011	S278 Crabtree Medical Centre Bidford - Bus Stops	27	2	0	0	30	27	2	0	0	30	0	0	
11195013	S278 Wellesbourne Distribution Park Signs	35	0	0	0	35	35	0	0	0	35	0	0	
11196001	S278 Boughton Road Environmental Weight Limit Signs	77	0	0	0	77	77	0	0	0	77	0	0	
11305000	New Roundabout on the A444 Weddington Road Nuneaton	630	4	0	0	634	630	21	0	0	651	17	17	Updated to reflect spend this financial year.
11307000	New Footway/Cycleway to connect Insight Park to Southam along Welsh Road East	80	0	0	0	80	80	0	0	0	80	0	0	
11326000	Elliot's Field Retail Park	816	1	0	0	817	816	1	0	0	817	0	0	
11327000	B4113 Gipsy Lane Junction	5	0	199	0	204	5	0	0	199	204	0	0	Delivery dependent on another S278 development currently submitted for Technical Review (Yew Tree Farm - Bellway Homes).
11328000	New Roundabout Southam Road Kineton	478	0	0	0	478	478	0	0	0	478	0	0	
11336000	Ansty Business Park Phase 3 Junction Improvements	1,547	54	1,200	211	3,011	1,547	54	1,200	211	3,011	0	0	Changed to reflect expected programme for delivery.
11337000	A426 Leicester Road Rugby Gateway Toucan Crossing	329	0	0	0	329	329	0	0	0	329	0	0	
11366000	B4087 Tachbrook Road Signals for Development at Woodside Farm Whitnash	432	0	0	0	432	432	0	0	0	432	0	0	
11419000	A423 Priority Junction and A425 Ba	505	0	0	0	505	505	0	0	0	505	0	0	
11423000	A423 Coventry Road Southam New Priority Junction S278	508	0	0	0	508	508	0	0	0	508	0	0	
11428000	B5000 Grendon Road Polesworth New Roundabout Section 278	868	0	0	0	868	868	0	0	0	868	0	0	
11429000	A3400 Birmingham Road Stratford on Avon New Right Turn Lane S278	248	0	0	0	248	248	0	0	0	248	0	0	
11430000	A428 Rugby Radio Station Mass Site S278 Highways Work	2,922	20	20	0	2,962	2,922	20	20	0	2,962	0	0	
11435000	A3400 Birmingham Rd Stratford - Conversion of Existing Traffic Signal Junction S278	308	0	0	0	308	308	0	0	0	308	0	0	
11436000	B4087 Oakley Wood Road, Bishops Tachbrook - New Ghost Island Right Turn Lane S278	452	1	0	0	453	452	1	0	0	453	0	0	

11437000	B4632 Campden Road /C47 Station Road - New Ghost Island & New Minor Access S278	577	0	0	0	578	577	0	0	0	578	0	0	
11438000	B4642 Coventry Rd, Site Access, Cawston - New Traffic Signal Junction S278	601	6	0	0	607	601	1	0	0	602	-5	-5	Scheme will be finalised and closed this financial year.
11439000	B4642 Coventry Rd / Cawston Grange Drive Cawston Construction of 5th Arm at Rdbt S278	1,401	5	0	0	1,406	1,401	45	0	0	1,446	40	40	Changed to reflect spend this financial year.
11441001	S278 Zebra Upgrade on Tachbrook Rd Leamington	60	1	1	0	62	60	1	1	0	62	0	0	
11460000	C204 Birmingham Road, Alcester New Right Turn Lane S278	116	42	0	0	158	116	42	0	0	158	0	0	
11461000	A47 The Long Shoot, Nuneaton , New Traffic Controlled Junction S278	1,158	6	5	0	1,169	1,158	6	5	0	1,169	0	0	
11462000	B4035 Camden Road, Shipston On Stour New Right Turn Lane S278	336	4	5	0	345	336	4	0	0	340	0	-5	Scheme to be finalised and closed this financial year.
11463000	B4451 Kineton Road Southam New Roundabout S278	609	6	0	0	615	609	1	0	0	610	-5	-5	Scheme to be finalised and closed this financial year.
11467000	C43 Harbury Lane, Warwick – new traffic signal controlled junction S278	556	5	0	0	561	556	5	0	0	561	0	0	
11505000	A422 Alcester Road SoA access to development and relocation of puffin crossing	250	5	0	0	255	250	5	0	0	255	0	0	
11506000	A426 Southam Rd Southam access to quarry at Griffins Farm	307	1	5	0	313	307	1	0	0	308	0	-5	Scheme to be finalised and closed this financial year.
11507000	A428 Lawford Road Rugby right turn lane and access to development site	411	1	10	0	422	411	1	10	0	422	0	0	
11508000	B4429 Ashlawn Rd Rugby new puffin crossing	58	0	0	0	58	58	0	0	0	58	0	0	
11511000	A429 Ettington Rd Wellesbourne new rdbt and puffin crossing	1,216	1	5	0	1,222	1,216	1	0	0	1,217	0	-5	Scheme to be finalised and closed this financial year.
11515000	A4254 Eastbro Way Nuneaton Traffic Signals at Junctions with Camborne Drive S278	1,986	30	10	0	2,027	1,986	30	10	0	2,027	0	0	
11516000	A444 Weddington Road Nuneaton Right Turn Lane to Site Access S278	699	1	5	0	705	699	1	0	0	700	0	-5	Scheme will be finalised and closed this financial year.
11517000	A47 Hinkley Road Nuneaton Puffin Crossing	116	0	0	0	116	116	0	0	0	116	0	0	
11518000	D2206 Siskin Drive Baginton Right Turn Lane S278	453	11	30	0	494	453	11	30	0	494	0	0	
11519000	D3108 Back Lane Long Lawford Traffic Signals & Junction Improvements S278	437	10	5	0	452	437	10	0	0	447	0	-5	
11527000	A423 Marton Road , Long Itchington - New Footway & Site Access S278	173	10	0	0	183	173	1	0	0	174	-9	-9	Scheme to be finalised and closed this financial year.
11528000	A444 Weddington Road , Nuneaton New Puffin Crossing S278	218	1	5	0	224	218	1	0	0	219	0	-5	Scheme to be finalised and closed this financial year.
11529000	B4642 Coventry Road Cawston - New Right Turn Lane S278	17	84	500	0	601	17	84	500	0	601	0	0	
11530000	C33 Stockton Road And A423 Southam Road , Long Itchington New Footway & Upgrade Of Zebra Crossing S278	303	1	5	0	309	303	1	5	0	309	0	0	
11531000	D1643 Park Road , Bedworth New Car Park Egress S278	141	1	20	0	162	141	1	20	0	162	0	0	
11551000	A47 The Long Shoot Nuneaton relocation of a refuge island and creation of right turn lane	35	0	5	0	41	35	0	5	0	41	0	0	
11576000	A3400 Banbury Road / Tiddington Rd Stratford Traffic Signals	11	20	1,969	0	2,000	11	20	1,969	0	2,000	0	0	
11577000	A3400 Bridgefoot / Bridgegeway Stratford Junction Improvements	69	20	661	0	751	69	20	661	0	751	0	0	
11578000	C98 Loxley Rd , Tiddington - Site Accesses & Improved Footways	877	800	39	0	1,716	877	20	819	0	1,716	-780	0	Changed to reflect Developer's programme for delivery of the Knights Lane scheme (Loxley Rd and Knights Lane schemes combined).
11579000	D7050 Common Lane Kenilworth Traffic Signal Junction	3,295	20	50	0	3,365	3,295	20	50	0	3,365	0	0	



11581000	Butlers Leap Link Road - Traffic Signal Impts	3,733	21	100	0	3,854	3,733	21	100	0	3,854	0	0	
11582000	Shottery Link Road Stratford Puffin Crossing 7 & New Roundabout	69	801	4,600	1,000	6,470	69	801	4,600	1,000	6,470	0	0	
11595000	A422 Banbury Road Ettington Ghost Island Right Turn Lane	294	2	12	0	308	294	2	12	0	308	0	0	
11597000	B4451 Station Rd Bishops Itchington Ghost Island Right Turn Lane S278	777	5	25	0	807	777	5	25	0	807	0	0	
11598000	A426 Leicester Road Rugby Highway Impt S278	2,713	37	30	0	2,781	2,713	37	30	0	2,781	0	0	
11603000	B439 Salford Road Bidford - Access And Puffin Crossing	86	15	50	0	151	86	15	5	0	106	0	-45	Changed to reflect expected outturn spend.
11608000	Highway Impt A446 Lichfield Road , Coleshill S278	62	1	10	0	73	62	1	10	0	73	0	0	
11609000	Highway Impt C104 Milcote Rd Welford On Avon S278	273	11	10	0	294	273	11	10	0	294	0	0	
11617000	C12 Plough Hill Road , Galley Common - installation of Puffin crossing & associated fway works	217	25	5	0	247	217	25	5	0	247	0	0	
11662000	A3400 London Road Shipston S278 Ghost Island Right Turn Lane Junction	505	1	50	0	556	505	1	50	0	556	0	0	
11663000	A425 Daventry Road Southam S278 Construct Access	423	2	48	0	473	423	2	10	0	435	0	-38	Changed to reflect outturn spend.
11664000	C8 Trinity Road Kingsbury S278 Traffic Signal Junction	3,023	5	15	0	3,043	3,023	5	15	0	3,043	0	0	
11665000	D538 Station Road Coleshill S278 Puffin Crossing	10	5	15	0	30	10	5	15	0	30	0	0	
11666000	Cctv /Utc Integration Scheme On A3400 Bham Rd Stratford S278	0	0	85	0	85	0	1	84	0	85	1	0	Consultation on the proposed scheme now taking place during the current financial year
11667000	B4642 Coventry Rd Cawston Ghost Island Right Turn Lane S278	1,024	1	25	0	1,050	1,024	1	25	0	1,050	0	0	
11671000	B4455 Fosse Way / B4100 Banbury Rd (Jlr) Highway Impt S278	15	5	580	0	600	15	5	0	580	600	0	0	Changed to reflect the Developer's programme for delivery.
11672000	B4455 Fosse Way /A425 Southam Rd Roundabout Impt S278 (CEG)	35	5	460	0	500	35	5	460	0	500	0	0	
11673000	B4455 Fosse Way /C43 Harbury Lane Impt Crossroads S278 (CEG)	35	65	1,000	0	1,100	35	65	1,000	0	1,100	0	0	
11674000	B4100 Banbury Rd / Meadow Close Junction Impt S278 ( CEG)	0	0	0	0	0	0	0	0	0	0	0	0	
11675000	B4100 Banbury Rd / Kingston Grange Site Access Impt S278 ( CEG)	1,139	10	40	0	1,189	1,139	10	40	0	1,189	0	0	
11676000	B4100 Banbury Rd / Site Access Lighthorne Heath Highways Impt S278 (IM Properties )	15	35	700	0	750	15	35	700	0	750	0	0	
11684000	S278 Highway Impt C30 Hillmorton Lane To Houlton And The Kent Rugby	3,031	269	200	0	3,500	3,031	269	200	0	3,500	0	0	
11688000	S278 Highway Impts Rugby Free School	819	314	0	0	1,133	819	314	0	0	1,133	0	0	
11695000	A4023 Coventry Highway Mappleborough Green S278	3,918	2	130	0	4,050	3,918	2	130	0	4,050	0	0	
11696000	A428 Crick Road Rugby S278	1,293	0	18	0	1,311	1,293	0	18	0	1,311	0	0	
11697000	A428 Hillmorton Road /B4429 Ashlawn Rd Rugby S278	60	1,131	10	0	1,200	60	240	10	0	310	-891	-891	Changed to reflect outturn costs.
11698000	B4632 Campden Road Clifford Chambers S278	31	600	87	0	718	31	600	87	0	718	0	0	
11699000	B5000 Grendon Road Polesworth S278	366	1	4	0	371	366	1	4	0	371	0	0	
11705000	A425 Banbury Rd Warwick Highway Impt S278 Wk Ind Schools	495	10	5	0	510	495	10	5	0	510	0	0	
11706000	A452 Europa Way (North Of Gallows Hill ) Highway impt S278 - Galliford Try	49	6	395	0	450	49	6	395	0	450	0	0	
11707000	A47 Long Shoot Nuneaton Highways Impt S278 Jelson Ltd	80	500	1,200	0	1,780	80	200	1,500	0	1,780	-300	0	Changed to reflect Developer's programme for delivery.
11708000	B4035 Campden Rd Shipston Highway Impt S278 - Taylor Wimpey	59	20	1,171	0	1,251	59	20	1,171	0	1,251	0	0	
11709000	C11 Higham Lane Nuneaton Highway Impt S278 - Persimmon	686	550	50	0	1,286	686	550	50	0	1,286	0	0	

11732000	B4086 Wk Rd Kineton S278 Site Access Morris Homes C9389	1,231	150	50	0	1,431	1,231	150	50	0	1,431	0	0	
11733000	B4089 Arden Rd S278 Site Access Alcester Estates C9558	88	20	2	0	110	88	20	2	0	110	0	0	
11734000	B4100 Temple Herdewyke Highways Impt S278 Dio C9618	2,208	1,000	50	0	3,258	2,208	1,000	50	0	3,258	0	0	
11743000	Junction Impt A3400 Shipston Rd SoA C8950 St Mowdens S278	3	7	2,890	1,000	3,900	3	107	50	3,740	3,900	100	0	Changed to reflect Developer's programme for delivery.
11744000	Highways Impt A426 Rugby Rd C9401 David Wilson S278	2,175	130	50	0	2,355	2,175	130	50	0	2,355	0	0	
11745000	Highways Impt Gallows Hill C9042 Gallagher S278	67	20	2,980	433	3,500	67	20	2,000	1,413	3,500	0	0	Changed to reflect availability of road space due to the Commonwealth Games.
11747000	C12 Tunnel Rd Highway Impt S278 Countryside Prop ( C9836 )	2	2	246	0	250	2	5	10	0	17	3	-233	Changed to reflect construction costs.
11748000	C88 Alwyn Road Rugby Highway Impt S278 Miller Homes ( C9712 )	2	1	247	0	250	2	1	0	247	250	0	0	Changed to reflect Developer's expected programme.
11749000	C93 Bishopton Lane SOA S278 Miller & T.Wimpey (C9163)	40	560	1,000	0	1,600	40	560	1,000	0	1,600	0	0	
11751000	A428 Coventry Rd Long Lawford Junction IMPT C9593 Bloor	5	25	1,070	0	1,100	5	25	1,070	0	1,100	0	0	
11752000	B4100 Banbury Rd Lighthorne Heath Highway IMPT C9830 Ceg	602	0	0	0	602	602	0	0	0	602	0	0	
11753000	B4100 Banbury Rd / Kingsway Rdbt Highway IMPT C9829 Ceg	200	900	200	0	1,300	200	1,400	200	0	1,800	500	500	Changed to reflect expected construction duration. (Combined with 11752000).
11754000	C33 Stockton Rd Long Itchington Highway IMPT C9631 Barratt	7	13	300	0	320	7	13	110	0	130	0	-190	Changed to reflect constructio costs.
11755000	C12 Plough Hill Rd , Nuneaton Highway IMPT C9746 Countryside	20	10	270	0	300	20	10	270	0	300	0	0	
11757000	A425 Banbury Rd Warwick S278 Highways Impt C9591	3	18	3,480	0	3,501	3	18	2,000	1,480	3,501	0	0	Spend profiled to reflect Commonwealth Games in relation to road space availability.
11758000	B4632 Campden Rd Long Marston S278 Highways Impt C9392	244	4,475	500	0	5,219	244	3,000	1,975	0	5,219	-1,475	0	Change to reflect expected construction delivery programme.
11759000	A4177 Bham Rd Hatton S278 Highways Impt C9816	3	7	590	0	600	3	7	590	0	600	0	0	
11760000	A423 Southam Bypass S278 Highways Impt C9664	3	7	790	1,000	1,800	3	7	90	1,700	1,800	0	0	Changed to reflect Developer's expected programme for delivery.
11767000	A45 Stonebridge / D2201 Rowley Rd Baginton S278 Highway Imp C9185	496	24	80	0	600	496	24	80	0	600	0	0	
11768000	B4029 Severn Rd Bulkington S278 Highway Impt C9913	48	16	540	0	604	48	16	540	0	604	0	0	
11769000	B4632 Campden Rd Quinton S278 Highway Impt C9930	552	848	100	0	1,500	552	848	100	0	1,500	0	0	
11770000	C33 Bubbenthal Rd Baginton S278 Highway Impt C9803	212	250	138	0	600	212	250	138	0	600	0	0	
11771000	D6216 Upper Henley St Soa S278 Highways Impt C9793	20	32	2	0	54	20	32	2	0	54	0	0	
11772000	M6 Junction 1 / A426 Leicester Rd Rugby S278 Highway Impt C9471	267	60	10	0	337	267	60	10	0	337	0	0	
11774000	C32 Bham Rd ( Farmers Market Rdbt.) S278 Highways Impt - C9670	3	7	240	0	251	3	7	240	0	251	0	0	
11815000	C9802 A46 Stoneleigh Rd (Whitley South) S278	29	1	0	0	30	29	1	0	0	30	0	0	
11823000	C9962 - A46 Alcester Road, Stratford-upon-Avon	1	9	40	0	50	1	9	40	0	50	0	0	
11824000	C9964 - B4632 Campden Rd (Freshfields Nursery), Clifford Chambers	4	46	710	0	760	4	46	710	0	760	0	0	
11825000	C9946 - C43 Gallows Hill (Strawberry Fields), Warwick	4	46	1,950	0	2,000	4	46	1,950	1,000	3,000	0	1,000	Scope increased and spend profile changed to reflect Commonwealth Games in relation to road space availability.
11826000	C9973 - D7069 Glasshouse Lane, Kenilworth	3	27	20	0	50	3	27	20	0	50	0	0	
11827000	D1020 - A46/A428 Rugby Road, Binley Woods	24	26	50	0	100	24	26	50	0	100	0	0	
11828000	C9990 - A426 Rugby Road/D3616 The Square (Dun Cow Crossroads), Dunchurch	26	500	74	0	600	26	500	374	0	900	0	300	Increase to reflect construction costs.
11829000	C9991 - A426 Dunchurch Rd/NB4429 Ashlawn Rd (Cock Robin Island), Rugby	18	32	200	0	250	18	11	221	0	250	-21	0	Changed to reflect the Developer's expected programme for delivery.
11830000	C9992 - B4429 Ashlawn Rd/D3394 Barby Rd, Dunchurch	8	22	570	0	600	8	22	570	0	600	0	0	

11831000	C9983 - C93 Bishopton Lane (canal bridge traffic signals), Stratford-upon-Avon	15	385	200	0	600	15	385	80	0	480	0	-120	Changed to reflect construction costs.
11832000	C9981 - D3948 Falkland Place, Temple Herdewyke	14	130	5	0	149	14	130	5	0	149	0	0	
11905000	D1152 - S278 Brinklow Road, Binley Heath (Temporary Access)	6	50	70	0	126	6	50	10	0	66	0	-60	Revised to reflect construction programme.
11915000	D1175 B4429 Coventry Road Section 4&8 HE - Symmetry Park Coventry Road, Rugby South	0	50	410	0	460	0	50	410	0	460	0	0	
11916000	D1251 - D11 C204 Birmingham Rd, Alcester, Right Turn Lane (Major)	0	1,000	72	0	1,072	0	1,000	72	0	1,072	0	0	
11918000	D1151 - A4390 Seven Meadows Rd (Shakespeare Marina), Stratford upon Avon (New Access)	0	44	200	0	244	0	44	200	0	244	0	0	
11919000	C9973 - Glasshouse Lane, Kenilworth School (MAJOR) Scheme	0	50	1,550	200	1,800	0	50	1,550	200	1,800	0	0	
11920000	D1216 - Gipsy Lane, Yew Tree Farm, Nuneaton	0	50	250	1,600	1,900	0	50	250	1,600	1,900	0	0	
11932000	D1269 - Pickard Street, Emscote Rd, Warwick - Lidl Access S278	0	45	5	0	50	0	45	65	0	110	0	60	Increase to scope of works.
11933000	D1225 - B4429 Coventry Rd, Symmetry Park, Rugby Sth. Construction Access MINOR S278	0	20	30	0	50	0	20	30	0	50	0	0	
11934000	D1242 - A4254, Eastboro Way, Nuneaton, Toucan Crossing S278	0	10	140	0	150	0	10	140	0	150	0	0	
11935000	D1220 - Coventry Road, Faultlands Farm, Nuneaton S278	0	50	190	0	240	0	50	190	0	240	0	0	
11936000	D1272 - A444 Lichfield Road, Curdworth (Dunton Wharf) S278	0	10	50	0	60	0	10	50	0	60	0	0	
11937000	D1301 - A452 Europa Way, (The Asps), Banbury Road MINOR S278 Temp access	0	40	110	0	150	0	40	110	0	150	0	0	
11938000	D1264 - C43 Gallows Hill (Strawberry Fields) Warwick - MINOR S278 Temp Access	0	40	35	0	75	0	40	35	0	75	0	0	
11939000	C9629 - D5496 School Road, Salford Priors, Stratford upon Avon MINOR S278	0	5	20	0	25	0	5	20	0	25	0	0	
11940000	D1270 - D6173 Timothy's Bridge Road, Startford upon Avon (Swan's Landing) MINOR S278	0	10	100	0	110	0	10	100	0	110	0	0	
11941000	D1268 - D2045 Coombe Fields Road, Ansty, Rugby S278 (Signal Jnct)	0	40	410	0	450	0	40	410	0	450	0	0	
11942000	D1265 - C43 Gallows Hill (Lower Heathcote Farm) Warwick, MINOR S278	0	40	160	0	200	0	40	160	0	200	0	0	
11946000	D1341 - A428 Coventry Rd, Long Lawford (Temp Access) S278	0	0	0	0	0	0	0	0	0	0	0	0	
11947000	D1293 - D4885 Chesterton Drive (Campion School) Leamington Spa S278	0	0	0	0	0	0	0	0	0	0	0	0	
11948000	D1302 - D1736 School Lane, Exhall (Toucan Crossing) MINOR S278	0	0	0	0	0	0	0	0	0	0	0	0	
11949000	D1326 - D7069 Glasshouse Lane, Kenilworth S278	0	0	0	0	0	0	0	0	0	0	0	0	
11950000	D1339 - D7069 Glasshouse Lane (Crewe Lane) Kenilworth MINOR S278	0	0	0	0	0	0	0	0	0	0	0	0	
11951000	D1300 - D4102 Millers Road, Warwick MINOR S278	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Grand Total</b>		<b>239,158</b>	<b>71,533</b>	<b>83,198</b>	<b>55,025</b>	<b>448,914</b>	<b>239,158</b>	<b>62,585</b>	<b>75,775</b>	<b>71,859</b>	<b>449,377</b>	<b>-8,948</b>	<b>463</b>	

Annex B1 DSG Revenue - Education Services - Ian Budd  
Strategic Director - Mark Ryder

Portfolio Holders - Cllr Jeff Morgan (Children, Families & Education)

21/22 DSG Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Education Services	2,129	(58)	2,071	(282)	0	(282)	0	(0)	Underspends based on estimated numbers of staff DBS checks needed, Central Schools Services Block contingency held to be used when all inflationary costs for CSSB are confirmed throughout the year and additional income for Service recharges on payment for Trade Unions Partnerships agreements.
Education & Early Years (Commissioning & Strategy)	35,023	(23)	35,001	(1,680)	0	(1,680)	0	0	Underspends are primarily the result of an update to the expected Growth funding needed for the year due to the delay in the opening of a primary school as well as underspends on Nursery funding for 3&4yr olds. This underspend on 3&4year old funding is because the service is continuing to receive nursery refunds for overpayments in the Summer term due to lower numbers in settings as a result of Covid-19. This has decreased further since Q1 and P5 due to a drop in payments for Extended and Universal hours. It should be noted that the Early Years Block DSG allocated (for 21/22) will be adjusted by the DiE in July 2022 based on the January 2022 Census. This anticipated clawback is being forecasted under the DSG income line below. Other underspends relate to vacancies in staffing and the standard differences between the actual costs of individual staff and budgets set in a standard uniform methodology ( Establishment). There is also funding being held which may be needed as part of a review which is taking place on the business support for the admissions service.
SEND & Inclusion (Commissioning & Strategy)	56,078	(711)	55,366	3,586	0	3,586	0	0	£3.541million of this overspend is due to savings that need to be made in future years as part of the DSG recovery plan. After taking this into consideration there is predicted overspend of £0.045m (this is a decrease of £0.297 since Q2) which relates to activity and costs of placements for this year. The current overspends relate to the number and cost of placements in Independent Settings, an increase in anticipated placements in our schools from OLA's and an increase in places at Special schools from September to try and decrease the need for further higher cost placements at Independent settings. These overspends are being offset by additional savings that are predicted in Mainstream and Special School Top ups, Flex Learning, Alternative Provision and the Specialist Teaching Service. The main reasons for the decrease in forecast since Q2 are due to a review of the forecast following cleansed placement data for Post 16 funding and Independent Providers.
<b>Net Education Service Spending</b>	<b>93,230</b>	<b>(792)</b>	<b>92,438</b>	<b>1,624</b>	<b>0</b>	<b>1,624</b>	<b>0</b>	<b>(0)</b>	
DSG People Strategy & Commissioning	150	0	150	0	0	0	0	0	
DSG funding provided to maintained schools - Individual Schools Budget (ISB)	145,341	0	145,341	(588)	0	(588)	0	0	Deduction of RPA (Risk Protection Agreement) adjustment charged to Schools
DSG Central Control	1,827	0	1,827	0	0	0	0	0	
DSG Overheads	3,298	0	3,298	0	0	0	0	0	
<b>Net DSG Spending</b>	<b>243,846</b>	<b>(792)</b>	<b>243,054</b>	<b>1,036</b>	<b>0</b>	<b>1,036</b>	<b>0</b>	<b>(0)</b>	
DSG Income		(240,650)	(240,650)	875	0	875	0	0	Adjustment for 2021/22 RPA deduction and 2020/21 Early Years Block (EYB) Adjustment of (£500,561) plus anticipated 2021/22 year end adjustment for EYB of £787,158
<b>NET DSG</b>	<b>243,846</b>	<b>(241,442)</b>	<b>2,404</b>	<b>1,911</b>	<b>0</b>	<b>1,911</b>	<b>0</b>	<b>(0)</b>	
Impact on specific service reserves (from Reserves tab)				1,911					
Impact on risk/general reserves				0					

Annex B2 Non-DSG Revenue - Education Services - Ian Budd  
Strategic Director - Mark Ryder

Portfolio Holders - Cllr Jeff Morgan (Children, Families & Education)

### 21/22 Non-DSG Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Education Services	2,953	(882)	2,071	(1,241)	0	0	0	(1,241)	Underspends are primarily the result of £1.251m which has been transferred by ASC as a contribution to the Education Service for Edge of Adulthood costs for Children with Disabilities. This is being offset by minor overspends for legal costs and staffing vacancies.
Education & Early Years (Commissioning & Strategy)	12,404	(3,190)	9,214	1,753	(24)	210	64	1,503	The overspend is primarily due to cost pressures on medical transport for pupils with medical conditions, coupled up with cost pressure from taxi services due to rise in demand on number of solo journeys required. There has also seen a large change in demand with the start of the new Academic Year ( post Q2) of £1.358m. There are also COVID costs and losses of income of £0.064m and draw down needed from the earmarked schools in financial difficulty reserve.
SEND & Inclusion (Commissioning & Strategy)	34,164	(5,433)	28,731	3,486	732	0	33	2,721	The overspend is primarily due to a £2.073m overspend on the Children with disabilities budget (see offset in the Assistant Director line above). There are significant pressures on the budget for Children in Care who have very complex needs, as a result of this there is a predicted overspend on the current budget. Average unit costs have increased by £447 per week from 20/21, with the current effective yearly average cost of £215,000, actual; weeks of purchase are forecasted to be lower by 137 weeks, although this has been achieved in part by additional family support. Other significant overspends are: £0.309m on SENDAR which are due to a large increase legal costs and the transfer of Mediation costs that are not permissible as a High Needs Block cost and so, are being recognised against this budget now. £0.248m on SEN transport based on revised more accurate modelling for taxi costs and more upto date information from the start of the Academic year. £0.087million on the Specialist Teaching service due to a loss of income due to staff vacancies Minor COVID costs of £0.033million are due to an increase in services provided by Attendance Service due to an increase in children being home schooled. Forecasted Phase 2 funding for the SICIP from 2020/21 has now added to forecast which will be met by earmarked Transformation reserves.
Education Service Delivery	6,583	(5,329)	1,254	159	5	0	497	(343)	The overspend is primarily due to losses of income due to COVID of £0.497million, and a pressure on the Warwickshire Music staffing teaching budget where Corporate Board have agreed for extended period of pay protection until September. This is being offset by the underspend in the Adult Community Learning budget following the outturn position of the 2020/21 Academic year.
<b>Net Service Spending (excluding DSG)</b>	<b>56,104</b>	<b>(14,834)</b>	<b>41,270</b>	<b>4,157</b>	<b>713</b>	<b>210</b>	<b>594</b>	<b>2,640</b>	

Impact on specific service reserves (from Reserves tab)	210
Impact on Transformation funds	732
Impact on risk/general reserves	3,215

## Annex B Reserves - Education Services - Ian Budd

Strategic Director - Mark Ryder

Portfolio Holders - Cllr Jeff Morgan (Children, Families &amp; Education)

Reserve	Approved Opening Balance		Movement in Year	Effect of Outturn	Forecast Closing Balance	
	01/04/2021	£'000			£'000	£'000
DSG Reserve - Central Block		500		347		847
DSG Reserve - Early Years Block		2,109		212		2,320
DSG Reserve - High Needs Block		(13,850)		(3,585)		(17,435)
DSG Reserve - Schools Block (Growth Fund)		871	(348)	1,070		1,593
DSG Reserve - Schools Block (other)		2,098	(2,057)	46		87
<b>Total</b>		<b>(8,273)</b>	<b>(2,405)</b>	<b>(1,911)</b>		<b>(12,588)</b>

## Annex B Reserves - Education Services - Ian Budd

Strategic Director - Mark Ryder

Portfolio Holders - Cllr Jeff Morgan (Children, Families &amp; Education)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
School Improvement Monitoring & Brokering Reserve	748		0	748
Virtual School for children looked after	145	(145)	0	0
Education management information system	44		0	44
<b>Total</b>	<b>937</b>	<b>(145)</b>	<b>0</b>	<b>792</b>

**Annex B Savings - Education Services - Ian Budd**  
**Strategic Director - Mark Ryder**

**Portfolio Holders - Cllr Jeff Morgan (Children, Families & Education)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Actual to Date £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachievement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	34	0	0	(34)	Based on the current forecast this saving cannot be achieved by reducing third party spend but the Service is proactively looking to identify if any alternative savings can be made.
<b>Maximise traded income from Education Service</b> - Increase traded income from Governor and Attendance service as well as review and modernise music services.	10	10	10	0	
<b>Total</b>	<b>44</b>	<b>10</b>	<b>10</b>	<b>(34)</b>	



Education Services - Ian Budd  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Hayfield (Education & Learning)

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
<b>Learning - Non Schools</b>														
11399000	CMS Music Instruments Purchases 2015/16 - 2017/18	101	0	0	0	101	101	0	0	0	101	0	0	
11583000	Early Years Capital Fund/ Dunchurch Infants	132	0	0	0	132	132	0	0	0	132	0	0	
11750000	Pears Centre	11,224	4,088	355	0	15,668	11,224	5,150	293	0	16,668	1,062	1,000	An additional £1m WCC CIF funding was approved by the Leader on 19/7/21 to meet the shortfall in funding necessary to ensure the required works can be undertaken and the school can open as planned in 2022.
<b>Learning - Other</b>														
10008000	Education - S106 Financing	1	0	0	0	1	1	0	0	0	1	0	0	
11393000	Minor Works block header 2015/16	663	0	0	0	663	663	0	0	0	663	0	0	
11476000	Nursery & pre school provision minor works	57	55	0	0	112	57	55	0	0	112	0	0	
11499000	Bidford Primary & Willow Tree Nursery separation works	37	0	0	0	37	37	0	0	0	37	0	0	
11573000	Planning & Development block header E&L	80	33	33	55	200	80	33	33	55	200	0	0	
11621000	High Meadow Infant School - New Classrooms, group rooms and Toilets	1,855	479	0	0	2,335	1,855	479	0	0	2,335	0	0	
11630000	Minor Works E&L	327	0	0	0	327	327	0	0	0	327	0	0	
11678000	Seedlings Nusery HRI Wellesbourne - Modular Building	119	0	0	0	119	119	0	0	0	119	0	0	
11682000	Temporary Classroom Removal	141	39	0	0	180	141	39	0	0	180	0	0	
11683000	Healthy Pupil Capital Fund	0	0	0	0	0	0	0	0	0	0	0	0	
11807000	Maintained Nursery Schools Capital Funding to Ensure Access for Children with SEND & Inclusion	0	184	0	0	184	0	184	0	0	184	0	0	
<b>Primary - expansion</b>														
11073000	All Saints Junior Extension (Pupil Places)	932	0	0	0	932	932	0	0	0	932	0	0	
11102000	Newdigate Primary Extension (Pupil Places)	878	0	0	0	878	878	0	0	0	878	0	0	
11255000	Paddox school extension Targeted Basic Need	2,731	20	0	0	2,751	2,731	20	0	0	2,751	0	0	
11262000	Cawston Grange extension (pupil places)	2,730	0	0	0	2,730	2,730	0	0	0	2,730	0	0	
11263000	Long Lawford extension (pupil places)	753	0	0	0	753	753	0	0	0	753	0	0	
11386000	Long Lawford permanent expansion	2,727	415	0	0	3,142	2,727	415	0	0	3,142	0	0	
11389000	All Saints Primary, Nuneaton, replace temporary classrooms	693	0	0	0	693	693	0	0	0	693	0	0	
11468000	Oakfield Primary further expansion to 2 FE	452	0	0	0	452	452	0	0	0	452	0	0	
11470000	Nathaniel Newton Infants refurbishment re bulge class	178	0	0	0	178	178	0	0	0	178	0	0	
11471000	The Ferncumbe Primary temporary classroom	100	0	0	0	100	100	0	0	0	100	0	0	
11493000	Coleshill Primary contribution to additional classroom	270	5	0	0	275	270	5	0	0	275	0	0	
11497000	Acorns Primary new temporary classroom	260	0	0	0	260	260	0	0	0	260	0	0	
11566000	The Ferncumbe School additional classroom	502	0	0	0	502	502	0	0	0	502	0	0	
11568000	Welford on Avon school improvement works	1,924	0	0	0	1,924	1,924	0	0	0	1,924	0	0	
11570000	Coten End primary kitchen extension	168	0	0	0	168	168	0	0	0	168	0	0	
11620000	Newdigate Primary School - Expansion and Internal referb	2,114	0	0	0	2,114	2,114	0	0	0	2,114	0	0	
11627000	Wellesbourne Primary School - new small hall and servery to the annex site	1,066	0	0	0	1,066	1,066	0	0	0	1,066	0	0	

11628000	Michael Drayton Primary - Expansion	2,456	28	0	0	2,484	2,456	28	0	0	2,484	0	0	
11646000	Barford St Peters - Extension of Kitchen facilities	235	17	0	0	252	235	17	0	0	252	0	0	
11647000	Coleshill C Of E Primary School - Classroom Extension	252	0	0	0	252	252	0	0	0	252	0	0	
11677000	Harbury Primary School - Internal Alterations	0	93	0	0	93	0	93	0	0	93	0	0	
11736000	Weddington Primary School - Bulge Class	4	146	0	0	150	4	146	0	0	150	0	0	
11737000	Southam Primary/Pre School, Pre School relocation	424	0	0	0	424	424	0	0	0	424	0	0	
11738000	Harbury Primary, Internal redevelopment and reconfiguration	60	0	0	0	60	60	0	0	0	60	0	0	
11739000	Harbury Pre School, Reconfiguration	23	0	0	0	23	23	0	0	0	23	0	0	
11740000	Bidford Bright Stars Nursery, External Equipment	58	0	0	0	58	58	0	0	0	58	0	0	
11741000	High Meadow Infant School, additional Funds	0	0	0	0	0	0	0	0	0	0	0	0	
11777000	Heathcote Primary Expansion	2,632	62	0	0	2,694	2,632	62	0	0	2,694	0	0	
11779000	Whitnash Primary, Expansion of 2 additional Classrooms	132	1,033	0	0	1,166	132	973	0	0	1,105	-60	-60	Reduction to final spend £60,407 taken back to Basic Need
11780000	St Gabriels C of E, Internal Alterations	130	0	0	0	130	130	0	0	0	130	0	0	
11781000	Brailes C of E, Classroom Extension	146	4	0	0	150	146	4	0	0	150	0	0	
11843000	Long Lawford Primary School - Studio Hall	119	516	0	0	635	119	516	0	0	635	0	0	
11851000	Burton Green Primary School	0	290	0	0	290	0	290	0	0	290	0	0	
11862000	Coughton CofE Primary School, Alcester	0	85	0	0	85	0	85	0	0	85	0	0	
11863000	Lighthorne Heath Primary School, Lighthorne	0	146	0	0	146	0	146	0	0	146	0	0	
<b>Primary - new</b>														
11313000	New primary provision at Aylesford school - TBN	3,007	0	0	0	3,007	3,007	0	0	0	3,007	0	0	
11384000	New School, The Gateway, Rugby	271	2,779	2,365	0	5,416	271	2,779	2,365	0	5,416	0	0	
11391000	New school, Warwick	3,950	0	0	0	3,950	3,950	0	0	0	3,950	0	0	
11480000	Water Orton Primary relocation (HS2)	6,164	0	0	0	6,164	6,164	0	0	0	6,164	0	0	
<b>Primary - other</b>														
11319000	Eastlands Primary temporary classroom	107	95	0	0	202	107	95	0	0	202	0	0	
11321000	Long Lawford Pri temporary classroom	462	0	0	0	462	462	0	0	0	462	0	0	
11331000	Newburgh Primary School - New Play Area	152	0	0	0	152	152	0	0	0	152	0	0	
11847000	Kingsway site changes to aid Academy conversion	0	3,119	2,046	0	5,165	0	3,119	2,046	0	5,165	0	0	
11861000	Bridgetown Primary, Stratford upon Avon	0	38	0	0	38	0	38	0	0	38	0	0	
11944000	Quinton Primary School - Improvements works including an outdoor space for EYSF	0	0	0	0	0	0	0	0	0	0	0	0	
<b>School access</b>														
11267000	Schools disability access block header	671	0	0	0	671	671	0	0	0	671	0	0	
11629000	DDA Blockheader 18/19	710	0	0	0	710	710	-4	0	0	707	-4	-4	Final spend expected in 2021-22 with a small reduction in total cost - remaining funding transferred to project 11879000)
11629032	Lawrence Sheriff School (Academy) - Adaptation Works for Disabled Pupil	8	0	0	0	8	8	0	0	0	8	0	0	
11728000	Disability Access Block Header 19/20	459	1	0	0	461	459	-35	0	0	424	-36	-36	Final spend expected in 2021-22 with a small reduction in total cost - remaining funding transferred to project 11879000)
11800000	Schools Access 20-21	615	24	0	0	639	615	-52	0	0	564	-76	-76	Final spend expected in 2021-22 with a small reduction in total cost - remaining funding transferred to project 11879000)
11897000	Disability Access Block Header 2021/22	0	732	0	0	732	0	684	0	0	684	-48	-48	Basic Need funding requirements have been reduced by excess funding being returned from prior year projects and the estimate for 2021-22 funding requirement has also been revised resulting in a reduction to the overall forecast basic need funding requirement.
<b>Secondary - expansion</b>														
11472000	Kineton High School	3,187	105	0	0	3,292	3,187	105	0	0	3,292	0	0	
11619000	Campion Phase 1 (incl Sports Hall Refurb)	7,995	0	0	0	7,995	7,995	0	0	0	7,995	0	0	
11645000	Coleshill Secondary School	3,327	73	0	0	3,400	3,327	73	0	0	3,400	0	0	
11681000	Polesworth PSBP2	200	0	0	0	200	200	0	0	0	200	0	0	
11742000	The Avon Valley School, Alternative Provision Accommodation	28	0	0	0	28	28	0	0	0	28	0	0	

11776000	Campion School Expansion Phase 2	407	5,720	2,852	0	8,979	407	5,720	2,852	0	8,979	0	0
11842000	Stratford Upon Avon School - Dining Facilities	108	1,202	0	0	1,310	108	1,202	0	0	1,310	0	0
11859000	Stratford Upon Avon School - 2fe expansion	620	5,167	5,787	0	11,573	620	5,167	5,787	0	11,573	0	0
11860000	Etone College - 1fe expansion	1	2,376	2,377	0	4,753	1	2,376	2,377	0	4,753	0	0
<b>Secondary - new</b>													
11730000	New School Leamington (Oakley Grove)	212	138	20,000	29,500	49,850	212	138	20,000	29,500	49,850	0	0
<b>SEN - other</b>													
11180000	Welcombe Hills vehicle access alterations	8	442	0	0	450	8	442	0	0	450	0	0
11408000	Boughton Leigh Jnr Specialist Inclusion Support Group	0	0	0	0	0	0	0	0	0	0	0	0
11495000	Stockingford Primary new SISG module building	359	0	0	0	359	359	0	0	0	359	0	0
11569000	Paddox Primary new SISG module building	709	32	0	0	741	709	32	0	0	741	0	0
11589000	SEND facilities block header	98	229	0	0	328	98	229	0	0	328	0	0
11631000	Specialist Nurture Provision at Special School	0	200	0	0	200	0	200	0	0	200	0	0
11729000	Oakwood - Conversion of the ICT Room	68	17	0	0	85	68	17	0	0	85	0	0
11852000	WINCKs	100	0	0	0	100	100	0	0	0	100	0	0
<b>SEN - expansion</b>													
11257000	Welcombe Hills school extension Targeted Basic Need	1,027	0	0	0	1,027	1,027	0	0	0	1,027	0	0
11623000	Ridgeway School - DO NOT USE BUDGET TRF TO 11624000	0	0	0	0	0	0	0	0	0	0	0	0
11624000	Evergreen school - Reconfiguration of classrooms	65	185	0	0	250	65	185	0	0	250	0	0
11641000	Keeping SEND pupils local	0	190	0	0	190	0	190	0	0	190	0	0
11680000	Exhall Grange - modular pod and internal remodelling	987	0	0	0	987	987	0	0	0	987	0	0
11819000	Arden Fields, Food Tech Rooms	0	0	0	0	0	0	0	0	0	0	0	0
11850000	Henley in Arden Primary School resourced provision	27	546	0	0	573	27	546	0	0	573	0	0
<b>SEN - new</b>													
11350000	New AEN School McIntyre Discovery Academy (Former Manor Park)	6,009	0	0	0	6,009	6,009	0	0	0	6,009	0	0
11644000	Water Orton Evergreen Unit	583	65	0	0	648	583	65	0	0	648	0	0
<b>Learning - Devolved</b>													
10554000	Devolved/School Level Budgets 2010/11 (Self-financed)	1,165	0	0	0	1,165	1,165	0	0	0	1,165	0	0
11899000	S106 Contribution to the DFE for Low	0	1300	0	0	1,300	0	1300	0	0	1,300	0	0
<b>Grand Total</b>		<b>83,752</b>	<b>32,514</b>	<b>35,815</b>	<b>29,555</b>	<b>181,636</b>	<b>83,752</b>	<b>33,352</b>	<b>35,753</b>	<b>29,555</b>	<b>182,412</b>	<b>838</b>	<b>776</b>

Annex C Revenue - Fire & Rescue Service - Ben Brook  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Crump (Fire and Community Safety)

21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Fire Leadership Team	922	0	922	55				55	This is the result of some short term staffing costs due to the extension of a temporary acting-up position and the transition of the Chief Fire Officer role, plus the recruitment costs for a new Assistant Chief Fire Officer.
AM Response	15,754	(82)	15,671	15			121	(106)	The forecast change is due to this financial year being a more difficult to forecast because of a unpredictable retirement profile because of the change in pensions following the McCloud/Sargent case, and a potential changing position regarding legalities from HM Treasury.
AM Protection	3,314	(488)	2,826	(77)				(77)	£137k underspend within Community Fire Protection will be requested as a carry forward, as a result of prioritising the use of external funding from Home Office over MTFS allocation. The overspend within Training remains similar to the reported position at Q2, and reflects the transitional costs due to delays on the capital training projects. The loss of a large training delivery contract has also resulted in a forecasted £26k overspend within Training Course Delivery.
AM Prevention	1,601	(351)	1,250	45		32		13	The Vulnerable People reserve will be funding a Revenue to Capital Contribution for the purchase of two Hospital to Home vehicles that have been ordered. As a result of an unexpected overspend, the forecast was scrutinised and an incorrect position identified. A corrected forecast would show a remaining service variance of £61k underspent, of which £48k would need carrying forward into 22/23 to fund fixed term contracts extending beyond this financial year.
Business Support	1,580	0	1,580	7		29		(22)	The overspend on revenue pension costs associated mainly with ill-health retirement contributions will be funded by drawing down on the specific Fire Pensions reserve, leaving an underspend of £22k within this area. This is mainly due to forecasted reduction on legal costs (based on an annualised average) and a small predicted underspend on IT and Communications due to significant contract management review.
<b>Net Service Spending</b>	<b>23,171</b>	<b>(921)</b>	<b>22,249</b>	<b>45</b>	<b>0</b>	<b>61</b>	<b>121</b>	<b>(137)</b>	

Impact on specific service reserves (from Reserves tab)	61
Impact on risk/general reserves	(137)

Annex C Reserves - Fire & Rescue Service - Ben Brook  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Crump (Fire and Community Safety)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Day crew plus fatigue mitigation</b> - Review of the level additional funding allocated to mitigate the fatigue risk posed by the day-crewed-plus crewing system. The change delivers a long term saving of £140,000 a year, with higher savings possible as the service change is implemented in 2021/22.	370	370	370	0	
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money	15	0	0	15	This spend had been allocated to Training due to anticipated savings as a result of the capital training projects. Due to delays, this saving is significantly unlikely to be met unless found from elsewhere within the service.
<b>Total</b>	<b>385</b>	<b>370</b>	<b>370</b>	<b>15</b>	

**Annex C Reserves - Fire & Rescue Service - Ben Brook  
Strategic Director - Mark Ryder**

**Portfolio Holders - Councillor Crump (Fire and  
Community Safety)**

<b>Reserve</b>	<b>Approved Opening Balance 01/04/2021 £'000</b>	<b>Movement in Year £'000</b>	<b>Effect of Outturn £'000</b>	<b>Forecast Closing Balance 31/03/2022 £'000</b>
Emergency Service Network	832			832
Pensions Reserve	182		(29)	153
Vulnerable People Earmarked Reserve	127		(32)	95
<b>Total</b>	<b>1,141</b>	<b>0</b>	<b>(61)</b>	<b>1,080</b>

Chief Fire Officer - Ben Brook  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Crump (Fire and Community Safety)

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
11895000	Vehicle Replacement Programme 2021/22	0	1,262	0	0	1,262	0	1,262	0	0	1,262	0	0	
<b>Sub Total - F&amp;R Self Financing Projects</b>		<b>0</b>	<b>1,262</b>	<b>0</b>	<b>0</b>	<b>1,262</b>	<b>0</b>	<b>1,262</b>	<b>0</b>	<b>0</b>	<b>1,262</b>	<b>0</b>	<b>0</b>	
11894000	Equipment for new Fire Appliances 2021/22	0	191	0	0	191	0	191	0	0	191	0	0	
<b>Sub Total - Projects Funded from Corporate Resources</b>		<b>0</b>	<b>191</b>	<b>0</b>	<b>0</b>	<b>191</b>	<b>0</b>	<b>191</b>	<b>0</b>	<b>0</b>	<b>191</b>	<b>0</b>	<b>0</b>	
11601000	Fire & Rescue HQ Leamington Spa	106	0	2,187	0	2,293	106	0	2,187	0	2,293	0	0	
<b>Sub Total - F&amp;R Future Estate Project</b>		<b>106</b>	<b>0</b>	<b>2,187</b>	<b>0</b>	<b>2,293</b>	<b>106</b>	<b>0</b>	<b>2,187</b>	<b>0</b>	<b>2,293</b>	<b>0</b>	<b>0</b>	
11374000	Training Centre - New Build	1,412	702	0	0	2,114	1,412	702	0	0	2,114	0	0	
11700000	F&R Training Programme: Lea Marston	121	54	844	0	1,019	121	54	844	0	1,019	0	0	
11701000	F&R Training Programme: Stratford	168	196	0	0	364	168	196	0	0	364	0	0	
11702000	F&R Training Programme: Kingsbury	153	1,145	0	0	1,298	153	1,172	0	0	1,325	27	27	Additional air conditioning works due to Covid pandemic have been approved to receive COMF funding, increasing the project budget available.
11703000	F&R Training Programme: EA Water site	24	10	392	0	426	24	10	392	0	426	25	0	
<b>Sub Total - F&amp;R Training Programme</b>		<b>1,877</b>	<b>2,108</b>	<b>1,237</b>	<b>0</b>	<b>5,221</b>	<b>1,877</b>	<b>2,135</b>	<b>1,237</b>	<b>0</b>	<b>5,248</b>	<b>52</b>	<b>27</b>	
11766000	Fire Emergency Services Network (ESN) Preparedness	211	341	269	0	820	211	366	244	0	820	0	0	The remaining ESN Preparedness Capital budget covers two projects: MDT replacements and Station End replacements. Due to necessary changes in IT Infrastructure to complete the MDT replacement project, additional consultancy costs will be incurred within 2021/22. This has also delayed the project finish time. The project manager is continuing to review and monitor the impact.
11797000	Equipment for fire engines 20-21	218	0	0	0	218	218	0	0	0	218	0	0	
<b>Sub Total - F&amp;R Emergency Services Network</b>		<b>428</b>	<b>341</b>	<b>269</b>	<b>0</b>	<b>1,038</b>	<b>428</b>	<b>366</b>	<b>244</b>	<b>0</b>	<b>1,038</b>	<b>0</b>	<b>0</b>	
<b>Grand Total</b>		<b>2,411</b>	<b>3,902</b>	<b>3,693</b>	<b>0</b>	<b>10,005</b>	<b>2,411</b>	<b>3,954</b>	<b>3,668</b>	<b>0</b>	<b>10,032</b>	<b>52</b>	<b>27</b>	

## Annex D Revenue - Communities - Dave Ayton-Hill

Strategic Director - Mark Ryder

Portfolio Holders - Councillor Jenns (Transport & Environment),  
Councillor Timms (Environment, Climate & Culture), Councillor  
Kaur (Economy & Place)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Agreed Budget	Agreed Budget	Agreed Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Communities	709	0	709	(181)				(181)	Lower than budgeted pension strain and legal costs, partially offset by unbudgeted contribution to the Midlands Engine Partnership.
Transport & Highways	8,783	(8,415)	369	866	(640)	(212)	1,535	183	Covid pressures mostly due to an expected reduction in parking income. A forecast surplus of £412k generated by the online delivery of Speed Awareness courses is being offset by Road Partnership Fund activities of £200k which will be funded by the SAW reserve. Remaining overspend due to salary pressures within TPU for which we are taking some actions to reduce e.g. carrying vacancies for longer periods and increasing capital recharging.
Infrastructure & Sustainable Communities	3,781	(1,473)	2,308	(301)			100	(401)	£346k of budget carry forward requests are anticipated due to delays to the HS2 programme, Commonwealth Games and ringfenced rental income for Transforming Nuneaton. The remaining underspend is mostly due to vacant posts. £100k COMF funding to support Covid pressures at Country Parks.
Waste & Environment	23,505	(3,231)	20,274	1,280			1,380	(100)	Covid spend mostly caused by a sustained increase in waste arising, as a result of people spending more time at home in response to changing working and lifestyle patterns following the pandemic. The remaining £100k underspend relates to lower fuel, vehicle hire and haulage costs at the Transfer Stations.
Economy & Skills	3,682	(2,666)	1,016	1,927	(50)	92	1,767	118	£1.7m Covid pressure relates to remaining grant funding from 20/21, and includes £350k of COMF funding to support the grant programme. £92k reserves drawdown expected to be required to fund economic investment activities. £111k of the Covid specific grant to be requested as a carry forward into 22/23. £108k net overspend at Business Centres due to prior period electricity invoices.
<b>Net Service Spending</b>	<b>40,460</b>	<b>(15,785)</b>	<b>24,676</b>	<b>3,591</b>	<b>(690)</b>	<b>(120)</b>	<b>4,782</b>	<b>(381)</b>	

Impact on specific service reserves (from Reserves tab)	(119)
Impact on risk/general reserves	3,710



Annex D Revenue - Communities - Dave Ayton-Hill  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Jenns (Transport & Environment),  
Councillor Timms (Environment, Climate & Culture), Councillor Kaur  
(Economy & Place)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money	37	37	37	0	
<b>Household waste recycling centre storage</b> - Purchase of storage containers to remove revenue cost of hire	38	0	19	19	Due to a delay in the ordering of the containers, it is currently anticipated that 50% of the original savings target will be achieved.
<b>Transport network service review</b> - Remove external consultancy support for transport network reviews	20	0	20	0	
<b>Total</b>	<b>95</b>	<b>37</b>	<b>76</b>	<b>19</b>	

**Annex D Revenue - Communities - Dave Ayton-Hill**

**Strategic Director - Mark Ryder**

**Portfolio Holders - Councillor Jenns (Transport & Environment),  
Councillor Timms (Environment, Climate & Culture), Councillor Kaur  
(Economy & Place)**

<b>Reserve</b>	<b>Approved Opening Balance 01/04/2021 £'000</b>	<b>Movement in Year £'000</b>	<b>Effect of Outturn £'000</b>	<b>Forecast Closing Balance 31/03/2022 £'000</b>
Speed Workshops	863		212	1,075
Rural Growth Network	242		(93)	149
Kenilworth Station	552			552
Skills Delivery for Economic Growth	139			139
European Match Funding	166			166
<b>Total</b>	<b>1,962</b>	<b>0</b>	<b>119</b>	<b>2,081</b>

Strategic Commissioner - Communities - Dave Ayton-Hill  
Strategic Director - Mark Ryder

Portfolio Holders - Councillor Clarke (Transport & Environment), Heather Timms, Isabel Seccombe

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary	
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000		
11536000	Countryside Rural Services Country Parks 2019/20	108	19	11	-	138	108	30	-	-	138	11	0	Stannals Bridge Inspection works invoices received earlier than expected.	
11788000	Country Parks maintenance 20-21	83	27	8	-	117	83	27	8	-	117	-	0		
11834000	Country Parks Car Parking Facilities - upgrade to Ticket Machines	88	-	42	-	130	88	9	33	-	130	9	0	Expenditure on Pay & Display signage brought forward to 21/22.	
11866000	Country Parks - Annual Maintenance 2021-22	0	21	289	-	310	0	72	237	-	310	51	0	New sub-project added: £50k for new play equipment at Kingsbury Water Park.	
11952000	Kubota RTVX1110 - Burton Dassett Country Park (COMF funded)	0	-	-	-	0	0	-	-	-	0	-	0		
<b>Countryside</b>															
11194002	New Bus Shelter on Tachbrook Park Drive near Leamington	11.66029	1.34	0	0	13	12	1.34	0	0	13	-	0		
11195006	S106 Traffic Calming and Signage Improvements for Bidford-on-Avon bridge and Welford bridge	19.10004	0	0	0	19	19	0	0	0	19	-	0		
11195009	40/50MPH SPEED LIMIT AND MINOR KERBING WORKS LONGMARSTON ROAD WELFORD ON AVON.	21.17576	0	0	0	21	21	0	0	0	21	-	0		
11418000	A426 Gateway Rugby to Rugby Town Centre Cycle Scheme	195.96046	95	16.16287	0	307	196	95	16.16287	0	307	-	0		
11441007	S106 2 Bus shelters at bus stops on Narrow Hall Meadow nr GP Surgery Chase Meadow	0	0	20	0	20	0	0	20	0	20	-	0		
11441009	Bus Stop Opposite Land Between 256 and 346 Bham Road Stratford	16.43058	0	0	0	16	16	0	0	0	16	-	0		
11441010	Birmingham Road Cycle Route Enhancements	5.37	0	0	0	5	5	0	0	0	5	-	0		
11441013	Enhance Existing Bus Stops Land Adj To The Gaydon Inn Banbury Rd Gaydon S106	21.96975	0	0	0	22	22	0	0	0	22	-	0		
11441014	Highways Improvements To Bus Stops At Land Off The Longshoot S106	12.15769	18.98596	0	0	31	12	18.98596	0	0	31	-	0		
11464000	Clifton On Dunsmore Traffic Calming S106	402.80425	81.521	0	0	484	403	81.521	0	0	484	-	0		
11607000	Southbound Bus Stop On A426 Leicester Rd, Rugby S106	14.92727	0	64.495	0	79	15	0	64.495	0	79	-	0		
11614000	Bus Stop Enhancement Works in Alderminster	13.6928	0	0	0	14	14	0	0	0	14	-	0		
11615000	Provision Of Replacement Bus Shelter On Kinwarton Rd, Alcester	9.65412	0	0	0	10	10	0	0	0	10	-	0		
11640000	Upgrading of Existing Bus Stop Infrastructure Alcester Road Shottery in SOA	13.86691	0	0	0	14	14	0	0	0	14	-	0		
11690000	Provision Of Bus Stops Ettington Road Wellesbourne	13.13249	7.4584	0	0	21	13	7.4584	0	0	21	-	0		
11691000	Provision Of Bus Stops & Upgrade Existing Infra Salford Rd Bidford	22.62376	59.60877	0	0	82	23	59.60876	0	0	82	-	0		
11692000	Upgrade Existing Shared Ped / Cycle Path Bermuda Barford Junction Safety And Capacity Improvement	1.31459	0	21.33	0	23	1	5	16.33	0	23	5	0	Legal proceedings are nearing finalisation, and thus, legal costs will be borne in 2021-22.	
11704000	Works S106	58.59664	0	0	0	59	59	0.205	0	0	59	0	0	Current year internal EDS staff time recharges included in forecast, to be funded by the remaining S106 grant monies that are allocated to the scheme.	
11782000	Camden Road ( B4035 ), Shipston-on-Stour New Bus Stops	0	37.735	0	0	38	0	0	37.735	0	38	-	0	Scheme on-hold pending completion of footpath development Section 278 Agreement works.	
11783000	Mancetter Road / Camp Hill Road, Nuneaton Bus Stop Improvements	3.74822	12.18878	0	0	16	4	12.18878	0	0	16	-	0		
11821000	Nuneaton/Plough Hill/Puffin crossing and improvements to Bus shelters	0	74	0	0	74	0	74	0	0	74	-	0		
11822000	Bidford on Avon/ Waterloo Road/Provision of a Bus Stop and shelter	1.83158	25.16842	0	0	27	2	25.16842	0	0	27	-	0		
11906000	Two new bus stops on Orton Road (near junction with Barn End Road in Warton)	0	9	0	0	9	0	9	0	0	9	-	0		
11907000	Upgrading the existing bus stop infrastructure on Knights Lane (5 bus stops) in Tiddington	0	19	0	0	19	0	19	0	0	19	-	0		
11908000	Upgrading a bus stop in the vicinity of the new development to provide a bus shelter on Birmingham Road in Stratford-upon-Avon	0	94	0	0	94	0	94	0	0	94	-	0		
11909000	Improving or providing bus stops along bus routes in the vicinity of the development in Bishopton Lane in Stratford-upon-Avon	0	17	0	0	17	0	17	0	0	17	-	0		
11921000	Warwickshire cycling links - Weddington Road, Nuneaton	0	0	0	0	0	0	0	0	0	0	-	0		
11922000	Warwickshire cycling links - Radford Road, Leamington Spa	0	0	0	0	0	0	0	0	0	0	-	0		
11923000	Warwickshire cycling links - Daventry Road, Southam	0	0	0	0	0	0	0	0	0	0	-	0		
11924000	Warwickshire cycling links - Heathcote, Leamington Spa	0	0	0	0	0	0	0	0	0	0	-	0		
11925000	Warwickshire cycling links - Whitley South, Baginton	0	0	0	0	0	0	0	0	0	0	-	0		
<b>Developer Funded Transport Schemes - s106 - Communities</b>															
10154000	Nuneaton, Centenary Business Centre - Phase 3	1889	0	0	0	1889	1889	0	0	0	1889	-	0		
11425000	Capital Growth Fund - Access to Finance	1909	20	400	170.831	2500	1909	0	200	390.831	2500	-	20	Spend re-profiled into later years due to the additional round of Government Additional Restrictions Grants (ARG) in Autumn 2021 and a further round of ERDF Investment funding at sub-regional level. Both funds (time-limited until March 2022) have contributed to a significant, albeit temporary, reduction in demand in the second half of 2021/22.	
11612000	Capital Investment Fund/ Duplex Fund	900	1000	99.983	0	2000	900	1000	99.983	0	2000	-	0		
11613000	Capital Investment Fund/ Small Business Grants	910	561.847	278.256	0	1750	910	541.847	98.256	200	1750	-	20	Spend re-profiled into later years due to the additional round of Government Additional Restrictions Grants (ARG) in Autumn 2021 and a further round of ERDF Investment funding at sub-regional level. Both funds (time-limited until March 2022) have contributed to a significant, albeit temporary, reduction in demand in the second half of 2021/22.	
11668000	Business Centres Strategy	381	0	0	0	381	381	0	0	0	381	-	0		
11858000	Creation of office space at Holly Walk, Leamington	33	820.0325	160.349	0	1013	33	804.793	175.589	0	1013	-	15		
11893000	Art Challenge Fund	0	279	62.2	0	341	0	216	110	15.2	341	-	63	Slippage in the 8 Public Art pieces has been due to slow appointment of main contractor and selection of the right artists. Time Limited LEF grant for 5 month of the county installations have been prioritised to ensure LEF grant conditions. Also some south installations will be used to hook Commonwealth Games into Leamington. Also moved decommissioning capital into the final year of the project.	
<b>Economic Development</b>															
11611000	Transforming Nuneaton	5.392	1,052	1,269	2,328	10,041	5392	280	2041.713	2328.07	10,041	-	772	Costs to be incurred relating to the relocation of a tenant are now not expected to come in until FY22/23 once agreements have been signed and expenditure has taken place.	
11746000	Transforming Nuneaton - Co-op Building Purchase (CIF)	1,500	-	-	-	1,500	1,500	0	0	0	1,500	-	0		
11775000	Library & Business Centre Nuneaton (CIF)	-	550	550	18,323	19,423	0	550	550	18,323	19,423	-	0		
<b>Economic Development - Transforming Nuneaton</b>															
11355000	Casualty Reduction Schemes 15/16	1,604	-	120	-	1,724	1,604	0	120	-	1,724	-	0	Unexpected credit of £27 from Engineering Design Services.	
11453000	Casualty reduction schemes 18-19	212	654	779	-	1,644	212	632	915	-	1,759	-	22	114	
11711000	Temple Hill / Lutterworth Road Wolvey Casualty Reduction Scheme CIF	80	228	1,293	-	1,601	80	228	1,293	-	1,601	-	0		
11763000	A439- Southern Casualty Reduction - Cif	43	229	229	-	500	43	229	229	-	500	-	0		
11786000	Casualty Reduction 20-21	300	11	-	-	289	300	11	-	-	289	0	0	Transferred £55 of corporate resource from 11865000 to fund internal staff recharges.	
11865000	Casualty Reduction - Annual Maintenance 2021-22	-	340	212	-	552	0	170	267	-	437	-	170	-115	Issues with availability of resources within the Delivery team, leading to slippage across all current schemes. £114,493 of corporate resource transferred back to 11453005. Transferred £55 of corporate resource to 11786000 to fund internal staff recharges.
<b>Integrated Transport - casualty reduction schemes</b>															
10385000	Warwick, Myton Rd Cycle Link (Myton & Warwick School)	160	2	0	0	162	160	2	0	0	162	-	0	0	
<b>Integrated Transport - cycle schemes</b>															
11456000	Stratford Park And Ride Site Alterations	87	13,207.11	0	0	100	87	13,207.11	0	0	100	-	0		
11650000	Electric Vehicle Charging Points	402	360	0	0	762	402	360	0	0	762	-	0		
11710000	Land At Crick Road Rugby - Cif	1,302	100	1,235.211	0	2,637	1,302	100	1,235.211	0	2,637	-	0		
11885000	All Electric Bus Initiative 2021-22	-	84	333	949	1,366	0	0	333	1,033	1,366	-	84	0	Budget re-profiled to reflect revised programme
11886000	Stoneleigh Park Link Road	-	409	0	0	409	0	0	204.5	204.5	409	-	409	0	HS2 delivering infrastructure and have prioritised assets in this area meaning bridge construction will not commence until Q4 2022/2023
<b>Integrated Transport - other schemes</b>															
11325000	Stratford Town Station Upgrade	237	0	0	0	237	237	0	0	0	237	-	0		
<b>Integrated Transport - public transport</b>															
11635000	Home To School Routes (Safety) 2017-18	1,152	186	435	-	1,773	1,152	185	436	-	1,773	-	1	0	
<b>Integrated Transport - safer routes to schools</b>															
10192000	Safety Camera Funded Schemes	1585	0	3	0	1588	1585	1	3	0	1589	1	1	Forecast updated to include current year EDS staff recharges.	
11761000	Average Speed Cameras - Cif	25	0	1739	0	1764	25	12	1,726	0	1763	12	-1	Forecast updated to include current year EDS staff recharges.	
<b>Integrated Transport - speed camera schemes</b>															

11359000	School Safety Zones 16/17	1,987	-	-	-	1,987	1,987	1	-	-	1,988	1	1	Forecast updated to include current year EDS internal staff recharges; E888.28 of corporate resource transferred from 11586000 to fund this expenditure.	
11585000	School Safety Zones 18/19	793	3	-	-	790	793	2	-	-	790	0	0	Forecast updated to include current year EDS internal staff recharges; E127.94 of corporate resource transferred from 11586000 to fund this expenditure.	
11586000	School Safety Zones 19/20	380	0	3	-	383	380	1	1	-	382	1	-1	Forecast updated to include current year EDS internal staff recharges. E1,026 of corporate resource transferred to 11359020 (E898) and 11585008 (E128) to fund internal staff recharges.	
<b>Integrated Transport - school safety zones</b>															
10362000	Kenilworth Station	13,069	239	600	-	13908	13069	10	829	-	13908	-	229	0	Actual spend in 2021/22 is lower than forecast due to delays in completing minor snagging
11509000	A444 Cotton Arches, Nuneaton impts to roundabout	3,562	50	24	-	3636	3562	-	74	-	3636	-	50	0	ES0k anticipated spend on monitoring moved to following financial year due to procurement delay
11669000	Lawford Road /Addison Road Casualty Reduction	90	233	1,323	-	1646	90	233	1,323	-	1646	-	-	0	
11841000	Leamington Station/A Commonwealth Games Infrastructure Improvement Scheme/Redevelopment Of Station Forecourt And Underpass	212	984	535	-	1731	212	776	998	-	1986	-	208	255	An additional E0.200million has been added to scheme budget an internal reallocation of Network Rail grant with the balance of E55k envisaged to be met from the Heritage Railway Trust. The spending profile in financial years has adjusted to take account of construction works not being expected to commence until February 2022.
11845000	Improvements to the A429 Coventry Road corridor (Warwick)	0	50	665	3,967	4682	0	0	714	3,967	4682	-	50	0	Monitoring budget commencing on FY 2021/22 has been rescheduled to 2022/23 due to required procurement process.
11846000	Evidence led decision making in tackling climate emergency and air quality	114	987	956	-	2058	114	837	1,106	-	2058	-	150	0	Monitoring budget for AI Technology and ANPR on FY 2021/22 has been rescheduled to 2022/23 due to required procurement process.
11849000	Improvements to the A445 Stonebridge junction (Coleshill)	9	60	862	1,447	2378	9	60	862	1,447	2378	-	-	0	No change from Q2
11904000	A452/A46 Developer Improvement scheme	-	257	3,273	3,151	6681	0	50	1,207	5,424	6681	-	207	0	Time has been spent ensuring the most suitable contractual arrangement is used for the provision of designing and building the scheme, to ensure as little risk to WCC. As various parties are involved this has taken longer than expected, hence the slippage in the scheme spend profile.
11930000	Rural Mobility Fund	-	-	401	-	401	0	401	-	-	401	401	-	0	Scheme to be completed this year.
<b>Major Transport Projects - Communities</b>															
11552000	Warwick Town Centre transport proposals	1,087	-	-	-	1,087	1,087	9,603	0	0	1,096	10	10	10	An increase of E9603 in the 2021/22 forecast has been made. This reflects expenditure against this project, which was previously forecast against the cost code 11809000
11809000	Warwick Town Centre	4	95	1,393	2,925	4418	4	85,397	1,393.36	2925.447	4408	-	10	-10	E9603 has been transferred across to cost code 11552003 to cover expenditure on scheme development. The forecast against 11809000 has been adjusted accordingly.
<b>Warwick Town Centre</b>															
10207000	Implementation Of Municipal Waste Strategy - Waste Treatmt & Transfer Facilities	1529.23753	0	33,788	0	1563	1529	0	33,788	0	1563	-	-	0	Creditor balance not required - transferred to current year maintenance budget at Q2.
11535000	HWRC Maintenance 2019/20	72.011	-0.21	0	0	72	72	-0.21	0	0	72	-	-	0	
11784000	Household Waste Recycling Centres 20-21	21.41321	0	0	0	21	21	0	0	0	21	-	-	0	
11856000	Purchase of Waste Containers at the Household Waste Recycling Centres	0	210	28	0	238	0	145	93	0	238	-	65	0	Container prices have increased significantly, so a limited number have been purchased in the current year, with the remainder deferred until a later date.
11864000	Household Waste Recycling Centres - Annual Maintenance 2021-22	0	24.25329	114.5435	0	139	0	24.25329	114.5435	0	139	-	-	0	
11931000	Purchase of 3 haulage vehicles for HWRC (CIF Funded)	0	0	412.5	0	413	0	260	152.5	0	413	260	-	0	Two vehicles have been purchased in the current year, with the third expected in 22/23.
<b>Waste Management</b>															
<b>Grand Total</b>		<b>44,168</b>	<b>10,683</b>	<b>20,293</b>	<b>33,261</b>	<b>108,406</b>	<b>44,168</b>	<b>8,861</b>	<b>19,374</b>	<b>36,258</b>	<b>108,661</b>	<b>-1,822</b>	<b>256</b>		

## Annex E Revenue - Adult Social Care - Pete Sidgwick

Strategic Director - Nigel Minns

Portfolio Holders - Cllr Margaret Bell (Adult Social Care &amp; Health)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Adult Social Care	7,631	0	7,631	1,242	(23)		320	945	Investment funded Integrated Care Record project has an in year underspend of £0.023m as a result of delays in implementation. Covid costs of £0.320m for hospital discharges and support for the provider market. An unbudgeted contribution towards bad debt provision and contributions towards the placement costs of children with disabilities aged 17 who turn 18 and transition into Adult services this year, the Young Carers contract whose impact reduces demand on Adult Social Care and towards respite for parents of looked after children has been substantially funded by reduced spend on projects and net underspends in Older People and Integrated Care Services.
Disabilities	85,089	(9,583)	75,506	1,741			195	1,546	The majority of the overspend continues to be a pressure within Physical Disabilities Services with above budgeted expenditure for homecare and supported living. The trend for increased complexity in packages of care has driven rises in the average cost of packages further since Q2 although this has been offset by reduced expenditure forecasts for daycare in Learning Disabilities following a review of Mosaic package data and a reduction in staffing related costs for Warwickshire Employment Support Team (WEST). Further underspends for staffing elsewhere with the service partially mitigate the overspend with the overspend more widely being supported by reduced spend on projects, and net underspends in Older People and Integrated Care Services.
Mental Health	14,226	(882)	13,344	979			12	967	Overspend due to increases across all areas of the service, with the largest increases being in supported living in the north and nursing in the South. The north has seen an increase in complexity of need in younger people particularly those transitioning from Children's services to Adult services and from the Transforming Care programme, with fewer alternatives to nursing care being available in the south of the county. This combination has meant that beds outside of Warwickshire have been required, further increasing costs. The overspend has been partially offset by a reduction in staffing expenditure from Qtr 2 of £0.200m due to further delays in implementing Liberty Protection Safeguards outside of the control of WCC as the Code of Practice is still to be issued.

Older People	84,229	(33,998)	50,231	764			3,063	(2,299)	Covid expenditure is in relation to the hospital discharge process. Some of this would ordinarily be funded from Adult Social Care but is currently being funded via the hospital discharge grant, creating an underspend at the level of the Older Peoples service. The hospital discharge grant has been extended to March 2022, resulting in an increased underspend. This is being used to mitigate the overspends forecast in Disabilities, Mental Health and in the AD area. There is a forecast overspend in domcare and nursing which has been offset by reduced expenditure for residential placements and increased client contributions. Nursing placement numbers and average package costs are increasing as it is becoming more difficult to source domcare placements, resulting in an increase in spot placements. This is due in part to more expensive placements coming through from Health.
Integrated Care Services	10,964	(1,000)	9,964	(1,134)				(1,134)	The projected underspend is predominantly made up of the Assistive Technology and ICE equipment budget of £0.879m due to limited capacity to run the pilots as the focus is on essential work dealing with covid alongside limited access to face to face dealings with clients to implement technology. The remaining underspend is staffing related which includes reductions in agency spend and on travel and equipment.  The underspend for Assistive Technology has decreased by £0.130m from Qtr 2 as a pilot for assessment, observational & participative tools is due to start in January, this increase has been offset by further staffing related reductions due to continuing recruitment difficulties.
Development & Assurance	3,691	(969)	2,723	95				95	Overspend on Adult Social Care transport
<b>Net Service Spending</b>	<b>205,830</b>	<b>(46,432)</b>	<b>159,399</b>	<b>3,687</b>	<b>(23)</b>	<b>0</b>	<b>3,590</b>	<b>120</b>	

Annex E Savings - Adult Social Care - Pete Sidgwick  
Strategic Director - Nigel Minns

Portfolio Holders - Cllr Margaret Bell (Adult Social Care & Health)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
BCF System Development Fund	1,000	0	0	1,000
<b>Total</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>

**Annex E Savings - Adult Social Care - Pete Sidgwick**  
**Strategic Director - Nigel Minns**

**Portfolio Holders - Cllr Margaret Bell (Adult Social Care & Health)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Actual to Date £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachievement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Business support and direct payments</b> - Reduced cost of business support as part of the wider organisation review of support functions and the introduction of the new payments system	300		300	0	
<b>Commissioning approach for younger adults</b> - Redesign the commissioning approach for younger adults to ensure a more efficient arrangement and an improved brokerage function.	200		200	0	
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	217		0	217	Unachieved but mitigated by wider service underspends. There is no future impact while the service is operating within budget.
<b>Housing with support for older people</b> - Further develop the housing with support offer to reduce reliance on residential provision for all ages; including consideration of capital investment to secure revenue savings.	200		200	0	
<b>Management of cost of adults service provision</b> - Management of the budgeted cost increases of externally commissioned care	700		700	0	
<b>Reduce demand for adult social care support</b> - Implementing the service change and transformation activities underway across adult social care. These include an improved early intervention and prevention offer, further refinement of the in-house reablement offer and further development of assistive technology.	250		250	0	
<b>Total</b>	<b>1,867</b>		<b>1,650</b>	<b>217</b>	



Adult Social Care & Support - Pete Sidgwick  
 Strategic Director - Nigel Minns

Portfolio Holders - Councillor Caborn (Adult Social Care & Health)

2021/22 to 2023/24 Capital Progra

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
11555000	Extra Care Housing	0	313	0	0	313	0	313	0	0	313	0	0	
<b>Grand Total</b>		<b>0</b>	<b>313</b>	<b>0</b>	<b>0</b>	<b>313</b>	<b>0</b>	<b>313</b>	<b>0</b>	<b>0</b>	<b>313</b>	<b>0</b>	<b>0</b>	

Annex F Revenue - Children & Families - John Coleman  
 Strategic Director - Nigel Minns  
 Portfolio Holders - Councillor Morgan (Children's Services)

21/22 Revenue Budget

Service	Gross Exp		Gross Inc		Net Exp		Net Variance Represented by				Remaining Service Variance
	Budget	Budget	Budget	Variation Over/(Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Reason for Net Variation and Management Action			
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Assistant Director - Children & Families	4,438	(100)	4,338	(1,265)	(124)	0	411	(1,552)	Transformation is underspending by £124k (Q2 £88k) due to delays in the appointment of expected staff. Despite budgets worth £631k for Covid-19 that has been allocated to this AD line, the over-spend on Covid-19 stands at £411k (Q2 £426k. This is comprised of a £500k over-spend on placements, which has been an estimation of the on-going likely impact during this financial year. There is also a £50k over-spend on the Innovate Agency staff contract. Legal charges for Covid-19 remain at Q1 levels showing a £120k under-spend. There is a £52k over-spend on third party savings but this is yet to be explored further and identified by CSU. Legal charges are £250k over-spending and have showed this static position since Q1. There is a £50k under-spend on the replacement PAM system and £30k underspend held to aid pressures elsewhere in the Service. The asylum grant contribution to indirect costs for the whole service has increased this quarter by £89k to £1,336k. This is due to the confirmation that the rates paid for UASC and Leaving care has both increased and especially for UASC WCC has now achieved the threshold of 82 children as at 31/3/2021 to attract the higher daily rate. The predictions for CIC placements for growth has been reviewed for Q3 and lowered by £300k.		
Initial Response (MASH, IR, EDT)	5,709	(485)	5,224	1,277	(111)	0	620	768	Transformation is currently predicting a £111k under-spend on unfilled staffing posts. This is a further underspend of £10k compared to Q2. In total £74k has been forecasted for Covid-19 spending which is a decrease of £54k compared to Q2. £530k of this attributable to additional agency staff which is a decrease of £54k from Q2 and £89k for spending on existing WCC staff. The remaining over-spend in this service area is made up of £89k (an increase of £69k since Q2) on employing additional agency staff to cover vacancies and the increase in demand this service finds itself under. This is slightly offset by the underspends on salaries of £166k. £66k is also being forecast as an over-spend for Workers outside IR35 who are performing ISW assessments to help address the backlog in referrals. Internal Fostercare is also currently predicting an under-spend of £71k which has remained at similar levels since Q2. External Fostercare is overspending by £31k due to 2 new placements since Q2.		
Early Help & Targeted Support	9,558	(2,996)	6,562	146	(228)	(142)	454	62	Transformation is showing a £228k under-spend which has remained the same since Q2. This is due to salaries and recruitment issues and known slippage into future years. Spending on Covid-19 is forecasting a total of £454k (Q2 £435) with a loss of income within the youth service of £117k (Q2 £79k), £123k on additional agency staff (Q2 £111k) and £214k (Q2 £245k) on staff. Establishment salaries are over-spending by £143k (£123k at Q2), and there is a small overspend of £16k on agency workers.		
Children's Safeguarding & Support	28,469	(95)	28,374	1,682	(155)	0	386	1,451	There is an under-spend of £258k (Q2 £257k) showing against transformation with the bulk of this due to under recruitment of staffing and programme slippage. The HO has now confirmed that the rates WCC will receive for 2021/22 will be increased. UASC will now attract a higher daily rate and the weekly Leaving Care rate has also increased. This positive news has meant an increase to the amount the grant is able to contribute towards the indirect costs which totals £1,336k and is reflected with AD line. <b>CIC Placements</b> - External foster-care forecast has slightly decreased compared to Q2 by £16k. There is a small underspend of £13k. But it is important to note that the FTE is now below the target by 2.45 and the overall activity levels have remained fairly static since Q2. The weekly average unit cost is £841.36 which is only 1.25% above the budgeted rate. Residential care is showing a £3,620k over-spend which is an increase of £131k compared to Q2 (Q2 £3,489k, Q1 £2,762k). The block contract voids has a revised forecast in this quarter which has shown a reduction of £53k. Overall FTEs are 11.41 above budgeted target at now 59,171FTEs (Q2 57,547FTEs) and the weekly average unit cost is 11.24% higher than outturn at £4,437.54 which at face value means a £448.42 per week real increase. This rate is also 9.06% higher than the budgeted rate. Internal foster-care is currently £109k under-spending which is an increase of £203k compared to Q2 (Q2 £312k, Q1 £265k). FTE numbers are 325.96 which is an encouraging increase of 10.52 FTE since Q2 and just 0.42FTE under the budgeted target. Parent and Baby's current activity continues to be volatile, and the forecast reflects further future placement activity and is showing a £203k over-spend. The net change in placements therefore from Q2 is £318k. Of these placement costs it has been estimated that £500k is due to Covid-19 which is captured in the AD line but an additional £200k has been added in for the potential growth in placements costs till the end of the financial year. <b>CIN Allowances</b> - Allowances including an element for growth is currently showing a small over-spend of £37k which is a change of £29k compared to Q2. Week numbers and costs are in line with expectations as predicted at budget setting. <b>Leaving care</b> accommodation and allowance payments are currently showing a large increase this quarter of £396k and is overall over-spending by £1,072k. This is due to increased placements and the total overall package rates are on the rise. Additional budget was allocated for 21/22 for this type of placement but unit costs of these placements are rising with many placements being on par with the cost of residential. Demand and costs will continue to be closely monitored throughout the year. Other young people costs relating to leaving care e.g. local offer, transport and setting up home costs are also showing an over-spend of £132k this quarter, whilst support to EET payments are underspending by £40k. <b>Other</b> - WCC internal residential home is under-spending by £464k which is a further reduction of £67k compared to Q2. This is due to mainly to the delay in appointing a manager and therefore a delay in the opening date of the home. There has been some re-profiling of the staffing costs which are lower than modelled at this point and also the reduction of £150k in budget to reflect the reduced costs, which has been added to Residential budgets. There has been a re-alignment of the staff travel budget in 2021/22 to reflect different working practices but currently for this service area this is showing a £48k over-spend. <b>Salaries</b> - currently £445k over-spending which is downward movement of £137k since Q2. Although Sessional Staff has increased by £241k this period to £126k overspending due to increased activity due to higher CIC numbers. Agency staff has seen a further increase of £161k since Q2 resulting in a £716k over-spend. Within Covid-19 the forecasted spend on additional agency is £342k which is a small reduction of £24k since Q2 although the forecast for additional staff to cover demand has increased by £34k to now £171k overspending.		
Corporate Parenting	28,657	(6,172)	22,485	4,411	(100)	0	200	4,311	Transformation is showing a small under-spend of £47k which is pre-dominantly due to salaries. The spend on Covid-19 forecast stands at £38k which is for a planned 12 months position. Anticipated spend on remand placements has increased since Q2 and is now showing a small over-spend of £21k compared to Q2 which was an under-spend of £29k. The grant is showing a small under-spend of £65k due to additional 2020/21 grant given in 2021/22. There has also been a re-imbursment of unused services from 2020/21 within the contract with Barnados worth £71k and £58k on a SLA. Salaries are showing an overspend of £93k which is a reduction of £44k compared to Q2 although agency has remained at the Q2 level of £18k.		
Youth Justice	3,427	(588)	2,839	(95)	(47)	21	38	(107)	Transformation is forecasting an under-spend of £242k (Q2 £249k) due to re-profiling of plans and under-spends on staffing. The use of a Section 31 grant is also being re-profiled showing for this financial year an underspend of £108k. The remaining over-spend within the service is pre-dominantly on Hay of £86k (Q2 106k) and is within the IRO service together with the appointment of a temporary Service manager.		
Children's Practice Improvement	4,788	(369)	4,419	(282)	(242)	(108)	1	67	The volume of buying and selling placements is estimated to be an over-spend of £111k which is an increase of £84k since Q2. Salaries are currently forecasting an overall under-spend of £101k (Q2 was £99k underspending) and a further £84k (£103k under-spend at Q2) is forecast to under-spend on 3 projects which were identified to take place this financial year but there is a delay in the upstart of these projects.		
Adoption Central England	6,305	(5,846)	460	(82)	0	(84)	2	0	The volume of buying and selling placements is estimated to be an over-spend of £111k which is an increase of £84k since Q2. Salaries are currently forecasting an overall under-spend of £101k (Q2 was £99k underspending) and a further £84k (£103k under-spend at Q2) is forecast to under-spend on 3 projects which were identified to take place this financial year but there is a delay in the upstart of these projects.		
<b>Net Service Spending</b>	<b>91,351</b>	<b>(16,650)</b>	<b>74,701</b>	<b>5,792</b>	<b>(1,007)</b>	<b>(313)</b>	<b>2,112</b>	<b>5,000</b>			

Impact on specific service reserves (from Reserves tab)	80,493	(913)	0	0
Impact on Transformation funds	(1,007)	0	0	0
Impact on risk/general reserves	7,112	0	0	0

## Annex F Reserves - Children &amp; Families - John Coleman

Strategic Director - Nigel Minns

Portfolio Holders - Councillor Morgan (Children's Services)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
Adoption Central England	934	(460)	84	558
Priority Families Reserve	1,201		142	1,343
Controlling Migration Fund	285	(285)	108	108
Youth Justice Remand Equalisation	661		(21)	640
<b>Total</b>	<b>3,081</b>	<b>(745)</b>	<b>313</b>	<b>2,649</b>

**Annex F Savings - Children & Families - John Coleman  
Strategic Director - Nigel Minns**

**Portfolio Holders - Councillor Morgan (Children's Services)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachievement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money	52	0	52	Based on the current forecast this saving cannot be achieved by reducing third party spend but the Service is proactively looking to identify if any alternative savings can be made.
<b>Maximise income and contributions to care packages</b> - Efficient collection of health contributions to children in care placements and income from safeguarding training	275	225	50	Due to continued COVID related issues and pressures the Safeguarding Training will not reach the turnover anticipated to make the £50,000 income savings target.
<b>New ways of working in children's services</b> - Expected reductions in staff travel, room hire, client travel and expenses from new ways of working post-Covid	315	315	0	
<b>Recalibration and reduction of staff</b> - Reduction of posts across the Children Families Service through natural wastage and redeployment alongside recognising natural underspends from staff turnover and operating under capacity.	889	701	188	Due to continued issues and pressures / demands on the whole of C&F it has not been feasible to take the anticipated post reductions forward.
<b>Rightsize Children's and Families budgets</b> - Remove contingency budget for Early Help and replace boarding school budget with existing budget in Children's Services.	101	101	0	
<b>Total</b>	<b>1,632</b>	<b>1,342</b>	<b>290</b>	

Children & Families - John Coleman  
Strategic Director - Nigel Minns

Portfolio Holders - Councillor Morgan (Children's Services)

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
11295000	CF property adaptations, purchases and vehicles	271	135	0	0	406	271	135	0	0	406	0	0	
11713000	Children's To Children & Family Centres	230	65	0	0	295	230	65	0	0	295	0	0	
11756000	Westgate Children & Family Centre/Westgate Primary School Safeguarding Walkway	35	10	0	0	45	35	10	0	0	45	0	0	
11792000	Adaptations to support child placements 20-21	0	0	125	0	125	0	0	125	0	125	0	0	
11901000	Children's Home	0	282	0	0	282	0	282	0	0	282	0	0	
11902000	Adaptations to support child placements	0	0	0	125	125	0	0	0	125	125	0	0	
<b>Children &amp; Families</b>		<b>536</b>	<b>492</b>	<b>125</b>	<b>125</b>	<b>1,278</b>	<b>536</b>	<b>492</b>	<b>125</b>	<b>125</b>	<b>1,278</b>	<b>0</b>	<b>0</b>	

Annex G Revenue - People Strategy & Commissioning and Public  
Strategic Director - Nigel Minns

Portfolio Holders - Cllr Margaret Bell (Adult Social Care &  
Health)

21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Strategy & Commissioning People	518	(25)	493	41			25	16	
Director of Public Health	2,663	(216)	2,447	5,239			5,486	(247)	Covid costs include Test & Trace activities, supporting homelessness and BAME communities. Non covid underspend on homelessness service due to receipt of additional income.
Health & Well Being	24,056	(6,048)	18,008	1,624	(264)		1,994	(106)	Reprofiling of £160k Tackling Inequalities and £105k Creating a healthy social prescribing system investment funded project spend into future years due to delays due to covid and strategy sign off. Covid costs in relation to Sexual Health service, NHS health checks, meals on wheels service, respite for carers and improving mental wellbeing. Underspend due to reduced activity in sexual health (out of area and primary care - not main contract), delay in letting a mental health contract and fewer health checks being undertaken offset by 3% in year pay award on contracts with staff on NHS Terms and Conditions
Integrated and Targeted Support	16,699	(7,227)	9,471	(1,266)		(1,454)	100	88	Contributions to earmarked reserves relates to Learning Disability & Autism Community Discharge, CAMHS 18-25 transitions from childhood service, universal drugs and domestic abuse safe accommodation duty, which are grant funded and/or transferred from partner organisations whilst spending plans are being developed. In relation to the Universal Drugs Grant spending may be incurred in Q2 2022/23. Covid related includes mental health commissioner and suicide prevention roles.
All Age Specialist Provision	6,060	(712)	5,348	(58)			293	(351)	Covid costs on additional L&D officer and housing support service. Non covid underspends on housing support and supporting people programme due to delayed rollout caused by covid and reduced uptake.
<b>Net Service Spending (excluding DSG)</b>	<b>49,996</b>	<b>(14,228)</b>	<b>35,767</b>	<b>5,580</b>	<b>(264)</b>	<b>(1,454)</b>	<b>7,898</b>	<b>(600)</b>	

Impact on specific service reserves (from Reserves tab)	1,454
Impact on Transformation reserves	264
Impact on risk/general reserves	600

Annex G Revenue - People Strategy & Commissioning and Public Health - Becky Hale  
 Strategic Director - Nigel Minns

Portfolio Holders - Cllr Margaret Bell (Adult Social Care & Health)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
Social Care & Health Partnership	866	(308)	323	881
Universal Drug Grant	0	0	204	204
Domestic Abuse Safe Accommodation	0	0	927	927
<b>Total</b>	<b>866</b>	<b>(308)</b>	<b>1,454</b>	<b>2,012</b>

Annex G Revenue - People Strategy & Commissioning and Public Health - Becky Hale  
 Strategic Director - Nigel Minns  
 Portfolio Holders - Cllr Margaret Bell (Adult Social Care & Health)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money	103	0	0	103	Unachieved but mitigated by underspends on commissioning budgets. There is no wider impact while service operating within budget.
<b>Health, wellbeing and self-care</b> - Rationalise the public health offer, preserving budgets for mandated public health functions, and rationalising the non-mandated public health offer including redesign, removal and rightsizing of current service offer.	115	115	115	0	
<b>Integrated and targeted support</b> - Review of expenditure on smoking cessation and falls prevention targeted support.	69	69	69	0	
<b>Total</b>	<b>287</b>	<b>184</b>	<b>184</b>	<b>103</b>	



Public Health & People - Strategy and Commissioning - Becky Hale  
 Strategic Director - Nigel Minns

Portfolio Holders - Councillor Margaret Bell, Jeff Morgan

2021/22 to 2023/24 Capital Progra

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
10608000	Mental Health Grant 2010/11	223	3	0	0	226	223	3	0	0	226	0	0	
11021000	Adult Social Care Modernisation & Capacity 2012-13	352	41	50	0	443	352	41	50	0	443	0	0	
11420000	Disabled Facilities Capital Grant	23,112	5,125	0	0	28,237	23,112	5,125	0	0	28,237	0	0	
11903000	Improving Mental wellbeing in Warwickshire re COVID-19 - capital fund	0	126	0	0	126	0	126	0	0	126	0	0	
<b>Grand Total</b>		<b>23,687</b>	<b>5,295</b>	<b>50</b>	<b>0</b>	<b>29,032</b>	<b>23,687</b>	<b>5,295</b>	<b>50</b>	<b>0</b>	<b>29,032</b>	<b>0</b>	<b>0</b>	

Annex H Revenue - Business & Customer Services - Sarah Stear  
Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns (Customer & Transformation)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Business & Customer Services	651	(2)	650	(53)	(69)	98		(82)	The underspend is attributable to the Customer Journey budget, it will fund the £75k overspend on the Management Cost Centre (GC019 - staffing cover for Assistant Director post), as well as funding overspends elsewhere within B&CS.
Business & Customer Support	8,285	(120)	8,164	599			343	256	The current overspend mainly relates to employee salaries and agency staff expenditure due to service delivery demand. A full budgetary and service delivery review will continue ahead of budget setting for 22-23.
Operational Excellence	2,863	0	2,863	1,969	(36)		2,133	(128)	The current projected underspend can be associated to employee salaries expenditure.
Customer Experience - Telephony & Digital	2,518	(248)	2,270	5,580		(13)	5,701	(108)	The reported underspend after factoring in the Additional Welfare Support Grant (which makes up most of the variation), is due to a reduction in employee salaries expenditure (vacancies) and increased income.
Community Hub	7,231	(2,127)	5,104	465	(5)		480	(10)	The current underspend reflects a minor reduction in employee salaries expenditure.
<b>Net Service Spending</b>	<b>21,548</b>	<b>(2,497)</b>	<b>19,051</b>	<b>8,560</b>	<b>(110)</b>	<b>85</b>	<b>8,657</b>	<b>(72)</b>	

Impact on specific service reserves (from Reserves tab)	85
Impact on risk/general reserves	(72)

**Annex H Reserves - Business & Customer Services - Sarah Stear  
Strategic Director - Rob Powell**

**Portfolio Holders - Cllr Andy Jenns (Customer & Transformation)**

<b>Reserve</b>	<b>Approved Opening Balance 01/04/2021 £'000</b>	<b>Movement in Year £'000</b>	<b>Effect of Outturn £'000</b>	<b>Forecast Closing Balance 31/03/2022 £'000</b>
Museum, Records and Libraries Trust Funds and Bequests	340			340
Warwickshire Local Welfare Scheme	582		13	595
Corporate Customer Journey Programme	210		(98)	112
<b>Total</b>	<b>1,132</b>	<b>0</b>	<b>-85</b>	<b>1,047</b>

**Annex H Savings - Business & Customer Services - Sarah Stear  
Strategic Director - Rob Powell**

**Portfolio Holders - Cllr Andy Jenns (Customer & Transformation)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Actual to Date £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachiev ement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Customer support service redesign</b> - Review and rationalisation of the organisation's approach to customer support.	150	150	150	0	
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	14	14	14	0	
<b>Reduced use of printing and stationery</b> - Future reductions in spend on printing and stationery predicated on digitisation work.	100	100	100	0	
<b>Vacancy management</b> - Recognise natural underspends from staff turnover and operating undercapacity.	260	260	260	0	
<b>Total</b>	<b>524</b>		<b>524</b>	<b>0</b>	

Business & Customer Services - Sarah Stear  
Strategic Director - Rob Powell

Portfolio Holders - Councillor Kaur (Customers & Transformation)

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget				Forecast				Variation		Commentary		
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000		Variance in Year £'000	Total Variance £'000
10623000	County Records Office Service - Digital Asset Management	95	0	0	0	95	95	0	0	0	95	0	0	
11415000	Warwick - Market Hall Museum - "Our Warwickshire Projects"	910	0	0	0	910	910	0	0	0	910	0	0	
10155000	Improve Customer Experience In Crty Cl Bldgs & Dda Works 2009/10	204	0	0	0	204	204	0	0	0	204	0	0	
11040000	Improving Customer Experience / One Front Door Improvements	999	471	1,158	0	2,628	999	421	1,208	0	2,628	-50	-0	
11422000	Stratford Library - Registrars Accommodation Works and Library Alterations	373	0	0	0	373	373	0	0	0	373	0	0	
<b>Grand Total</b>		<b>2,581</b>	<b>471</b>	<b>1,158</b>	<b>0</b>	<b>4,210</b>	<b>2,581</b>	<b>421</b>	<b>1,208</b>	<b>0</b>	<b>4,210</b>	<b>-50</b>	<b>-0</b>	

Annex I Revenue - Commissioning Support Unit - Steve Smith  
Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns (Customer & Transformation)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net		Net Variance Represented by				Reason for Net Variation and Management Action
	Agreed Budget	Agreed Budget	Agreed Budget	Variation Over/ (Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Commissioning Support Unit	263	0	263	0				0	
Business Intelligence	3,081	(120)	2,962	(183)	(192)		8	1	Almost all of the underspend is associated with transformation projects that will continue to 22/23 and the underspend will carry forward. The actual service budget has a small underspend of £8k due to vacant posts.
Portfolio Management Office	3,232	(1,842)	1,391	2,076	(2)		2,159	(81)	Underspend within PMO - Management of £72k is to be rolled forward to cover an intended post to support the development of the integrated planning process. The Covid pressures are made up of Surge Testing, Community Testing and the costs of allocated COMF which has now been fully allocated and appropriately forecast across the council.
Contract Management & Quality Assurance	2,125	(958)	1,167	(22)			104	(126)	£102k has been forecast to be spent from COMF allocation, the remaining variance is due to the overperformance of income in DE014 (Procurement). Will request carry forward into 22/23 to fund short term post (Procurement Pipeline)
Change Management	1,219	0	1,219	(388)	(366)			(22)	Almost all the underspend is associated with transformation projects that will continue into 22/23 and the underspend will carry forward. The actual service budget has an underspend of around £22k due to staff secondments.
Transformation	104	0	104	0				0	
<b>Net Service Spending</b>	<b>10,024</b>	<b>(2,920)</b>	<b>7,106</b>	<b>1,483</b>	<b>(560)</b>	<b>0</b>	<b>2,271</b>	<b>(228)</b>	

Impact on specific service reserves (from Reserves tab)	0
Impact on risk/general reserves	1,483

Annex I Savings - Commissioning Support Unit - Steve Smith

Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns (Customer & Transformation)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	7	7	7	0	
<b>Management of cost of CSU service provision</b> - Management of the budgeted cost increases of externally purchased services	18	18	18	0	
<b>Reduction in use of consultancy, subscriptions and apprentices</b> - Review of the use of subscriptions, consultants and apprentices to ensure value for money	21	21	21	0	
<b>Total</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>0</b>	

Annex J Revenue - Enabling Services - Craig Cusack

Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenks (Customers & Transformation),  
Peter Butlin (Finance and Property)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Enabling Services	545	0	545	(169)				(169)	Annual allocations held in PA004 to support in-year growth bids have not been called upon due to operational priorities elsewhere. No action needed
Facilities Management	16,427	(7,446)	8,980	(203)			293	(496)	Underspends across the service as the various elements within Facilities Management adapt to COVID and post COVID ways of working. Less utility spend, less cleaning costs as setting utilisation continues to be low. No action needed. £200k has been transferred from budget to pressures in recognition of the shift to using grant funding to pay for COVID activities.
HR Enabling	5,789	(2,415)	3,374	(137)	(67)	35	36	(141)	An increase in traded surplus income plus underspends in hard-to-fill staffing roles have increased underspend in HROD. May be used to bring forward legitimate 2022/23 expense
Digital & ICT	13,709	(4,360)	9,348	60			23	37	Small overspend due to IT costs to support increased headcount across WCC, which is still increasing. Largely being mitigated by increase traded surplus income and staff vacancies. Less than 1% overspend so no action.
ICT Strategy & Commissioning	3,330	0	3,330	(1,582)	(845)			(737)	Underspends in Corporate ICT Development and Digital Transformation based on assessment of current organisational demand. No action needed
<b>Net Service Spending</b>	<b>39,800</b>	<b>(14,221)</b>	<b>25,577</b>	<b>(2,031)</b>	<b>(912)</b>	<b>35</b>	<b>352</b>	<b>(1,506)</b>	

Impact on specific service reserves (from Reserves tab)	35
Impact on risk/general reserves	(2,066)



**Annex J Reserves - Enabling Services - Craig Cusack  
Strategic Director - Rob Powell**

**Portfolio Holders - Councillor Jenns (Customers &  
Transformation), Peter Butlin (Finance and Property)**

<b>Reserve</b>	<b>Approved Opening Balance 01/04/2021 £'000</b>	<b>Movement in Year £'000</b>	<b>Effect of Outturn £'000</b>	<b>Forecast Closing Balance 31/03/2022 £'000</b>
HR - Service Improvement Projects	60		(35)	25
Going for Growth Apprenticeship Scheme	297			297
<b>Total</b>	<b>357</b>	<b>0</b>	<b>-35</b>	<b>322</b>

**Annex J Savings - Enabling Services - Craig Cusack**  
**Strategic Director - Rob Powell**  
**Portfolio Holders - Cllr Andy Jenns (Customers & Transformation), Peter Butlin (Finance and Property)**

<b>Saving Proposal</b>	<b>Target £'000</b>	<b>Actual to Date £'000</b>	<b>Forecast Outturn £'000</b>	<b>Shortfall/ (Overachievement) £'000</b>	<b>Reason for financial variation and any associated management action</b>
<b>Enabling services delivery review</b> - Review of expenditure on staffing, expenses, projects in Enabling Services, including the medium term implementation of a single Enabling Service Centre for ICT, HR and property.	633	633	633	0	
<b>Facilities cost savings from property asset rationalisation</b> - Facilities management and maintenance cost savings linked to asset rationalisation	44	44	44	0	
<b>ICT Service delivery review</b> - Review past ICT budget growth and focus on efficiencies through development projects	64	64	64	0	
<b>Management of cost of Enabling Service external provision</b> - Management of the cost increases of externally purchased services including a review of services purchased from third parties to ensure value for money.	147	147	147	0	
<b>Property service delivery review</b> - Ensure effective mix of staff and agency use, drive efficiencies in facilities management resource spend and maintenance budget, including the closure of the Northgate House café.	100	100	100	0	
<b>Review of maintenance and engineering work profile</b> - Drive efficiencies in the work planning and prioritisation across maintenance and engineering.	130	130	130	0	
<b>Total</b>	<b>1,118</b>	<b>1,118</b>	<b>1,118</b>	<b>0</b>	

Enabling Services - Craig Cusack  
Strategic Director - Rob Powell

Portfolio Holders - Councillor Kaur (Customers & Transformation), Peter Butlin (Finance and Property)

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
<b>Structural Maintenance</b>														
11145000	Schools Planned Bldg, Mech & Elect Backlog 2014/15	5,801	0	0	0	5,801	5,801	0	0	0	5,801	0	0	
11227000	Schools - Planned Capital Building, Mechanical and Electrical Backlog Maintenance 2015/16	5,699	0	0	0	5,699	5,699	0	0	0	5,699	0	0	
11286000	Non Schools - Planned Capital Building, Mechanical and Electrical Maintenance 2017/18	1,744	-4	0	0	1,740	1,744	-4	0	0	1,740	0	0	Error in sheet, no movement within
11288000	Schools - Capital Asbestos and Safe Water Remedial Works 2017/18	768	-2	0	0	766	768	-2	0	0	766	0	0	Error in sheet, no movement within
11289000	Schools - Planned Capital Building, Mechanical and Electrical Maintenance 2016/17	5,409	0	0	0	5,409	5,409	0	0	0	5,409	0	0	
11290000	Schools - Planned Capital Building, Mechanical and Electrical Maintenance 2017/18	7,010	1	0	0	7,011	7,010	1	0	0	7,011	0	0	
11443000	Non-schools - planned building, mechanical and electrical maintenance backlog 18-19	2,038	1	0	0	2,038	2,038	1	0	0	2,039	0	0	Additional funds required after settlement of Final Accounts (356.32) taken from current year allocation.
11444000	Schools - asbestos and safe water remedials 18-19	810	0	0	0	810	810	0	0	0	810	0	0	
11445000	Schools - planned building, mechanical and electrical maintenance backlog 18-19	7,250	3	0	0	7,252	7,250	3	0	0	7,253	1	1	Additional funds required after settlement of Final Accounts (875.11) taken from current year allocation.
11539000	Non Sch - Planned Bldg, Mech & Elect Backlog 2019/20	2,035	10	0	0	2,045	2,035	5	0	0	2,041	-5	-5	Additional funds returned to current year allocation after settlement of previous year Final Accounts (4,684.83)
11541000	Schools Planned Bldg, Mech & Elect Backlog 2019/20	6,760	5	0	0	6,765	6,760	5	0	0	6,765	0	0	
11687000	The Saltway Centre & Stratford Family Centre - Refurbish Family Centre	101	0	0	0	101	101	0	0	0	101	0	0	Order 20155923 to Movecorp Ltd added to project to move furniture
11787000	Non schools building maintenance 20-21	2,298	214	0	0	2,512	2,298	215	0	0	2,513	1	1	Additional funds required after settlement of Final Accounts (1,233.43) taken from current year allocation.
11791000	Schools asbestos and safe water 20-21	737	111	0	0	848	737	111	0	0	848	0	0	
11793000	Non schools asbestos and safe water 20-21	76	20	0	0	96	76	20	0	0	96	0	0	
11795000	Schools building maintenance 20-21	6,968	172	0	0	7,140	6,968	163	0	0	7,131	-9	-9	Additional funds returned to current year allocation after settlement of previous year Final Accounts (9,286.88)
11887000	Non-Schools Building Maintenance 2021-22	0	2,128	0	0	2,128	0	2,131	0	0	2,131	3	3	Additional funds required for previous year budget on project 11443000 (356.32) and on project 11787000 (1,233.43) after settlement of Final Accounts taken from current year allocation. Additional funds returned from project 11539000 to current year allocation after settlement of previous year Final Accounts (4,684.83)
11888000	Schools Building Maintenance 2021-22	0	7,224	0	0	7,224	0	7,232	0	0	7,232	8	8	Additional funds required for previous year budget on project 11445000 (875.11) after settlement of Final Accounts taken from current year allocation. Additional funds returned from project 11795000 to current year allocation after settlement of previous year Final Accounts (9,286.88)
11889000	Non-Schools Asbestos & Safe Water 2021-22	0	249	35	0	284	0	249	35	0	284	0	0	
11890000	Schools Asbestos & Safe Water 2021-22	0	643	237	0	880	0	730	150	0	880	87	0	£150k spend profiled into 22/23 to assist with long term projects
11896000	Lillington Academy CTA Works	0	510	0	0	510	0	510	0	0	510	0	0	
<b>Facilities</b>														
10592000	Small Scale Reactive / Minor Improvements County-Wide	652	0	0	0	652	652	0	0	0	652	0	0	
11318000	Universal Free School Meals Programme	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Energy</b>														
11561000	Dunsmore Home Farm, Clifton on Dunsmore - Ground Mounted Solar	4	0	0	0	4	4	0	0	0	4	0	0	
<b>Information Assets</b>														

11121000	Development of Rural Broadband	27,268	5,136	3,620	3,338	39,362	27,268	3,511	5,277	3,307	39,362	-1,626	0	The forecast expenditure on the project has reduced in 2021/22. Warwickshire is awaiting DCMS approval for a contract change request for this financial year which has been delayed and forecast expenditure relating to this request has now been transferred into 2022/23. In addition, the project is subject to delays in delivery due to: a) the project working in more rural areas b) a national shortage of civil engineering contractors b) revised DCMS guidance regarding finances and project end dates and c) continued impact from the recent Covid 19 pandemic.
11310000	Client Information Systems Review	3,423	0	0	0	3,423	3,423	0	0	0	3,423	0	0	
11465000	WCC Information Assets Purchases	1,581	0	0	0	1,581	1,581	0	0	0	1,581	0	0	
11796000	IT Infrastructure 20-21	32	0	0	0	32	32	0	0	0	32	0	0	
11891000	IT Infrastructure 2021-22	0	120	80	200	400	0	120	80	200	400	0	0	
11900000	Local Full Fibre Networks Programme (LFFN) CSW in conjunction with DCMS	0	3,854	0	0	3,854	0	3,854	0	0	3,854	0	0	
<b>Strategic Asset management</b>														
11134000	Wark Shire Hall - Refurb Of Old Shire Hall	2,009	0	0	0	2,009	2,009	0	0	0	2,009	0	0	
11400000	Globe House Alcester - Remodelling of Globe House	220	0	0	0	220	220	0	0	0	220	0	0	
11532000	Refurbishment works to the Saltway Centre	470	0	0	0	470	470	0	0	0	470	0	0	
		<b>91,162</b>	<b>20,395</b>	<b>3,972</b>	<b>3,538</b>	<b>119,066</b>	<b>91,162</b>	<b>18,856</b>	<b>5,542</b>	<b>3,507</b>	<b>119,067</b>	<b>-1,539</b>	<b>0</b>	

Annex K Revenue - Finance - Andrew Felton

Strategic Director - Rob Powell

Portfolio Holders - Councillor Butlin (Finance &amp; Property)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/ Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Finance	253	(5)	248	(17)				(17)	
Finance Delivery	4,842	(3,035)	1,807	110		83	70	(43)	£70k COVID related spend for Employee/Agency costs. Remaining service underspend from salary vacancies and turnover.
Investments, Treasury and Audit	1,213	(529)	684	63			54	9	£54k of Covid related spend for a Risk Officer.
Commercialism	577	(15)	562	0				0	
Strategic Finance	685	(32)	654	(27)				(27)	In year salary savings due to a vacancy.
Finance Transformation	4,332	(1,951)	2,381	(638)	(624)		18	(32)	Slight reduction in Staffing/ Secondment costs. £624k reflects reprofiling of the agresso development programme to allow for completion of the upgrades before phase 2 can start and additional Pensions income linked to the delivery of scheme Member self service, which should be in 2022/23.
<b>Net Service Spending</b>	<b>11,902</b>	<b>(5,567)</b>	<b>6,336</b>	<b>(509)</b>	<b>(624)</b>	<b>83</b>	<b>142</b>	<b>(110)</b>	

Impact on specific service reserves (from Reserves tab)	83
Impact on risk/general reserves	(110)

Annex K Reserves - Finance - Andrew Felton  
Strategic Director - Rob Powell

Portfolio Holders - Councillor Butlin (Finance & Property)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
LA Counter Fraud Fund Grant	16			16
Schools Absence Insurance Equalisation Account	924	(83)		841
<b>Total</b>	<b>940</b>	<b>-83</b>	<b>0</b>	<b>857</b>

Annex K Savings - Finance - Andrew Felton

Strategic Director - Rob Powell

Portfolio Holders - Councillor Butlin (Finance &amp; Property)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	6	6	6	0	
<b>Management of cost of Finance Service provision</b> - Management of the budgeted cost increases of externally purchased services.	10	10	10	0	
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>	

Annex L Revenue - Governance & Policy - Sarah Duxbury  
Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns (Customers & Transformation)

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assistant Director - Governance & Policy	(47)	0	(47)	23				23	The overspend relates to the Marcomms SLA with G&P which has currently been charged to the AD management budget
Communications	1,147	(672)	475	88			477	(389)	£477k COVID variance related to additional employee costs, advertising and printing for COVID related activities - £290k allocated from COMF. £152k relates to a reduction in staffing costs against the general operational establishment as resources have been diverted to specific COVID work. Additional income has been received during the year which is partially offset and reflected in additional costs on Printing and Advertising & Promotion.
HROD	911	(64)	847	(51)	(15)		21	(57)	A permanent budget virement of £80k from Enabling Services has ensured that this budget is now at a more realistic level. In year vacancies and previous mitigation actions to try and address the previous budget shortfall have resulted in a one off saving on salary and staffing costs.
Property Management	1,470	(897)	572	1,163	24	15	294	830	£521k related to shortfall in service budget to fully resource Strategic Asset Management. £284k relates to FOM/ budget setting pressures which have been largely addressed during the year - the final outturn will depend on the level of recruitment in the last few months of the financial year. £24k relates to an incorrect creditor movement which has caused a pressure in 2021/22. £25k forecast overspend on consultancy fees for the Workplace Redesign Transformation project. £15k spend on One Public Estate (OPE) which is funded by a specific reserve. COVID spend relates to the delayed relocation from Montague Road (£51k), Croxall Street project (£220k) and Occupeye (£23k)
Legal & Democratic	8,053	(7,681)	373	88			230	(142)	COVID variance relates to SAR Scanning (£17k), COVID safe meeting compliance (£85k) and the shortfall between locum costs to cover a backlog of internal COVID delayed work which cannot be recharged in full. There has been a shift in the ratio of external to internal work throughout the year which has resulted in higher income generation, and a recruitment lag has resulted in decreasing employee costs month on month.
Corporate Policy	371	0	371	(81)				(81)	Underspend on salary costs due to a vacancy and the delayed start of the graduate cohort (£31k). Consultancy spend is unlikely to be required in this financial year (£27k).
<b>Net Service Spending</b>	<b>11,905</b>	<b>(9,314)</b>	<b>2,591</b>	<b>1,230</b>	<b>9</b>	<b>15</b>	<b>1,022</b>	<b>184</b>	

Impact on specific service reserves (from Reserves tab)	15
Impact on risk/general reserves	1,215



## Annex L Reserves - Governance &amp; Policy - Sarah Duxbury

Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns (Customers &amp; Transformation)

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
One Public Estate	335		(15)	320
<b>Total</b>	<b>335</b>	<b>0</b>	<b>-15</b>	<b>320</b>

Annex L Savings - Governance & Policy - Sarah Duxbury  
Strategic Director - Rob Powell

Portfolio Holders - Cllr Andy Jenns(Customers & Transformation)

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Electronic record keeping</b> - Reduced storage requirements as a result of the move to electronic record keeping	10	10	10	0	
<b>Further savings on third party spend</b> - Review of services purchased from third parties to ensure value for money.	7	7	7	0	
<b>Vacancy management</b> - Recognise natural underspends from staff turnover and operating undercapacity.	341	341	341	0	The forecasts to date suggest that these savings will be achievable in 2021/22 although they do rely on the recruitment, retention and turnover of staff throughout the year. The situation will continue to be monitored on a quarterly basis.
<b>Total</b>	<b>358</b>	<b>358</b>	<b>358</b>	<b>0</b>	

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
10972000	Work - Land At Hawkes Farm (Europa Way) - Plan Cons	756	0	0	0	756	756	0	0	0	756	0	0	
11136000	Various Properties - Renewable Energy/Reducing Energy	240	0	0	0	240	240	0	0	0	240	0	0	
11292000	Rural Services Capital Maintenance 2017/18	399	239	20	0	658	399	222	77	0	697	-17	39	The £39.0k variance is primarily due to Henley/Highfields Farm Internal Refurbishment for reletting. This will be supported by capital project Block Header 11700000. Smallholdings Capital Maintenance 20-21.
11335000	Rationalisation of County Storage Facilities	9,382	195	0	0	9,577	9,382	195	0	0	9,577	0	0	
11440000	Strategic Site Planning Applications	2,610	1,316	0	0	3,926	2,610	278	1,038	0	3,926	-1,038	0	For 21/22 forecast - £206k. Archeological works (21/22). Godfrey Payton legal costs £2k and an estimated surrender payment of £25k. For 22/23, Asbestos work (removal and demolition), Ecology work (associated with archeology), £560k Bovine costs. Total estimated costs circa £1.3m. Bovine work in April / May.
11460000	Rural Services capital maintenance 18-19	76	31	0	0	107	76	31	0	0	107	0	0	£31k anticipated cost in the current financial year for works undertaken and invoices received.
11542000	Rural Services Capital Maintenance 2019/20	167	155	33	0	355	167	120	66	0	352	-36	-3	Works to be programmed over 2 financial years based on the current - surrender payments, get vacant possession so that works, refurbishment can be undertaken at 1 Heath End cottage.
11689000	Maintaining the Smallholdings land bank	0	0	761	0	761	0	0	761	0	761	0	0	
11790000	Smallholdings Capital Maintenance 20-21	0	236	0	0	236	0	200	0	0	200	-36	-36	The variance of £36.2k is primarily to support capital project 11292000 Rural Services Capital Maintenance 2017/18 due to Henley/Highfields Farm Internal Refurbishment costs.
11867000	Smallholdings Maintenance 2021/22	0	0	356	0	356	0	0	356	0	356	0	0	
11910000	Public Sector Decarbonisation Scheme	0	434	0	0	434	0	434	0	0	434	0	0	
11929000	Bedworth/Croftall Street Centre/ Renovation	0	220	0	0	220	0	220	0	0	220	0	0	
<b>Grand Total</b>		<b>13,629</b>	<b>2,826</b>	<b>1,179</b>	<b>0</b>	<b>17,626</b>	<b>13,629</b>	<b>1,698</b>	<b>2,298</b>	<b>0</b>	<b>17,626</b>	<b>-1,128</b>	<b>0</b>	

## Annex M Revenue - Other Services - Virginia Rennie

Strategic Director - Rob Powell

## 21/22 Revenue Budget

Service	Gross Exp	Gross Inc	Net Exp		Net Variance Represented by				Reason for Net Variation and Management Action
	Budget	Budget	Budget	Variation Over/ (Under)	Approved Investment/Transformation funds	Contr to/from Earmarked Reserves	COVID Pressures	Remaining Service Variance	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Government Grants & Business Rates	0	(150,127)	(150,127)	(21,886)			(20,635)	(1,251)	Of the £21.886m favourable variance £20.635m represents Covid grants that we have not budgeted for. This income is offset by expenditure reported by the services relating to Covid which was also not budgeted. Of the remaining variation £357k relates to Public Health Grant being higher than budgeted, £502k relates to Extended Right to Travel grant not budgeted, £106k to Community Voices grant and £286k relates to various other grants.
Transformation and Investment Funds	0	0	0	0				0	
Capital Financing Costs	30,078	(2,878)	27,200	(999)				(999)	Interst rates remain low due to Covid, as a result there is a forecast shortfall of £1.015m on interest income. Interest payable is forecast to be £0.499m higher than planned. Both of these adverse variances are offset by the forecast underspend on capital contingency.
Strategic Management Team	1,224	0	1,224	125				125	Temporary cover for AD sickness and LGA graduate scheme cost.
County Coroner	700	(138)	562	229			234	(5)	Increase in moruary and pathology fees due to Covid.
County Council Elections	255	0	255	500		500		0	Election cost above budget to be funded from earmarked reserve.
Environment Agency - Flood Defence Levy	257	0	257	0				0	
External Audit Fees	161	0	161	55		55		0	Forecast increase in external audit fees including additional fees for 20-21 Value For Money work and new standards; increase in professional fees relating to BK valuation and IAS19 charges
Pensions deficit under-recovery	1,437	0	1,437	0				0	
Members Allowances and Expenses	1,108	0	1,108	(203)				(203)	Reduction in members expenses and allowances
Apprenticeship Levy	1,136	0	1,136	0				0	
Other Administrative Expenses and Income	7,866	(3,859)	4,006	518			1,064	(546)	£1m Educaters cost and £64k mortuary cost relating to Covid. £46k underspend relating to subscriptions and £0.5m dividend received from Scope.
Warwickshire Property and Development Company	1,537	0	1,537	(733)				(733)	Underspend due to a number of factors: - expected loss on interest on working capital loans reduced due to the prevailing interest rates - reduced estate management and consultancy fees as well as reduced spend on financial governance capacity due to delay in the approval of the business case (these will be incurred next year) - budgeted contingency unlikely to be required due to underspends above.  These underspends are offset by loss of interest payment relating to equity land transfer that is no longer expected to be completed in this financial year.
<b>Net Service Spending (excluding DSG)</b>	<b>45,759</b>	<b>(157,002)</b>	<b>(111,244)</b>	<b>(22,394)</b>	<b>0</b>	<b>555</b>	<b>(19,337)</b>	<b>(3,612)</b>	

Impact on specific service reserves (from Reserves tab)	555
Impact on risk/general reserves	(3,612)

Annex M Reserves - Other Services - Virginia Rennie  
Strategic Director - Rob Powell

Reserve	Approved Opening Balance 01/04/2021 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31/03/2022 £'000
School Balances	21,324			21,324
Loans To Schools	14			14
<b>Total Earmarked School Reserves</b>	<b>21,338</b>	<b>0</b>	<b>0</b>	<b>21,338</b>
NNDR Pool Surplus Reserve	2,438			2,438
<b>Total Earmarked External Reserves</b>	<b>2,438</b>			<b>2,438</b>
LATC Operational Reserve	248			248
Local Resilience Forum - Brexit funding	463	(200)		263
Corporate Apprenticeship Fund	861			861
Redundancy Fund	7,036	(302)		6,734
Schools in Financial Difficulty	1,752	(91)	(210)	1,451
<b>Total Internal Policy (Annual review)</b>	<b>10,360</b>	<b>(593)</b>	<b>(210)</b>	<b>9,557</b>
Financial Instruments Reserve	3,731			3,731
Insurance Fund	8,578			8,578
Capital Fund	759			759
NNDR Appeals Reserve	19,249			19,249
Pensions Deficit Reserve	466			466
Quadrennial Elections	926		(500)	426
Audit Fee Reserve	172		(55)	117
IT Sinking Fund	2,773			2,773
Interest Rate Volatility Reserve	5,436			5,436
Schools Liability Reserve	500			500
<b>Total Volatility (Annual Review)</b>	<b>42,590</b>	<b>0</b>	<b>(555)</b>	<b>42,035</b>
Fire Transformation Fund	766	(93)		673
Childrens Transformation Fund	9,458	(5,886)	(1,007)	2,565
Council Change Fund	9,098	(1,943)		7,155
Unringfenced Government Grants	3,288	(279)		3,009
Revenue Investment Funds	20,009	(2,394)	5,207	22,822
Covid Grants Ringfenced	9,405			9,405
Covid Grants Unringfenced	15,040	400		15,440
<b>Total Invest To Save Funds</b>	<b>67,064</b>	<b>(10,595)</b>	<b>4,200</b>	<b>60,669</b>
Directorate Risk Reserve - Communities	5,355	(1,759)	(1,376)	2,220
Directorate Risk Reserve - People	10,477	(449)	(4,520)	5,508
Directorate Risk Reserve - Resources	2,954	(1,332)	1,745	3,367
Contingency to cover DSG Overspend	12,314	1,364		13,678
General Reserves	21,417			21,417
<b>Total Management of Financial Risk</b>	<b>52,517</b>	<b>(2,176)</b>	<b>(4,151)</b>	<b>46,190</b>
Medium Term Financial Contingency	42,028			42,028
<b>Total Contingency Reserves</b>	<b>42,028</b>	<b>0</b>	<b>0</b>	<b>42,028</b>
<b>Total</b>	<b>238,335</b>	<b>(12,964)</b>	<b>(716)</b>	<b>224,455</b>

Annex M Savings - Other Services - Virginia Rennie  
Strategic Director - Rob Powell

Saving Proposal	Target £'000	Actual to Date £'000	Forecast Outturn £'000	Shortfall/ (Overachievement) £'000	Reason for financial variation and any associated management action
<b>Early Invoice Payment Rebates</b> - Increased take-up of early invoice payment offer. (Delivery will be the responsibility of the Assistant Director - Finance)	185	47	185	0	
<b>Reduction of asset sales contingency</b> - Remove budget held to cover risk of delays in sales of assets. (Delivery will be the responsibility of the Assistant Director - Finance).	135	135	135	0	
<b>Treasury Management</b> - A target to increase returns on investment by 10 basis points based on a more pro-active approach to treasury management. (Delivery will be the responsibility of the Assistant Director - Finance.)	175	0	0	175	An increase in interest income is not achievable this year due to the prevailing interest rates.
<b>Release of unused contingency</b>	750	750	750	0	
<b>Total</b>	<b>1,245</b>	<b>932</b>	<b>1,070</b>	<b>175</b>	

Corporate - Andrew Felton  
Strategic Director - Rob Powell

Portfolio Holders -

2021/22 to 2023/24 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Commentary
		Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Earlier Years £'000	2021/22 £'000	2022/23 £'000	2023/24 onwards £'000	Total £'000	Variance in Year £'000	Total Variance £'000	
11868000	Warwickshire Property Development Company	0	0	13,716	106,384	120,100	0	0	13,716	106,384	120,100	0	0	
11917000	Warwickshire Recovery & Investment Fund	0	20,000	30,000	80,000	130,000	0	2,400	47,600	80,000	130,000	-17,600	0	Take up of WRIF lending has been lower than expected in the initial year, full allocation still forecast to be used but moved into future year to reflect actual outturn for 2021/22
<b>Corporate</b>		<b>0</b>	<b>20,000</b>	<b>43,716</b>	<b>186,384</b>	<b>250,100</b>	<b>0</b>	<b>2,400</b>	<b>61,316</b>	<b>186,384</b>	<b>250,100</b>	<b>-17,600</b>	<b>0</b>	

## Reserves Schedule

Service	Description	Reserves as at	Approved	Approved	Effect of	Impact of	Forecast
		31 March 2021	2021/22 MTFS commitment	movement in year	2021/22 outturn	Reserves Review	Reserves at 31 March 2022
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Earmarked - Schools Reserves</b>						
Education Services	DSG Reserve - County Council spend	(8,271)		(2,405)	(1,911)		(12,587)
Finance	School Absence Insurance Equalisation Reserve	924			(83)		841
Corporate Services	School Balances	21,325					21,325
	Contingency to cover DSG Overspend	12,314		1,364			13,678
	Loans To Schools	14					14
	<b>Total Earmarked Schools Reserves</b>	<b>26,306</b>	<b>0</b>	<b>(1,041)</b>	<b>(1,994)</b>	<b>0</b>	<b>23,271</b>
	<b>Earmarked - External</b>						
Education Services	School Improvement Monitoring & Brokering Reserve	748					748
Fire and Rescue	Emergency Service Network	832					832
Environment Services	Proceeds of Crime	217			(15)		202
	S38 Developer Funding	602					602
Strategic Commissioning Communities	Speed Workshops	863			212		1,075
	Rural Growth Network	242			(93)		149
Children and Families	Adoption Central England	934		(460)	84		558
	Controlling Migration Fund	285		(285)	108		108
Adult Social Care	BCF System Developemnt Fund	1,000					1,000
Strategic Commissioning People	Social Care & Health Partnership	866		(308)	323		881
Business and Customer Services	Museum, Records and Libraries Trust Funds and Bequests	340					340
Finance	LA Counter Fraud Fund Grant	16					16
Governance and Policy	One Public Estate	335			(15)		320
Corporate Services	NNDR Pool Surplus Reserve	2,438					2,438
	<b>Total Earmarked External Reserves</b>	<b>9,716</b>	<b>0</b>	<b>(1,053)</b>	<b>604</b>	<b>0</b>	<b>9,268</b>



## Reserves Schedule

Service	Description	Reserves as at	Approved	Approved	Effect of	Impact of	Forecast
		31 March 2021	2021/22 MTFS commitment	movement in year	2021/22 outturn	Reserves Review	Reserves at 31 March 2022
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Internal Policy</b>						
Children and Families	Priority Families Reserve	1,201	(430)		142		913
Strategic Commissioning People	Domestic Abuse Safe Accommodation	0			927		927
	Universal Drug Grant	0			204		204
Business and Customer Services	Warwickshire Local Welfare Scheme	582			13		595
Governance and Policy	Going for Growth Apprenticeship Scheme	297					297
Corporate Services	LATC Operational Reserve	248				(248)	0
	Local Resilience Forum - Brexit funding	463		(200)		(200)	63
	Corporate Apprenticeship Fund	861					861
	Redundancy Fund	7,036		(302)			6,734
	Schools in Financial Difficulty	1,752		(91)	(210)		1,451
	<b>Total Annual Review - Internal Policy</b>	<b>12,439</b>	<b>(430)</b>	<b>(593)</b>	<b>1,076</b>	<b>(448)</b>	<b>12,044</b>
	<b>Specific Investment Projects</b>						
Education Services	Virtual School for children looked after	145		(145)			0
	Education management information system	44					44
Environment Services	Flood Management Reserve	506					506
Fire and Rescue	Vulnerable People Earmarked Reserve	127			(32)		95
Strategic Commissioning for Communities	Kenilworth Station	552					552
	Skills Delivery for Economic Growth	139				(63)	76
	European Match Funding	166					166
Business and Customer Services	Corporate Customer Journey Programme	210			(98)	(112)	0
Enabling Services	HR - Service Improvement Projects	60			(35)		25
Corporate Services	Unringfenced Government Grants	3,288		0		(3,288)	(0)
	Covid Grants Ringfenced	9,405					9,405
	Covid Grants Unringfenced	15,040	8,507	400	(23,685)		262
	<b>Total Annual Review Specific Investment Projects</b>	<b>29,682</b>	<b>8,507</b>	<b>255</b>	<b>(23,850)</b>	<b>(3,463)</b>	<b>11,131</b>

## Reserves Schedule

Service	Description	Reserves as at	Approved	Approved	Effect of	Impact of	Forecast
		31 March 2021	2021/22 MTFS commitment	movement in year	2021/22 outturn	Reserves Review	Reserves at 31 March 2022
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Volatility Reserves</b>						
Environment Services	Domestic Homicide Reviews	78				(78)	(0)
Fire and Rescue	Pensions Reserve	182			(29)		153
Children and Families	Youth Justice Remand Equalisation	661			(21)		640
Corporate Services	Financial Instruments Reserve	3,731					3,731
	Insurance Fund	8,578					8,578
	Capital Fund	759					759
	NNDR Appeals Reserve	19,249					19,249
	Pensions Deficit Reserve	466				(466)	0
	Quadrennial Elections	926			(500)		426
	Audit Fee Reserve	172			(55)		117
	IT Sinking Fund	2,773					2,773
	Commercial Risk Reserve	0	7,500				7,500
	Schools Liabilities	500					500
	Interest Rate Volatility Reserve	5,436				(5,436)	0
	Tax Volatility (Covid)	0				10,839	10,839
	<b>Total Annual Review Volatility</b>	<b>43,510</b>	<b>7,500</b>	<b>0</b>	<b>10,234</b>	<b>(5,979)</b>	<b>55,265</b>
	<b>Revenue Investment Funds</b>						
Corporate Services	Fire Transformation Fund	767	(104)	(93)			570
	Children's Transformation Fund	9,458	(430)	(5,886)	(1,007)		2,135
	Council Change Fund	9,098	(2,433)	(2,274)			4,392
	Revenue Investment Funds	20,009	(1,674)	(2,394)	5,207	(4,913)	16,236
Education Services	Education Transformation Fund	1,176		(386)	(732)		58
	<b>Total Invest to Save Funds</b>	<b>40,508</b>	<b>(4,641)</b>	<b>(11,032)</b>	<b>3,468</b>	<b>(4,913)</b>	<b>23,391</b>

## Reserves Schedule

Service	Description	Reserves as at 31 March 2021	Approved 2021/22 MTFS commitment	Approved movement in year	Effect of 2021/22 outturn	Impact of Reserves Review	Forecast Reserves at 31 March 2022
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Management of Financial Risk</b>						
Corporate Services	Directorate Risk Reserve	5,355		(1,759)	(1,376)	2,127	4,348
	Directorate Risk Reserve	10,477		(449)	(4,520)	1,564	7,072
	Directorate Risk Reserve	2,954		(1,332)	1,733	(2,084)	1,271
	General Reserves	21,417		0	3,612	0	25,029
	<b>Total Management of Financial Risk</b>	<b>40,203</b>	<b>0</b>	<b>(3,540)</b>	<b>(551)</b>	<b>1,607</b>	<b>37,720</b>
	<b>Available for Use</b>						
Corporate Services	Available for Use	42,028	(6,735)			13,195	48,488
	<b>Total Available for Use Reserves</b>	<b>42,028</b>	<b>(6,735)</b>	<b>0</b>	<b>0</b>	<b>13,195</b>	<b>48,488</b>
							0
	<b>Total</b>	<b>244,393</b>	<b>4,201</b>	<b>(17,004)</b>	<b>(11,013)</b>	<b>0</b>	<b>220,578</b>

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## Cabinet

25 January 2022

### Revenue Investment Funds 2021/22 - January 2022 Report

#### Recommendations

That Cabinet:

- 1) Approves the SEND & Inclusion Change Programme Phase 2 bid as detailed in section 2 amounting to £0.969m from the Preventing Vulnerability Investment Fund.
- 2) Authorises the Strategic Director for Communities to procure and enter any agreements to give effect to the above proposals on terms and conditions acceptable to the Strategic Director for Resources.

#### 1. Purpose of the report and context

- 1.1. As part of the 2021/22 budget, Council approved the refocusing of the remaining amounts in the Revenue Investment Funds into three funds aimed at Preventing Vulnerability, Tackling Climate Change and Place Shaping & Economic Growth. The funds provide opportunities to run initiatives to meet the Council's objectives outside of services' core delivery budgets.
- 1.2. The current breakdown of these funds is shown below:

Council Investment Funds	Resource as at 01/04/21 £000s	Agreed Future Commitments as at 01/04/21 £000s	Approvals 2021/22 £000s	Uncommitted funding remaining £000s
<b>Preventing Vulnerability</b> – A fund to pump-prime upfront investment in demand management and early intervention initiatives prior to the financial benefits accruing.	5,831	(1,342)	0	4,489
<b>Climate Change Fund</b> – A fund to invest in priorities flowing from the Climate Change Task and Finish Group and Council Plan 2025	2,990	(31)	(216)	2,743
<b>Place Shaping and Economic Growth</b> – A fund to deliver investment in growth and commercial outcomes for Warwickshire	10,189	(2,017)	(661)	7,511
<b>Total MTFS Allocation</b>	<b>19,010</b>	<b>(3,390)</b>	<b>(877)</b>	<b>14,743</b>

1.3. The funds are outside of core budgets, and members approved a four-stage approval process for projects seeking funding:

- Stage 1 – A project proposal document is developed and reviewed by Gateway Group/Corporate Board as to the strategic fit with the priorities in the Council Plan;
- Stage 2 – The business case for the project is then prepared and an Investment Panel, made of representatives from Finance, Project Management Office and managers from services across the organisation, provides a technical evaluation and commentary on the proposal;
- Stage 3 – Gateway Group use this technical evaluation alongside their own analysis of project governance and feasibility, to recommend the projects to Corporate Board if under £0.1m per project, or Cabinet if over this value for approval; and
- Stage 4 – Cabinet approve/reject the allocations over £0.1m and note the projects under this value approved by Corporate Board. If the project is approved, funding is transferred to the service, and if savings have been identified flowing from the investment these are built into the medium-term financial strategy.

1.4. The scheme detailed in section 2 of this paper has been considered for strategic fit and robustness by Corporate Board and is recommended for approval. Subject to Cabinet’s decision today the amounts remaining unallocated in the three Investment Funds will be as below:

Preventing Vulnerability Fund	£3.520m
Climate Change Fund	£2.743m
Place Shaping and Economic Growth Fund	£7.511m

## **2. Description of the Investment Fund bid**

### **SEND and Inclusion Change Programme Phase 2**

- 2.1. Corporate Board recommend approval of £969,325 from the Preventing Vulnerability Investment Fund for Phase 2 of the SEND and Inclusion Change Programme with the project sponsor being the Assistant Director, Education.
- 2.2. This funding is in addition to the £2.430m funding bid submitted as part of the MTFs for 2022/23 and 2023/24. This funding request is intended to fund Phase 2 of the programme until March 2022, whilst the MTFs allocation will provide funding from April 2022 until the completion of the programme in September 2023 for the remainder of Phase 2 and all of Phase 3.

- 2.3. The SEND and Inclusion Change Programme (SICP) was commissioned by Cabinet in June 2020 to deliver fundamental transformation to the SEND system. It is recognised that there are significant challenges to Warwickshire's Special Educational Needs and Disability (SEND) services, outcomes for children and young people are falling, while costs for the service are increasing above the available funding. It is acknowledged that the funding challenge is a national issue affecting most councils.
- 2.4. The programme brings together the recommendations of an external review carried out by IMPOWER, the DSG Recovery and Sustainability Plans, Transformation and the SEND and Inclusion Strategy into one strategic framework. It also supports the Council Plan vision to 'Make Warwickshire the best it can be, sustainable now and for future generations.' The programme focuses on four key areas:
- Improving the outcomes for our children and young people with SEND
  - Making decisions in a clear, fair, and transparent way
  - Ensuring that systems are sustainable, so that we are working within our allocated funding
  - Securing education, employment, and training for our young people with SEND (age 16-25)
- 2.5. The programme is implemented via a phased approach and the original funding bid only covered phase 1, whilst phases 2 and 3 were still being developed, so a further funding bid was always envisaged to complete the full programme requirements:
- Phase 1 of the SICP (October 2020 – September 2021) was funded through £1.436m drawn from the Preventing Vulnerability Fund and the Change Fund, approved by Corporate Board and Cabinet in July 2020.
  - Phase 2 of the SICP (October 2021 – September 2022) will be funded through a combination of this request to the Preventing Vulnerability Fund for 2021/22 activity and a proposal for a time-limited MTFs allocation for the 2022/23 activity. The total cost of this phase is forecast to be £1.982m.
  - Phase 3 of the SICP (October 2022 – September 2023) is also part of the proposed time-limited MTFs allocation that formed part of the 2022/23 budget and MTFs report to Cabinet in December 2021. The total cost of this phase is forecast to be £1.417m.
- 2.6. The projects scheduled in Phase 2 are enabling projects to support infrastructure and behaviour changes to improve the customer experience and develop sustainable business processes. These initiatives will improve the effective use of resources creating a more sustainable SEND education system and ensure that the Council is able to discharge its statutory obligations in a

timely manner improving the experience of children and young people. An overview of these projects is provided in Appendix A.

- 2.7. The enabling projects of Phase 2 in 2022/23 will underpin the delivery of financial savings next financial year by allowing the council to increase the number of placements in mainstream settings, reduce placements in independent specialist provision, deliver better value for money when commissioning alternative provision and expend access to Early Years provision. The delivery of these savings is built into the MTFs and necessary to balance the medium term financial position of the Council.
- 2.8. There is already evidence from the financial monitoring in the current year that Phase 1 of the SEND & Inclusion Change Programme is starting to deliver the anticipated non-financial and financial benefits. Ofsted's written feedback in the Local Area Inspection report identified that the programme addressed the key challenges and was a key mitigation to some concerns raised with the existing system during the inspection, so continued support of the programme is critical.

### **3. Environmental Implications**

- 3.1. There are no environmental issues or concerns arising from the initiatives proposed in this document.

### **4. Financial Implication**

- 4.1. The current MTFs proposals include a proposed £2.430m allocation for 2022/23 and 2023/24 beyond the level set out in this report for the project to enable the completion of Phase 2 and Phase 3 and the delivery of the savings set out in this report. This funding is subject to approval by Council in February 2022.
- 4.2. If this funding is not approved the programme will have to pause and a new funding bid will need to be submitted as part of the MTFs refresh in 2022/23. The delay in the delivery of the programme will mean benefits are not realised as planned and further funding will need to be committed to fund the DSG High Needs Block deficit in the future.

### **5. Background Papers**

None



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Portfolio Holder	Councillor Peter Butlin	<a href="mailto:peterbutlin@warwickshire.gov.uk">peterbutlin@warwickshire.gov.uk</a>

The report was circulated to the following members prior to publication:

Local Member(s): None

Other members: The Chair and Party Spokes of Resources and Fire & Rescue Overview and Scrutiny Committee.

## Appendix A – SEND and Inclusion Change Programme Phase 2 Projects

Phase 2 Projects				
No	Delivery Stream	Project	Project Deliverables	Project Benefits
1	SEND Transformation	Inclusion Framework for school trials (previously Changing the Conversation)	The project is a trial as recommended by IMPOWER, to assess approaches to support children in mainstream settings and avoid the need to apply for EHC plans: put in place a multidisciplinary team available free of charge, to enable settings to access advice, interventions, or capacity-building training relating to meeting the needs of children/ young people identified at SEN support level.	The trial is a cost-effective way of testing whether this solution (the framework) will work and should therefore be rolled out across the county. If the trial is successful then it will contribute to the below benefits which will be seen in the county-wide rollout that will follow this project, and at programme level.
2	SEND Transformation	County-wide SEMH campaign (Impower)	A campaign to deliver key messages to schools, families, and young people on social, emotional, and mental health (SEMH) intervention and needs	Children and young people, parent/carers, education settings and wider professionals recognise (Social, Emotional and Mental Health) SEMH needs Professionals understand the educational impact of SEMH needs All people living/working in Warwickshire are more aware of how they can support themselves, each other and access support of children's SEMH when needed
3	SEND Transformation	Trial 3: Child centred inclusion pathways (Impower)	Establish a multi-agency 'Warwickshire inclusion team' Engage with identified and willing SEND children / young persons and their families to develop an understanding of how to amend their educational provision to improve outcomes Set up multi agency team meetings with all professionals and both settings to map out and monitor agreed transitions Use data and understanding of needs to identify key groups of SEND children, where a child may have been placed in specialist setting but placement opportunities are available in mainstream education	Provision is more closely aligned to children/young people's level of need and working towards short- and long-term outcomes Reviewing the appropriateness of support is routine and consistent

Phase 2 Projects				
No	Delivery Stream	Project	Project Deliverables	Project Benefits
4	SEND and Inclusion Strategy	Annual Reviews	A revised internal process for setting, attending, receiving, and reviewing EHC plans.	WCC will meet its statutory duties to complete 12-month annual reviews as set out in the Children and Families Act 2014, SEND regulations and the Code of Practice statutory guidance.
5	SEND and Inclusion Strategy	Tribunal pathway	Review the current tribunal pathway and look at options to support an improved response to the route of redress for CYP and their families	
6	SEND Transformation	Developing WCC Transitions guidance	Review and update transition guidance to provide a clear pathway for children and young people, parent, and carers. This will enable a smoother transition experience	Children and young people experience smoother transitions
7	SEND and Inclusion Strategy	Improving outcomes for SEND learners at each key stage	Review and identify strategies to improve attainment and progress at each key stage	Better outcomes for children and young people with SEND
8	SEND and Inclusion Strategy	Workforce Development	Ensuring that the wider workforce in schools and settings are trained appropriately to deliver the SEND and Inclusion guidance. To address issues of confidence both in terms of staff feeling appropriately skilled to support children with SEND and parents having confidence in them.	More children and young people with SEND having their Educational needs met in mainstream settings Appropriate use of Resource Provision Efficient and effective use of allocated resources creating a sustainable SEND education system

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## Cabinet

25 January 2022

### Warwickshire Recovery and Investment Fund Investment Strategy

#### Recommendation(s)

That Cabinet approves the Warwickshire Recovery and Investment Fund Investment Strategy attached at Appendix 2.

#### 1. Executive Summary

- 1.1 The Warwickshire Recovery and Investment Fund (WRIF) was set up in 2021/22 with the purpose of providing additional finance to support and encourage the local economy and local employment in the face of the prevailing economic challenges.
- 1.2 The Objectives of the WRIF are to:
  1. Fill gaps in and provide additional access to finance that helps businesses in Warwickshire start, grow and scale up; or helps businesses locate to the county. Businesses located just outside of the county may be considered for finance, if there are clear benefits to Warwickshire subject to compliance with any applicable legal and/or financial frameworks;
  2. Leverage additional resources or funding for the county through the investment and support of key growth businesses;
  3. Secure an ongoing financial return, commensurate with risk;
  4. Make investments that deliver benefits and social value to the residents and communities of Warwickshire in both the short term (0-12 months) and medium term (1-5 years);
  5. Support investments that make a contribution towards meeting net zero carbon goals; and
  6. Support the delivery of the Council's strategic goals and priorities as set out in the Warwickshire Council Plan 2025, COVID 19 Recovery Plan, Economic Strategy, Commercial Strategy and Place Shaping Programme.
  7. To help to make Warwickshire an accessible and competitive location for businesses.
- 1.3 The WRIF is a £140m fund made up of 3 "pillars" which are summarised below and detailed in Annex A of the strategy document..
  1. The Business Improvement Growth Fund (£90m) designed to support larger and more established businesses with local growth plans.

2. The Property Infrastructure Fund (£40m) designed to forward fund infrastructure investment.
3. The Local Communities Enterprise Fund (£10m) designed to provide small business loans.

1.4 The WRIF is governed by an Investment Strategy (IS) and Business Plan. The purpose of this report is to seek approval of the for an updated WRIF Investment Strategy for 2022/23. The updated 2022/23 WRIF Business Plan will be presented to Cabinet for approval by the end of March 2022.

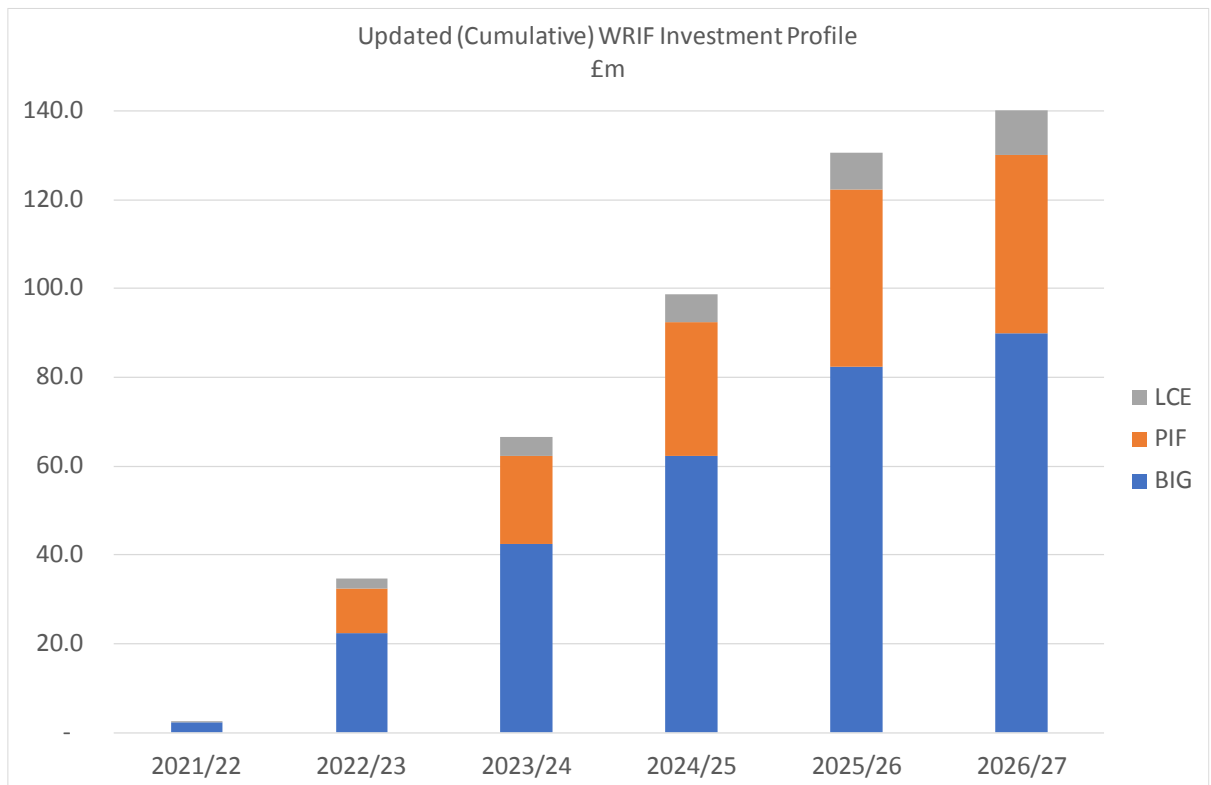
## **2. Activity in 2021/22**

2.1 The WRIF was profiled to involve investments being made over a five-year period. WRIF activity during Quarter 1 to Quarter 3 of 2021/22 has been focused on implementing and setting up the operations of the fund. Investment activity is expected to begin in Quarter 4 of 2021/22. WRIF activity in 2021/22 is summarised below:

1. Staffing – recruitment has been completed to various posts through 2021.
2. Investment Panel – became operational from July 2021.
3. Financial consultant contract (Arlingclose) became operational from September 2021.
4. Independent Investment Advisor contract (Camdor Global Advisers) became operational from December 2021.
5. Business Investment Growth (BIG) Fund Opportunities – there has been liaison with 17 companies to date, 3 opportunities have reached business case stage, and 1 opportunity reaches Cabinet stage in January 2022.
6. Local Communities and Enterprise (LCE) Fund – the fund manager contract was awarded in January 2022 to Coventry and Warwickshire Reinvestment Trust. The fund is expected to launch in Quarter 4 of 2021/22.
7. Property and Infrastructure Fund (PIF) – the fund advisor contract is currently at contract tender stage.

## **3. Investment Profile**

3.1 The investment profile has been reprofiled to reflect the current position, with some anticipated investing showing in Quarter 4 of 2021/22. The duration of the investing period is being kept to 5 years and therefore is shown extending into 2026/27. The review of the WRIF IS for 2023/24 will be informed by the volume and nature of investing activity in 2022/23 and by experience of the further impact of Covid and other economic developments.



#### 4. Strategy Updates

- 4.1 Appendix 1 summarises the key updates to the WRIF Investment Strategy. The main changes are to update the investment profile having regard to 2021/22 activity (but keeping the total fund size the same), creating some flexibility/headroom to allow the possibility to take advantage of more opportunities in any given year should they arise (and then reprofile later years downwards to keep within the total fund limit), and the inclusion of a new ethical investing policy. The full and updated WRIF Investment Strategy is set out at Appendix 2.

#### 5. Financial Implications

- 5.1 The WRIF fund is in total £140m, to be invested mostly via senior and secured loans, but with the potential for other forms of investment.
- 5.2 An updated Business Plan will revise the details of the financial forecast and be presented to Cabinet for approval by March 2022.
- 5.3 The WRIF is expected to operate on normal commercial terms. Administration costs will be covered by fees, and the Council's cost of borrowing and default losses will be covered by appropriate interest rates being charged. In addition, the BIG and PIF funds will seek to make an appropriate net return on investment that would provide further cover for costs and losses.
- 5.4 There are two overarching financial risks to the financial position of the WRIF that could result in pressure on the Medium Term Financial Strategy:

- That investment losses experienced are more than expected (the main drivers being if investment risk is not accurately assessed or managed).
- That the costs of operating the WRIF are not fully recovered (the main driver being if total investment activity is lower than planned resulting in not enough fee income being generated).

5.5 The nature of the WRIF is to invest in companies where alternative sources of finance may be less available, and where companies are facing more challenging circumstances. Investing entails a risk that some or all of any given investment may not be repaid, for example through a default on a loan, or through a fall in the value of an equity stake. However the governance arrangements for the WRIF are designed to mitigate risk, and the original business case expects a small surplus to be made that provides a mitigation against losses. The commercial risk reserve also provides some risk mitigation.

## **6. Environmental Implications**

6.1 Environmental implications are a consideration for investment decisions. This was set out in the original investment strategy and is strengthened by the addition of a specific Ethical Investing Policy which has been added as a new section (refer to Appendix 2 Section 4).

6.2 Investments having a positive regard for climate risk will be more positively received, and investments where there is an opportunity to influence carbon generation/mitigation in a positive direction will also be more likely to be considered.

6.3 The fund will remain mindful that it is sometimes investing in smaller organisations that may not have the capacity to service the same climate risk activity and reporting requirements as large organisations, and therefore our expectations in this respect will be proportionate to the capacity of the bidder.

## **7. Supporting Information**

7.1 None.

## **8. Timescales associated with the decision and next steps**

8.1 The WRIF Investment Strategy sits underneath and must be aligned to the overall Warwickshire County Council Investment Strategy and Treasury Management Strategy. Those two strategies are being presented elsewhere on this agenda for consideration and they form a component of the set of wider medium-term financial strategy reports. Those strategies, subject to



being approved/recommended by Cabinet, are then reported to full Council in February for final approval.

8.2 Subject to approval the WRIF IS would come into effect on the 1<sup>st</sup> April 2022.

### Appendices

1. Appendix 1 – Summary of WRIF Investment Strategy Updates
2. Appendix 2 – WRIF Investment Strategy 2022/23

### Background Papers

1. None.

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

## Summary of WRIF Investment Strategy Updates

## Appendix 1

Section	Summary of Update	Commentary
1.Introduction	Updated regarding the economic impact of Covid	The current strategy references Covid impacts including supply chain issues, labour shortages, unemployment, and suppressed economic activity. The updated strategy reflects that the impact of Covid has been volatile and changing in nature, and that new economic challenges are continually emerging, for example inflation risk.
2.1 Objectives	Clarify scope regarding the WRIF providing additional financing opportunities to businesses	Updates the scope/remit of the WRIF to clearly include providing additional access to finance for local investments. This maximises the scope for the Fund to achieve its objectives without adversely affecting the risk profile.
2.1 Objectives Objective 7	Additional objective regarding making Warwickshire accessible and a competitive location for businesses	An objective has been added in respect of making Warwickshire a competitive location for businesses.
2.2 Principles Principle 15	The relative priority of financial returns is clarified	The principle of generating appropriate net financial returns and covering costs has been made explicit, and the principle of generating financial returns has been placed at the end of the list of principles to reflect that the primary of objectives of the WRIF are not to do with generating financial returns.
4. Ethical Investing Policy	A new ethical investing policy introduces	A new section dedicated to ethical investing has been introduced. The proposed wording has been guided by the Investment Panel and reviewed and commented on by the Member Oversight Group.
6. Eligibility Criteria (final bullet point of the section)	Due diligence checks	Due diligence checks are illustrated with some examples, e.g. anti-money laundering.
7.1 Investment Criteria – Economic and Social Value	Targets / metrics unchanged	Planned metrics will be updated in the 2022/23 WRIF Business Plan and aligned with the updated investment profile. These will be presented to Cabinet for approval before the end of March 2022.
8.1 Investment Planned Profile	Investment profile updated	An updated planned profile is set out, reprofiling to reflect expected activity in 2021/22. The investment profile will be reviewed in light of 2022/23 activity and updated for the 2023/24 strategy. The profile is summarised in Section 3 of this covering report above.
8.2. Investment Limits	Investing limits created	This sets out maximum investment levels per year that are higher than the investment profile targets to provide some headroom and flexibility to take advantage of opportunities that arise in year. However the total WRIF fund remains £140m so investing more in one year means less will be available in later years.
Appendix A BIG Fund	Funding criteria update	Amended to clarify that funding is for capital expenditure only by removing reference to working capital. This is because working capital (revenue) expenditure is a significantly different risk profile and causes different financial risks and impacts on the Council. The Council's ability to take revenue investing risks is significantly lower than its ability to take capital investing risks. It is possible to keep this position under review.

## Warwickshire County Council

### Warwickshire Recovery & Investment Fund (WRIF)

#### Investment Strategy 2022/23

##### 1. Introduction

A key priority for Warwickshire County Council ('the Council') is to support businesses located in, or looking to locate to, the County; and Warwickshire's economy to ensure it remains vibrant and is supported by the right jobs, training, skills and infrastructure.

Economic Analysis was commissioned in 2020 which assessed the potential impact of COVID-19 in the local economy and endeavoured to forecast this impact by sector and indicate potential job losses and the recovery timescale of both.

The economic analysis suggested that a Fund focused on three themes for investment might best support the economic recovery in the County. The three themes were:

- Business Investment Growth (BIG)
- Local Communities & Enterprise (LCE)
- Property & Infrastructure Fund (PIF)

As a result, the Council established the Warwickshire Recovery and Investment Fund (WRIF) to mitigate the impact to the County and aid the economic recovery from COVID 19 with three investment Pillars to cover the three themes identified. This fund is one of the Council's significant directly controlled contributions to the economic recovery of Warwickshire alongside a broader county and government response.

Significant volatility has been experienced in terms of the impact of Covid, for example in terms of the economic, social, and health impacts, and this outlook still remains. Unemployment has not deteriorated as much as was expected, and sources of financing have not reduced as much as was expected, however new economic challenges are emerging, for example supply chain resilience, competition for labour, and inflation.

The WRIF provides access to finance to support businesses located in, or looking to relocate to the County and leverage additional funding for the County, both of which will support the economic recovery of Warwickshire. By exception, the Council considers investments in businesses just outside the county if there are clear and tangible benefits to Warwickshire by doing so.

The County Council seeks to use the WRIF to support the future growth of the economy, helping drive the transition to a low carbon economy; and to lever wider social value through our investments.

The WRIF Investment Strategy is required to operate within any parameters and requirements (including investment limits) set out in the Council's wider Treasury Management Strategy and Non-Treasury Investment Strategy.

At the time of writing (January 2022) the BIG fund had seen interest from 17 companies, 3 opportunities have passed a business case stage and 1 opportunity which will be presented to Cabinet in January 2022. The LCE Fund Manager contract has been awarded and work will begin with the Fund manager towards a fund launch. The PIF fund advisor contract is at the contract tender stage. There will likely be further BIG activity and some LCE activity before the year end, however activity will not reach the expected rate until 2022/23.

## **2. Objectives of the WRIF**

### **2.1 Objectives**

The objectives for the WRIF are to:

1. Fill gaps in and provide additional access to finance that helps businesses in Warwickshire start, grow and scale up; or helps businesses locate to the county. Businesses located just outside of the county may be considered for finance, if there are clear benefits to Warwickshire subject to compliance with any applicable legal and/or financial frameworks;
2. Leverage additional resources or funding for the county through the investment and support of key growth businesses;
3. Secure an ongoing financial return, commensurate with risk;
4. Make investments that deliver benefits and social value to the residents and communities of Warwickshire in both the short term (0-12 months) and medium term (1-5 years);
5. Support investments that make a contribution towards meeting net zero carbon goals; and
6. Support the delivery of the Council's strategic goals and priorities as set out in the Warwickshire Council Plan 2025, COVID 19 Recovery Plan, Economic Strategy, Commercial Strategy and Place Shaping Programme.
7. Help to make Warwickshire an accessible and competitive location for businesses.

### **2.2 Principles**

The main principles of how the Fund will operate are:

1. To increase the Council's ability to offer space tailored to meet the needs of existing businesses wanting to grow in Warwickshire and to attract new business to Warwickshire resulting in enhanced employment opportunities. The Council as a result will have a greater location incentive to keep and attract business to Warwickshire
2. To enable development in the County, facilitating new employment, land and commercial premises and which could also include investing in or building commercial sites and premises when the need is confirmed and contract arrangements are in place with the organisation needing the premises
3. Support businesses based within Warwickshire and looking to grow or looking to re-locate in the county. Businesses located just outside of the county may be considered for finance, if there are clear benefits to Warwickshire in providing this support, subject to compliance with any applicable legal and/or financial frameworks;
4. Create a diversified and balanced portfolio of risk-based investments that protect the public purse, support business and both creates new and protects existing jobs;
5. Manage risk and target full recovery of investments;
6. Provide a flexible tool to consider and enable a range of opportunities for supporting business;
7. Support business through investment based on agreed investment criteria and

priorities that are developed from analysis of the economy and strategic sectors and support key sectors and growth, rather than weaker sectors;

8. Target priorities by promoting investment in priority sectors, business types and investments that enable development, and provide wider social value benefits across the Warwickshire economy;
9. Support investment opportunities that will deliver against clear criteria that align with WCC outcomes and priority objectives - this is done not to deliver commercial returns/yield but to deliver Council objectives by filling a gap in the market;
10. Create an investment profile that grows slowly to avoid excessive risk with clear management and monitoring pathways to avoid creating a cost to the revenue budget/tax payer;
11. A consistent and streamlined approach to considering investment opportunities and ensure all investment decisions are made against agreed investment criteria and align with Council priorities and outcomes;
12. To amplify and complement the existing investment landscape and other recovery packages;
13. Provide funding within the limits and requirements set out in the council's non-treasury Investment Strategy;
14. Ensure that compliance with all relevant codes is considered and met ahead of any contractual arrangements being entered into;
15. Generating appropriate net financial returns and generating income sufficient to cover costs.

### **3. Strategic Scope**

The WRIF offers a range of funding options designed to complement and enhance the provision of commercially available finance and support economic recovery for businesses located or looking to be located in Warwickshire. Businesses located just outside of the county may also be considered for finance, if there are clear benefits to Warwickshire.

Alongside the provision of finance, the WRIF will also offer businesses access to specific and tailored pre- and post-investment support programmes ensure they are both business and investor ready.

The WRIF considers investments that have clear alignment to any of the objectives of the Fund. Investment proposals will need to demonstrate the extent to which they contribute to the achievement of any of the objectives and support delivery of the Council's strategic goals and priorities.

Particular focus is given to investment opportunities that:

- Stimulate job creation or safeguarding of skilled or entry level jobs in the County;
- Can or will leverage additional resources or funding;
- Help meet the net zero carbon targets for the Council and County;
- Increase social value; and
- Are complementary to other investments in achieving Fund and Council objectives.

The three pillars of investment operating within the WRIF as an overarching portfolio are:

- Business Investment Growth Pillar [up to a maximum of £90m]
- Local Communities & Enterprise Pillar up to a maximum of [£10m]
- Property & Infrastructure Pillar [up to a maximum of £40m]

Each Pillar has a different focus, different investment criteria, different types of investment, different management arrangements and different target beneficiaries and outcomes.

The WRIF is used to accelerate and promote investments in **priority sectors** and for **priority business types** and for investments that **enable development**. Separate Priorities have been set for each Pillar with a focus on:

- The Business Investment Growth Pillar focuses on established and growing businesses in order to enable growth and support medium and longer term recovery rather than addressing the short term effects of the pandemic. The priorities for investment is to **secure inward investment**, for **priority business types** where businesses have been operating for more than 3 years (or have a strong track record of business activity) and are demonstrating growth potential, **and priority sectors** where Warwickshire already has particular strengths and are growing sectors.
- The Local Communities & Enterprise Pillar focuses on investment opportunities that aim to address the short-term impact of the pandemic. The priorities for investment are **priority business types** such as new, early stage. and growing small and medium sized businesses and key priority business sectors.
- The Property & Infrastructure Investment Pillar focuses on ensuring the Council has a property supply option to provide premises to business expanding within or coming to Warwickshire. It is there to enable the purchase and accelerate development of property and site-specific infrastructure schemes that underpin medium- and longer-term recovery. The PIF aims to increase the Council's ability to offer space tailored to meet the needs of existing businesses wanting to grow in Warwickshire and to attract new business to Warwickshire resulting in increased employment opportunities. The capital expenditure are repaid by lease agreements with the client companies. The priority focus are on **enabling and supporting new and existing developments** and **priority sectors** where this can support the needs of key sectors in the region and wider ambitions for economic recovery. An example of the PIF being used would be where an existing business wants to expand in the area in 2 years' time and the Council lets a contract or utilises the Warwickshire Property and Development Group to build the necessary business premises to enable the company to stay in Warwickshire, given the Council's objective to achieve this location objective are greater than other lenders. The necessary financial securities are put in place before doing so.

## **Priorities**

The priorities for investment relating to each of the proposed pillars of investment are set out below:

### **3.1 Business Investment Growth Pillar**

The Business Investment Growth Pillar focuses on providing debt finance for growing businesses with sound prospects. It concentrates on businesses that have been operating for more than 3 years or have a track record of operations that demonstrate growth potential opportunities to secure inward investment and sectors where Warwickshire has particular strengths and on projects and investments that help meet net carbon zero targets.

Support is given to the following priority business types:

- Businesses operating for more than 3 years or a track record of operations that demonstrate growth potential;
- Businesses that will help meet net carbon zero targets in the region; and
- New businesses to the County that will secure inward investment via the introduction of a new business/additional business premises into the County.

Opportunities for equity-based investments are also be considered within the Business Investment Growth Pillar if there is a compelling case that the finance will secure business growth, the risk profile is acceptable, and the investment is clearly aligned with the WRIF objectives.

The priority sectors are those where Warwickshire has particular strengths and are growing sectors as outlined in the Council's Economic Strategy as priorities for economic growth in the County. Particular focus is given to investment opportunities that also relate to the Council Plan priorities. The priority sectors are:

#### **Future Growth Sectors:**

- Automotive Technology
- Digital Creative & Digital Technologies
- Future of Mobility
- Low carbon technologies

#### **Other key priority sectors:**

- Advanced manufacturing
- Culture, Tourism & Hospitality
- Modern methods of construction
- Health & Wellbeing
- Agri-tech and rural based businesses
- Businesses in the supply chain that support delivery of the Council's priority outcomes for people, for example public health, social care and education.

Focused on Medium Sized Enterprises (50-250 employees), but open to smaller or larger businesses on a case by case basis

The priority sectors are not exclusive, and ANY sector are considered if it meets the funds objectives and creates or retains skilled or entry level jobs.

### **3.2 Local Communities & Enterprise Pillar**

The Local Communities and Enterprise Pillar is aimed at directly addressing the short term economic and social consequences of the pandemic. It focuses on lending to small businesses or those in the early stages of operation that are looking to start up, grow and create jobs.

The **Local Communities & Enterprise Pillar** focuses on providing debt finance for growth, support and development projects.

The **priority sectors** are those where Warwickshire has particular strengths and are growing sectors as outlined in the Council's Economic Strategy as priorities for economic growth in the County. Particular focus are given to investment opportunities that also relate to the Council Plan priorities. The **priority sectors** are:

#### **Building on our strengths:**

- Advanced manufacturing & engineering
- Digital Creative & Digital Technologies
- Culture, Tourism & Hospitality
- Low carbon technologies

#### **Other key priority sectors:**

- Retail
- Community based enterprises
- Creative industries
- Health & wellbeing
- Social care or other supply markets to the Council and/or Warwickshire public services

Focused on start-ups, micro and small businesses (less than 50 employees)

Particular focus are given to support the following **priority business types**:

- Micro Businesses (up to 10 employees)
- Start-ups & Early-Stage Businesses <operating less than 3 years
- SMEs – company with no more than 250 employees
- Businesses ran by under-represented groups

Key objectives for the council for this fund are:

- New business starts
- Helping small businesses grow and scale
- Helping establishment of social enterprises and community-based businesses
- Creation of new jobs (particularly including apprenticeship opportunities)
- Safeguarding jobs
- Supporting transition to the low carbon economy



The priority business types are not exclusive, and ALL business types are considered if the proposal meets the funds objectives and creates or retains skilled or entry level jobs.

### **3.3 Property and Infrastructure Investment Pillar**

The Property and Infrastructure Pillar will provide loans to, invest in commercial sites and premises, and unlock development consistent with the needs of key sectors and/or wider ambitions for economic recovery. It will provide the Council with a commercial property supply option to grow existing and attract new businesses to Warwickshire.

The investment focus are on enabling and accelerating development of property and site-specific infrastructure schemes in the following **priority sectors**:

#### **Creating space for future growth:**

- Automotive technology
- Digital Creative & Digital Technologies
- Future of Mobility
- Low carbon technologies
- R&D and innovation facilities
- New start-up, incubator and accelerator space

#### **Other key priorities:**

- New/upgraded spaces within our town centres, incl. retail, hospitality, culture, leisure, health & wellbeing, community-based enterprises, co-working/flexible work space
- Health & social care facilities

A flexible fund to help bring forward new employment land and commercial space.

The beneficiaries of this pillar are likely to be:

- Existing and new businesses within Warwickshire
- Residents within and close to Warwickshire who become employees.
- Developers of employment land
- Developers of office space
- Developers of operational business buildings
- Infrastructure projects

This is a flexible investment scheme that can be deployed to help the development of new employment land or commercial space to support the growth of our economy. Our focus is mainly on supporting new development that will help provide the platform for the future growth of our economy and will therefore be linked to supporting growth in our key priority sectors.

The priority sectors and beneficiaries proposed here are not exclusive and a wide range of investment opportunities are considered as long as the proposal meets the objectives of the WRIF and create or retain skilled or entry level jobs.

#### 4. Ethical Investment Policy

The Fund will favour investments that meet the criteria and objectives set out elsewhere in the WRIF Investment Strategy, for example investments with positive social value or environmental aspects.

The Fund will be unlikely to invest in the following areas unless there are exceptional reasons to do so:

- Companies where due diligence is unable to establish the company's ownership clearly.
- Companies whose activities are clearly contrary to the purpose, statutory duties and objectives as set out in the Council Plan and policy framework.
- Companies whose activities are incompatible with the Council's commitment to net zero carbon emissions.
- Companies involved in activities that could bring the Council into disrepute.

The Fund will not invest in companies that are involved in, linked to, or promoting the following ("red lines"):

- Activity that is illegal under UK law.
- Human trafficking.
- Modern slavery.

The fund will use the criteria above to inform choices about investment where ethical issues arise, with the following three approaches available:

- Engage – if a company has the scope or need to positively address any ESG concerns and investment can accelerate this then the Fund could consider engaging and investing. For example, if a company has a significant carbon footprint but investment would help to reduce it. Although, this would not be an option if the business activity or starting position of the company is simply unacceptable.
- Divest – if a company's activity becomes non-compliant with the WRIF Ethical Investing Policy after an investment is made, then the fund may choose to divest, subject to contractual terms and due consideration of all the business and outcome implications.
- Avoid – where the activities of a company are non-compliant with the WRIF Ethical Investing Policy the fund will not invest. Due diligence reviews will consider and report on any relevant ethical investing issues.

The fund will consider appropriate levers to promote and/or maintain the ethical position of investments by:

- Meeting and engaging with companies;
- Use of voting rights for any equity investments; and
- Use of lending agreement terms and conditions for debt investments.

#### 5. Types of Investment

The WRIF considers a broad range of types of investment to enable it to deliver the interventions that the market requires. **Page 284**

The types of investment that the WRIF predominantly undertakes are debt in nature, e.g. Commercial loans to businesses within the County that are focused on the key priorities, or support and enhance the overarching objectives of the WRIF;

However, the Council considers opportunities that require the following types of investment and a decision are made on a case-by-case basis considering the market, due diligence, assessment of risk and the potential reward/outcomes to be delivered from the investment. In order to manage exposure to risk the Council sets limits on how much investment may be of an alternative risk profile than commercial loans, for example:

- Mezzanine Finance
- Investment in company equity, for example in start-up companies
- Co-Investment – capital or equity – with other Funds or individual investors
- Purchase of and development of assets: Including commercial/retail property, land or infrastructure
- Partnerships to leverage additional private sector resources (skills or finance).
- Management buy-outs/acquisitions
- Corporate Guarantees
- Other more innovative products

The type of investment to be undertaken will differ between each individual Pillar. The predominant types of investment for each individual fund are expected to be:

<b>Business Investment Growth Pillar</b>	<b>Local Communities &amp; Enterprise Pillar</b>	<b>Property &amp; Infrastructure Pillar</b>
<ul style="list-style-type: none"> <li>• Business Loans</li> <li>• Management buy-outs acquisitions/ refinancing</li> <li>• Equity based investment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Small Business Loans</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Loans</li> <li>• Equity Investment</li> <li>• Corporate Guarantees</li> <li>• Partnerships (Joint Venture)</li> </ul>

The most appropriate source of funding for each individual investment are determined on a case-by-case basis at the time of the investment decision making, when the individual opportunity is being reviewed.

## 6. Eligibility Criteria

Eligibility criteria is a means of ensuring investment is targeted to achieve the intended objectives but will also be used as a mechanism to mitigate risk.

Eligibility criteria are set that will differentiate between core criteria and other important investment criteria that will assess the potential performance of the investment in delivering the benefits and other wider outcomes.

### Core Criteria

All investment opportunities are assessed against their strategic alignment with the WRIF objectives and whether they meet the investment criteria set for the Fund.

- In addition to strategic fit, other core criteria are those non-negotiable aspects that ensure an investment proposition is suitable for funding such as: Eligibility for funding i.e. meet company definitions and legal criteria;
- The business already being located in the county or with a commitment to relocate to the county in the long term;
- Having a strong and capable management team with a verifiable track record;
- Having a compelling and commercial investment strategy and a quality plan for how the funding will deliver growth and/or the benefits cited; and
- Passing due diligence tests, for example anti money laundering, key personnel checks, companies house checks, collateral/security valuations or other checks etc.

## 7. Investment Criteria

A decision to invest in the Fund depends on passing the eligibility criteria plus the balance of performance against the following criteria:

- Economic Value
- Social Value
- Environmental, including climate change mitigation and carbon reduction
- Financial

Investments are not expected to meet all the economic and social and environmental criteria so long as the strategic objectives and financial metrics are met and there is a clear economic, social or environment benefit from the investment.

The focus on key investment criteria for each Pillar is set out in the Summary at Annex A.

### **7.1 Investment Criteria - Economic and Social Value**

All investments made by any Pillars operating as part of the WRIF must create economic and social value to residents and businesses in the County. An assessment of strategic fit is undertaken, and the following quantifiable metrics are assessed:

<b>Benefit</b>	<b>Quantifiable Metric</b>
<b>Value of GVA uplift to the County</b>	The total (£) net Gross Value Added (GVA) amount of economic contribution to the County or value generated that will result from the investment / Annual GVA generated
<b>Number of new start-up businesses</b>	The number of new businesses registered with Companies House having a Warwickshire postcode that result from the investment
<b>Business Rates Income Council Tax Income</b>	The increased amount (£) of business rates and council tax income directly resulting from the investment.
<b>Equitable distribution of funding</b>	The geographical pattern of investment across the County.
<b>Number of jobs created</b>	The number of people given permanent employment in the County as a direct result of the investment (plus any matched funding or third-party inward investment). This could include jobs created in a partner or supply company, so long as these jobs are created within the County and are directly attributed to the investment. For example, if a loan to a start-up company enables it to expand to an additional 15 jobs in a variety of roles plus a subcontractor who needs 10 people, both can be included)
<b>Number of jobs filled by the unemployed</b>	The number of jobs filled by previous unemployed individuals as a direct result of the investment.
<b>Number of jobs safeguarded</b>	The number of jobs safeguarded that would have otherwise been lost had the investment not been made.
<b>Value of third-party inward investment</b>	The total amount (£) of investment secured from third parties e.g. match/ leveraged funding in relation to the investment
<b>Number of new homes</b>	The number of housing units created in the county, either rented or owned, as a direct result of the investment
<b>Number of responsible investments</b>	The number of investments that increase the use of low and zero carbon technologies; and/or The number of investments that have an explicitly positive environmental or social impact/ outcome by benefiting the local community and/or preserving the environment
<b>Poverty premium</b>	How many residents' lives have been touched and households in the County helped as a direct result of the investment
<b>Sq ft of enabled development</b>	The total quantum of development (sq ft) enabled that may have been stalled/delayed or reduced in its quantum would it not be for the investment
<b>Increased wireless network capacity</b>	The amount of increased network capacity for the county as a direct result from the investment

All metrics should be measured on delivery of direct benefits (delivered through the WRIF rather than other measures).

Metrics targets will be reprofiled to align with the reprofiled investing profile set out in this strategy and will be presented in detail in the updated Business Plan.

The WRIF will monitor outcomes across the portfolio over a number of years and set targets with reference to any limits or requirements set out by Council in the non- treasury Investment Strategy and based on past performance and expected full-life outcomes.

The achievement of these will be monitored by the Investment Manager and Investment Panel, with regular reports to Cabinet, through the life of the investment.

## **7.2 Investment criteria – Environmental, Social and Governance**

All investments are judged on their Environmental, Social and Governance (ESG) criteria in terms of the business' values in three key areas:

- environmental responsibility and sustainability;
- social – impact in terms of promoting societal benefits; and
- governance – strong leadership and a responsible organisational culture.

## **7.3 Investment criteria – financial**

The portfolio as a whole and all investments made by the WRIF are measured against a range of financial criteria, that could include but are not limited to:

- Affordability to the Council including net impact on the revenue account
- Return on Investment (£)
- Investment value (£)
- Interest received (£)
- Principal repayment (£)
- Cashflow (£)
- Surplus/deficit to date (£)
- Yield and/or profit on cost (%)
- Interest rate cover ratio
- Debt Service Cover Ratio
- Default rate (%) and Recovery given Default rate (%)
- Net Present Value (£)
- Management fees (£)
- Running cost recovery (%)

A decision to invest will depend on the balance of performance against these criteria and the expected performance will depend on the type of investment made and the risk profile of that investment asset class.

## 8. Investment Planned Profiles and Limits

### 8.1 Revised Investment Profile

The updated investment profiles per pillar are summarised in the table below. The updated profiles reflect expected activity during 2021/22 with remaining activity profiled at the same pace per year as the original plan. This means that in order to retain the original 5 year profile activity extends into 2026/27. Maintaining the original rate of investment retains the same exposure to peak investment risk. The investment profile will be reviewed in light of 2022/23 activity and updated for the 2023/24 strategy.

#### Revised Investment Profile

£m Pillar	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Maximum Total
BIG	2.4	20.0	20.0	20.0	20.0	7.6	90.0
PIF	0.0	10.0	10.0	10.0	10.0	0.0	40.0
LCE	0.2	2.0	2.0	2.0	2.0	1.8	10.0
Total	2.6	32.0	32.0	32.0	32.0	9.6	140.0

### 8.2 Annual Investment Limits

The investment profile sets out the target investing activity per year, however there may be opportunities or circumstances where it may be beneficial to invest more in a particular year and it is proposed to create the flexibility to do this by setting a maximum limit on how much may be invested in any individual year. The table below sets out proposed limits which are reflected in the Council's general Investment Strategy and it is necessary to ensure the two are approved in alignment with each other (should what is approved differ the general Investment Strategy and Treasury Management Strategy set by Council would prevail).

#### Annual Investment Limits

£m Pillar	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Capital Limit (BIG and PIF)	n/a	50.0	50.0	50.0	50.0	40.0
Revenue Limit (LCE)	n/a	3.0	3.0	3.0	3.0	3.0

These limits provide headroom in a given year, however the maximum approved WRIF expenditure over the course of 5 years remains £140m. Therefore, if more than the target profile is invested in a given year then the investment targets and investment limits for future years will be adjusted downwards to reflect that total investing must stay within £140m. Once the maximum is reached for each Fund no more investing will occur as the WRIF is a closed fund.

The WRIF is operating as a closed fund to limit exposure to risk and to promote the need for transparent and new discussion of any future investing activity unencumbered by built up expectations of having to meet a need that may no longer exist or may no longer be a best use of Council resources compared to other developing needs.

Element	Description	Portfolio Size	Individual Investment size & volume	Priorities	Types Investments	Economic & Social Investment Criteria
<b>WRIF Portfolio</b>	<p>Offering a range of funding options designed to complement and enhance the provision of commercially available finance and support economic recovery for businesses located or looking to be located in Warwickshire. Businesses located just outside of the county may be considered by exception, where there are clear benefits to Warwickshire.</p> <p>Offering businesses access to specific and tailored pre- and post-investment support programmes ensure they are both business and investor ready.</p>	Up to £140m	n/a	<p>Portfolio priorities:</p> <ul style="list-style-type: none"> <li>Investment in any sector or industry or business type that creates or safeguards skilled or entry level jobs</li> <li>Securing inward investment – can or will leverage additional resources or funding</li> <li>Increasing social value – where the investment brings benefits to local residents, removes barriers to employment, supports health and well-being, protects and enhances the natural environment, creates better places to live and/or maximises opportunities to strengthen community capacity and resilience</li> <li>Support for ‘green’ / sustainable technologies or industries</li> </ul>	Predominantly debt & potentially some equity products	<ul style="list-style-type: none"> <li>Number of jobs created/safeguarded</li> <li>Number of jobs filled by unemployed</li> <li>Value of GVA uplift</li> <li>Number of responsible investments</li> <li>Returns aligned to risk framework</li> <li>Poverty Premium</li> <li>Increased wireless network capacity</li> </ul>



Element	Description	Portfolio Size	Individual Investment size & volume	Priorities	Types of Investments	Economic & Social Investment Criteria
<b>Business Investment Growth Pillar</b>	<b>Business Growth Pillar</b> <i>Finance to support local growth plans – help companies expand operations, hire new staff, purchase machinery, and grow customer reach</i>	£90m	<£10m  Approx. 2 – 5 per annum	<b>Future Growth Sectors:</b> <ol style="list-style-type: none"> <li>1. Automotive Technology</li> <li>2. Digital Creative &amp; Digital Technologies</li> <li>3. Future of Mobility</li> <li>4. Low carbon technologies</li> </ol> <b>Other key priority sectors:</b> <ol style="list-style-type: none"> <li>5. Advanced manufacturing</li> <li>6. Culture, Tourism &amp; Hospitality</li> <li>7. Modern methods of construction</li> <li>8. Health &amp; Wellbeing</li> <li>9. Agri-tech and rural based businesses</li> <li>10. Businesses in the supply chain that support delivery of the Council's priority outcomes for people, for example public health, social care and education.</li> </ol>	Predominantly debt - Business Loans  Equity based investment opportunities as a small percentage of the overall fund if there is a clear investment case for business growth investment and the risk profile is acceptable	<ul style="list-style-type: none"> <li>• Creating &amp; safeguarding jobs – number of jobs created/safeguarded</li> <li>• Value of GVA uplift</li> <li>• Value of third party inward investment</li> <li>• Uplift in Business rates</li> </ul>

Element	Description	Portfolio Size	Individual Investment size & volume	Priorities	Types of Investments	Economic & Social Investment Criteria
<b>Local Communities &amp; Enterprise Pillar</b>	<b>Local Communities &amp; Enterprise Pillar</b> <i>Debt Finance for growth, support and development projects</i>	£10m	<£500k  (average investment modelled at £100k)  Approx 10 – 30 per annum	<b>Building on our strengths:</b> <ul style="list-style-type: none"> <li>• Advanced manufacturing &amp; engineering</li> <li>• Digital Creative &amp; Digital Technologies</li> <li>• Culture, Tourism &amp; Hospitality</li> <li>• Low carbon technologies</li> </ul> <b>Other key priority sectors:</b> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Community based enterprises</li> <li>• Creative industries</li> <li>• Health &amp; wellbeing</li> <li>• Social care or other supply markets to the Council and/or Warwickshire public services</li> </ul>	Small Business Loans	<ul style="list-style-type: none"> <li>• Creating/safeguarding Jobs or number of jobs created</li> <li>• Number of jobs filled by unemployed</li> <li>• Number of new start-up businesses</li> </ul>

Element	Description	Portfolio Size	Individual Investment size & volume	Priorities	Types of Investments	Economic & Social Investment Criteria
<b>Property &amp; Infrastructure Pillar</b>	<b>Property &amp; Infrastructure Pillar</b> <i>Providing loans to forward fund infrastructure, invest in commercial site and premises and to unlock development consistent with the needs of key sectors and/or wider ambitions for economic recovery.</i>	£40m	<£40m	<p><b>Creating space for future growth:</b></p> <ul style="list-style-type: none"> <li>• Automotive technology</li> <li>• Digital Creative &amp; Digital Technologies</li> <li>• Future of Mobility</li> <li>• Low carbon technologies</li> <li>• R&amp;D and innovation facilities</li> <li>• New start-up, incubator and accelerator space</li> </ul> <p><b>Other key priorities:</b></p> <ul style="list-style-type: none"> <li>• New/upgraded spaces within our town centres, incl. retail, hospitality, culture, leisure, health &amp; wellbeing, community- based enterprises, co- working/flexible work space</li> <li>• Health &amp; social care facilities</li> </ul> <p><b>Beneficiaries:</b></p> <ul style="list-style-type: none"> <li>• Developers and contractors of house building</li> <li>• Developers of employment land</li> <li>• Developers of office space</li> <li>• Developers of operational business buildings</li> <li>• Infrastructure projects</li> <li>• Occupiers of existing businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial loans</li> <li>• Equity investment</li> <li>• Purchase of assets</li> <li>• Corporate guarantees</li> <li>• Joint Ventures</li> </ul>	<ul style="list-style-type: none"> <li>• Creating &amp; safeguarding jobs - number of jobs created/safeguarded</li> <li>• Sq ft of enabled development</li> </ul>

Element	Description	Portfolio Size	Individual Investment size & volume	Priorities	Types of Investments	Economic & Social Investment Criteria
<b>Business Support</b>	<b>Business Support Programme</b> <i>Additional support to businesses pre-investment to ensure they are both business and investor ready</i>	Funded separately to WRIF		<ol style="list-style-type: none"> <li>1. Social Enterprises</li> <li>2. Charities</li> <li>3. Micro Businesses (up to 10 employees)</li> <li>4. Start ups with high growth potential</li> <li>5. Early-Stage Businesses &lt;operating less than 3 years</li> <li>6. SME's – company with no more than 250 employees</li> <li>7. Those businesses with a need for equity</li> </ol>	<ul style="list-style-type: none"> <li>• Review of current business model and income sources</li> <li>• Provide support with market assessment, competitor analysis, market research and viability evaluation Help investees test options against business model to demonstrate need for investment</li> <li>• Provide support in building a well – developed business / investment proposition as well as pitching</li> <li>• Coaching, mentoring, access to skills and knowledge</li> <li>• Access to incubation – physical space for early stage / start ups</li> </ul>	<ul style="list-style-type: none"> <li>• Number of businesses provided with business support</li> <li>• Proportion of businesses that proceed to investment stage following support</li> </ul>



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## Cabinet

25 January 2022

### Better Care Fund Plan 2021/22 Submission

#### Recommendation(s)

That Cabinet delegates authority to the Strategic Director for People to enter into the proposed section 75 NHS Act 2006 agreement, with Coventry and Warwickshire Clinical Commissioning Group for delivery of the Better Care Fund Plan for 2021/22, on terms and conditions acceptable to him and the Strategic Director for Resources.

#### 1. Executive Summary

- 1.1 The Better Care Fund (BCF) is a programme spanning both local government and the NHS which seeks to join-up health and care services, so that people can manage their own health and wellbeing and live independently in their communities for as long as possible.
- 1.2 The Better Care Fund 2021/22 Planning Requirements published on the 30th September 2021, set out the template for Health and Wellbeing Boards (HWBs) to submit their annual plans for approval. The deadline for submission of the BCF plan to NHS England was the 16<sup>th</sup> November 2021.
- 1.3 The Better Care Fund Policy Statement for 2021-22 provides continuity to previous years of the programme, with four national conditions:
  1. A jointly agreed plan between local health and social care commissioners and signed off by the Health and Wellbeing Board – this was completed on the 17<sup>th</sup> November 2021.
  2. NHS contribution to adult social care to be maintained in line with the uplift to Clinical Commissioning Group (CCG) minimum contribution - The contribution to social care from the CCG via the BCF is agreed and meets or exceeds the minimum expectation. In 2021/22 for Warwickshire the minimum contribution is £14.455m.
  3. Agreement to invest in NHS commissioned out-of-hospital services - That a specific proportion of the area's allocation is invested in NHS commissioned out-of-hospital services, while supporting integration plans. In 2021/22 for Warwickshire the minimum contribution is £11.552m.

4. A plan for improving outcomes for people being discharged from hospital – (national condition 4 – managing transfers of care). Ensure there is an agreed approach to support safe and timely discharge, including ongoing arrangements to embed a home first approach.

- 1.4 To meet the submission deadline and prior to approval by the Health and Wellbeing Board on the 17<sup>th</sup> November 2021, the BCF Plan for 2021/22 was reviewed and approved by:

Organisation	Board	Date
WCC	People Directorate Leadership Team	27/10/21
Partnership	Warwickshire Joint Commissioning Board - virtual	01/11/21
WCC	Corporate Board	02/11/21
CCG	Finance and Performance Committee	03/11/21
	Approved on behalf of the Governing Body who ratified the decision on	17/11/21
WCC	Leader of the Council (urgent decision)	11/11/21

- 1.5 Following submission our plan has also been subject to regional and national assurance by NHS England. The role of NHS England in this process is to approve BCF plans in consultation with the Department for Health and Social Care and the Department for Levelling Up, Housing and Communities. Assurance processes were paused in 2020/21 due to the pandemic and resumed this year for 2021/22 plans. The purpose of the assurance process is to confirm that national conditions are met, ambitions are agreed for all national metrics and that all funding is pooled, with relevant spend agreed. The assurance of plans has been led by Better Care Managers (BCMs) with input from NHS England and local government representatives.
- 1.6 NHS England, as the accountable body for the CCG minimum contribution to the fund, confirmed in writing to the CCG on the 13<sup>th</sup> January 2022 that our BCF Plan for 2021/22 has been **approved**.
- 1.7 These approval letters give formal permission to spend the CCG minimum contribution. This means that the CCG minimum funding can then be released.
- 1.8 Cabinet approval is now required to enable the minimum contributions (specified in the BCF allocations and grant determinations set out in section 2.2 below) to be pooled into a section 75 agreement. The BCF Policy Framework requires section 75 agreements to be signed and in place by the 31st January 2022.

## 2. Financial Implications

- 2.1 Funding sources and expenditure plans:



		2021/22		
		Pooled Contribution	Aligned Allocation	Total Budget
		£'000	£'000	£'000
Minimum NHS ring-fenced from CCG allocation	C&W CCG (SW Place)	19,074	44,345	63,419
	C&W CCG (WN Place)	13,576	22,568	36,143
	C&W CCG (Rugby Place)	7,842	13,725	21,566
Disabled Facilities Grant (DFG)		5,124	-	5,124
Warwickshire County Council Improved Better Care Fund (iBCF)		14,688	-	14,688
Warwickshire County Council		-	68,590	68,590
<b>Total Pooled Contribution</b>		<b>60,304</b>		
<b>Total Additional Aligned Allocation</b>			<b>149,227</b>	
<b>Total Budget</b>				<b>209,530</b>

2.2 The following minimum funding must be pooled into the Better Care Fund in 2021/22:

Funding Sources	2021/22
DFG	£5,124,786
Minimum CCG Contribution	£40,490,953
iBCF	£14,688,367
<b>Total</b>	<b>£60,304,106</b>

### 3. Environmental Implications

3.1 None

### 4. Supporting Information

4.1 National Condition 1 (as detailed in section 1.3 above) requires a BCF Plan, covering all mandatory funding contributions to have been agreed by Health and Wellbeing Board (HWB) areas and minimum contributions (specified in the BCF allocations and grant determinations) to be pooled in a section 75 agreement (an agreement made under section 75 of the NHS Act 2006) by the constituent local authorities (LAs) and CCG.

4.2 Section 75 of the National Health Service Act 2006 gives powers to local authorities and clinical commissioning groups to establish and maintain pooled funds out of which payment may be made towards expenditure incurred in the exercise of prescribed local authority functions and prescribed NHS functions.

4.3 The purpose of the section 75 agreement is to set out the terms on which the local authority and CCG have agreed to collaborate and to establish a framework through which the Partners can secure the future provision of health and social care services through lead or joint commissioning arrangements. It is also the means through which the local authority and CCG will pool funds and align budgets.

## 5. Timescales associated with the decision and next steps

### 5.1 Regional and national assurance activity:

Assurance activity	Date
BCF planning requirements received	01/10/21
Optional draft BCF planning submission submitted to BCM	29/10/21 - Complete
Review and feedback to areas from BCMs	02/11/21 - Complete
BCF planning submission from local HWB areas (agreed by CCG and WCC) sent to national BCF Team at NHS England	16/11/21 - Complete
Scrutiny of BCF plans by regional assurers, assurance panel meetings and regional moderation	16/11/21 – 07/12/21 Complete
Regionally moderated assurance outcomes sent to national BCF team	07/12/21 - Complete
Cross-regional calibration	09/12/21 - Complete
Approval letters issued giving formal permission to spend (CCG minimum)	13/01/22 - Complete
Cabinet approval to enter into a section 75 agreement for the BCF Plan for 2021/22	25/01/22
All section 75 agreements to be signed and in place	By 31 January 2022

### Appendices

- None

### Background Papers

- None

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Portfolio Holder	Councillor Bell	margaretbell@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

## Cabinet

25 January 2022

### Delivering a Healthier Warwickshire – Physical Health Improvement Services – Approval to Tender

#### Recommendation(s)

That Cabinet:

1. Considers and supports the key lines of enquiry relating to the re-commissioning of the physical health and wellbeing services that are in scope.
2. Approves the commencement of a procurement process for the provision of an integrated adult physical health and wellbeing service by Warwickshire County Council.
3. Authorises the Strategic Director for People, in consultation with the Portfolio Holder for Adult Social Care and Health to enter into all relevant contracts for the provision of adult physical health and wellbeing services on terms and conditions acceptable to the Strategic Director for Resources.

#### 1. Executive Summary

- 1.1 Warwickshire County Council (WCC) currently commissions seven physical health and wellbeing services for adults across eight contracts. These services promote behaviour change by supporting interventions and promoting prevention of the causes of ill-health in respect of (i) physical activity, (ii) weight management, (iii) stopping smoking and (iv) encouraging health checks in primary and community settings. The aims of the services are to encourage and support residents to lead healthier lifestyles, and prevent long term health conditions, such as cancer, diabetes, cardiovascular disease, and obesity.
- 1.2 These commissioned services make up the physical health and wellbeing offer to individuals registered with a Warwickshire GP. They are available to all individuals aged 16 and over, except stop smoking services which supports all those aged 12 and over.
- 1.3 The current commissioned provision includes the following:

Service Type	Service Name	Brief Description
Customer Delivery	Fitter Futures Warwickshire – Physical Activity on Referral	Personalised 12-week physical activity programmes within a leisure centre environment to support adults with long term health conditions.
	Fitter Futures Warwickshire – Adult Weight Management	12-week weight management support in community settings.
	Health Checks – Primary and Community	Face to face appointment to spot early signs of stroke, kidney disease, heart disease, type 2 diabetes, and dementia.
	Stop Smoking – Primary and Community	Free one-to-one support to help residents stop smoking for good. This service consists of two contracts, one for GPs and another for Pharmacies.
Technical Delivery	Single Point of Access	Triage and process referrals for Fitter Futures Warwickshire
	Health Check Data Validation and Processing	Provide validated data for NHS Health Checks from primary care practice systems.
	Point of Care Testing ( <b>POCT</b> )	To provide POCT service for blood tests, including the equipment and consumables required, as part of the NHS Health Check.

1.4 As these contracts are approaching their expiration deadline, WCC has an opportunity to review the current model of commissioning to ensure that the next commissioning cycle meets current need, principles, and objectives to serve the population of Warwickshire. All seven commissioned services will be in scope for the review.

1.5 The key considerations for the physical health commissioning review are as follows:

#### *Re-design Process*

- Benchmarking with other local authorities.
- Consideration of alternative models of delivery that have proved successful in other parts of the country.
- Review of outcomes, with specific regards to supporting those with protected characteristics and vulnerable groups.

#### *Technical Issues*

- Reviewing the current position for technical contracts and database processes currently used by WCC, GPs and Pharmacists to support delivery and payments.
- Explore the emerging Integrated Care System (ICS) and opportunities this may present.
- Explore targeted provision to ensure an inclusive model is adopted alongside incorporating technology within delivery models.

#### *Coproduction & Engagement*

- Engagement with current service users, general public, referrers, and health professionals (particularly GP staff) to review what is working

effectively and identify and remove any issues, barriers, and gaps, both for provision and demographics accessing the service.

- A place-based approach will be adopted to identify health inequality differences and future models' differences between the districts and boroughs.
- Providers will be expected to use a co-production approach to service delivery and quality.
- Market engagement with the proposed model(s).

- 1.6 The overarching principles guiding the recommissioning processes are:
- Adopting a population health management approach and proportionate universalism approach to service delivery.
  - Effectively utilising resources and delivering universal and targeted services at a scale and intensity proportionate to the degree of need.
  - Targeting healthy lifestyle support, particularly with at risk and vulnerable groups.
  - A “one conversation” approach and a holistic health plan for the service user that utilises a behaviour change approach.
  - A streamlined delivery model to ensure efficiencies and consistent health support.
  - Improving service user and carer experience through a co-production approach and reducing physical health inequalities.
  - Consideration of the appropriate balance between a county-wide universal offer with more targeted offer at place and for particularly vulnerable and at-risk groups.
- 1.7 The tender for these services will be underpinned by the Council Plan 2020-2025 strategic values, specifically, to ensure Warwickshire’s communities and individuals are supported to be safe, healthy, and independent. Furthermore, to improve health and wellbeing outcomes for residents and tackle the impact of Covid-19 by using the findings from the Warwickshire health impact assessment.
- 1.8 People Strategy and Commissioning and Public Health Warwickshire are undertaking a holistic service review into the seven commissioned services, which will permit a thorough understanding into the demographics accessing the services, current behaviour patterns, and strengths and gaps in current provision. This will be coupled with the local reviews, such as the Joint Strategic Needs Assessment (JSNA), Coventry and Warwickshire’s Covid-19 Health Impact Assessment and national guidance, such as Public Health England and National Institute for Health and Care Excellence. This will help to shape and influence the future service model.
- 1.9 Whilst this tender will be led by WCC, the work will need to be in partnership with the emerging ICS. Flexibility will be included in the relevant contracts to consider options as the ICS is implemented on a county scale.

## 2. Financial Implications

- 2.1 The current annual cost of the services in scope is £848,660. The breakdown of this is:
- £758,660 funded by WCC Public Health
  - £90,000 funded by Coventry and Warwickshire CCG (which contributes to the Stop Smoking provision).
- 2.2 Budget savings have been made as part of the Medium-Term Financial Strategy (MTFS) commitments for the current commissioned services. Subsequently, the future service must consider new and innovative ways of supporting target groups and delivering safe, effective, and inclusive services.
- 2.3 The proposed annual cost of the future services is £680,660. The breakdown of this is:
- £590,660 funded by WCC Public Health
  - £90,000 funded by Coventry and Warwickshire CCG (which contributes to the Stop Smoking provision).
- 2.4 Due to organisational changes within Coventry and Warwickshire CCG, the CCG are unable to confirm at this stage the future contribution of £90,000 towards the Stop Smoking provision. Whilst it is included within the current total values for the purposes of ensuring a valid and compliant procurement process, funding confirmation is still required and will be subject to CCG governance and approvals.
- 2.5 The review of services and engagement with stakeholders will inform the options to be proposed for future commissioned provision. The duration of the new contract(s) will be 3 years plus options to extend for further periods not exceeding 2 years in total.
- 2.6 In 2021/22 financial year, the Office for Health Improvement and Disparities (OHID (previously known as Public Health England)), awarded all local authorities an Adult Weight Management Services Grant. The ringfenced grant was to support the expansion of adult tier 2 behavioural weight management services. Warwickshire County Council were allocated £173,884, which was determined by population size, obesity prevalence and deprivation levels. The funding will only support delivery between 1 April 2021 and 31 March 2022. However, should OHID provide additional funding in relation to adult weight management, the tender process will be designed in such a way as to enable the additional service provision to be included and evaluated.
- 2.7 Further and as a result of the NHS Long Term Plan (specifically in relation to obesity and smoking), financial flexibility will be required. The NHS will increase its contribution to tackling some of the most significant causes of ill health, including a new tobacco dependency programme to help people stop smoking. Financial contributions have not been finalised, but where possible,

the tender process will be designed in such a way as to enable the additional service provision to be included and evaluated.

- 2.8 Inflationary uplifts are not automatically guaranteed or agreed so providers will need to bid for services on this basis.
- 2.9 A competitive tender process will be undertaken to secure the most economically advantageous and effective delivery of these services. WCC are proposing one tender to combine the 8 current contracts as a collaborative partnership.
- 2.10 The proposed budget will be sufficient to cover the service requirements, and efficiencies will be sought and delivered through an effective procurement process. If the £90k contribution from Coventry and Warwickshire CCG is not secured, both the budget and delivery model will be reviewed and scaled back prior to re-tendering.

### 3. Environmental Implications

- 3.1 Providers will be expected to demonstrate how they will deliver services that meet the needs of the population they serve, balanced with minimising the impact on the climate.

### 4. Supporting Information

- 4.1 This work supports Warwickshire’s Health and Wellbeing Strategy 2021-2026 (see appendices).
- 4.2 The Council has a duty under section 2B of The Local Authority Regulations Act 2013 to provide, or make arrangements to secure the provision of, health checks to be offered to eligible persons in its area<sup>1</sup>.

### 5. Timescales associated with the decision and next steps

- 5.1 Following Cabinet’s decision, the table below sets out the critical milestones and key deadlines for the tendering and commissioning of the physical health and wellbeing services. These have been approved by Procurement.

Description	Date
Approval to tender	Dec 2021- Jan 2022
Tender	Oct - Dec 2022
Award contract(s)	Dec 2022
Implementation	Jan-July 2023

<sup>1</sup> The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013: <https://www.legislation.gov.uk/uksi/2013/351/regulation/4/made>

Service commencement

July 2023

- 5.2 Following on from Cabinet approval and once engagement has taken place, the preferred model will be discussed with the Portfolio Holder.

## Appendices

1. Warwickshire Health and Wellbeing Strategy 2021 – 2026
2. Equality Impact Assessment – Delivering a Healthier Warwickshire

## Background Papers

1. None

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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:





# Warwickshire Health and Wellbeing Strategy

2021-2026

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# Foreword



Our new Health and Wellbeing Strategy presents a real opportunity to make a difference to the health and wellbeing of everyone in Warwickshire. The Strategy has been produced in collaboration with Health and Wellbeing Board partners in a context of change which brings both challenges and opportunities. Much has happened since our first Strategy in 2014. There is significant pressure in the health and care system and the public sector more widely because of increasing demand and reducing capacity. This has been further amplified by the Covid-19 pandemic which has radically changed how society functions.

As we start to rebuild communities and reset services as part of our recovery from the Covid-19 pandemic, even more importance needs to be placed on tackling inequalities in health and creating engaged and cohesive communities that are able to thrive despite the ongoing challenges we all face. Helping our children and young people to get the best start in life is key to this, as is supporting people to look after their mental health and wellbeing particularly as 1 in 3 visits to mental health services during the pandemic were from new users. Our Covid-19 Health Impact Assessment (HIA) has highlighted two findings which will be key drivers behind our new Strategy and its implementation:

1. An **integrated recovery** which looks across traditional organisational boundaries is required to understand the wider impact to services; and
2. There is a **double impact of harm** which disproportionately impacts on Black, Asian and Minority Ethnic (BAME) communities, and the most vulnerable individuals facing multiple deprivation and inequalities in health

The NHS long-term plan and Coventry and Warwickshire Five Year Health and Care Plan both confirm a greater focus on prevention and a move to a more integrated health and care system. We want to build on the momentum from our previous Strategy and the Year of Wellbeing 2019 to drive further commitment around improving health and wellbeing. We have set out high level ambitions for the next

five years, as well as specific priorities we think we should focus on over the next two years.

This Strategy sets out our commitments and vision for improving health and wellbeing for Warwickshire. It is however the first step, and next we need to deliver on these commitments. To make sure that we get this right for our communities, we are taking a place-based approach to delivery. In Warwickshire, our 3 Places are:

- North – covers North Warwickshire Borough and Nuneaton and Bedworth Borough
- Rugby – covers Rugby Borough
- South – covers Stratford on Avon District and Warwick District

Each place has a Health and Wellbeing Partnership and a Health and Care Executive that will play a key role in delivering the Strategy locally making sure that action plans have been tailored to meet local needs and build on the strengths, of each place.



**Councillor Les Caborn**

Chair of Warwickshire Health and Wellbeing Board



# Introduction



## What is the Health and Wellbeing Strategy?

The Health and Wellbeing Strategy (HWS) is Warwickshire's high-level plan for improving health and wellbeing and reducing differences, or inequalities, in health within Warwickshire. The HWS is owned by Warwickshire's Health and Wellbeing Board (HWB), a collaborative partnership bringing together senior leaders from the county, borough and district councils, the third sector represented by Warwickshire Community and Voluntary Action (WCAVA), Healthwatch Warwickshire, NHS Coventry and Warwickshire Clinical Commissioning Group (CCG), NHS trusts, Warwickshire Fire Service and the Police & Crime Commissioner.

The 2021-2026 HWS is informed by data and engagement evidence from our Joint Strategic Needs Assessment (JSNA) learning from our 2014-2020 Health and Wellbeing Strategy, as well as drawing on national research and good practice. Key stakeholders, including people living and working in Warwickshire, were consulted with during the early stages of strategy development. The findings from the consultation have been reflected within this final draft. The HWS responds to the rapidly changing context for health and social care by setting out a five-year vision for health and wellbeing in Warwickshire. It will be used by local health and care partners to inform plans for commissioning services and to shape how we will work together to address the wider determinants of health.

Our long-term strategic ambitions for Warwickshire are:

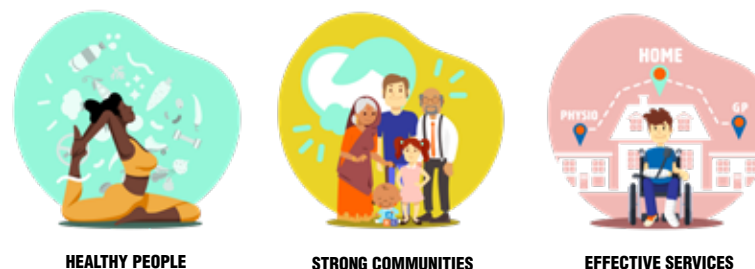


Figure 1: Coventry and Warwickshire's Strategic ambitions (HCP, 2019)

These ambitions are aligned to our shared vision for health and wellbeing across Coventry and Warwickshire's Health and Care Partnership (HCP). Together we want to do everything in our power to enable everyone to pursue a happy, healthy life by putting people at the heart of everything we do.

***“One Health & Care Partnership, Two Health and Wellbeing Boards, Four Places, Three Outcomes”***



To deliver on these ambitions in Warwickshire, the HWB has agreed three priority areas to focus on over the next two years.

### Priorities for Warwickshire:

- Help our children and young people have the best start in life
- Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities
- Reduce inequalities in health outcomes and the wider determinants of health

Within Warwickshire health and wellbeing outcomes can differ dependent where you live. For example, males living in the north of the county in Nuneaton and Bedworth Borough die on average 3.6 years earlier when compared with males living in the south of the county in Stratford on Avon District <sup>1</sup>. To make sure that we are getting things right for each area we have established local Health and Wellbeing Partnerships (HWP) for North, Rugby, and South Warwickshire. Each HWP is developing an action plan outlining how they will focus on our county-wide priorities in a way that meets the health and wellbeing needs of North, Rugby, and South Warwickshire.

We will routinely monitor our performance in outcomes related to these priorities and after two years we will evaluate if these should remain our priorities for a further two-year period, or if there are other areas we should focus on to help achieve our long-term strategic ambitions. However, the HWB partners recognise that we are still yet to understand the full impact of Covid-19 across all areas of health and wellbeing. With this in mind, we will be monitoring progress against our priority areas regularly to understand if our two-year timeframe needs to change.



# OUR JOURNEY - Where we are now

There has been ongoing commitment to deliver on the priorities of the 2014-2020 Strategy from each organisation represented on the HWB and our Annual Reviews highlight some of the achievements in delivering our ambitions of the Strategy over the last 5 years. Over this period, the role of wider partners in health and wellbeing has been increasingly recognised, such as Housing and Planning teams in our Districts and Boroughs, the Police and the Fire and Rescue Service.

There has been stronger partnership working, however it is acknowledged that we do not always join up what we do and make the connections between different areas of work. This means we may miss opportunities to identify synergies and complementary activity and do not always get the best outcomes as a result. To do this better we are adopting a 'population health' approach which takes a holistic view of everything that impacts on people's health and wellbeing. A population health approach pays greater attention to the connection between four areas that influence health and wellbeing (figure 2). These areas are *the wider determinants of health, health behaviours and lifestyles, the place and communities we live in and with, and an integrated health and care system*.

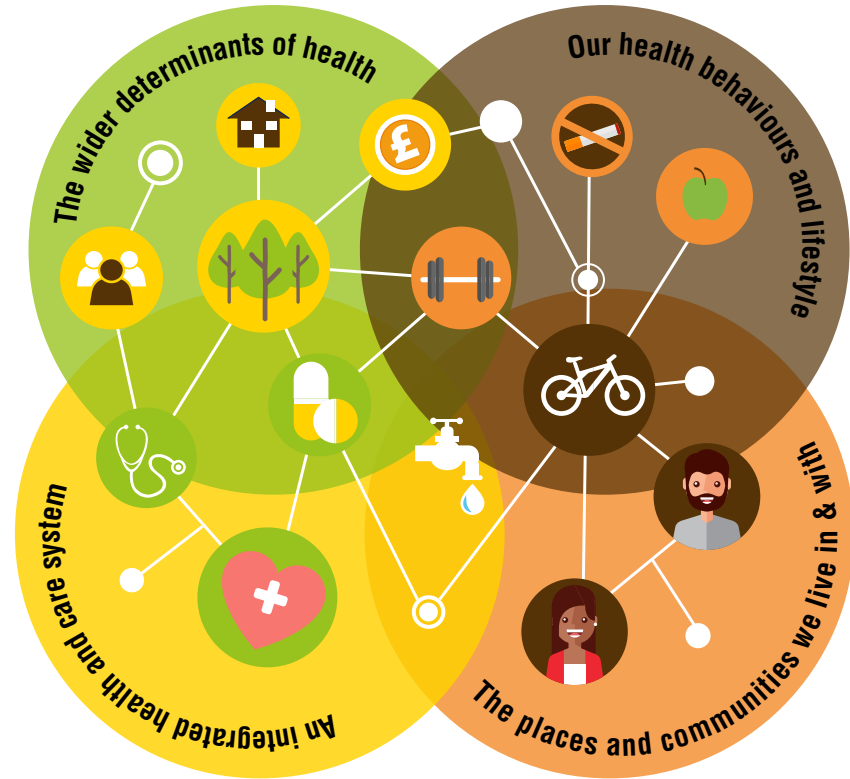
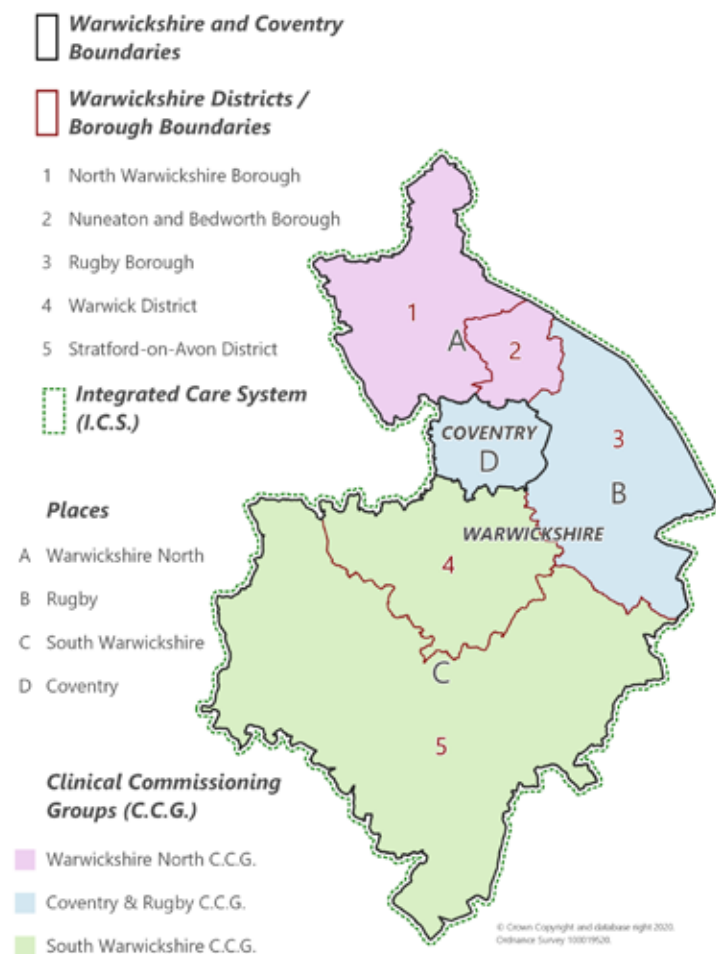


Figure 2: Population health model (Kings Fund, 2019)



## Joint Strategic Needs Assessment

To inform the development of the new HWS we have undertaken research and engagement as part of the Joint Strategic Needs Assessment (JSNA) process. We used an approach that focused on the health needs of people within each local HWP (figure 3). By undertaking this approach we have been able to identify the needs and priorities within the North, Rugby, and South Warwickshire and ensure our recommendations are tailored to each place.



Over the last two years we have been building our understanding of assets and needs across the county through analysis of evidence from a wide range of sources. As part of our JSNA we have talked to over 2,000 residents and professionals and over 300 community organisations about the key issues facing local communities. In light of the Covid-19 outbreak we undertook further engagement in September 2020 and heard from over 2,500 residents on how life had changed for them since the outbreak. These findings reflect a snapshot in time and over the next few years data may have changed as the lasting impact of the pandemic continues to emerge.

From this, we know that:

- Overall health in Warwickshire is above average but varies, with residents in more deprived parts living shorter lives and spending a greater proportion of their lives in poor health.** In less deprived parts of the county males can expect to live over 9 years longer and females 5 years longer than those in more deprived areas<sup>2</sup>. People are spending more of their later years in ill-health – over 18 years for men and nearly 20 years for women<sup>3</sup>. There are avoidable differences in health outcomes, often linked to smoking, alcohol consumption, obesity and lack of physical activity. There is a need for better communication and advice to help people lead a healthy and independent life.
- Children and younger people have increasing needs.** Nearly one in three children age 10-11 are overweight or obese<sup>4</sup>. Increasing numbers of children aged 0-14 are being admitted to hospital with injuries and hospital admissions have also increased for alcohol specific conditions in under 18s<sup>5,6</sup>. There are growing concerns regarding mental health issues and self-harm rates among young people (age 10-24)<sup>7</sup>. With the number of school children forecast to increase by over 4,000 by 2025 the demand on support services is likely to increase<sup>8</sup>.
- Around one in four adults experience mental health problems, but the county has seen an improvement in the suicide rate.** Levels of suicide in Warwickshire have historically been higher than the England average. However, following a large programme of work aimed at



suicide prevention, local rates are now in line with the England average<sup>9</sup>. With awareness of mental health increasing and changes in underlying risk factors, more adults and young people are likely to present to health services with a mental health need by 2025.

**Covid-19 impact:** We know that for many people mental health and wellbeing has been negatively impacted as a result of the pandemic response. Local mental health support services reported seeing more people experiencing anxiety disorders<sup>10</sup> and the Warwickshire COVID-19 Survey found an increase in self-harming behaviours among people with pre-existing mental health conditions.

- **Warwickshire has a growing older population.** There are more people over the age of 65 than the national average (20.8% in Warwickshire and 18.4% for England) and those over 85 are expected to almost double from 16,561 in 2020 to 30,132 in 2040. The prevalence of dementia (all ages) is higher than the national average in South Warwickshire (similar to the national average for Coventry and Rugby and below the national average for Warwickshire North)<sup>11</sup>. Across the CCG as the whole, the estimated dementia diagnosis rate for those aged 65 and above is below the national average<sup>12</sup>. These issues put pressure on services and carers who provide support. We need to focus on preventative health in the younger and working age population now to help manage future demand on health and care services.
- **Despite the county's comparatively good performance on education and skills and economic growth, pockets of deprivation limit people's opportunities to succeed in life.** 6 Lower Super Output Areas (LSOAs) are in the 10% most deprived nationally. A further 16 LSOAs are in the second most deprived decile, and 26 are in the third most deprived decile. 12% of children (11,400) live in low-income households. Social inequalities and life chances are already established from these early years of life. .

**Covid-19 impact:** Across Warwickshire the percentage of working age people receiving Job Seekers Allowance plus those receiving Universal Credit was gradually increasing from 1.9% in April 2019 to 2.2% in March 2020. Across Warwickshire the highest rates were in Nuneaton and Bedworth Borough

which were consistently higher than the England rate, and the lowest were in Warwick and Stratford Districts. However, since the first lockdown, claimant rates increased significantly across the county, with each district and borough seeing at least double the number of claimants. North Warwickshire saw the biggest percentage increase in claimants when comparing rates between May 2019 and May 2020<sup>13</sup>.

- **Inequalities in health exist between White and Black, Asian and Minority Ethnic communities.** Individuals from a Black, Asian and Minority Ethnic (BAME<sup>a</sup>) background are highlighted to potentially have greater rates of mental health illness compared to White British individuals. People from ethnic minority groups are at higher risk of being out of work; prior to Covid-19 the rate of unemployment in some ethnic minority communities was 6.1% compared to 3.5% for people from a white background<sup>14</sup>.

**Covid-19 impact:** People from BAME groups were more likely to be at increased risk of exposure to Covid-19 than White British groups during the first wave of the pandemic, often due to working in frontline or essential services. Mortality rates were highest among South Asian and Black Caribbean groups<sup>15</sup>.

- **The county has a higher level of homelessness than other areas.** We know that good quality housing leads to better health and wellbeing as it indirectly affects early years outcomes, educational achievement, economic prosperity, mental health and community safety<sup>16</sup>.

**Covid-19 impact:** Under the 'everyone in' directive we supported 139 rough sleepers to access emergency shelter who had not been assessed formerly to be owed a statutory duty to accommodate. Wider financial impacts of the pandemic have led to an increase in people concerned about meeting housing costs.<sup>3</sup>

<sup>a</sup>We use the acronym BAME throughout this strategy. However, we recognise its limitations as a term that combines and, therefore, dilutes the experiences of Black, Asian and other minority ethnic groups. WCC is actively seeking ways to address this by holding discussions about the use of the acronym BAME, the impact of the term and potential alternative terms that may be more suitable.

- Poor transport links in some parts of the county contribute to loneliness and social isolation.** Nearly a third of people live in rural areas in Warwickshire, often with poor public transport links, which can make it difficult to access services, and over one in three of the population over 65 report they are lonely some or all of the time<sup>17</sup>.

**Covid-19 impact:** Residents feel less comfortable about using public transport due to concerns of exposure to COVID-19<sup>3</sup>.
- Road safety** – a higher rate of people are killed and seriously injured on roads in Warwickshire when compared to the England average. This is compounded by rapid population growth in areas such as Rugby resulting in pressure on services, increased road traffic, and poorer air quality in some of our town centres.

**Covid-19 impact:** Warwickshire residents have walked or cycled more during the pandemic, however the most common barrier to opting to walk or cycle more is concern about traffic and other road users<sup>3</sup>.
- Air quality** – improving air quality and taking action on climate change has significant benefits both for our local environment and our health and wellbeing, including reducing the risk of developing or exacerbating respiratory illnesses.

**Covid-19 impact:** Reduced traffic during the pandemic has led to improved air quality; there is an opportunity to harness changes in behaviour made during the pandemic for longer-term environmental and health benefits. Additionally, when asked residents would feel most motivated to take local action on conservation and action on climate change within their local communities<sup>3</sup>.

- Community capacity** – our JSNA has highlighted a wealth of voluntary and community activity. Community organisations are often best placed to address health challenges as they have networks, understanding and legitimacy. However, their resources are limited, and the public sector must change how it works with communities by shifting to an 'enabling' leadership style to join forces and build capacity.

**Covid-19 impact:** The grassroots response to mobilising mutual aid during the pandemic period has had a big impact on local volunteering, how it is perceived and how it can be promoted in the future.
- Improvements to access and integration of services are needed, with a focus on self-care and prevention to help people stay well and ensuring a seamless experience of accessing care when help is needed.**

**Covid-19 impact:** Respondents reported access to services as a top priority and a third were uncertain about accessing these facilities compared to other settings during the initial lockdown period. For some the shift to digital GP appointments represented a more convenient way of accessing services, whilst others felt this did not adequately replace face to face contact<sup>18</sup>.

More information about the findings from our Joint Strategic Needs Assessment can be found at [www.warwickshire.gov.uk/joint-strategic-needs-assessments-1](http://www.warwickshire.gov.uk/joint-strategic-needs-assessments-1)

More information about the findings from our Covid-19 Health Impact Assessment can be found at: [www.warwickshire.gov.uk/joint-strategic-needs-assessments-1/impact-covid-19/1](http://www.warwickshire.gov.uk/joint-strategic-needs-assessments-1/impact-covid-19/1)



# Where do we want to get to?



Based on this understanding of local needs, we are proposing three overarching **strategic ambitions** for the health and wellbeing of our residents.



HEALTHY PEOPLE



STRONG COMMUNITIES



EFFECTIVE SERVICES

These ambitions are interdependent and the outcomes we hope to achieve are:

## 1. People will lead a healthy and independent life.

By this we mean promoting culturally competent healthy lifestyles and behaviours to help people stay healthy and well. By 'healthy' we mean being in a good state of physical and mental health and wellbeing. It means working together to make sure that every child has the same opportunity to thrive and has the best start in life. If people have existing health problems, we want to prevent them from escalating to the point where they require significant, complex and specialist health and care interventions. It means helping people to age well and to slow the development of frailty in older people. The focus will be on empowering people to take action to improve their health and wellbeing and providing effective, timely support where needed.

Direction of travel will be monitored through engagement activities with our communities and indicators such as:

- **Children and young people:** healthy weight; admissions for injuries; under 18 alcohol and drug admissions; child and adolescent mental health services (CAMHS) performance; children living in poverty; children and young people

who self-harm; school readiness; children physically active; mental health and wellbeing at Year 9; breast feeding rates at six weeks.

- **Working-age adults:** healthy life expectancy; physically active adults; overweight and obese; alcohol admissions; suicide rate; number of health checks; happiness/wellness; smoking status.
- **Older people:** falls; dementia diagnosis; flu immunisations; social isolation; support needs met by admission to residential and nursing care homes.

## 2. People will be part of a strong community.

By this we mean working together with communities and the voluntary and community sector (VCS) to create a healthy environment where everyone has the opportunity to thrive, with access to jobs, secure housing and social connections. We will take a strengths-based approach to build community capacity, increase levels of volunteering and social action, and will continue to build on our existing strong relationships with the VCS to enable and support new approaches to secure integrated, more efficient and community-led outcomes. We will co-produce services with our communities where possible to make sure they meet people's needs.

Direction of travel will be monitored through engagement activities with our communities and indicators such as:

- **Economic inclusion:** universal credit claimants; people in employment; gap in employment rate between those with mental health or learning disabilities and the overall employment rate; use of food banks; index of multiple deprivation; free school meals; digital and financial inclusion measures.
- **Housing and homelessness:** fuel poverty; statutory homelessness and priority need or in temporary housing; proportion of affordable homes being built; energy performance certificate (EPC) ratings of properties; those accessing support through citizens advice.



- **Transport and air quality measures:** level of air pollution; number of trips made using active travel methods; CO2 emissions; use of public transport.
- **Road Safety:** killed and seriously injured (KSI) casualties on England's roads.
- **Carers support:** percentage of adult carers who have as much social contact as they would like; carers wellbeing service measures.

### 3. People will experience effective and sustainable services.

These outcomes are also aligned to the Coventry and Warwickshire Health and Wellbeing Concordat, owned by the Health and Wellbeing Boards for both Warwickshire and Coventry. We will focus on the best way to achieve good outcomes for people, reduce the number of interactions people have with our services, and avoid multiple interventions. We will work together with VCS and HCP partners to focus on early intervention to prevent people from needing to use complex and specialist services. We will seek to develop accessible, responsive, and high-quality services that are designed in a way that seeks to reduce inequalities in health. We will co-produce services with key stakeholders where possible and work with service users to ensure cultural competence of materials and accessibility for a range of needs including people with learning disabilities.

Direction of travel will be monitored through engagement activities with our communities and indicators such as:

- **Quality of services:** emergency readmissions within 30 days of discharge; excess winter deaths, delayed transfers of care from hospital.
- **Access to services:** proportion of adults in the population in contact with secondary mental health services; proportion of patients satisfied with GP practice appointment time; active travel, access to open space; use of leisure centres; waiting times for Child and Adolescent Mental Health Services (CAMHs); referral to fitter futures; digital inclusion; walking and cycling routes; use of country parks.
- **Early intervention:** Uptake of health checks among people with learning difficulties and among people with serious mental illness; social prescribing measures; participation in VCS groups tackling mental health/loneliness; vulnerable persons seeking assistance/referrals; evaluation of social prescribing; number of schools and businesses signed up to Thrive.
- **Long term conditions:** people feeling supported to manage their condition.



# How will we get there



We are working on a population health framework for Warwickshire to underpin everything we do as a health and wellbeing system to achieve our long-term vision for change. It is taken from a model developed by the King's Fund and is based on four areas that impact on people's health and wellbeing (figure 5). For Warwickshire this means:

- **Wider determinants** – working in partnership to tackle health inequalities through addressing the social determinants of health such as education, employment, income, housing, transport and a healthy environment.
- **Our health behaviours and lifestyles** – aligning and coordinating prevention programmes to maximise impact and tackle barriers to healthy lifestyle choices.
- **The places and communities we live in and with** – working together with our communities to mobilise solutions, informed by our understanding of local needs and assets from local data and intelligence.
- **An integrated health and care system** – health and social care commissioners and providers working together to commission and deliver services in Warwickshire.

We plan to invest in getting these foundations right and our plans will consider each of these components and the connections between them. Some of the outcomes related to our ambitions will be delivered indirectly by other strategies and plans, such as economic strategies and growth plans which will improve access to employment and training and therefore influence improvements in the wider determinants of health. Local development plans and core strategies that will set the vision for development and regeneration across Warwickshire and will provide key infrastructure and housing to meet local need. Similarly, the Local Transport Plan will support a shift in transport modes to more sustainable active travel that will provide greater opportunity for people to be physically active; and

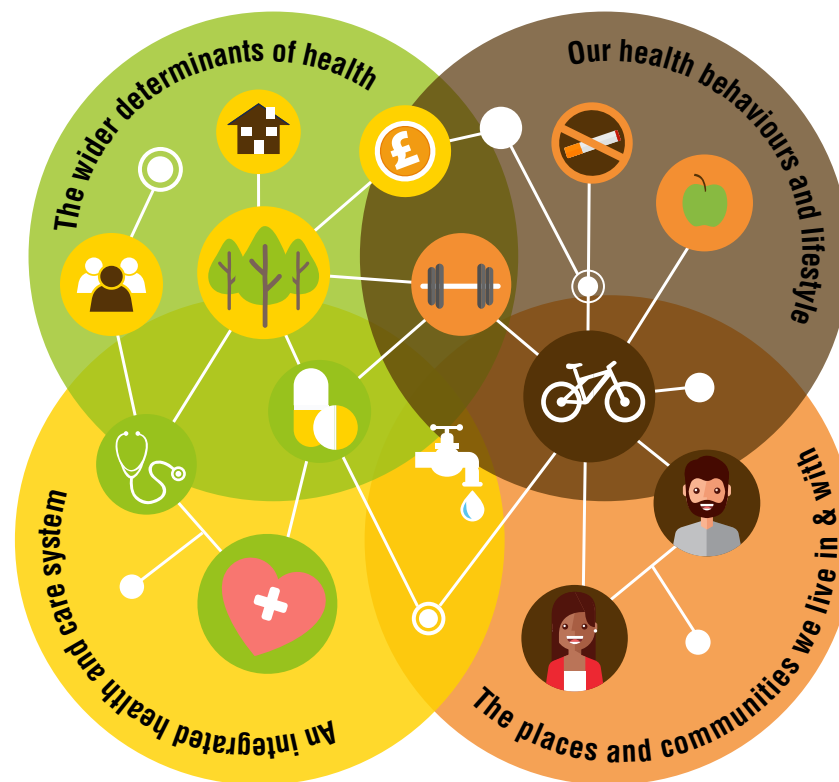


Figure 5: Our approach to population health (Kings Fund, 2019)

leisure, recreation and green space strategies will improve local facilities, parks, and play equipment to support everyone to keep active.

The importance of whole-system approaches for promoting health and wellbeing and strengthening the local economy is highlighted by the NHS Confederation report “NHS Reset: The Role for Health and Care in the Economy: a five - point plan for every system”<sup>19</sup>. This identifies key areas for all systems to address covering



the role of Anchor Institutions, strengthening recruitment of local residents, building the local supply chain, embedding health within planning frameworks and supporting civic restoration in the recovery from the pandemic. These have relevance to each of our strategic ambitions and our local place-based priorities and recovery plans.

## Our ways of working

The following principles, which form part of the Coventry and Warwickshire Health and Wellbeing Concordat, will underpin the way we work as Health and Wellbeing Board partners:

**Prioritising prevention:** we will tackle the causes of health-related problems to reduce the impact of ill-health on people's lives, their families and communities. We will seek to address the root causes of problems, listening to local people's priorities and acting on their concerns.

**Strengthening communities:** we will work with communities and the community and voluntary sector to support strong and stable communities. We will listen to residents to understand what they want from the services we provide and encourage them, to lead change themselves where possible.

**Co-ordinating services:** we will work together to design services which take account of the complexity of people's lives and their over-lapping health and social needs. We will focus on the best way to achieve good outcomes for people, reducing the number of interactions people have with our services and avoiding multiple interventions from different providers.

**Sharing responsibility:** we value the distinct contributions by all organisations that are represented on the Health and Wellbeing Board. We will maintain partnerships between the public sector, voluntary and community sector, local businesses and residents, recognising that we share a responsibility to transform the health and wellbeing of our communities. We will pool resources, budgets and accountabilities where it will improve services for the public.

## Our priorities

We have identified **three initial priorities** where we can make a tangible difference in the short-term by working together in partnership. We will use these areas to test our new ways of working and bring our population health framework to life (figure 6). There is a wealth of great work already being done in these areas and the challenge is to add value by making connections and creating energy and momentum to upscale existing activity. We will look at each area through the lens of the population health framework, identifying how each component contributes to addressing the issue and links to the others. We think that these are areas that, if we make a difference here, will impact positively on other health and wellbeing issues and priorities for the county.

We have chosen these priorities because we know that they are areas where we could do better. The first two priorities were identified through the JSNA findings and workshops with senior leaders and remain relevant now. Reducing health inequalities has long been a priority underpinning our work and now deserves more prominence due to the 'double-impact' of the pandemic. Our three initial priorities are to:

- Help our children and young people have the best start in life.
- Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities.
- Reduce inequalities in health outcomes and the wider determinants of health.

We will review our progress on these areas annually and change our priority areas after two years if necessary. Our three HWP and Health and Care Executives (HCE) will play a crucial role in the delivery of the HWS and will have strategic oversight of the four areas within the population health model. Together they will develop local implementation plans that are rooted in the understanding of the health of the population in each place (North, Rugby, South).

### Priority 1 – help our children and young people have the best start in life

We know that positive early experiences are vital to make sure children are ready to learn, ready for school, and have good life chances. Support needs to start early, including support for parents in the “1001 Critical Days” (from conception to age two) when the foundations for development are laid. Children and young people have experienced significant challenges throughout the Covid-19 pandemic. For many children and young people disruption to education and homelife will have impacted on their mental health and wellbeing.

More families have found themselves in financial hardship following the Covid-19 pandemic. For example, between March and April 2020, we know that there was an increase in the number of food parcels given to families with children, as well as an increase in the number of children newly eligible for a free school meal. Financial hardship can impact negatively on children’s prospects. WCC has developed the **Family Poverty Strategy** and will work in partnership with HWB members and VCS partners to implement the strategy and seek to tackle childhood disadvantage.

Childhood vaccinations are a vital health priority to protect against a number of diseases. Nationally and locally in Warwickshire there has been a decrease in the numbers of children being vaccinated during the Covid-19 outbreak. Good uptake in Warwickshire is important to avoid a resurgence of vaccine-preventable diseases, which could have a major impact on the health of children and vulnerable groups. This is why we have started our **#Carryonvaccinating campaign** and why we are committed to improving uptake of vaccinations across Warwickshire.

Providing extra support for mothers at risk of premature birth is a key priority within the NHS Long Term Plan. We know that the smoking status of mothers can impact on the birthweight of babies and that this can impact on health outcomes over the life course. Rates of smoking at the time of delivery are higher in the North of the county compared to the South. To tackle this inequality in health we are working to implement the recommendations from our Local Maternity

Services (LMS) **Smoking in Pregnancy Review** and making sure that access to services is proportionate to need. We are taking this same approach with our other services that support children and young people, such as Health Visiting. **By taking a targeted approach to earlier intervention and prevention we will work together to give every child the best possible start in life.**

#### Case Study: Establishing a pool of locally trained Youth support Workers

Our young people are growing up in an environment that makes securing these vital building blocks more difficult than it was for previous generations. Today’s young people face an unstable labour market, heightened by the economic impact from Covid-19, and a more challenging housing market. They are reporting higher levels of loneliness and poor mental health than previous generations<sup>20</sup>.

In response to a lack of youth groups and youth-led support in North Warwickshire borough and across south Warwickshire, Young People First, a local youth organisation working across Warwickshire were approached by WCC and Borough and District Council partners to run an accredited training programme to establish pools of local youth support workers.

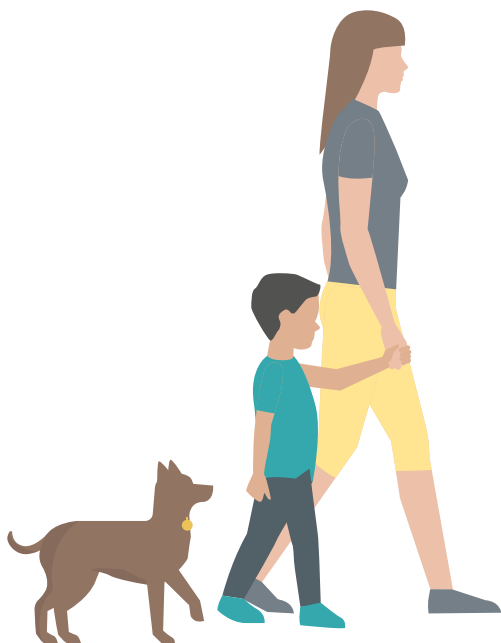
Once trained and having completed their portfolio based on a 6-month work-based placement in a youth setting successful applicants were awarded a Level 2 Award in Youth Work Practice by ABC Awards.

With a pool of accredited youth support workers in the local areas, youth projects could be better supported and able to provide a worthwhile initiative to work with young people.

The courses were free to join and funded through Warwickshire County Council with contributions in the North from the Borough Council also. In North Warwickshire 10 people took part in the course with people from all over the borough and Nuneaton and Bedworth, whilst 15 were selected from a pool of 25 in the south with approximately half from Warwick

district and half from Stratford. There was a range of experience within both groups with some already working in voluntary or paid youth worker roles, whilst others looking to expand their skills to better support the local communities and offer additional services and some looking for a change of career.

The groups received 4 days of intensive training over 6 weeks covering topics such as: theory of youth work; safeguarding; young people's development; engaging and communicating with young people. The group training was accompanied by individual portfolios of written and practical work followed by at least 6 months of paid or voluntary work with young people 2-3 hours per week.



## Priority 2 – help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities

Delivering an all-age mental health system that is underpinned by prevention, building resilience, early intervention, recovery and self-care in the places people live and work is a key priority across Coventry and Warwickshire.<sup>21</sup> This is an even greater priority now because of the impact that Covid-19 has had on mental health and wellbeing. People have reported experiencing more feelings of loneliness and heightened anxiety due to uncertainty about the virus and the wider implications of the outbreak<sup>20</sup>. In Warwickshire 85,000 people were furloughed during the initial lockdown period, and research suggests that an increase in hardship and economic recession can exacerbate mental health illness. We also know from our Covid-19 residents survey that respondents with a prior mental health condition were more likely to report engaging in less healthy behaviours as coping mechanisms, such as drinking more alcohol or making unhealthy food choices, and for a smaller proportion turning to self-harming behaviours. This is why mental health and wellbeing is a top priority for the HWB and why we are committed to continue investing in mental health and wellbeing services.

Prevention and early intervention are key to supporting people to improve their mental health and wellbeing. Building community resilience and community capacity is crucial to this and involves working with wider partners from the VCS, and not solely health. As part of this, the **Working Together Partnership**, led by Coventry and Warwickshire Partnership Trust (CWPT), brings together health and care partners and VCS organisations across Coventry and Warwickshire to improve holistic support for people to improve positive mental health.

Following the success of our Year of Wellbeing, we are launching **Wellbeing for Life** to continue with the positive action we saw during 2019. We want to ensure mental health and wellbeing is considered within our own policies, which is why we are committed to reviewing these to see how we can improve. Evidence shows that having a happy and healthy workforce increases staff productivity and job satisfaction, contributing to overall improvements in quality of life. In partnership with the West Midlands Combined Authority (WMCA) we are supporting employers



to sign-up to **Thrive at Work**, a commitment which promotes employee health and wellbeing by focusing on key areas such as: mental, musculoskeletal, and physical health; and promoting healthy lifestyles.<sup>22</sup>

Certain groups face inequalities in mental health and wellbeing due to existing conditions or specific life experiences. There are a number of key strategies that will help us achieve this priority including our **Living Well with Dementia Strategy**, that sets out how we will improve outcomes for people living with dementia. Our **Homelessness Strategy** aims to better address the needs of people who are homeless or sleeping rough. Individuals experiencing homelessness are less likely to engage with traditional services, which is why we have established a Physical Health Outreach Service and a Mental Health Enhanced Care Pathway that aim to improve the physical and mental health of people who sleep rough, which if left unsupported, can often result in A&E attendance.

### Case study: Creative Health interventions – helping residents improve their mental health and wellbeing during the Covid-19 pandemic

Artists have been helping defeat the loneliness of lockdown thanks to a special Covid-19 programme of activity called #creativecarew.

WCC funded eight organisations across the county to create new activities specifically designed to beat the isolation that some people are suffering during the pandemic. The result has been a varied programme targeted at improving the lives of lots of different groups of people both young and old and activity in each of our District and Boroughs. The projects have reached over 450 people directly (virtually) plus 10,000 residents received an “Arts pack” to work on at home, and over 5,000 residents engaged with online activities.

Examples include:

- Sundragon Pottery provided clay modelling packs with a creative clay booklet for young people in a supported housing scheme.

- Arts Uplift organised online sewing, singing and drama classes, for groups including older people in care homes and people isolated at home.
- Singer Juliet Russell provided choir practice for people with respiratory difficulties.
- Escape Arts' 'We are One' series included a printed pack which has been distributed widely in hospitals and the community, offering creative activities for all ages, including street homeless people who are in temporary accommodation.

Research shows creative activities like these can have a huge impact on people's physical and mental health and wellbeing.<sup>23</sup> Here in Warwickshire, new links have been forged between arts groups and groups of people at risk of isolation through their disability, illness, age, or a host of other reasons. We believe this approach could be a blueprint to help us develop our work with arts organisations and target activity on those people who need our help the most, at the same time reducing their dependency on health services.

We are working with Coventry University to evaluate the programme, the findings of which will inform the roll-out of a Warwickshire Arts on Referral programme in early 2021.

### Priority 3 – Reduce inequalities in health outcomes and the wider determinants of health

Reducing health inequalities has always been at the heart of the work of the HWB and the HWS. Certain groups tend to experience poorer health outcomes or access to services, including people living with disabilities, learning difficulties, people with serious mental illness, people from BAME communities, and people from lower socio-economic groups. We want to support people from these groups to keep fit and healthy and reduce their risk of developing Covid-19 through “prehab” activities. Health inequalities are multi-factorial with people with the worst health outcomes often experiencing a combination of risk factors and living in environments less conducive to good health. We know the environment in which we live can influence the choices we make, which is why the HWB endorsed local ‘**Promoting Health and Wellbeing through Spatial Planning**’ guidance in January 2020 to support the development of healthy equitable places.

Findings from national and local data has highlighted that the Covid-19 pandemic has had a disproportionate impact on people from BAME backgrounds. We have prioritised reducing inequalities for people from BAME backgrounds and will continue to work with our VCS partners and local faith groups to continue this work. Some of the ways we are supporting this work include:

- Appointing two Connecting Communities Support Officers as part of the Test and Trace team.
- Commissioning collaborative research projects that will work with people from BAME backgrounds to find out more about how Covid-19 has impacted on BAME communities.
- Adopting inclusive recruitment and employment policies and processes to improve diversity in our workforce.
- Improving our recording of ethnicity data to better understand access and outcomes of health and wellbeing.
- Advocating the use of the Health Equity Assessment Tool<sup>24</sup> (HEAT) across the wider determinants of health.

We have established a system-wide group to lead on the response to address inequalities in NHS provision and outcomes. The **HCP Health Inequalities Group** is identifying how best to respond to eight urgent actions on inequalities. Areas for action include: developing a shared approach to social value across anchor organisations; reducing barriers to work; and exploring the impact of Covid-19 on families with children 0-5s. As the HWB we are also championing a **Call to Action**, asking local employers to focus on what they can do to reduce inequalities in health within their own workforce.

Working in partnership is key to reducing inequalities in health and across Coventry and Warwickshire we want to make sure we are engaging more meaningfully and strategically with VCS partners, which is why we are supporting programmes of work which take community-centred approaches to bring the whole system together. An example of this is the **Healthy Communities Together**<sup>25</sup> programme which will bring learning for new ways of working across the Coventry and Warwickshire Health and Care system.

The **Coventry and Warwickshire Anchor Alliance**, an informal alliance of the two councils, the acute trusts and CWPT, the universities and Coventry and Warwickshire Local Enterprise Partnership (CWLEP). The intention is to work together where there are levers of influence to benefit local people and achieve the best return on the Coventry and Warwickshire pound – as employers, purchasers, land and asset owners and resource users.

#### Case study: Promoting Health and Wellbeing through Spatial Planning

The environment we live in plays a vital role in both improving and protecting the health and wellbeing of our communities. Good planning and well-designed places can provide opportunities for people to be physically active and connect with others. The importance of our built environment has been highlighted more during the Covid-19 pandemic as poor housing conditions, such as overcrowding, have been associated with an increased risk of disease transmission.<sup>26</sup> The value of accessing good quality green



spaces has also proven beneficial for people's mental wellbeing during this period.

We know that inequalities in health exist along the social gradient and those living in the most deprived areas are likely to have a lack of green space, poor air quality, and poorer housing compared to the least deprived areas. We do not want this to be the case for Warwickshire, which is why we have developed Promoting Health and Wellbeing Through Spatial Planning. The guidance document will help to make sure that we embed health and wellbeing within our Borough and District Council's local development plans and core strategies, as well as our county place-shaping programme. Working together will help strengthen our approach to creating environments that flourish by improving infrastructure, building good quality housing, improving air quality and ensuring connectivity and sustainability. We also want to make sure that we are focused on improving the built and natural environment for specific vulnerable groups for example by making them friendly for people living with dementia and people with autism, as well as by delivering better-focused housing and related support services for those at risk of homelessness.



# How will we know when we have got there

Leadership and accountability are key to knowing if we are getting things right. The HWB will have oversight of progress against our strategic ambitions. The direction of travel indicators will be developed into an outcomes dashboard for the HWB, and the HWB will receive an annual performance report on progress.

Each HWP in Warwickshire will develop an implementation plan with clear performance measures based around the four components of the population health framework. The HWP action plans will be tailored to meet the specific needs of each place and will routinely report to the HWB. Local HWPs will work with the HWB Executive Officer Group to ensure wider determinants and access to services are addressed collectively at a local level whilst contributing to the overall vision for the system. This will enable the places to be the future engine room of the NHS.

We will evaluate the overall progress we have made on our three priorities after two years and take a view on if we should continue with these or focus our efforts on other priorities for the next two years. The HWB partners recognise that we are still yet to understand the full impact on Covid-19 across all areas of health and wellbeing. With this in mind, we will be monitoring progress against our priority areas routinely on a quarterly basis.

There are a number of needs assessments planned over the next two years which will help inform the delivery of our priorities, including a mental health needs assessment, health visiting and CAMHS. A partnership approach will be taken to the development of these, with local authority, CCG, and VCS involvement.

We will measure our progress by focusing on the impact that the strategy will have on people's lives. The Health and Wellbeing Board will choose indicators that will help us measure our progress over the lifetime of this Strategy. The Warwickshire Health and Wellbeing Board acknowledges that major change will not happen overnight, so we will be seeking gradual improvements in these indicators. Warwickshire's Health and Wellbeing Board will review progress with:

- Regular locality performance updates at a District and Borough level.
- Local reports at a CCG level.
- An annual review to the Health and Wellbeing Board Submission of action plans to Warwickshire Overview and Scrutiny Committees.



# Warwickshire's population health framework

## key drivers behind our new Strategy and its implementation:

The double impact of harm which disproportionately impacts on Black, Asian and Minority Ethnic (BAME) communities, and the most vulnerable individuals facing multiple deprivation and inequalities in health

An integrated recovery which looks across traditional organisational boundaries

### Our long-term strategic ambitions:

People will lead a healthy and independent life.

People will be part of a strong community.

People will experience effective and sustainable services.

Place-based Health and Wellbeing Partnerships will work together to tackle health inequalities by addressing the wider determinants of health.

Health and social care commissioners and providers working together at our place-based Health and Care Executives to commission and deliver services.

**The wider determinants of health**

**Our health behaviours and lifestyle**

Aligning and coordinating prevention programs across the system and through each place-based Health and Wellbeing Partnerships to tackle barriers to healthy lifestyle choices.

**An integrated health and care system**

**The places and communities we live in & with**

Working together in our place based Health and Wellbeing Partnerships and with out communities to mobilise solutions informed by our understanding of local assets

### Our immediate focus:

Help our children and young people have the best start in life

Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities

Reduce inequalities in health outcomes and the wider determinants of health

**Our ways of working: • Prioritising prevention • Strengthening communities • Co-ordinating services • Sharing responsibility**

# References



- <sup>1</sup> <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/0/gid/1000044/pat/302/par/E10000031/ati/301/are/E07000218/cid/4/page-options/ovw-do-0>
- <sup>2</sup> 2016-208 <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/0/gid/1000049/pat/6/par/E12000005/ati/302/are/E08000025/cid/4/page-options/ovw-do-0>
- <sup>3</sup> <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/0/gid/1000049/pat/6/par/E12000005/ati/302/are/E08000025/cid/4/page-options/ovw-do-0>
- <sup>4</sup> <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/0/gid/1000042/pat/6/par/E12000005/ati/302/are/E08000025/cid/4/page-options/ovw-do-0>
- <sup>5</sup> <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/4/gid/1000042/pat/6/par/E12000005/ati/302/are/E10000031/iid/90284/age/26/sex/4/cid/4/page-options/ovw-do-0>
- <sup>6</sup> <https://fingertips.phe.org.uk/sexualhealth#page/4/gid/8000037/pat/6/par/E12000005/ati/302/are/E10000031/cid/4/page-options/ovw-do-0>
- <sup>7</sup> <https://fingertips.phe.org.uk/profile-group/mental-health/profile/cypmh/data#page/4/gid/1938133090/pat/6/par/E12000005/ati/102/are/E10000031/iid/90813/age/305/sex/4/cid/4/page-options/ovw-do-0>
- <sup>8</sup> Warwickshire Education Team
- <sup>9</sup> <https://fingertips.phe.org.uk/profile-group/mental-health/profile/suicide/data#page/0/page-options/ovw-do-0>
- <sup>10</sup> <https://api.warwickshire.gov.uk/documents/WCCC-1350011118-2946>
- <sup>11</sup> [https://fingertips.phe.org.uk/search/dementia#page/3/gid/1/pat/219/par/E54000018/ati/165/are/E38000038/iid/247/age/1/sex/4/cid/4/tbm/1/page-options/ovw-do-0\\_car-do-0](https://fingertips.phe.org.uk/search/dementia#page/3/gid/1/pat/219/par/E54000018/ati/165/are/E38000038/iid/247/age/1/sex/4/cid/4/tbm/1/page-options/ovw-do-0_car-do-0)
- <sup>12</sup> [https://fingertips.phe.org.uk/search/dementia#page/3/gid/1/pat/219/par/E54000018/ati/165/are/E38000038/iid/92949/age/27/sex/4/cid/4/tbm/1/page-options/ovw-do-0\\_car-do-0](https://fingertips.phe.org.uk/search/dementia#page/3/gid/1/pat/219/par/E54000018/ati/165/are/E38000038/iid/92949/age/27/sex/4/cid/4/tbm/1/page-options/ovw-do-0_car-do-0)
- <sup>13</sup> <https://api.warwickshire.gov.uk/documents/WCCC-1350011118-2946>
- <sup>14</sup> <https://commonslibrary.parliament.uk/research-briefings/sn06385/>
- <sup>15</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892376/COVID\\_stakeholder\\_engagement\\_synthesis\\_beyond\\_the\\_data.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf)
- <sup>16</sup> <https://data.warwickshire.gov.uk/housing/>
- <sup>17</sup> <https://api.warwickshire.gov.uk/documents/WCCC-630-2139>
- <sup>18</sup> WCC Covid-19 resident survey report (October 2020)
- <sup>19</sup> <https://www.nhsconfed.org/resources/2020/07/the-role-of-health-and-care-in-the-economy>
- <sup>20</sup> Health Foundation, 2019
- <sup>21</sup> <https://www.happyhealthylives.uk/our-priorities/mental-health-and-emotional-wellbeing/improving-mental-health-and-emotional-wellbeing-in-coventry-and-warwickshire/>
- <sup>22</sup> <https://www.wmca.org.uk/what-we-do/thrive/thrive-at-work/about-the-programme/>

<sup>23</sup> [https://www.artshealthandwellbeing.org.uk/appg-inquiry/Publications/Creative\\_Health\\_Inquiry\\_Report\\_2017.pdf](https://www.artshealthandwellbeing.org.uk/appg-inquiry/Publications/Creative_Health_Inquiry_Report_2017.pdf)

<sup>24</sup> <https://www.gov.uk/government/publications/health-equity-assessment-tool-heat>

<sup>25</sup> [https://www.kingsfund.org.uk/projects/healthy-communities-together?utm\\_source=The%20King%27s%20Fund%20newsletters%20%28main%20account%29&utm\\_medium=email&utm\\_campaign=12093921\\_NEWSL\\_HWB\\_2021\\_01\\_25&dm\\_i=21A8,777Q9,MHMO2R,T6920,1](https://www.kingsfund.org.uk/projects/healthy-communities-together?utm_source=The%20King%27s%20Fund%20newsletters%20%28main%20account%29&utm_medium=email&utm_campaign=12093921_NEWSL_HWB_2021_01_25&dm_i=21A8,777Q9,MHMO2R,T6920,1)

<sup>26</sup> <https://www.ageing-better.org.uk/sites/default/files/2020-09/Homes-health-and-COVID-19.pdf>





**Warwickshire North**  
Clinical Commissioning Group



**South Warwickshire**  
Clinical Commissioning Group



**George Eliot Hospital**  
NHS Trust



**South Warwickshire**  
NHS Foundation Trust



**Coventry and Rugby**  
Clinical Commissioning Group



**University Hospitals  
Coventry and Warwickshire**  
NHS Trust



**Coventry and  
Warwickshire Partnership**  
NHS Trust



**North Warwickshire  
Borough Council**



**west midlands  
police and crime  
commissioner**



**Philip Seccombe  
Police and Crime  
Commissioner  
for Warwickshire**



## Cabinet

25 January 2022

### Warwickshire Design Guide

#### Recommendation(s)

That Cabinet:

1. approves and adopts the Warwickshire Design Guide attached at Appendix 2; and
2. authorises the Strategic Director for Communities to make such modifications to the Warwickshire Design Guide as he may from time to time consider to be appropriate, in consultation with the Portfolio Holder for Transport and Planning, in light of new evidence or changes in relevant legislation, standards, codes and guidance.

#### 1. Background

- 1.1 As part of a review of internal communications for major schemes, it was identified that '*The Warwickshire Guide 2001 – Transport and Roads for Developments*' (which can be found at [www.welforward.org.uk/htdocs/docs/WarwickshireGuidetoRoadDesign.pdf](http://www.welforward.org.uk/htdocs/docs/WarwickshireGuidetoRoadDesign.pdf)) should be updated and that documentation setting out Warwickshire County Council's expectations could be enhanced to ensure that it fully supports developers and designers preparing to deliver improvements on our highway network.
- 1.2 In response, the new '*Warwickshire Design Guide*' at Appendix 2 has been produced to provide comprehensive guidance in respect of all transportation infrastructure and the design of roads. It has regard to current trends in national and local transportation policies, the call for the flexible application of design standards and environmental impact.
- 1.3 The full guide is attached at Appendix 2 and its extent can be seen from the structure set out below:

Part no.	Title
<b>Part 0</b>	Introduction and Background
<b>Part 1</b>	Pre-application Development Management
<b>Part 2</b>	General Highway Design and Technical Review
<b>Part 3</b>	Street Design (Residential S38)

<b>Part 4</b>	Traffic Calming and Road Safety
<b>Part 5</b>	Drainage and Flood Risk
<b>Part 6</b>	Highway Green Infrastructure
<b>Part 7</b>	Structures
<b>Part 8</b>	Street Lighting
<b>Part 9</b>	Historic Environment
<b>Part 10</b>	Construction and Delivery

- 1.4 The Design Guide has been produced in conjunction with key stakeholders, including the Developer Community. An Equality Impact Assessment has been undertaken and is included at Appendix 1 to this Report.
- 1.5 Following production of the initial draft, stakeholder engagement exercises were carried out.
- 1.6 As part of that engagement, the draft Guide was published on the County Council's website and shared for comment with internal and external stakeholders including developers, designers and the District and Borough Councils.
- 1.7 Virtual seminars were also held in Spring 2021 with developers, Elected Members and the District and Borough Councils, giving the opportunity to provide feedback and ask questions.
- 1.8 The design guide was welcomed by stakeholders and a significant amount of detailed feedback was received. The feedback was reviewed and, as appropriate, incorporated into the final version of the Design Guide. An example of feedback given from several respondents suggested more diagrams would be useful. This was addressed and more diagrams have been included where appropriate.
- 1.9 The final version of the guide has been reviewed, endorsed and approved by the Project Board that was established to support the project.
- 1.10 The guide will remain a live document and will be reviewed annually to ensure that it remains up to date.

## **2. Financial Implications**

- 2.1 The Design Guide sets out requirements to ensure the correct level of funding is secured for the delivery of highway infrastructure.
- 2.2 The guide has been developed and produced and will be maintained using existing resources.



### 3. Environmental Implications

- 3.1 The requirements set out in the Design Guide encourage a consistent approach to achieving better development, better transport and an improved environment for all.
- 3.2 The guide encourages developers to build sustainable developments. Requirements have been set out to ensure the use of future-facing elements, for example, sustainable drainage systems (SuDS), biodiversity offsetting, LED streetlights and electric charging points.
- 3.3 The guide will also be a highly important document for the wider community because it sets down the standards of safety, sustainability and accessibility of built development that will endure for generations.
- 3.4 By authorising the Strategic Director for Communities, in consultation with the Portfolio Holder for Transport and Planning, to approve any future modifications to the Warwickshire Design Guide, this will allow the document to be updated more easily if there are future changes in relevant legislation, standards, codes or guidance.

### 4. Timescales associated with the decision and next steps

The current timelines for the Design Guide are as follows:

Cabinet approval sought	25 January 2022
Document released	February 2022
Internal and external seminars to promote guide	February 2022
Document to be passed to Strategy and Policy team in Transport and Highways	February 2022

In future years, the intention is to contact relevant officers in or around January to identify any modifications required. If necessary, modifications will be considered by the Project Board and recommended for approval by the Strategic Director for Communities in consultation with Portfolio Holder for Transport and Planning.

### Appendices

1. Appendix 1 – Equalities Impact Assessment
2. Appendix 2 - 'Warwickshire Design Guide'

### Background Papers

None

	<b>Name</b>	<b>Contact Information</b>
Report Author	Sallie Langan	sallielangan@warwickshire.gov.uk
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Portfolio Holder	Wallace Redford	wallaceredford@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s): N/A

Other members: Councillors Clarke, Chilvers, D'Arcy and Fradgley

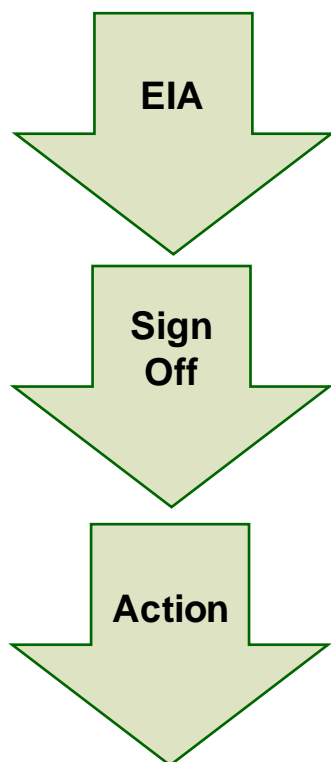
## Warwickshire County Council (WCC) Equality Impact Assessment (EIA) Form

The purpose of an EIA is to ensure WCC is as inclusive as possible, both as a service deliverer and as an employer. It also demonstrates our compliance with Public Sector Equality Duty (PSED).

This document is a planning tool, designed to help you improve programmes of work by considering the implications for different groups of people. A guidance document is available [here](#).

Please note that, once approved, this document will be made public, unless you have indicated that it contains sensitive information. Please ensure that the form is clear and easy to understand. If you would like any support or advice on completing this document, please contact the Equality, Diversity and Inclusion (EDI) team on 01926 412370 or via [equalities@warwickshire.gov.uk](mailto:equalities@warwickshire.gov.uk), or if it's relating to health inequalities please contact Ruby Dillon via [rubydillon@warwickshire.gov.uk](mailto:rubydillon@warwickshire.gov.uk).

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- Having identified an EIA is required, ensure that the EIA form is completed before any work is started. This includes gathering evidence and / or engaging the relevant stakeholders to inform your assessment.
- Brief the relevant Assistant Director for sign off.
- Undertake further research / engagement to further understand impacts (if identified).
- Undertake engagement and / or consultation to understand if EIA has identified and considered impacts.
- Amend accordingly to engagement / consultation feedback and brief decision makers of any changes.
- Implement proposed activity.
- Monitor impacts and mitigations as evidence of duty of care.

## Section One: Essential Information

<b>Service / policy / strategy / practice / plan being assessed</b>	Warwickshire Design Guide
<b>Business Unit / Service Area</b>	Environment Services
<b>Is this a new or existing service / policy / strategy / practice / plan?</b>  If existing, please state date of last assessment.	The ' <i>Warwickshire Design Guide</i> ' is a new document which replaces ' <i>The Warwickshire Guide 2001 – Transport and Roads for Developments</i> '
<b>EIA Authors</b>  <b>N.B.</b> It is best practice to have more than one person complete the EIA to bring different perspectives to the table.	Sallie Langan / Chris Simpson
<b>Do any other Business Units / Service Areas need to be included?</b>	Communities
<b>Does this EIA contain personal and / or sensitive information?</b>	No
<b>Are any of the outcomes from this assessment likely to result in complaints from existing services users, members of the public and / or employees?</b>	No  If <b>yes</b> , please let your Assistant Director and the Customer Relations Team know as soon as possible

**1. Please explain the background to your proposed activity and the reasons for it.**

As part of a review of internal communications for major schemes, it was identified that '*The Warwickshire Guide 2001 – Transport and Roads for Developments*' needed to be updated and that the current documentation setting out Warwickshire County Council's expectations was no longer fully supporting developers and designers preparing to deliver improvements on our highway network. It was therefore decided that a new '*Warwickshire Design Guide*' be produced that sets out the requirements in one document for developers and designers when planning and delivering highway infrastructure improvements to Warwickshire County Council's highway network. The guide will also be a highly important document for the wider community because it sets down the standards of safety, sustainability and accessibility of built development that will endure for generations.

**2. Please outline your proposed activity including a summary of the main actions.**

- To produce a new 'Warwickshire Design Guide' that will provide comprehensive guidance in respect of all transportation infrastructure and the design of roads having regard to current trends in national and local transportation policies, the call for the flexible application of design standards and to take account of their environmental impact.
- Set up Project Team and Project Board
- Produce initial draft
- Carry out stakeholder engagement exercises
- Review feedback
- Amend document if required
- Produce final version
- Gain approval and publish document
-

### 3. Who is this going to impact and how?

Customers	Members of the Public	Employees	Job Applicants
NA	Development proposals are better quality	Reduced resources and less abortive work.	NA
<b>Other, please specify:</b>	Developers – setting out expectations for them to follow regarding development infrastructure. This should result in less abortive work being carried out and inclusive design.		

#### Section Two: Evidence

Please include any evidence or relevant information that has influenced the decisions contained in this EIA. This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups and additional groups outlined in Section Four.

#### A – Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

This can't be quantified but the document signposts to relevant existing national standards such as the Design Manual for Roads and Bridges (DMRB) and Manual for Streets (MfS), which will have gone through consultation processes prior to their publication. The document supports the delivery of the objectives outlined in Warwickshire's Local Transport Plan (LTP). The LTP considers travel needs for all users including those from the protected characteristic groups.

#### B – Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

The 2001 guidance document was not being used as the standards referred to in it were not up to date which is why this update is necessary.

**Section Three: Engagement**  
 Engagement with individuals or organisations affected by the proposed activity must take place. For further advice and support with engagement and consultations, click [here](#).

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<b>Has the proposed activity been subject to engagement or consultation with those it's going to impact, taking into account their protected characteristics and socio-economic status?</b>	Yes	
<b>If YES, please state who with.</b>	Internal and external stakeholders including developers, designers and the District and Borough Councils. Local Members	
<b>If NO engagement has been conducted, please state why.</b>		
<b>How was the engagement carried out?</b>	<b>Yes / No</b>	<b>What were the results from the engagement? Please list...</b>
<b>Focus Groups</b>	No	
<b>Surveys</b>	No	
<b>User Panels</b>	No	
<b>Public Event</b>	No	
<b>Displays / Exhibitions</b>	No	

<b>Other (please specify)</b>	Yes – virtual seminars and published on website	Feedback was received from various stakeholders. General feedback from developers was positive.
<b>Has the proposed activity changed as a result of the engagement?</b>	No	Feedback received was considered and amendments have been made to the document, but the activity has not changed.
<b>Have the results of the engagement been fed back to the consultees?</b>	No	
<b>Is further engagement or consultation recommended or planned?</b>	No	
<b>What process have you got in place to review and evaluate?</b>	It is proposed that the document will be reviewed annually and if amendments are required, the Strategic Director for Communities can approve them.	

#### Section Four: Assessing the Impact

#### Protected Characteristics and other groups that experience greater inequalities



What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposed activity? This section also allows you to consider other impacts, e.g. health inequalities such as deprivation, socio-economic status, vulnerable groups such as armed forces, carers, homelessness, people leaving prison, young people leaving care etc.

On the basis of evidence, has the potential impact of the proposed activity been judged to be positive (+), neutral (=), negative (-), or positive and negative (+&-), for each of the protected characteristic groups below and in what way?

**N.B** In our Guidance to EIAs we have provided you with potential questions to ask yourself when considering the impact of your proposed activity. Think about what actions you might take to mitigate / remove the negative impacts and maximize on the positive ones. This will form part of your action plan at Section Six.

	<b>Impact type (+) (=) (-) or (+&amp;-)</b>	<b>Nature of impact</b>
<b>Age</b>	+	The guidance encourages development to be responsive to the needs of different age groups because it refers to national standards. The document will be made available on the County Council website which is equipped with reading software which may help the visually impaired. Design Team will consider font size and layout design.
<b>Disability</b> Consider: <ul style="list-style-type: none"> <li>• Physical disabilities</li> <li>• Sensory impairments</li> <li>• Neurodiverse conditions (e.g. dyslexia)</li> <li>• Mental health conditions (e.g. depression)</li> <li>• Medical conditions (e.g. diabetes)</li> </ul>	+	The guidance encourages development to be responsive to the needs of different disabilities because it refers to national standards. The document will be made available on the County Council website which is equipped with reading software which may help the visually impaired. Design Team will consider font size and layout design. Developers will have to consider safe and active travel which will have an impact on those with disability needs.
<b>Gender Reassignment</b>	=	No impacts have been identified. This will be monitored and changes made if required.

<b>Marriage and Civil Partnership</b>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Pregnancy and Maternity</b>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Race</b> Including: <ul style="list-style-type: none"> <li>• Colour</li> <li>• Nationality</li> <li>• Citizenship</li> <li>• Ethnic or national origins</li> </ul>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Religion or Belief</b>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Sex</b>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Sexual Orientation</b>	=	No impacts have been identified. This will be monitored and changes made if required.
<b>Vulnerable People:</b> <ul style="list-style-type: none"> <li>• Armed Forces (WCC signed the <a href="#">Armed Forces Covenant</a> in June 2012)</li> <li>• Carers</li> <li>• Homelessness</li> <li>• People leaving Prison</li> <li>• People leaving Care</li> </ul>	=	No impacts have been identified. This will be monitored and changes made if required. National standards will ensure that all communities have their considerations accommodated in road design specifications.
<b>Health Inequalities (HI)</b> Many issues can have an impact on health: is it an area of deprivation, does every population group have equal	+	What health inequalities already exist? Effective road design will ensure access to medical services for people of all backgrounds when needed. Will your proposal have a negative or positive implications on health inequalities?

access, unemployment, work conditions, education, skills, our living situation, rural, urban, rates of crime etc		The guidance encourages incorporation of facilities for active travel for people of all backgrounds. What can you do to mitigate any identified health inequalities? None identified. This will be monitored.
<b>Other Groups</b> If there are any other groups		

### **Public Sector Equality Duty (PSED)**

Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

	<b>Evidence of Due Regard</b>
<b>Eliminate unlawful discrimination (harassment, victimisation and other prohibited conduct):</b>	National guidance and planning process will ensure inclusive design at every stage.
<b>Advance equality of opportunity:</b>  This involves <ul style="list-style-type: none"> <li>removing or minimising disadvantages suffered by people due to their protected characteristics;</li> <li>taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people, for example, taking steps to take account of people with disabilities;</li> </ul>	All modes of public transport will be considered as part of the design to encourage modal shift.

<ul style="list-style-type: none"> <li>encouraging people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>	
<p><b>Foster good relations:</b></p> <p>This means tackling prejudice and promoting understanding between people from different groups and communities.</p>	National guidance and planning process will ensure inclusive design at every stage.

### Section Five: Partners / Stakeholders

Which sectors are likely to have an interest in or be affected by the proposed activity?	Yes / No	Describe the interest / affect
<b>Businesses</b>	No	
<b>Councils</b>	Yes	As part of the planning process.
<b>Education Sector</b>	No	
<b>Fire and Rescue</b>	No	
<b>Governance Structures</b>	No	
<b>NHS</b>	No	
<b>Police</b>	No	
<b>Voluntary and Community Sector</b>	No	
<b>Other(s): please list and describe the nature of the relationship / impact</b>		Developers / Highway Designers to design the necessary infrastructure required as part of the planning conditions.

### **Section Six: Action Planning**

If you have identified impacts on protected characteristic groups in Section Four please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

#### **Mitigating Actions**

Consider:

- Who else do you need to talk to? Do you need to engage or consult?
- How you will ensure your activity is clearly communicated
- Whether you could mitigate any negative impacts or build on positive impacts for protected groups or health inequalities
- Whether you could do more to fulfil the aims of the PSED
- How you will monitor and evaluate the effect of this work
- Anything else you can think of!

Identified Impact	Action(s)	Timescale incl. evaluation and review date	Name of person responsible
Guidance document to be reviewed and monitored.	Review and monitor EIA in line with developments, including engagement and consultation	Document to be reviewed annually after adoption.	Garry Palmer

**No Mitigating Actions**

**Please explain why you do not need to take any action to mitigate or support the impact of your proposed activity.**

**Section Seven: Assessment Outcome**

**Only one of following statements best matches your assessment of this proposed activity. Please select one and provide your reasons.**

<b>No major change required</b>	X	Ongoing monitoring and referring to national guidance.
<b>The proposal has to be adjusted to reduce impact on protected characteristic groups and/or health inequalities</b>		

<b>Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups and/or health inequalities</b>		
<b>Stop the proposal as it is potentially in breach of equality legislation</b>		

### Section Eight: Sign Off

**N.B** To be completed after the EIA is completed but before the area of work commences.

<b>Name of person/s completing EIA</b>	Sallie Langan / Chris Simpson / Joanna Kemp
<b>Name and signature of Assistant Director</b>	Scott Tompkins
<b>Date</b>	30/11/21
<b>Date of next review and name of person/s responsible</b>	January 2023 – Garry Palmer (Strategy & Policy Team in Transport and Highways)

Once signed off, please ensure the EIA is recorded on the following document: [WCC EIA Recording Document](#)

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# WARWICKSHIRE DESIGN GUIDE

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# Version Control

Name	Title	Date of Last Update	Version Number	Date Reviewed / Updated	Comments
<b>Part 0</b>	Introduction	25/01/2022	1		
<b>Part 1</b>	Pre-application Development Management	25/01/2022	1		
<b>Part 2</b>	General Highway Design and Technical Review	25/01/2022	1		
<b>Part 3</b>	Street Design (Residential S38)	25/01/2022	1		
<b>Part 4</b>	Traffic and Road Safety	25/01/2022	1		
<b>Part 5</b>	Drainage and Flood Risk	25/01/2022	1		
<b>Part 6</b>	Highway Green Infrastructure	25/01/2022	1		
<b>Part 7</b>	Structures	25/01/2022	1		
<b>Part 8</b>	Street Lighting	25/01/2022	1		
<b>Part 9</b>	Historic Environment	25/01/2022	1		
<b>Part 10</b>	Construction and Delivery	25/01/2022	1		
<b>Annex 1.1</b>	Pre-application Charging Scheme	1/6/2011	1		
<b>Annex 1.2</b>	Thresholds for Transport Assessments	25/01/2022	1		
<b>Annex 2.1</b>	Information Relating to Technical Review	25/01/2022	1		
<b>Annex 2.2</b>	Local Bus Service Provision Infrastructure	25/01/2022	1		
<b>Annex 2.3</b>	Departure from Standards Procedure (QP 050)	14/11/2021	2		
<b>Annex 2.4</b>	Departure from Standards Submission (QP 045)	13/09/2021	2		
<b>Annex 4.1</b>	Road Safety Audit Procedure (QP 321)	1/7/2021	1		
<b>Annex 4.2</b>	Passive Safety Policy	25/01/2022	1		
<b>Annex 6.1</b>	Landscaping Design – further information	25/01/2022	1		
<b>Annex 7.1</b>	Structures – Process Flowchart	25/01/2022	1		
<b>Annex 7.2</b>	CG 300 Relevant Structures	25/01/2022	1		
<b>Annex 7.3</b>	Table of structural categories to CG 300	25/01/2022	1		
<b>Annex 7.4</b>	AIP Guidance Notes	25/01/2022	1		
<b>Annex 7.5</b>	Table of Procedures to CD 622	25/01/2022	1		
<b>Annex 7.6</b>	Specification for the structural maintenance manual	25/01/2022	1		
<b>Annex 10.1</b>	Highway Works Agreements	25/01/2022	1		

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# Common Definitions and Abbreviations used in this document

WCC Warwickshire County Council; also refers to WCC as the Local Highway Authority (LHA)

Developer the promotor/ client for the scheme who wishes to obtain planning consent and deliver new infrastructure

S38 Section 38 of the Highways Act 1980

S278 Section 278 of the Highways Act 1980 allows a developer to carry out works to the public highway

LTP Local Transport Plan

DMRB Design Manual for Roads and Bridges (use the latest version produced and maintained by National Highways)

MfS2 Manual for Streets 2

NPPF National Planning Policy Framework

LLFA Lead Local Flood Authority

FRM Flood Risk Management Team

HGI Highway Green Infrastructure

DMT Development Management Team

TRO Traffic Regulation Order

HCD Highway Construction Details (prepared by WCC)

POCOC Package Order Call-Off Contract

NEC New Engineering Contract (published by ICE)

NMU Non motorised users

WMCDG West Midlands Cycling Design Guidance (2nd edition 2019)

# Part 0 Introduction

## 0.1 Introduction

**The Warwickshire Design Guide** has been prepared to provide direction and guidance to developers and designers when planning and delivering highway infrastructure improvements to Warwickshire County Council's (WCC) highway network. This design guide has been approved by Cabinet to guide developers on the County Council's requirements and expectations. Fulfilment of the requirements outlined in this document will not automatically lead to the approval and adoption of a particular material or process but, if followed, developers will find the process more efficient and there is less risk of abortive work being undertaken.

## 0.2 The County Council's Vision

WCC's current Council plan sets out our vision "to make Warwickshire the best it can be" which is supported by two outcomes:

- Warwickshire's communities and individuals are supported to be safe, healthy and independent
- Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure.

This guide is one of several documents which are concerned with delivering the right infrastructure for Warwickshire. Consequently, throughout this document various plans and policies are referenced which support these core outcomes and must be considered when preparing infrastructure improvements.

WCC wishes to encourage high quality development, and the purpose of this guide is to try and make the entire process of delivering the highway infrastructure associated with these developments as smooth as possible for both developers and the Council itself. We believe this aim will be more successful if developers know in advance of making planning applications

what the County Council expects in terms of standards, processes and legal documents. Throughout the various Parts of the Warwickshire Design Guide, developers will find guidance on the processes that we have or recommend following.

### 0.3 Document Status

The document has been prepared by professionals of differing disciplines drawn mainly from the Communities Directorate of the County Council. Following production of an initial draft, stakeholder engagement exercises were carried out in Spring 2021. The initial draft document was published on the County Council's website. The dedicated WCC webpage was shared with internal and external stakeholders including developers, designers and the District and Borough Councils. Virtual seminars were also held with developers, Members and the District and Borough Councils, giving the opportunity to provide feedback and ask questions.

Following the engagement exercises, the document was updated and subsequently endorsed by Corporate Board on 02 December 2021 and approved by Cabinet on 25 January 2022 (TBC). The document will be reviewed annually considering new evidence or changes in relevant legislation, standards, codes and guidance.

Cabinet also authorised the Strategic Director for Communities to make such modifications to the Warwickshire Design Guide as they may from time to time consider to be appropriate, in consultation with the Portfolio Holder for Transport and Planning.

**This guide supersedes 'The Warwickshire Guide 2001 – Transport and Roads for Developments'.**

### 0.4 Working with Developers

Warwickshire County Council's [Local Transport Plan](#) 2011-2026 sets out how the objectives of the County's transport strategy are being addressed. Included are measures to provide for a better environment for pedestrians, better traffic management and public transport, better rural transport and integration of transport, and more transport choice by making it easier to walk, cycle and access public transport. There are proposals to improve junctions and to reduce the impact of vehicles in towns and villages, residential areas and the countryside. It also promotes measures to secure a more efficient

use of the highway network by allocating road space for priority traffic and to reduce the use of lorries, but at the same time promotes suitable routes for those lorries that must remain on the highway network. New developments should also take account of the County Council's Public Transport Strategy as set out in Local Transport Plan 2011-2026.

#### 0.4.1 Key Objectives

The following key objectives are outlined in the Authority's Local Transport Plan:

<b>Objective 1:</b> To promote greater equality of opportunity for all citizens in order to promote a fairer, more inclusive society
<b>Objective 2:</b> To seek reliable and efficient transport networks which will help promote full employment and a strong, sustainable local and sub-regional economy
<b>Objective 3:</b> To reduce the impact of transport on people and the [built and natural] environment and improve the journey experience of transport users
<b>Objective 4:</b> To improve the safety, security and health of people by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health
<b>Objective 5:</b> To encourage integration of transport, both in terms of policy planning and the physical interchange of modes
<b>Objective 6:</b> To reduce transport's emissions of carbon dioxide and other greenhouse gases and address the need to adapt to climate change.

New development and alterations to the existing highway must be considered against and satisfy the relevant policies and overall aims of WCC's Local Transport Plan.

## 0.5 How to use the Warwickshire Design Guide

This guide has been arranged to broadly follow the whole process from pre-application advice, design, technical approval through to delivery.

**Part 1 - Pre-application Development Management** sets out the pre-application consultations which are recommended to be undertaken. It includes links to the WCC Local Transport Plan and Local Land Use Planning Policy documents, WCC requirements for Transport Assessments, a table describing the road hierarchy and provides a flowchart which must be followed to establish the required national design standards which should be used in the design process.

**Part 2 - Highway Design and Technical Review** highlights what WCC will expect when a development impacts on our more strategic and busiest roads. It particularly relates to the design of highways mitigation which will be delivered via major Section 278 Agreements. It provides an outline for end-to-end scheme delivery and includes details on designing for maintenance that are used and what will be expected to be included in a Technical Review submission.

**Part 3 - Street Design (Residential S38)** is to be used when preparing Section 38 schemes, particularly in residential developments. This part includes appropriate specifications for various road types within the estate road hierarchy and is also appropriate for Section 278 Minor Works Agreements.

**Part 4 - Traffic and Road Safety** covers the typical Traffic Regulation Orders which are required to be published because of delivering development infrastructure. It also explains WCC's policies on traffic calming and speed management together with information relating to Road Safety Audits.

**Part 5 - Drainage and Flood Risk** provides guidance on the role of the LLFA to manage the flood risk associated with a development.

**Part 6 - Highway Green Infrastructure** outlines the design considerations for providing suitable landscaping proposals within road corridors and new developments.

**Part 7 - Structures** gives detailed information on the various processes and checks required when a new structure is required as part of the highway infrastructure.



**Part 8 - Street Lighting** provides advice for developers and designers as to WCC's requirements for street lighting. Road and street lighting systems must meet nationally prescribed standards to satisfy road safety requirements and good design can also play a significant role in the prevention of crime and disorder in both rural and urban areas.

**Part 9 - Historic Environment** guides developers through the correct processes to ensure that an appropriate strategy to mitigate any impacts the proposed development may have on any archaeological sites which survive within or in the wider vicinity of the application area have been developed.

**Part 10 - Construction and Delivery** sets out the requirements for completing the technical review, procuring the works and supervision of the contractor. It also provides important details relating to the legal agreements which need to be in place before work can commence.

DRAFT

# Part 1 Pre-application Development Management

## 1.1 Introduction

This part of **The Warwickshire Design Guide** sets out Warwickshire County Council's (WCC) processes and requirements for the pre-application stage of a development programme.

It details the assessment requirements, methodology and documentation needed by WCC to understand the impact of development proposals on highway and transport networks across the County. These supporting documents are essential to support development proposals through the planning process.

New developments, which are speculative or identified within adopted Local Plans, generate an increase in demand across Warwickshire on all modes of transport.

Accommodating this increase in travel demand and ensuring access to key employment opportunities, educational and health services effectively and with minimal delay is crucial to support Warwickshire's economy. This must be done whilst ensuring impacts are effectively mitigated to protect local communities and the environment.

### 1.1.1 Policy and Guidance Documents

This part of the guide must be read and utilised with regard to the following policy and guidance documents, noting where appropriate, the class of road to be designed:

- [National Planning Policy Framework \(NPPF\)](#)
- [National Planning Practice Guidance](#)
- [DfT Circular 02/2013 – Strategic road network and the delivery of sustainable development](#)
- [Department for Transport](#)
- [Design Manual for Roads and Bridges \(DMRB\)](#)
- [Manual for Streets \(MfS\)](#)
- [Manual for Streets 2 \(MfS2\)](#)
- [Warwickshire Local Transport Plan \(LTP\)](#)

### 1.1.2 Planning Authority Documents

Consideration must be given to Local Land use Planning Policy documents and supporting Supplementary Planning Documents (SPDs) for the following Planning Authorities;

<a href="#"><u>North Warwickshire Borough Council</u></a>	<a href="#"><u>North Warwickshire Local Plan</u></a>
<a href="#"><u>Nuneaton and Bedworth Borough Council</u></a>	<a href="#"><u>Nuneaton and Bedworth Local Plan</u></a>
<a href="#"><u>Rugby Borough Council</u></a>	<a href="#"><u>Rugby Local Plan</u></a>
<a href="#"><u>Warwick District Council</u></a>	<a href="#"><u>Warwick Local Plan</u></a>
<a href="#"><u>Stratford-on-Avon District Council</u></a>	<a href="#"><u>Stratford-on-Avon Local Plan</u></a>

Consideration must also be given to other SPDs, Planning Policy documents and Neighbourhood Plans for relevant communities where they have been written. Further information and documents can be found on Local Authority Planning websites.

### 1.1.3 Development Management Process

The whole development management process is presented in the process map shown in Figure 1.1.

This part of **The Warwickshire Design Guide** contains guidance on the following processes which occur at the initial stages of scheme development

- 1.2 Pre-Application advice
- 1.3 Transport Assessments
- 1.3 Design proposals for mitigation strategies
- 1.4 Supporting information required
- 1.5 Reserved Matters applications

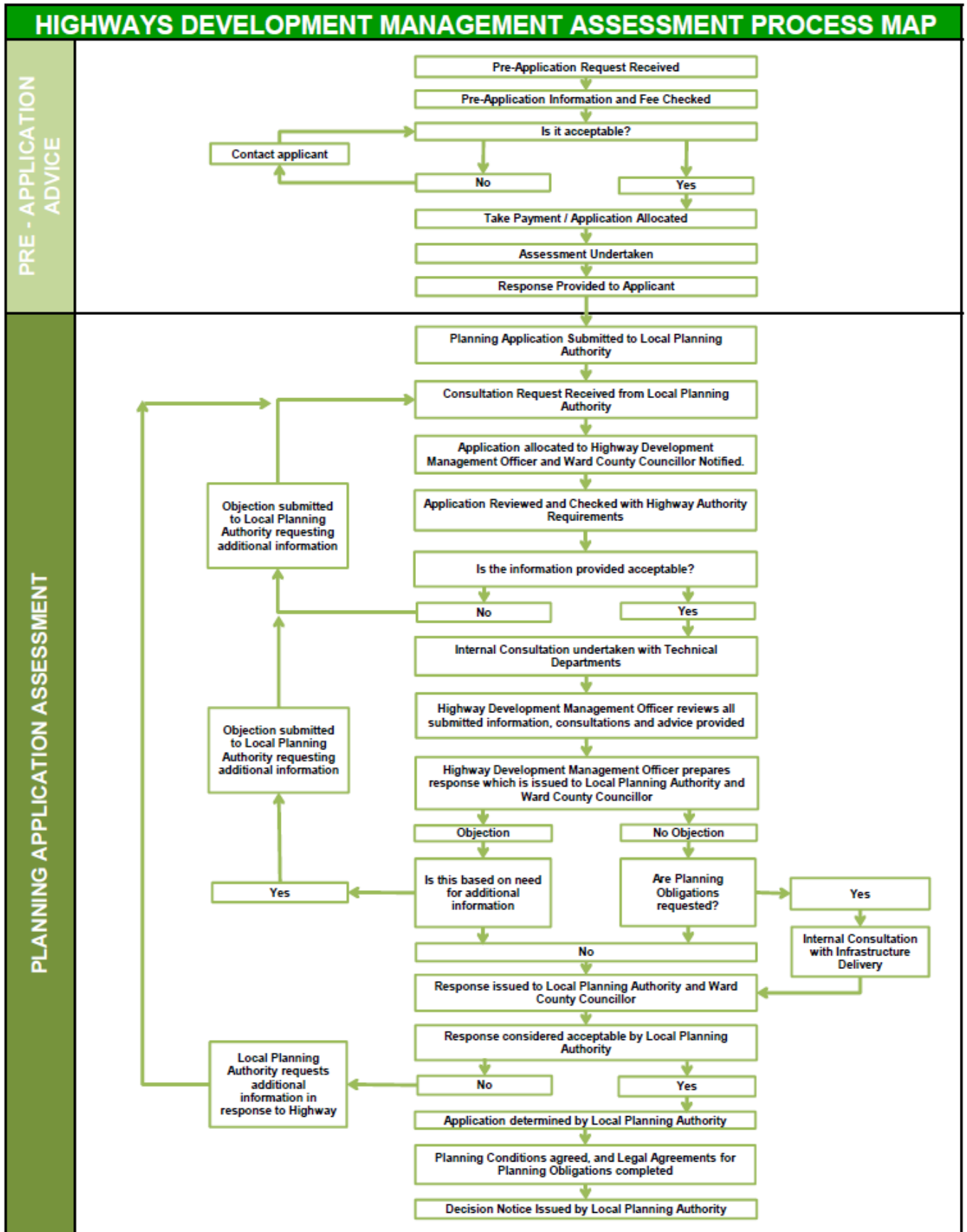


Figure 1.1 – Development Management Process Map

## 1.2 Pre-Application Advice

National and local guidance in both planning and transport policy identifies the merits and value of early discussions regarding assessments to identify transport matters. This ensures that all parties understand the key issues which need to be considered and addressed in respect of development proposals. In addition, the discussions will indicate the scope and level of assessment which will be required.

WCC therefore recommends that pre-application discussions are held with the County Council in its function as the Local Highway and Transport Authority. In addition, to provide added value, the Local Planning Authority should be invited to such meetings as well as third parties who may have an interest due to the operation of their networks. These could include National Highways, Network Rail and neighbouring Local Highway and Transport Authorities.

As a first step in the process, developers should enter into a pre-application agreement with the County Council.

**The Highway Authority would expect developers/applicants to apply for pre-application advice a minimum of 6 months prior to the proposals being submitted to the LPAs.**

This process requires the completion of the identified proforma and provision of fees in accordance with the guidance document provided in *Annex 1.1: Pre-application advice*. This advice would be valid for 12 months from date of issue notwithstanding any changes to modelling assumptions, planning consents or highway alterations which may occur.

## 1.3 Transport Assessments

The need for and level of formal assessment can be determined in consultation with the applicant and the relevant authorities if pre-application advice has been undertaken.

Furthermore, developers should be aware there may be a need to include specific assessment of environmental impacts of the development proposals.

### 1.3.1 Levels of Assessment

If an assessment is required, there are two levels;

- **Transport Statement (TS)** - development that has relatively small transport implications.
- **Transport Assessment (TA)** - development that has significant transport implications.

In accordance with Warwickshire's 2011 Local Transport Plan, where significant development is proposed, the County Council will require the use of microsimulation modelling techniques to support the Transport Assessment process. The County Council will also work with applicants to scope the individual requirements for the sites/areas under assessment. For further details please consult the WCC [Modelling Protocol](#).

***Warwickshire County Council Modelling Protocol for Development Assessment;***

*S-Paramics (or other micro-simulation) transport modelling is required to understand the wider implications of the development over a certain size in terms of increased traffic flows and capacity issues within the area. It is considered that traditional isolated junction methodologies do not fully reflect the impact, detailed interaction of junctions, queuing and blocking back, vehicle release profiles, road user behaviour, and wider area effects of development.*

*We therefore request that developers adhere to the WCC Modelling Protocol for Development Assessment. By following this process, WCC hope to reduce potential disagreements on assessment approaches in the future. WCC Modelling Protocol for Development Assessment has been produced to provide developers with guidance on WCC requirements for the modelling of development sites, in terms of:*

- *Why WCC require micro-simulation modelling and thresholds of different types of modelling requirements;*
- *Current WCC model coverage;*
- *Guidance on the minimum data requirements that must be submitted to WCC prior to undertaking development assessment in Warwickshire's S-Paramics models;*
- *Information on how WCC models deal with background, committed and Local Plan development related traffic growth in Future Year S-Paramics models; and,*
- *The minimum requirement for undertaking an assessment of the impact of the developments on the highway networks.*

Alongside the provision of the microsimulation modelling, WCC as the Highway Authority, may also require the provision of Junction Capacity Assessments for all access and mitigation junctions. This will provide clear evidence to demonstrate that the

proposals will not have a severe or detrimental impact upon the efficient operation of the highway network. These details will be determined through the scoping and assessment process.

Where mitigation phasing is required, the Highway Authority will work with applicants to phase mitigation and infrastructure requirements by utilising the modelling procedures, ensuring the development can come forward in a sustainable and viable manner, whilst mitigating their impact on the highway network.

### **1.3.2 Accompanying Information Required**

Every Transport Assessment and Transport Statement must be accompanied by the following information to ensure the transport information submitted is valid to support a planning application, unless advised in writing by the Highway Authority.

If the following information is not provided, the Highway Authority will submit a response to the Local Planning Authority requesting the information which will not be lifted until the Highway Authority is satisfied with the information provided.

#### **a) Trip Generation Methodology**

The Highway Authority requires the provision of a clear methodology to be provided with the supporting transport assessments. This will clearly set out how the trip generation of the development has been calculated and reference the relevant evidence base and tools which have been utilised.

For certain types of development, the Highway Authority may recommend the use of locally derived trip rate information, this will be determined during scoping discussions. Further details are available in the [WCC Modelling Protocol](#). The Highway Authority recommends, in most cases, the use of the TRICS database as the preferred tool from which the trip generation should be calculated from. Further information can be found using the following link [www.trics.org](http://www.trics.org)

The Highway Authority will also require the provision of the output files of the trip calculations from TRICS to be provided as an appendix to the assessment report.

#### **b) Trip Distribution Methodology**

The Highway Authority will require the provision of the methodology and outputs of the trip distribution utilised for the assessments. The Highway Authority recommends the trip distribution utilises Mobile Phone Network Data, which provides accurate information on origin and destination data. It is considered that this approach is also more up to date when compared with Census Data and therefore more robust.

Further information on obtaining Mobile Phone Network Data, can be found by consulting the [WCC Modelling Protocol](#).

For certain types of development, it may be necessary to base distribution on gravity modelling, Retail Impact Assessments (for retail development), existing employee distribution data or other bespoke approaches to be agreed at scoping.

### **c) Microsimulation Modelling Documents**

For details of the expected deliverables, consult the WCC Modelling Protocol. Also note, review timescales are dependent on submission of all deliverables in accordance with the Modelling Protocol.

### **d) Junction Impact Modelling**

To aid the Highway Authority, assessment junction impact modelling may be required to assess all new access arrangements and mitigation improvements on the Highway Network.

The Highway Authority recommends the following programmes are utilised for the following junction types;

- Simple Priority 'T' Junction – Junctions 10 or latest version
- Ghost Right Turn Priority Junction – Junctions 10 or latest version
- Roundabout Junction Arrangement – Junctions 10 or latest version
- Signalised Junction Arrangements - LINSIG

In the case of Junctions 10 modelling, the Highway Authority will require the provision of the output reports to support the Transport Assessment Report.

With regards to LINSIG modelling, the Highway Authority will require the provision of the output files and the LINSIG Model will need to be assessed fully by the Highway Authority.

Where microsimulation modelling has been requested, the traffic flows used in Junction Impact Modelling should be derived from microsimulation models. Further details are available within WCC's Modelling Protocol.

### **e) Evaluation of Mitigating Measures**

The Highway Authority reserves the right to request a contribution towards traffic monitoring to ascertain the impact of the development and the effectiveness of any mitigating measures undertaken. This may require the installation of



traffic monitoring equipment, with associated ongoing maintenance and servicing costs for up to five years. The number of monitoring sites required will be determined by the number of entrances/junctions to the site.

#### **1.4 Design of the Highway Mitigation Strategy**

In most cases, development will require some form of mitigation to be designed so that traffic both using and generated by the development will be accommodated within the existing and/or future highway network. The Highway Authority will require technical drawings to support any mitigation schemes, alongside suitable strategic and junction modelling to ensure they meet the Highway Authority's standards and requirements. It may be necessary to provide additional capacity assessments that demonstrate when the delivery of the mitigation will be necessary. The applicant must also demonstrate they can be undertaken within land under the landowners' control and/or the adopted/maintainable highway boundary.

The Highway Authority will also require a design statement which sets out the design philosophy for the proposed scheme, the standards utilised and the justification for any departures or relaxations of the required standards.

**The key process for determining which national design standards WCC consider appropriate to use for a particular situation is shown in Figure 1.2 which must be read in conjunction with Table 1.1 Road Hierarchy.**

In addition to providing general advice to pre-app schemes, if any departures and relaxations are likely, it is recommended the applicant applies for pre-application guidance to get support and constructive advice from the Highway Authority at the earliest opportunity.

If the strategy is deemed acceptable, the Highway Authority will then identify the suitable mechanism for delivery. There are four mechanisms identified below;

- Section 38 New Adoptable Highway – Highways Act 1980
- Section 184 Minor Works – Highways Act 1980
- Section 278 Works – Highways Act 1980; and
- Section 106 Obligations – Town and Country Planning Act 1990

Those schemes which will be delivered through the identified mechanisms under the Highways Act 1980 will be conditioned with a suitable trigger agreed with the Local Planning Authority.

Those schemes which will be delivered through an obligation under Section 106 of the Town and Country Planning Act 1990, will also be assessed in accordance with the Community Infrastructure Levy Regulations 2010 and the following tests. For them to be acceptable in planning terms, these tests are;

- Necessary to make the development acceptable in planning terms
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development

Further guidance and information on Section 106 Planning Obligations can be found in the [Warwickshire County Council Developer's Guide to Infrastructure Contributions](#).

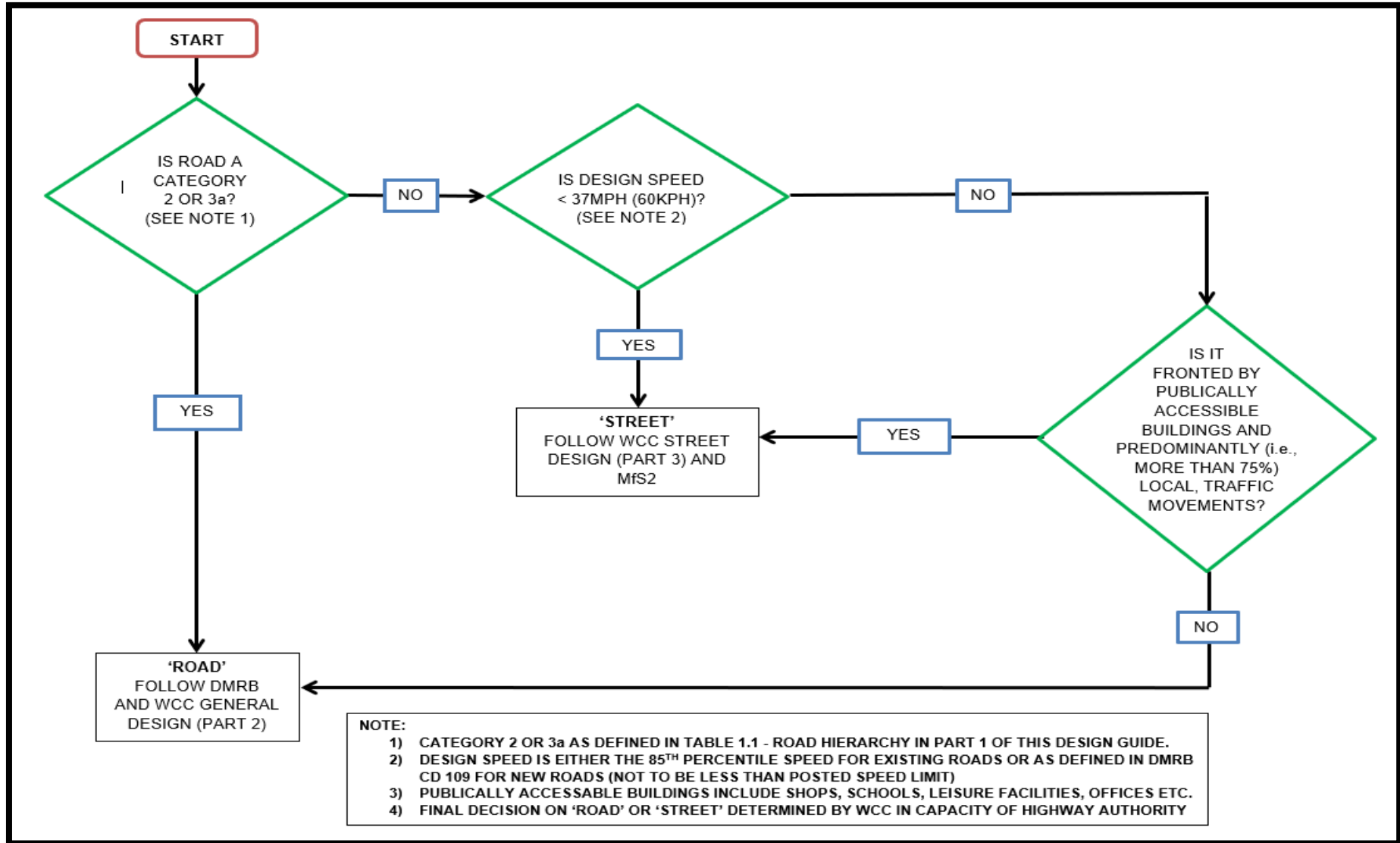


Figure 1.2 - Flow Chart to Determine 'Road' or 'Street'

	Category	WCC Category	Type of Road General Description	Description
1	<b>Motorway</b>		Limited access - motorway regulations apply	Routes for fast-moving long-distance traffic. Fully grade separated and restrictions on use.
2	<b>Strategic Route</b>		De-trunked and some Principal 'A' class roads between Primary Destinations	Trunk and some Principal 'A' class roads between Primary Destinations
3a	<b>Main Distributor</b>	<b>Primary Road</b>	Major Urban Network and Inter-Primary Links	Roads between Strategic Routes and linking urban centres to the strategic network with limited frontage access.
3b	<b>Secondary Distributor</b>	<b>Secondary Route</b>	<p>Through routes carrying bus, HGV and local traffic with frequent junctions. Unlimited unit numbers with multiple points of access onto a road of the same or higher category.</p> <p>Where a bus route is proposed, segregated pedestrian/cycle provision will be necessary with no direct frontage access other than private shared driveways serving 6 units.</p> <p>Also used for industrial estate roads.</p>	<p>In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.</p> <p>In residential and other built-up areas these roads will have 20 or 30 mph speed limits. This will be required to accommodate high levels of pedestrian and cycle activity with informal or controlled crossing facilities. Should on-street parking be accepted, a wider corridor will be required to accommodate buses and bus infrastructure.</p> <p>Industrial estate roads will not normally be adopted.</p>
4a	<b>Link Road</b>	<b>Tertiary Road (Type 1)</b>	<p>Roads connecting to the Primary and Secondary Distributor Network with frontage access and frequent junctions.</p> <p>Can be through roads, to serve a maximum of 200 units with a second point/emergency access, or culs-de-sac serving a maximum of 150 units.</p>	<p>In rural areas these roads link the smaller villages to the distributor roads.</p> <p>In urban areas these are residential interconnecting roads designed to limit vehicle speeds to 20mph, with high quality connectivity and permeable pedestrian and cycle routes.</p>

<b>4b</b>	<b>Local Access Road</b>	<b>Tertiary Road (Type 2)</b>	Culs-de-sac with a design speed of 20mph serving a maximum of 50 units. Should not be designed to access land with the potential for further development.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often unsuitable for HGVs.  In urban areas they serve a small number of residential properties with no vehicular access provided for other amenities / facilities.
	<b>Minor road</b>	<b>Private Driveways</b>	Serving up to 6 units from a driveway crossover/dropped crossing.	Roads to remain private/unadopted.

**Table 1.1 – Road Hierarchy**

#### 1.4.1 Site Access Arrangements

At pre-application stage, the Highway Authority will require a technical drawing which, at the very minimum, demonstrates the required visibility splays of the proposed access arrangements can be achieved as part of the development proposals.

The visibility splays must be in accordance with the appropriate national design standards as determined in Figure 1.2. It is recommended the developer obtains confirmation in writing by the Highways Development Management Team of whichever is considered the most appropriate option early in the design process to avoid the risk of redundant work.

In addition, if the gradient of the highway within the proximity of the site access poses a potential risk to visibility, the Highway Authority reserves the right to request visibility splays, based on the vertical alignment, to demonstrate the level of visibility splay and forward stopping sight distances which could be achieved on the existing carriageway.

The Highway Authority will also require vehicle tracking drawings to demonstrate the safe design and layout of proposed access arrangements. In most cases this requires tracking of a waste refuse vehicle, a fire tender vehicle and a medium passenger vehicle (MPV) as an example for residential developments.

The Highway Authority may also require tracking for articulated heavy goods vehicles or a bus service vehicle, and these should be agreed with the Highway Authority beforehand based on the type and scale of development.

### **1.4.2 Structures**

Early consultation with the WCC Highway Development Management Team is recommended to discuss new structural proposals and to determine whether Technical Approval processes need to be applied. Advance fees will be agreed prior to any consultation and calculated according to the scale of the undertaking. The purpose of these consultations will be:

- To determine the appropriate form of the structure
- To determine the structural category of the structure to CG300
- To understand the Highway Authorities requirements if the structure is to be adopted (see Part 7.8)

For Category 0 and 1 structures to CG300, the consultation is optional and may be based upon preliminary general arrangement drawings. For larger Category 2 and 3 structures, consultation is mandatory and will involve preparing a Feasibility Study demonstrating how the preferred structural solution has been chosen and agreed with the Highway Authority.

A process flowchart for the various stages relating to structures within developments is shown in Annex 7.2. Guidance on the appropriate category for a structure is provided in Part 7 and in Annex 7.3.

### **1.4.3 Street furniture and Street Lighting**

Early consultation with the WCC Highway Development Management Team is recommended to discuss new street furniture such as traffic signs and street lighting requirements. For further guidance see Part 8.

### **1.4.4 Traffic Signal Junctions**

Early consultation with the WCC Highway Development Management Team is recommended to discuss proposed new signalised junctions. For further guidance see Part 2.9.

### **1.4.5 Road Safety Audits**

Warwickshire County Council's Road Safety Policy in the 2011 Local Transport Plan states that WCC will carry out Road Safety Audits or Reviews on all new schemes and alterations to the existing road network proposed by ourselves or others.

Before the Road Safety Audit is undertaken, the assessment brief and methodology must be agreed with the Highway Authority (Highways Development Management) and must include the scheme layout drawing and vehicle tracking drawings.

Once complete, the Road Safety Audit shall be submitted for consideration and review (Road Safety Team and Highways Development Management) and must be accompanied by a designer's response (as required). The Road Safety Audit is not

recommended to be commissioned until the general principle of the scheme has been agreed with the Highway Authority. For further guidance see Part 4.

#### **1.4.6 Impact on the Historic Environment**

WCC can provide pre-application advice on archaeology and ecology, including hedgerows and historic landscape character.

Highways Development Management do not typically provide advice of impacts on historic buildings, similar structures, and Conservation Areas as this would normally be provided by Conservation Officers at the LPAs. For further guidance see Part 9.

#### **1.4.7 Public Rights of Way (PRoW)**

Developers and designers must be aware of Public Rights of Way (PRoW) that either cross new developments or are in the area surrounding new developments. WCC would not expect any PRoW to be lost because of new development. The PRoW Team should be consulted as early as possible should a development impact on a public right of way.

The Highway Authority may seek works or a financial contribution from developers to improve Public Rights of Way either on, or in the area surrounding new developments, to mitigate the additional use new residents will generate. Where the PRoW, or relevant part thereof, is over land within the control of the developer, the developer will be required to complete the works under a Section 278 Agreement. For improvements to PRoW outside of the developer's control, WCC may request a financial contribution and carry out the appropriate works. Such improvements may be secured by a Section 106 Agreement or by a suitably worded planning condition.

The contribution would usually be used for improvements to within 1.5 miles of the development, this being the radius used by a typical dog walker taking a 3 mile walk from the development and dog walkers usually being the most frequent users of PRoW surrounding a residential development.

The contribution amount requested is usually calculated by means of a formula which considers the following:

- the estimated length of public rights of way within a 1.5mile radius of the development
- the estimated cost of improvements to this network
- the cost per resident of these improvements based on residency figures for local wards
- the estimated number of future residents based on the type and number of houses

## **1.5 Supporting Information**

### **1.5.1 Sustainable Transport Strategy**

Large scale developments need to clearly demonstrate how they will provide and support sustainable transport infrastructure and services to enable viable alternatives to car-based journeys across the towns and villages of the borough / district.

It is important to also note that not all households have access to a car and therefore such transport options are viable to provide access to services and facilities alongside education and employment opportunities.

Developers should refer to Local Transport Note Cycle Infrastructure Design [LTN 1/20](#) for guidance when designing high-quality, safe cycle infrastructure whilst considering their sustainable transport strategy.

### **1.5.2 Travel Plans**

Travel Plans are required for developments of employment, education, service facilities and retail use. Travel Plans set achievable targets to either reduce car usage and promote sustainable travel modes or reduce the need to travel using a variety of measures and tools.

Typical examples of measures used can include the provision of showers, lockers and changing facilities, car sharing schemes, bike purchase schemes, car sharing opportunities and flexible working schemes.

The Highway Authority does not require the provision of travel plans for residential developments at present, due to the ability to enforce such documents. However, a contribution will be sought for the provision of Warwickshire Welcome Packs to each new household in a development of 10 dwellings and over.

The Highway Authority will monitor the effectiveness of Travel Plans, in part, by traffic monitoring. This may require the installation of permanent traffic monitoring equipment and the authority may seek a contribution for both this and the ongoing costs of monitoring

### **1.5.3 Parking Strategy**

The Highway Authority will require a parking strategy for proposed developments which sets out the number and location of parking spaces within the development. These should accord with the parking standards set by the Local Planning Authority for vehicle and cycle parking requirements in the first instance. However, consideration must also be given to the provision of disabled user parking, priority parking (e.g., parent and child parking at retail developments and schools) and electrical vehicle charging points.



Where developments are reliant upon on-street parking provision the Highway Authority reserves the right to request parking surveys to be undertaken. These are mandatory in areas where Residents Parking Permit Schemes are in operation due to the potential impact the proposal may have on the available on-street parking provision.

When undertaking a Parking Survey, it must generally be in accordance with the Lambeth Methodology. The methodology, (including elements such as distance from junctions, parking bay lengths, etc), dates and times are to be agreed with the Highway Authority, prior to the survey being undertaken. Committed developments, University term times, large employer/factory fortnight and other significant events must be a consideration with surveys not being undertaken during such periods when these would not be representative of typical conditions.

#### **1.5.4 Service and Delivery Strategy**

For developments which require servicing and deliveries to occur regularly, the Highway Authority may request the provision of a Service and Delivery Strategy.

The requirement of such a document is to agree how sites and the proposed development will be serviced, the timings of these and how they are to be managed. Assessment of this information will inform whether these activities have a detrimental impact upon the safe and efficient operation of the highway network. The information should include, as a minimum, the type of vehicles, frequency and timing of visits, and routes that could be used.

#### **1.5.5 Heavy Goods Vehicle (HGV) Routing Strategy**

The Highway Authority will require any employment, retail or other uses which generate a significant number of heavy goods vehicles to submit an HGV Routing Strategy. This should focus on the primary highway network and minimise routing through existing communities, especially in rural communities. Consideration will need to be given to any SPG or LPA guidance regarding HGV movements.

For significant developments with substantial build out periods, the Highway Authority will also require the submission of a strategy for construction traffic, compound facilities and waiting area arrangements. Due to issues of highway safety and noise levels for local residents, the Highway Authority will not accept construction traffic waiting on the highway.

#### **1.5.6 Temporary Access Arrangements**

In certain instances, applicants may require temporary access arrangements to enable construction traffic to access the development site. Such details should be identified within the submitted application to provide certainty for all parties.

However, should a Temporary Access Arrangement be required after planning permission has been granted, then applicants will need to seek advice from both the Local Planning Authority and the Highway Authority. In most cases Temporary Access Arrangements will require planning permission before a Minor Works (Section 184) Agreement is accepted by the Highway Authority.

### **1.5.7 Construction Management Plan**

The Highway Authority reserves the right to request provision of a Construction Management Plan for development proposals and generally this is conditioned as part of the decision notice.

The Highway Authority will require this document to address the following matters;

- Existing traffic levels
- Predicted construction traffic levels and routing
- Construction delivery time periods
- Access/egress arrangements for all associated construction vehicles
- Location of the delivery compound within the development site
- Details (including swept paths) for on-site turning of construction vehicles (based on the largest vehicle that will be required to access the site)
- Location of the parking area for staff and contractors
- Details of measures to prevent delivery and construction traffic parking or waiting on the adopted Highway Network
- Details of measures to prevent mud, debris and detritus being deposited onto the highway network

The Highway Authority holds the right to require developers to undertake dilapidation surveys in accordance with Section 59 of the Highways Act 1980.

## **1.6 Preparing a Reserved Matters Application**

The Highway Authority undertakes a thorough review and appraisal assessment of reserved matters applications and proposed site layouts. As with any application, the Highway Authority recommends that developers engage with the Highway Authority at the earliest opportunity utilising the Pre-Application process. This will enable constructive advice and guidance to be provided by the Highways Development Management Team and Highways Adoptions Team.

In addition, it will enable discussion concerning the requirements and standards required and agreement of the elements within the development that can be offered for adoption, and those which the Highway Authority will not formally adopt. In addition, the Local Planning Authority should also be invited to the discussions regarding reserved matters alongside the Highway Authority. This may assist in reducing the need for variations to approved planning permissions.

### **1.6.1 Requirements of a Reserved Matters Application**

The Highway Authority requires the following technical drawings and documents to be submitted as part of a Reserved Matters Application. The scheme drawings should have the following details clearly annotated:

- Areas proposed for adoption
- Access road radii geometry
- Access road widths, particularly where there are any changes
- Treatment of junctions (in respect of speed management features); dummy junctions are not acceptable
- Visibility splays at junctions (including pedestrian junction visibility splays), speed control bends, changes in alignment (which will require forward stopping sight distance), accesses
- Pedestrian crossing points at all junctions and at intervals of 100 metres
- Tracking/swept path analysis based on largest vehicle requiring regular access (with MPV passing or suitable intervisibility if MPV required to be temporarily stationary), refuse, fire appliance, MPV and on-line delivery vans
- Changes of material; block paving will not be accepted within turning heads
- Bus stop locations (where bus route is to be provided) to include details of bus stop plan annotating bus cage and waiting/boarding facility, details of proposed bus stop infrastructure (pole, real time information, shelter, etc)
- Parking plan layout to include dimensions of spaces, driveway lengths, aisle widths and garages
- Communal bin storage collection points to be located outside of the public highway and in accordance with either the latest British Standard document or as agreed with the Local Planning Authority
- Annotation of details regarding TROs (Traffic Regulation Orders), lining, etc that would have been referred to as part of the approved planning permission but may be Section 106/Section 278/Minor Works
- Annotation of public rights of way where these are affected by the proposed layout
- Position of street trees proposed within those areas which are to be proposed for possible adoption

- Provision of a Road Safety Audit Stage 1 and Designer's Response for the site layout as proposed which accords with the requirements of Policy LUT 8 of the Warwickshire Local Transport Plan 2011-2026 and guidance noted above. RSA brief to be agreed with the Highway Authority prior to the commission of the audit report.

Trees will be considered at Section 38 stage due to the approval procedure of street lighting. However, where they are to be an integral part of the street scene details should be included to give an understanding of the aspirations of the LPA/developer with respect to this element of the site layout.

The developer is to advise, at the time of submission, if the development site falls within a 'Dark Skies' area as this will impact on any traffic calming/layout proposals.

Longitudinal drawings are to be submitted if it is not possible to achieve the adoptable standards as set out in Part 3. Of particular concern is where the overall street gradient is too steep and/or numerous driveways/access crossovers may result in access difficulties for the mobility impaired. Such layouts may require a wider footway/footway-verge margin to be provided.

Design details can be found in Part 3 Street Design (Residential S38).

# Part 2 Highway Design and Technical Review

## 2.1 Introduction

This part of **The Warwickshire Design Guide** covers the design and technical approval of Category 2 or 3a Roads (refer to Table 1.1 in Part 1 of this guide). These roads are typically the strategic and main distributor (primary) roads in the County network, but their design must incorporate considerations to promote walking and cycling in line with WCC's Local Transport Plan.

Designers should follow the guidance provided in this section, when indicated after using the flow chart in Part 1 Figure 1.2, to determine the appropriate design standards for their improvement.

It is expected that the guidance included in this part of the Design Guide will be appropriate for junction improvements connecting a development to the existing network and the distributor roads within larger developments.

The vision of WCC's Land Use and Transportation Strategy is:

*'To encourage new development, which is accessible, safe, sustainable and integrated with the transport network, including modes other than the car'.*

Therefore, the primary focus of the strategy is to ensure development is located where it can be linked to public transport and where easy walking and cycling access is available to employment areas, shops, schools and other services, thereby reducing social exclusion and dependence on travelling by car. Larger developments should be close to high quality public transport corridors, either existing or proposed, and through routes for buses should always be included within the layout.

The design of the road infrastructure using the correct standards is critical to enabling the vision to be realised.

The County Council expects the Design Manual for Roads and Bridges (DMRB) will be the primary design manual used for new improvements. Developers' attention is drawn to GG101 Revision 0 Note 2 which states:

*"Where a local highway authority decides to use the DMRB in whole or in part for development of its own highway/ road network, the overseeing organisation is defined in accordance with their own procedures."*

In these situations, Warwickshire County Council will act as the overseeing organisation.

## **2.2 Scheme Delivery Outline**

For improvements that will be carried out on the existing road network, it is expected, once planning consent has been granted, the developer will contact WCC Engineering Design Services to progress their application to enter into a formal agreement to begin the process of scheme delivery, as advised in the informative note provided as part of the planning consultation process.

In general, the process is expected to be as follows;

- Developer to apply to enter into a Section 278 Agreement or Section 38 Agreement. Further information on legal agreements is included in Part 10 and *Annex 10.1*.
- Developer to supply a preliminary general arrangement drawing which corresponds to the planning consent.

WCC will then supply a fee estimate which will cover the fees relating to the Technical Review process and procurement of a contractor from the current WCC Contractors' Framework. This work will be based upon the scope of the works included on the preliminary general arrangement drawings and the estimated programme for construction. The fee estimate will also outline what information is required for the Technical Review which can be found in *Annex 2.1 Information relating to technical review, contract preparation, tendering and construction supervision of Section 278 highway improvements in Warwickshire*.

**Prospective developers should note - if relevant information is not supplied then this will increase the time for Technical Review and additional fees may have to be charged for the additional reviews. It is also important for developers to understand the typical timescales for Technical Review are months rather than weeks, but a robust initial submission based on the recommendations in this Design Guide will keep the timescales to a minimum.**

- When Technical Review and procurement phase fees are paid and works information is submitted, WCC will commence Technical Review. If departures from standards are required these should be applied for and resolved at an early stage, see *Annexures 2.3 and 2.4* for further information on Departures from Standards.
- The developer will be responsible for liaising with utility companies together with placing and paying for orders for any necessary diversion works. **The developer must provide proof of payment for the diversion works prior to the start of the tendering process.**
- When Technical Review is approaching its conclusion, the developer's consultant is to supply an updated scheme estimate which will be used to add the scheme to WCC's capital programme. At this point, site supervision fees will be estimated once the full extent of the works is confirmed.
- After consultation with the developer, WCC will book the road space for construction. The timings will be agreed with the developer but if these change due to a delay to the following processes then this could mean a new notice has to be given and the scheme delayed accordingly.
- When Technical Review is completed, and the necessary certificates certified, WCC will prepare the construction contract document and invite tenders from WCC Framework Contractors. The contract will be let using the NEC conditions of contract.
- When quotes are received the developer will agree in writing for the contract to be awarded.
- **The construction contract will only be awarded when the legal agreement (e.g., Section 278 or Section 38 etc.) has been signed, a bond is in place and appropriate fees paid including statutory undertakers' fees. Further information on procurement, contract award and legal document requirements is provided in Part 10 of this Guide.**
- During the construction phase WCC will pay the contractor's invoices and invoice the developer in arrears.

### 2.3 General Design – Technical Review and General Considerations

WCC will expect a developer to appoint a competent consultant to carry out the design and prepare the works information for inclusion in the NEC contract documents.

During the technical review phase of any Section 278 highway improvement tasks will need to be performed by the developer, the developers' designers and WCC's Technical Review Phase Team. It should be noted that in the absence of a developer's designer for a particular Section 278 scheme, the responsibilities of the developer's designer will rest with the developer.

During the design phase, the developer will perform the role of Client under the Construction (Design and Management) Regulations 2015 (CDM 2015) and will therefore appoint the Principal Designer. The developer must ensure the Principal Designer role is performed throughout the various contract stages (including the construction phases of the scheme) as required by CDM 2015. This will be essential in circumstances where construction phase redesigns become necessary.

Furthermore, prior to Technical Approval commencing the developer shall provide WCC's Technical Review Phase Team with:

- A copy of the Planning Permission for the associated development, including details of any conditions
- One complete set of the proposed scheme-specific tender drawings and any other relevant documents in electronic format together with a signed copy of the Design Certificate
- A list of design standards intended to be used (or has been used), together with details of any proposed applications for departures from standards (see *Annexures 2.3 and 2.4* for further information). As stated previously, the design standards used will be determined using the flow chart shown in Part 1 Figure 1.2 which will need to be agreed at pre-application meeting stage and will form the basis of drawings included in the associated Planning Application. Note: departures from these standards are only likely to be accepted in exceptional circumstances
- Details of any tree preservation orders (TPOs) for trees affected by the Section 278 Scheme.
- Details of any archaeologically sensitive areas, scheduled monuments, listed buildings or conservation areas that might be affected by the S278 scheme.

To ensure a smooth transition from the Design and Technical Review phases to the contract procurement and construction phases, the developer shall submit for approval the CVs for the individual or individuals within the design organisation who



will perform the actions of the Principal Designer before making the appointment. WCC will expect the appointed organisation, and the individual who will be performing the actions of the Principal Designer, to have suitable experience of designing works to be carried out:

- On live carriageways under appropriate forms of traffic management,
- With adequate provision for pedestrians and cyclists during the construction phase,
- So that the completed works minimise the health and safety risks to those who will perform future maintenance operations.

The organisation undertaking the Principal Designer responsibilities shall be identified and a copy of the letter of appointment shall be supplied. Prior to the commencement of the procurement phase for the Section 278 highway improvement, the Principal Designer shall prepare and supply the Pre-construction Information in a format agreed in advance with WCC's Technical Review Phase Team.

More details of what work is required to be carried out by the developer and the developer's Designer is contained in *Annex 2.1 Information Relating to Technical Review*.

In addition to the above, the developer shall provide a copy of the notice (Form F10) submitted to the Health and Safety Executive, together with a copy of all correspondence between the designer(s) and the Principal Designer during the design phase of the scheme.

## **2.4 WCC Standard Details - Designing for Maintenance**

The County Council not only insist on high quality designs using the correct design standards, but also on the use of an appropriate specification of materials that will ensure the new improvement can last for the appropriate duration before maintenance is required.

WCC's [Surfacing and Structural Maintenance Strategy](#) and [Highway Construction Details](#) (HCD) provide information on standard construction details and materials routinely used within Warwickshire. Developers should be aware that deviations from standard details are likely to incur the requirement for commuted sums for future maintenance.

WCC requires design work not specified in WCC's HCD to be undertaken in accordance with principles outlined in The UK Roads Liaison Group (UKRLG) document 'Well-managed Highway Infrastructure – A Code of Practice'.

Design should accord with Recommendation 13 – Whole Life/Designing for Maintenance which states 'Authorities should take whole life costs into consideration when assessing options for maintenance, new and improved highway schemes. The future maintenance costs of such new infrastructure are therefore a prime consideration.'

Table 2.1 below provides factors developers and designers must consider during the design process to ensure that adequate consideration is given to future maintenance requirements of schemes. This list is not exhaustive but includes several key issues that may need to be addressed. Failure to address issues may lead to the requirement for payment of commuted sums to manage specific maintenance challenges.

Issue	Check	Action
<b>Scope and Scale</b>		
Intended life of scheme	Is the scheme long life or 'temporary' and likely to be affected by future redevelopment?	Choose materials and products relevant to the life of scheme.
Nature of scheme	Is the scheme a 'unique' prestige project or a 'routine' standard one?	Choose materials and products relevant to the type of scheme.
Scope of scheme	Has the scheme been 'value-managed' to consider all possible marginal benefits?	All 'significant' schemes should be value managed.
Use of scheme	Is the scheme likely to be subjected to particularly 'heavy duty' traffic use with high rates of wear?	Select design and materials to mitigate these affects as far as possible.
Cost of scheme	Have the costs of future maintenance been calculated and included in future budgets/commuted sums?	Identify any extraordinary maintenance costs and report these alongside construction costs.
<b>Design Aspects</b>		
Pedestrians and cyclists	Do proposals for footways and cycle routes fit the actual desire lines used?	Redesign to reflect actual paths to avoid erosion and later replacement.

Heavy goods vehicles	Is footway paving likely to be over-ridden by HGV or other parked vehicles?	Where necessary use heavy duty paving or prevent over-riding to avoid frequent costly replacement.
Grassed and planted areas	Are grassed and planted areas of a size and position to be effectively maintained?	Redesign or remove where necessary to avoid future poor appearance and later redesign.
Trees	Have trees been selected and positioned to avoid future problems with roots, obstruction or leaf fall?	Reselect or reposition where necessary to avoid potentially expensive future problems.
Traffic signs	Are traffic signs required to be illuminated or can they be reflectorised?	Maximise use of reflective signs to reduce energy costs.
Historic Environment	Are standard materials suitable in this location?	Discuss with LPA Conservation Team and WCC DM on alternative enhanced materials to suit the environment. If agreed, additional costs will be met by developer accompanied by a commuted sum.
<b>Maintenance Operations</b>		
Maintenance regime	Does the scheme require specialist maintenance regime?	Identify cost of specialist regime and, where appropriate, consider cheaper alternatives.
Cleansing	Does the scheme require specialist cleansing regime?	Identify cost of specialist regime and, where appropriate, consider cheaper alternatives.
Traffic management	Will maintenance require special traffic management?	Identify traffic management costs and minimise wherever possible, possibly through co-ordination with other works.
Maintenance access	Is there a safe and convenient access for plant and personnel?	Redesign scheme to provide safe and convenient access.
<b>Materials and Products</b>		
Specialist materials	Are the materials used for the scheme of standard or specialist nature?	If specialist materials used ensure availability of future replacements.
Durability of materials	Does the durability of the materials provide	Select materials relevant to the intended

	substandard, oblique, sufficient or excessive life?	life and nature of the scheme.
Failure mechanism	How will material/product approach the failure condition – slowly/quickly?	Programme safety and service inspections on basis of risk assessment
Life extension	Are there any processes which could be used to extend useful service life at economic cost?	Investigate cost benefit of using life extension products.
Replacement practicality	Are there likely to be any difficulties in replacing failed sections?	Undertake risk assessment and plan for the likely difficulties.
Replacement cost	Is the cost of replacement likely to be disproportionately high?	Consider alternative materials and products.
<b>Reuse and Recycling</b>		
Practicability of reuse	If the scheme is a short life scheme what is the scope re-using materials and products?	Choose re-useable materials and products wherever possible.
Practicability of recycling	What is the scope for recycling materials and products?	Where re-useable materials and products are not appropriate, use recyclable wherever possible.

**Table 2.1 - Required Maintenance Considerations**

In general accordance with The UK Roads Liaison Group (UKRLG) document 'Well-managed Highway Infrastructure – A Code of Practice', WCC defines the hierarchy of existing roads and footways in the County as shown in Table 1.1. The hierarchy of the road and footway must be considered when making design decisions.

## 2.5 The Highways Resilient Network

The Transport Resilience Review recommends that Local Highway Authorities should "Identify a 'resilient network' to which they will give priority, in order to maintain economic activity and access to key services during extreme weather" (DfT, 2014). This has subsequently been supplemented by Well-Managed Highways Infrastructure (A Code of Practice) which further recommends; "Within the highway network hierarchy a 'Resilient Network' should be identified to which priority is given through maintenance and other measures to maintain economic activity and access to key services during extreme weather." The resilient network is part of the winter maintenance network which is a defined network on which we undertake

precautionary salting. The winter maintenance network is much more extensive covering approximately 46% of our total network.

Developers and designers must consider Warwickshire's currently defined resilient network when proposing changes to the existing highway network. Alterations to the network must not compromise the Authority's ability to maintain it during extreme weather conditions.

## 2.6 Pedestrian Facilities

The layout and design of footways should aim to provide convenient, appealing and safe routes for pedestrians. The provision of adequate and convenient car and cycle parking facilities will be a significant factor in discouraging ad-hoc parking that might obstruct pedestrian routes.

Footways must be designed to take account of the type and function of adjacent carriageways, location of apparatus for statutory and other services, street furniture and pedestrian movements and vulnerable road users in the vicinity of schools, shops or other community buildings.

For sites identified as 'roads' using Figure 1.2 in Part 1; footways, footpaths and cycleways must be provided and designed in accordance with standards contained within DMRB. For 'streets', footways, footpaths and cycleways (where provided) should be designed and provided in accordance with Manual for Streets recommendations and requirements, which have been used to inform Part 3 of this guide. If there is any uncertainty as to the Authority's requirements, developers should contact WCC to discuss further and confirm.

Pavement construction requirements for footpaths, footways and cycleways are detailed in the County Council's [Surfacing Strategy Guide](#) and construction details are included in [WCC HCD](#).

In addition to the standards published in DMRB and the guidance contained within the Manual for Streets, the Department for Transport has published guidance on how to design for '[Inclusive Mobility](#)'. WCC has considered this document when establishing the widths shown in the HCDs (Highway Construction Details).

Therefore, when designing footways and considering footway width, designers must note that clear width of 2000mm is needed to allow two wheelchairs to pass one another comfortably. This should be regarded as the minimum width. For information regarding longitudinal gradients, refer to the details provided in Part 3.

Crossfall on footways and footpaths is necessary to provide good drainage, but if too great, can make it difficult for wheelchair users. Variable crossfall, such as may be found when travelling along a street with vehicle crossovers, can be problematic as it affects the steering of wheelchair users and can also cause problems for people with walking difficulties. Designers should take these problems into account when considering frontage parking in residential areas, which may result in the installation of crossovers.

If there is a steep slope or drop at the rear of the footway, precautions must be made to prevent wheelchair users running over the edge or blind or partially sighted people walking over it. Suitable mitigation at the side of or across footways may be necessary in such instances.

On longer side roads and residential roads, dropped kerbs should, where possible, be provided every 100 metres to avoid the need for pedestrians and the mobility impaired to make lengthy detours to cross the road having given due consideration to desire lines for pedestrians and inter-visibility.

If the provision of ramps or handrails within the public highway are determined to be necessary, developers, designers and engineers must refer to DfT guidance document '[Inclusive Mobility](#)' for advice and guidance to provide a feature that is suitable and fit for purpose.

## 2.7 Cycle Facilities

Developers will be expected to ensure that new developments (residential, retail or employment sites) are connected to the local cycle network by safe, convenient and attractive cycle routes to enable residents to cycle to town centres, rail stations, educational establishments and other key destinations.

As mentioned in Part 1, developers should refer to current [Government Guidance LTN 1/20](#) (or successor guidance) for designing high-quality, safe cycle infrastructure when planning their sustainable transport strategy.

### **2.7.1 General Principles**

New developments should be designed to encourage cycling for local journeys, in line with the National Planning Policy Framework, national transport policy objectives and Warwickshire's Local Transport Plan and Local Cycling and Walking Infrastructure Plan (LCWIP).

The internal network of roads and streets should be designed in accordance with Manual for Streets principles, so that cyclists can be accommodated safely within the road network. Where traffic levels and speeds are higher, dedicated provision for cycling is required (see Figure 2.1 below). It is important to ensure good access is provided to the cycle route network from all areas of the site. The key design principles for providing for cyclists are set out Local Transport Note LTN 1/20.

### **2.7.2 Dedicated Cycling Infrastructure**

Where dedicated cycling infrastructure is provided adjacent to busier roads, this should take the form of a cycle track, which is both segregated from traffic and separate from provision for pedestrians.

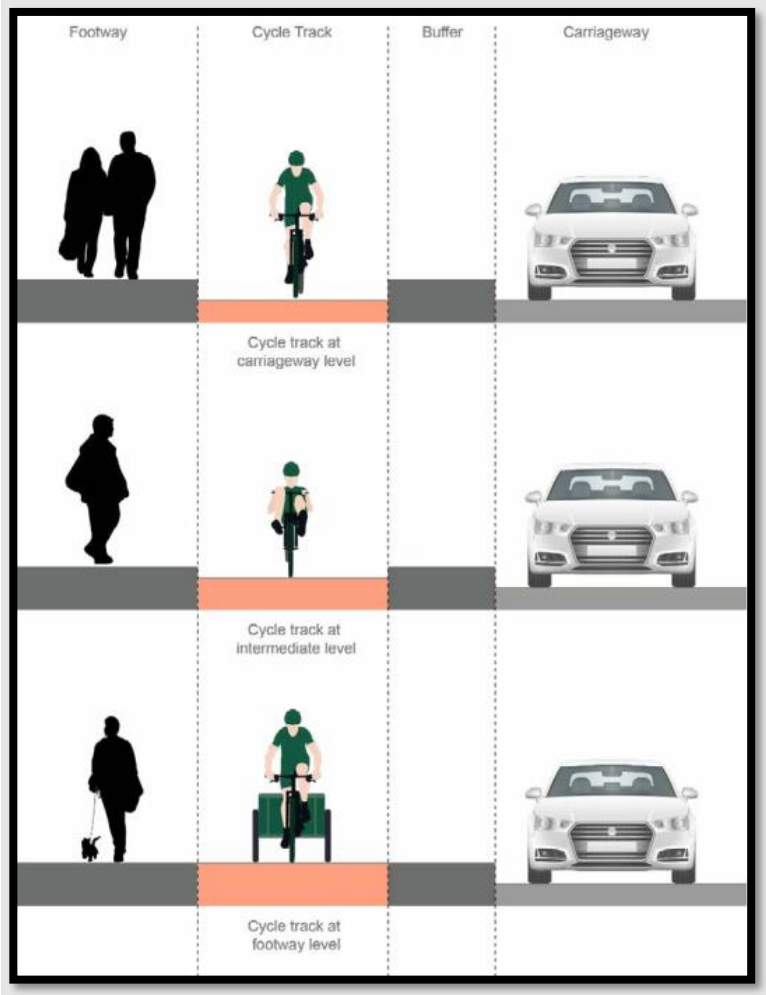


Figure 2.1 - Different levels of segregation (extracted from LTN 1/20)



The design of cycle tracks should be in line with the latest guidance set out in LTN 1/20, and site-specific issues should be discussed with WCC. Any verge buffers will need to be a minimum of 1m wide. All routes will need to connect with the existing and planned cycle route network as identified in the Warwickshire LCWIP.

Shared use footway / cycleways may be appropriate at some locations, particularly where pedestrian and cycle usage is likely to be lower, and through open spaces. In these cases, a minimum surfaced width of 3 metres will be required.

Whilst cycling infrastructure provision for new development sites should be guided by the principles and design guidance in LTN 1/20, developers should consult with WCC's Transport Planning Unit to ensure new provision is tailored to specific local requirements.

Cycle Audits and Cycling Levels of Service assessments should be considered as part of Transport Assessments.

### **2.7.3 Crossing Points**

Interruptions to cycle routes should be minimised to ensure that cycling is as convenient and attractive as possible. Where cycle routes cross minor side roads with low traffic flows, designers should seek to provide cycle priority crossings in accordance with LTN 1/20. Where cycle routes cross busier roads, provision of refuges, parallel crossings or Toucan crossings may be necessary.

### **2.7.4 Cycle Barriers**

Cycle routes should be designed to provide efficient travel and should be free of unnecessary obstructions. Historically, staggered guard rail barriers have been used throughout the UK as a method of controlling speeds of cyclists near to junctions with adjacent roads.

Increasingly, staggered barriers are responsible for creating accessibility issues for mobility impaired pedestrians, resulting in them being unable to access the footway. They can also create a collision risk for cyclists, particularly during the hours of darkness, and prevent cyclists from using cycleway facilities due to the difficulty in negotiating through the staggered barriers.

The authority does not support the introduction of staggered guard rails as a method of reducing cyclist speeds at the interface between a cycle route and carriageway. It is the preference of the authority that other measures are explored such as the use of warning signage or road markings.

In exceptional circumstances, the use of physical measures can be considered. It is recommended to contact WCC Transport and Highways [tpu@warwickshire.gov.uk](mailto:tpu@warwickshire.gov.uk) to obtain advice relating to the particular risk that has been identified during design to agree a solution.

### **2.7.5 Signing**

Direction signing can promote the use of new cycle routes, highlighting how they connect to both the surrounding cycle network and key destinations outside the site. Cycle direction signs (including destinations / distance as appropriate) should be included in cycling infrastructure proposals and agreed with WCC's Transport Planning Unit at an early stage.

### **2.7.6 Connections to the Wider Cycle Network**

It is vital that cycling provision included in new developments connects safely and conveniently to the existing and proposed cycle network as set out in the Warwickshire LCWIP, and other emerging proposals, to ensure that cycling is a viable choice for local journeys. Developers will be expected to provide contributions towards the infrastructure required to connect development sites to key local destinations and / or the existing cycle network.

## **2.8 Public Transport, Bus Stop Provisions and Services**

WCC acknowledges the importance of the role local bus services and supporting bus and highway infrastructure plays in delivering connectivity between new development, urban centres, major employment sites and other prominent generators of local trips. The position of the County Council is aligned with national and local policy, as stated below:

- The National Planning Policy Framework (NPPF) steers development towards promoting its connectivity with sustainable transport to facilitate sustainable development and contribute towards wider sustainability.
- The NPPF also promotes the integration of planning and sustainable transport to provide attractive alternatives to travelling by car to access employment, education, health facilities, leisure, amenities and health objectives - aimed at providing people with a real choice about how they travel.

- The County Council requests provision and/or improvements to local bus services in association with new development in alignment with the policies established in the Warwickshire Local Transport Plan 2011-26, in respect to promoting public transport connectivity between new development and local amenities.
- The Warwickshire Local Transport Plan 2011-26 also specifies that all occupiers within a new development should be no further than 400 metres away from the nearest bus stop, in line with policy stated in the in respect to connectivity between new development and local bus services.

For further information relating to WCC's requirements please refer to *Annex 2.2 Warwickshire County Council Local Bus Service Provision and Supporting Bus and Highway Infrastructure Joint Developer Guide and Design Guide*.

## 2.9 Traffic Signals

A typical example of highway mitigation works might be the installation of a traffic signal junction, signalised roundabout, controlled pedestrian crossing, etc.

Any such scheme shall be designed in accordance with relevant design standards by a competent person(s) and issued with an approved LinSig model (latest software version). CV's will need to be provided for the individual/s who have designed and approved the scheme/LinSig model. If the design or model is not fit for purpose, WCC reserve the right to carry out a design audit by an external organisation at a cost to the developer.

WCC reserve the right to only implement schemes that are justified in accordance with County Council's policies for:

- [The Provision of a Traffic Signal Junction](#)
- [The Provision of Pedestrian Crossings and Pedestrian Facility at Traffic Signals Junctions](#)

If required by the Principal Designer, WCC's TCIS (Traffic Control and Information Systems) team can offer a service to assist with the detail design of the signalisation scheme for the highway works based upon their detailed road layout

drawings being issued. A quotation for the detail design fees for preparing the system specification document (Appendix 12/5) and the controller specification form (TR 2500) can be provided on request by contacting [tcis@warwickshire.gov.uk](mailto:tcis@warwickshire.gov.uk).

The County Council will tender for the scheme and appoint the Principal Contractor once the Section 278 Agreement is signed.

WCC will normally request the supply and install of traffic control equipment to be installed as part of the highway works by a specialist contractor appointed by the Principal Contractor.

As described in 2.2 and in more detail in Part 10, the highway works will be supervised by WCC. Where traffic signal equipment forms part of the works information, site supervision, factory acceptance test, site acceptance test, commissioning etc. and will be carried out by WCC, this will be included in the site supervision fees associated with the Section 278 Agreement.

The installation will be subject to a commuted sum towards the future maintenance of the traffic signal equipment and one upgrade. The current commuted sums are listed in *Annex 10.1 Highway Works Agreements*.

## **2.10 Construction Traffic**

Where construction is likely to impact on the operation of the highway network, developers must submit a Construction Management Plan (CMP) and a Dilapidation Survey as described in Part 1.5.7 for approval by the Authority prior to commencement of construction.

# Part 3 Street Design (Residential S38)

## 3.1 Introduction

It is expected the guidance included in this part of **The Warwickshire Design Guide** will be appropriate for the design for adoption of Secondary Routes (Secondary Distributors) and below. These types of roads might provide a transition between surrounding major roads, form a network of estate roads, or become the more pedestrian dominated link roads, local access roads and minor roads.

Therefore, this part covers the design and technical approval relating to roads which fall into Category 3b, 4a or 4b as defined in Table 1.1 in Part 1 of this guide and described more fully later in this section.

Designers should follow the guidance provided in this section when directed after using the flow chart in Part 1 Figure 1.2 to determine the appropriate design standards for their improvement.

It must be noted that this section is not to present a rigid set of rules that must be followed in the design of residential layouts. Moreover, it seeks to provide a set of standard objectives and principles while indicating minimum standards to be met where necessary.

In addition, developers should be aware that roads serving industrial developments exclusively are unlikely to be adopted. If there is a desire for an industrial estate to be served by buses, developers may need to enter into private agreements with public transport operators to facilitate this.

It is expected most of these roads will be delivered following the completion of a Section 38 Highways Act 1980 Agreement. More information on the Section 38 process and how to enter into this form of Agreement is contained in *Annex 10.1 Highway Works Agreements*.

### 3.2 Scheme Delivery Outline

Following planning consent, the delivery process typically follows the process outlined below;

- Developer to apply to enter into a Section 38 Agreement with appropriate fee
- Technical review undertaken
- Bond to be calculated
- Technical Approval letter issued
- Section 38 agreement to be signed and completed including provision of Bond
- Scheme inspection fees paid
- Scheme constructed by developer's contractor and inspected by WCC
- Appropriate percentage of bond reduced at certain trigger points as defined in the Section 38 Agreement
- Issue of the Provisional Certificate will be subject to the developer providing evidence of issue of the Certificate for the Section 104 (drainage) Agreement Provision Certificate for the associated maintenance period
- Any uncompleted remedial works must be carried out during the maintenance period before adoption can be requested
- Following the satisfactory completion of all clauses within the Section 38 agreement, the Final Certificate of Completion will be issued
- Road adopted and now maintainable at public expense
- Remaining Bond returned to developer

Details of the terms of the Section 38 Agreement, fees and how WCC calculate the value of the bond required is contained in *Annex 10.1* of this Guide.

Failure to complete within the timescales within the Section 38 Agreement is likely to result in additional inspection fees and works for example, replacement of streetlight units, etc.

### 3.3 Technical Review and General Considerations

To enable the Development Management Team (DMT) to provide a robust and efficient response to a planning consultation, the developer must provide within their application the following information:

- An engineering layout, detailing radii, carriageway/footway/verge widths etc.
- A plan detailing ALL visibility splays; inclusive of junction, forward, pedestrian and driveway splays.
- A proposed adoption plan.
- A plan detailing lining and signing as required including proposed locations for street name plates and 20mph zone (TRO required).
- Plans detailing the swept path analysis of the appropriate refuse vehicle and a fire tender. NB: further swept path analysis will be required, such as that of an MPV (Medium Passenger Vehicle) vehicle exiting driveways, if thought necessary.
- Bus stop plan to be included annotating bus cage and waiting/boarding facility. Details of proposed bus stop infrastructure (pole, real time information, shelter, etc).
- Garage details - if these are proposed they should accord with the dimensions as set out in Figure 3.2.
- Construction specification and standard details ([Highway construction details](#))
- Longitudinal sections - if they are not in line with the details below, then it is advised long sections are provided at an early stage to ascertain if the horizontal design can be amended to improve the gradient
- Highway drainage - if this is proposed, including road water run-off, pipe design, surface water treatment hazard index, and flood storage calculations. If a soakaway is proposed, suitable percolation test results must be provided (to BRE365). It is advised to enter discussions at this stage as not all highway drainage will be accepted and may preclude adoption.
- A plan detailing highway street lighting and landscaping.
- Street lighting design.

### 3.4 Road Hierarchy Further Information

The following information is provided to guide designers towards good design principles which WCC expect to see applied to the appropriate category of road.

### **3.4.1 Type 3b: Secondary Distributor Roads / Secondary Routes**

Secondary Routes provide a transition between surrounding major roads and more pedestrian dominated link roads, local access roads and minor roads.

They should have at least one point of access, plus additional access points determined by the number of dwellings. Although they principally cater for traffic movements, they must still cater for safe pedestrian movement. Therefore, design speeds of 20mph are expected in residential areas.

Speed restraint measures must consider the requirements of buses where serving a bus route and the emergency services. Therefore, design should aim to minimise the use of vertical traffic calming measures wherever possible, and no vertical traffic calming features should be used where a bus service is to be provided.



<b>Type 3b: Secondary Distributor Roads /Secondary Routes</b>	
<b>Road Width</b>	6.7m – Bus route with on street parking 6.1m – Bus route with no on street parking Swept path tracking may require localised widening (see Part 1.6.1)
<b>Dwelling Limits</b>	No defined limit but could be limited based on site specific constraints.
<b>Design Speed</b>	20mph (TRO required), 30mph max if a bus route
<b>Junction Visibility Splays</b>	20mph – 2.4m x 25m (vehicles), 1.5m x 25m (at pedestrian crossing points) 30mph – 2.4 x 43m (vehicles), 1.5m x 43m (at pedestrian crossing points)
<b>Footway/Cycleway widths</b>	As per LTN (Local Transport Note) 1/20 but in areas of high activity provision will be required on both sides of road). Visibility splays should be provided in accordance with LTN 1/20.
<b>Verge/Service Margin Width</b>	2m to 4m – subject to agreement in respect of landscaping requirements
<b>Crossfall</b>	1:40
<b>Longitudinal Gradients</b>	1: 125 minimum (1:80 minimum in blockwork) 1: 20 maximum subject to a review of the length of the gradient in accordance with DfTs <a href="#">Inclusive Mobility document</a> 1:50 minimum for a distance of 15m along all approaches to junctions
<b>Vertical Curves</b>	Minimum 'K' value of 6 Minimum length of curve – 25m
<b>Pedestrian Visibility</b>	2.4m x 2.4m (as taken to rear of footway either side of vehicular access)
<b>Horizontal Layout</b>	The centre line radii, along with turning heads, shall be prescribed by the swept path analysis of the relevant refuse vehicle used by the Local Planning Authority.
<b>Speed Restraint Centres</b>	Maximum of 70m
<b>Vertical Heights</b>	Minimum effective height above ground level for any tree canopy within or overhanging a visibility splay – 4m on carriageways to ensure access for fire tenders – 2.3m for any segregated/shared cycle route – Trees/landscaping should not obscure any highway signage.
<b>Direct Vehicular Access</b>	No but will accept private drive crossover to serve six dwellings. Minimum 25m separation from junctions (see Figure 3.1)

### **3.4.2 Type 4a: Link Road / Tertiary Road (Type 1) and Type 4b: Local Access Roads / Tertiary Road (Type 2)**

The purpose of a Tertiary Road is to provide direct frontage access to residential properties and connect with Primary Roads (Type 3a) or Secondary Routes (Type 3b). A feature of their design is that they should facilitate a safe and secure environment which encourages a modal shift towards sustainable methods of travel.

As the number of units being served from a Tertiary Road increases, the level of two-way vehicle movements also increases. Therefore, the increased carriageway widths reflect the unit numbers and potential vehicle movements, Tertiary Roads (Type 2) serving a maximum of 50 units and Tertiary Roads (Type 1) serving up to 200 units, unless multiple points of vehicular access.

<b>Type 4a: Link Road / Tertiary Road (Type 1)</b>	
<b>Road Width</b>	5.5m (swept path tracking may require localised widening - see Part 1.6.1)
<b>Dwelling Limits</b>	No more than cumulatively 150 from a single point of access, up to 200 cumulatively where a separate emergency access is provided from a separate point onto the adoptable highway network, more than 200 should have a minimum of two connected points of vehicular access
<b>Design Speed</b>	20mph (TRO will be required)
<b>Junction Visibility Splays</b>	20mph – 2.4m x 25m (vehicles), 1.5m x 25m (at pedestrian crossing points)
<b>Footway width</b>	Absolute minimum of 2m (on each side of road).
<b>Verge/Service Margin Width</b>	2m minimum
<b>Crossfall</b>	1:40
<b>Longitudinal Gradients</b>	1: 125 minimum (1:80 minimum in blockwork) 1: 20 maximum subject to a review of the length of the gradient in accordance with DfTs Inclusive Mobility document 1:50 minimum for a distance of 15m along all approaches to junctions
<b>Vertical Curves</b>	Minimum 'K' value of 4.5 Minimum length of curve – 25m
<b>Pedestrian Visibility</b>	2.4m x 2.4m (as taken to rear of footway either side of vehicular access)
<b>Horizontal Layout</b>	The centre line radii, along with turning heads, shall be prescribed by the swept path analysis of the relevant refuse vehicle used by the Local Planning Authority passing an MPV (see Part 1.6.1).
<b>Speed Restraint Centres</b>	Maximum of 70m
<b>Vertical Heights</b>	Minimum effective height above ground level for any tree canopy within or overhanging a visibility splay – 4m on carriageways to ensure access for fire tenders - Trees/landscaping should not obscure any highway signage.
<b>Direct Vehicular Access</b>	Yes, where demonstrably safe with turning space within a private drive to allow for a vehicle to re-enter the public highway in a forward gear. Minimum 15m separation from junctions (see Figure 3.1)

<b>Type 4b: Local Access Roads / Tertiary Road (Type 2)</b>	
<b>Road Width</b>	5.0m
<b>Dwelling Limits</b>	Up to 50 (emergency point of access may be necessary for cul-de-sac)
<b>Design Speed</b>	20mph (TRO will be required)
<b>Junction Visibility Splay</b>	20mph – 2.4m x 25m (vehicles), 1.5m x 25m (at pedestrian crossing points)
<b>Footway width</b>	Absolute minimum of 2m (on each side of road).
<b>Verge/Service Margin Width</b>	2m minimum
<b>Crossfall</b>	1:40
<b>Longitudinal Gradients</b>	1: 125 minimum (1:80 minimum in blockwork) 1: 20 maximum subject to a review of the length of the gradient in accordance with DfTs Inclusive Mobility document 1:50 minimum for 15m along all approaches to junctions
<b>Vertical Curves</b>	Minimum 'K' value of 4.5 Minimum length of curve – 25m
<b>Pedestrian Visibility</b>	2.4m x 2.4m (as taken to rear of footway either side of vehicle access)
<b>Horizontal Layout</b>	The centre line radii, along with turning heads, shall be prescribed by the swept path analysis of the relevant refuse vehicle used by the Local Planning Authority passing an MPV (see Part 1.6.1).
<b>Speed Restraint Centres</b>	Maximum of 70m
<b>Vertical Heights</b>	Minimum effective height above ground level for any tree canopy within or overhanging a visibility splay <ul style="list-style-type: none"> <li>- 4m on carriageway to ensure access for fire tenders</li> <li>- Trees/landscaping should not obscure any highway signage.</li> </ul>
<b>Direct Vehicular Access</b>	Yes, where demonstrably safe with turning space within a private drive to allow for vehicles to re-enter the public highway in a forward gear. Minimum 15m separation from junctions see Figure 3.1

### 3.4.3 Minor Road / Private Driveways (Unadopted)

WCC encourage that all housing developments are designed to adoptable standards whether or not they are expected to be adopted in the future. WCC will not adopt any development of 6 dwellings or less. The details within the table below set out the requirements for where the adoptable and private boundaries will connect.

<b>Minor Road / Private Driveways (Unadopted)</b>	
<b>Road Width</b>	5m for a setback of 7.5m from channel line (assumes 5.5m vehicle length plus 2m footway/service margin, greater distance may be required); reducing to minimum of 4.5m (subject to WFRS comments). A width of 5.5m will be required for an access bound on one or both sides, i.e., an undercroft access.
<b>Dwelling Limits</b>	6 maximum
<b>Design Speed</b>	< 20mph
<b>Junction Visibility</b>	2.4m x 'y' (vehicles), 'y' speed dependent on 85th percentile speed/design speed
<b>Pedestrian Visibility</b>	2.4m x 2.4m (as taken to rear of footway either side of driveway access)
<b>Access / turning</b>	Access with suitable turning provision for delivery vehicles e.g., Online shopping / supermarket delivery

Where developments are to remain unadopted, developers must be aware that the Highway Authority will not be liable for future maintenance, street cleansing, lighting, parking enforcement, drainage or other public liabilities, as they will have no powers under the Highways Act. Private driveways will not be adopted as public highway.

Where developments are proposed to remain unadopted, WCC encourage developers to enter into discussions early in the design stage to satisfy any specific highway requirements that may be present on a case-by-case basis.

The connection from a private driveway to the public highway shall be laid out as a dropped crossing in accordance with Section 184 of The Highways Act 1980, set out at 90 degrees to road where possible. Connections not at 90 degrees may be considered unacceptable for reasons of highway safety and would be assessed on a case-by-case basis.

The practical requirements for servicing by a refuse vehicle and/or a fire tender in case of emergency must be incorporated into the design of all developments whether they are proposed for adoption or not. Where driveways exceed a maximum length of 45 metres from the highway boundary, a minimum width of 3.7 metres should be provided to enable access by emergency vehicles (fire appliance). Turning provision will also be necessary where such driveways exceed 20.0 metres for emergency access (fire appliance). Also see 3.12 and 3.13 below.

To prevent extraneous material being deposited within the limits of the Public Highway, private driveways must be surfaced with a suitable bound material for the first 5 metres from the back of the public highway footway/service margin.

Gradients should not lead to kerbing of vehicles at the transition points, and a desirable crossfall of 2.5% (1:40) should be achieved to ensure that pedestrians and those with mobility aids are not compromised by adverse camber (see Part 1.6.1).

Positive drainage measures must be incorporated into design to ensure that driveways do not discharge surface water onto the public highway.

Parking associated with unadopted developments must not have a negative impact on the adopted public highway. Unadopted developments must therefore allow for adequate visitor parking provision in addition to private curtilage parking.

Any gates should be set at least 5.5 metres back from the back of the public highway footway. Any gates to residential properties should only open inwards to the private land and should not block any part of the public highway when opened.

Any private driveway from which more than 6 units will be served, this should be from a bellmouth access.

Turning areas for private drives must be provided where deemed necessary by the Highway Authority. Factors to be considered include volumes of traffic on the main road from which the dwelling(s) is served and highway safety implications.

Each access onto the public highway is considered a potential point of conflict. The Highway Authority, therefore, will not allow for more than a single point of access to new private dwelling or additional accesses to be added to existing dwellings, unless it can be demonstrated that the provision of additional access points is absolutely necessary and/or will not compromise public highway safety.

#### **3.4.4 Single/Double Vehicle Access Crossings (from existing public highways)**

Vehicular access crossovers should have a width of 3.0 metres (where unbounded) or 3.5 metres (where bounded) where serving one dwelling, and where serving two dwellings a width of 5.0 metres. This must extend into the site for a minimum distance of 7.5 metres as measured from the near edge of the public highway carriageway or a minimum distance of 5.5 metres from the near edge of the public highway boundary, whichever is the greater distance from the carriageway. In the case of a double vehicle access crossing this enables two opposing vehicles to pass each other at the point of access without obstructing the visibility splay required from the access. This also ensures that a vehicle entering a site does not stop or reserve back within the highway to allow an emerging vehicle out.

Other design criteria should reflect the details specified above for Private Driveways (see Part 3.4.3).

### **3.5 Types of Junctions**

Priority controlled junctions (simple T-junctions) would generally be used to serve most residential developments. There may be the need for other junction forms i.e., ghost right turn lane tee-junctions, compact/small roundabouts or traffic signals to either avoid layouts that would otherwise result in a crossroads junction, or to provide sufficient capacity. The design for these junctions will need to be in accordance with the relevant standards i.e., DMRB. Any departures or relaxations should be identified at an early stage.

### **3.6 Junction Spacing**

For junctions and/or vehicular accesses onto the major road, a minimum clearance of 25 metres is recommended to/from the nearside of the minor road, or Byway, (that is the side road) junction. These clearances ensure that when vehicles are indicating to turn into an access or a junction their intentions are clear to other highway users. In addition, such clearances ensure that vehicular visibility is maintained (see Figure 3.1).

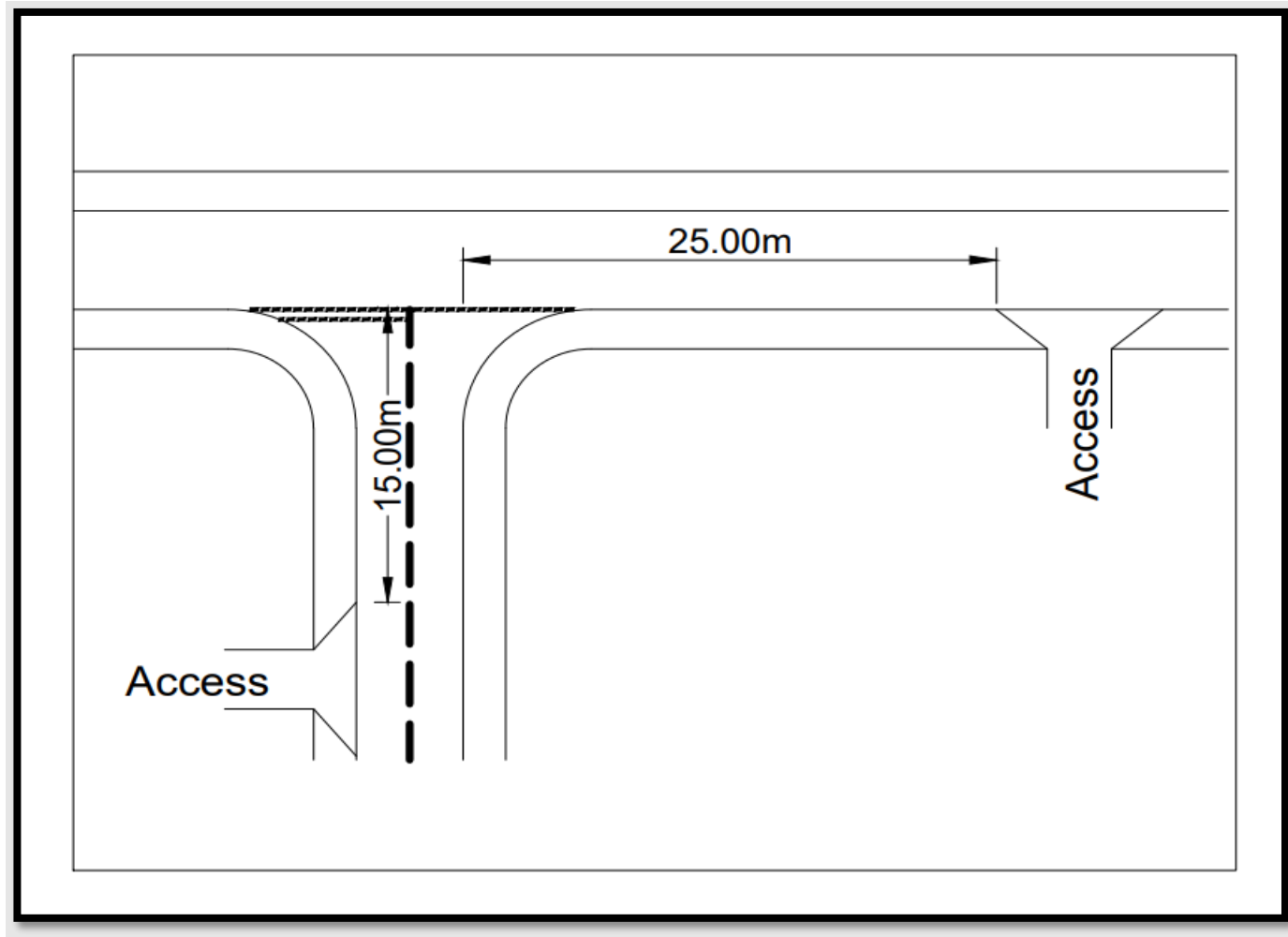
Junctions on the same side of the road should be spaced so that a vehicle waiting to enter the main arm does not interfere with the visibility of a vehicle waiting at another minor arm.

Staggered junctions should be a minimum of 25 metres (centreline to centreline) however a greater separation may be required dependant on lane width and radii of the junctions.

Designers should avoid priority-controlled ('Give way') crossroads. When a crossroads cannot be avoided, WCC would normally expect the designer to provide an appropriate form of control such as a roundabout. Mini roundabouts will not be acceptable to provide access to a development.

A minimum clearance of 15 metres should be provided between the nearest side of a vehicular access on the major road, (including Byways) (that is the road with the priority), and/or the give way line/channel line at any adjacent junction with the minor road/side road.





**Figure 3.1** - Minimum spacing between side road junction and access

## 3.7 Visibility Splays

### 3.7.1 Junction and Forward Visibility

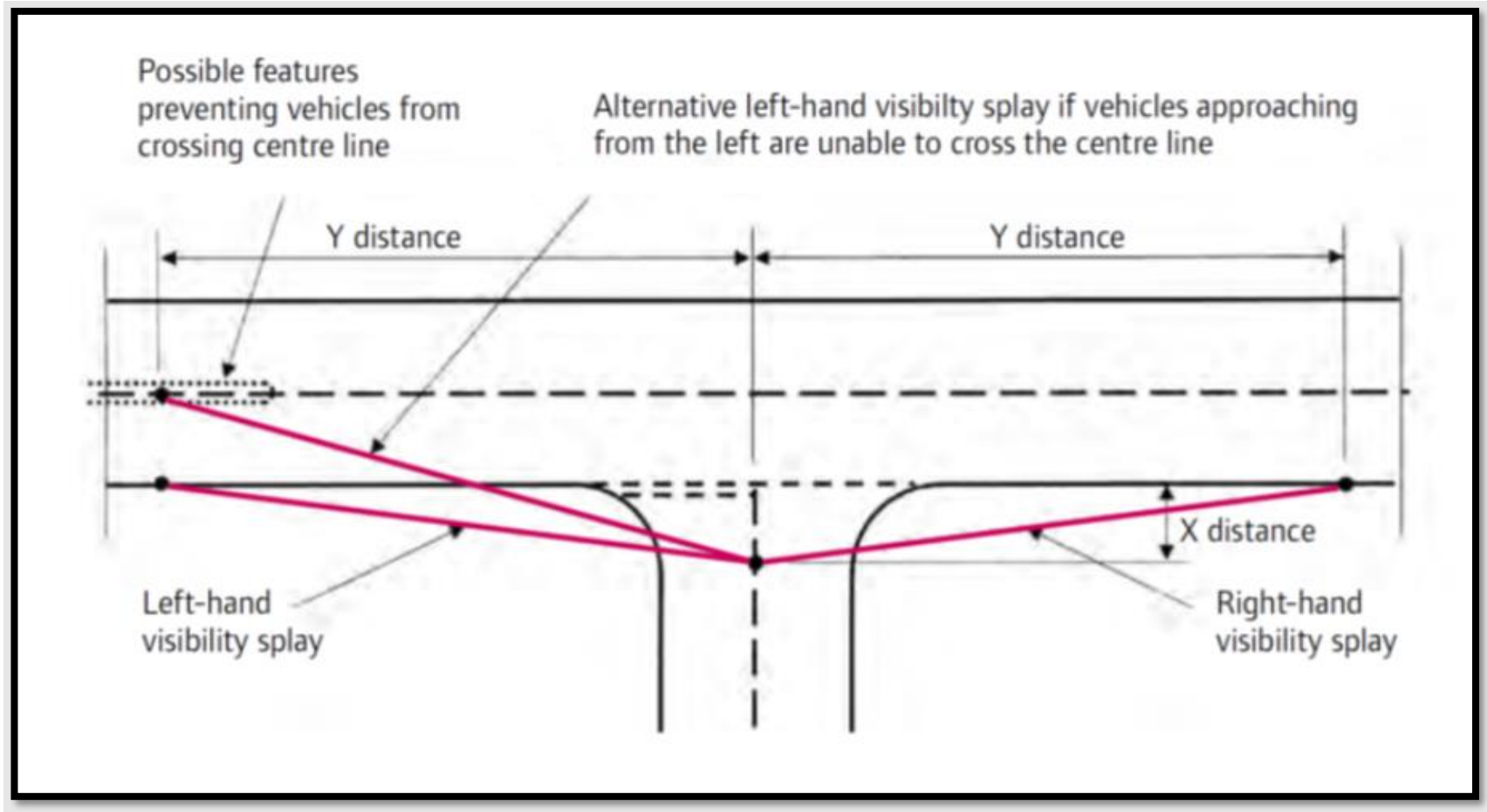
Table 3.1 shows the required junction and forward visibility splays, for new 'street' design. The visibility splays ('Y' distances) for new highway should be based on the proposed design speed, and the visibility splays where the connection is to an existing highway should be based on the measured 85<sup>th</sup> percentile vehicle approach speeds.

In accordance with Manual for Street recommendations, Warwickshire County Council will accept an 'X' distance of 2.4m in most built up situations (as this offers a good representation of the maximum distance between the front of the car and the driver's eye in driving position, see Part 3.5).

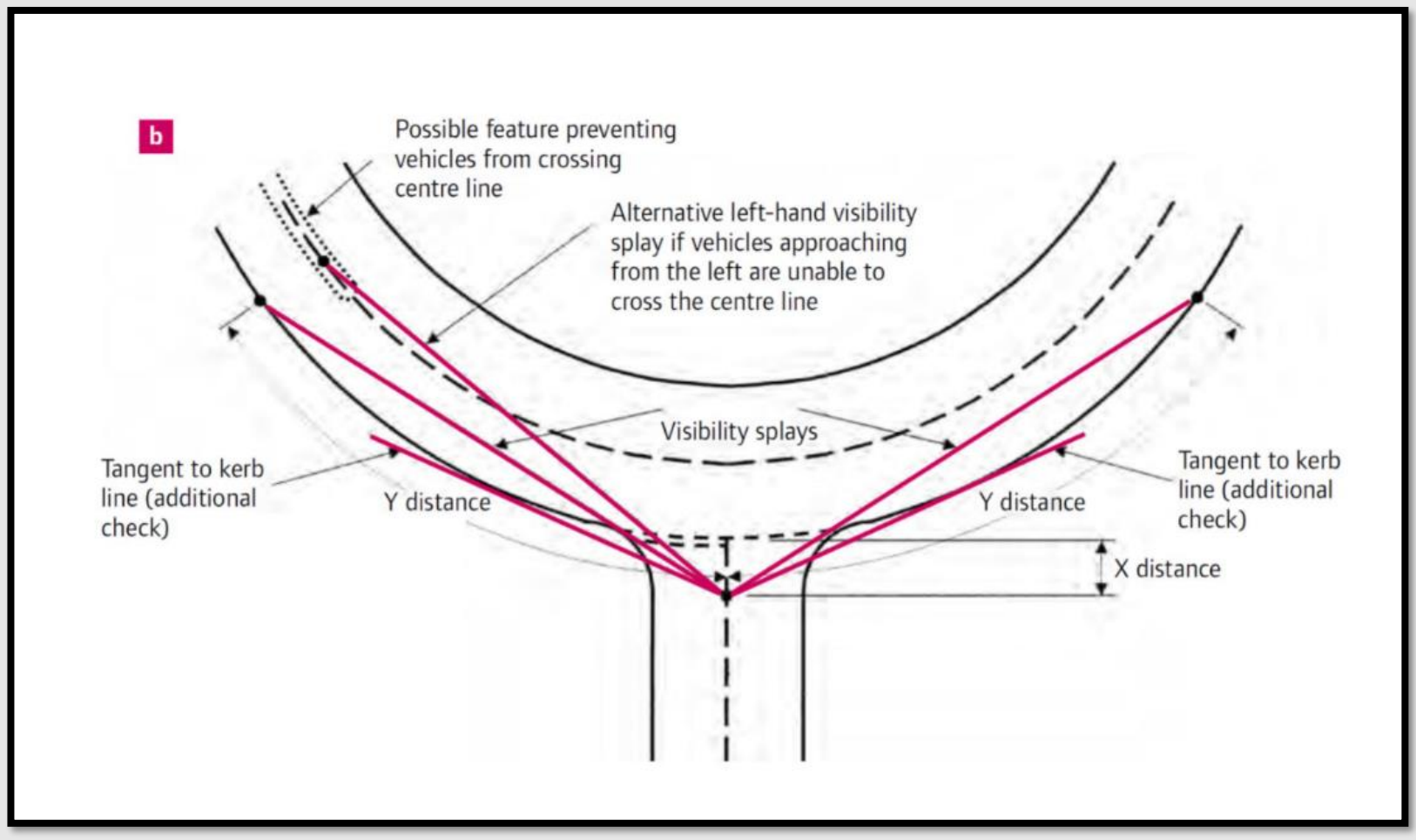
Design Speed (mph) (New Development Only)	Measured 85 <sup>th</sup> ile vehicle speed (mph) (Existing Development)	'Y' Distance & Forward Visibility (m)
20mph Tertiary Roads	16-20	25
25-30mph Secondary Roads	21-25	33
	26-30	43
	31-37	59

**Table 3.1** - Required visibility splays for 'Streets'

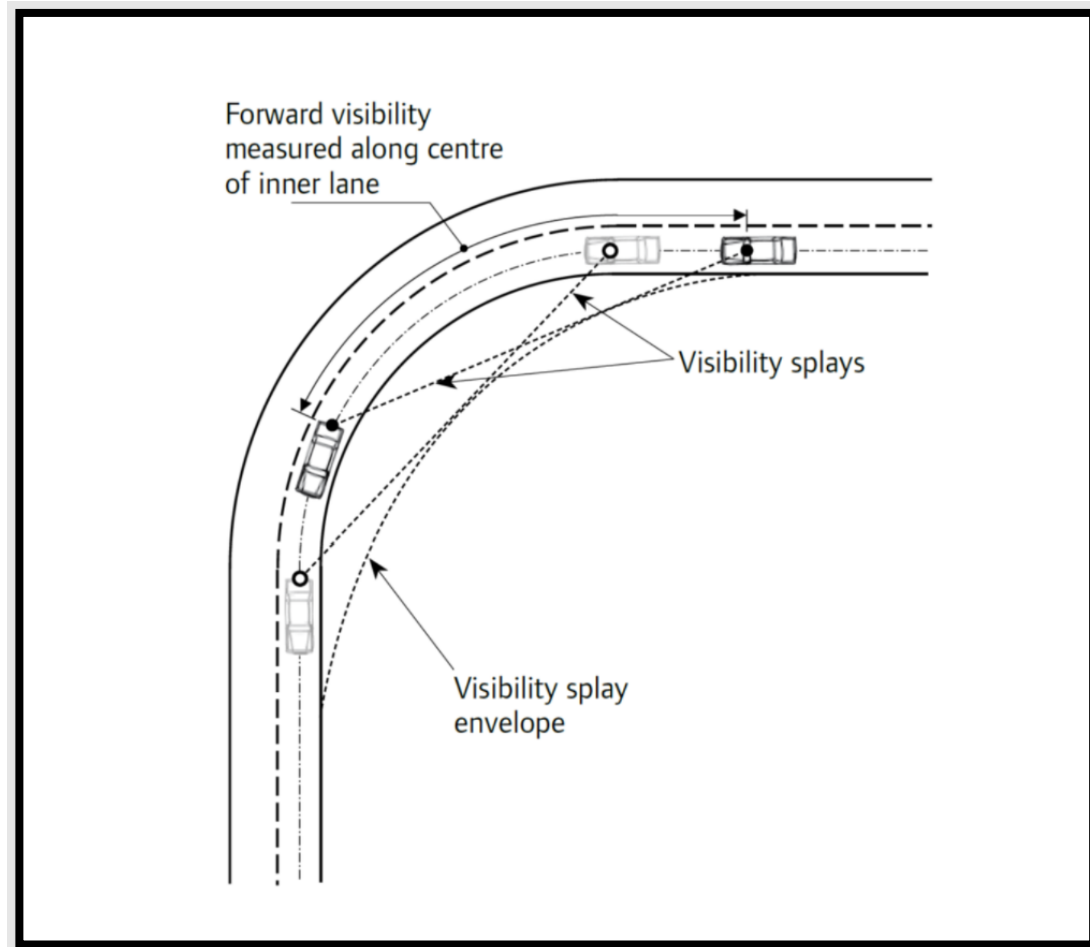
Visibility splays on approach to and on exit from private drives/developments must be provided in accordance with the requirements as set out in Table 3.1. Visibility Splays must not pass over third-party land.



**Figure 3.2 - Straight Road Visibility Splays (Extract from MfS Figure 7.18)**



**Figure 3.3 - Visibility Splay on Bend (Extract from MfS Figure 7.18)**

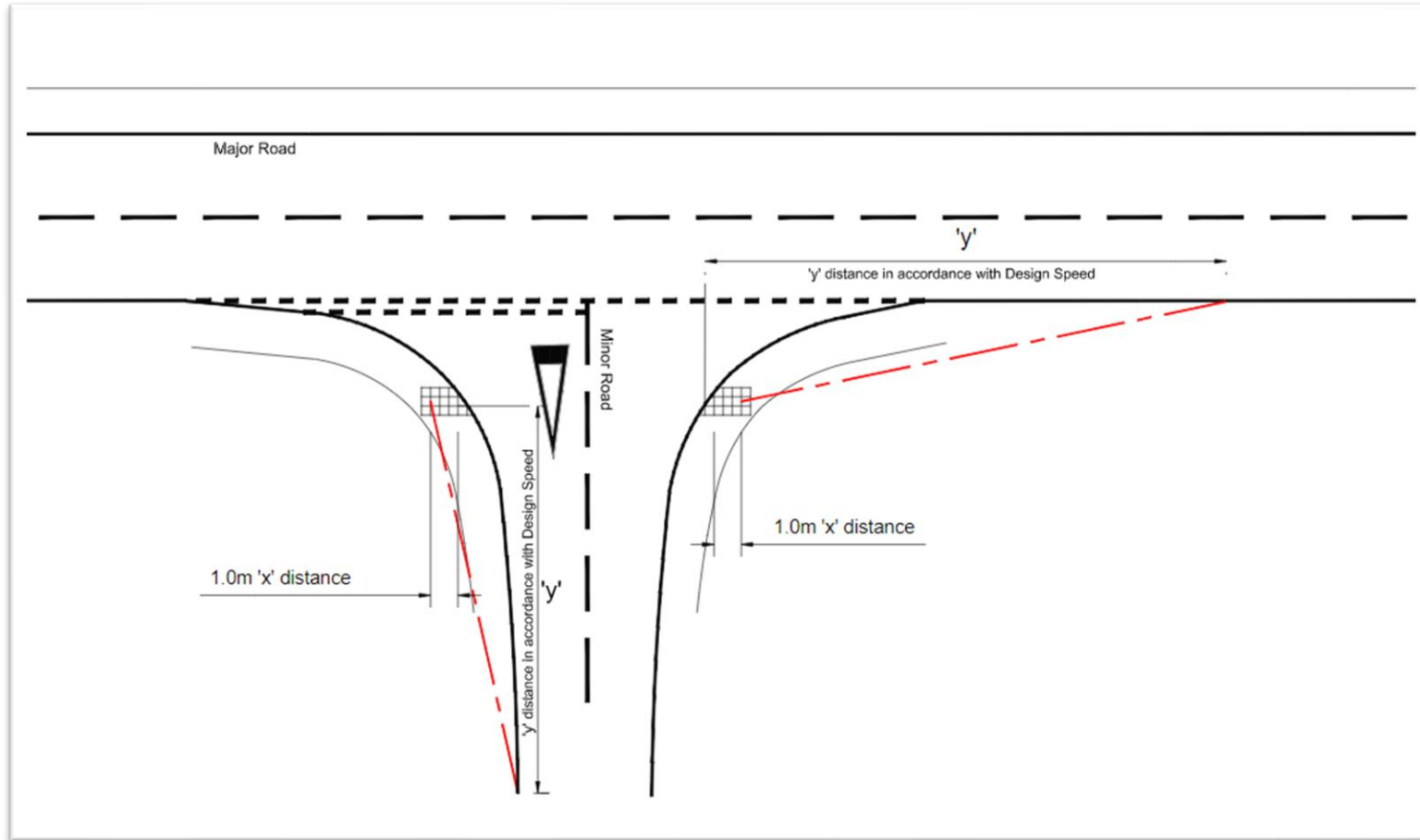


**Figure 3.4 - Measurement of Forward Visibility (Reference: MfS Figure 7.19)**

Where 85<sup>th</sup> percentile speeds are greater than 37mph/60kph, then the visibility splay should be based on the surrounding environment (see Figure 1.2).

Visibility splays from private accesses/driveways onto shared or segregated cycleways should be provided, and for these an 'X' distance of 2.4m should be taken from the rear of the highway (usually the footway) and a minimum 'Y' distance of 25m.

Visibility splays for pedestrians at crossing points (junctions or in-line) also need to be provided, and for these an 'X' distance of 1 metre should be used and the 'Y' distances set out in Table 3.1.

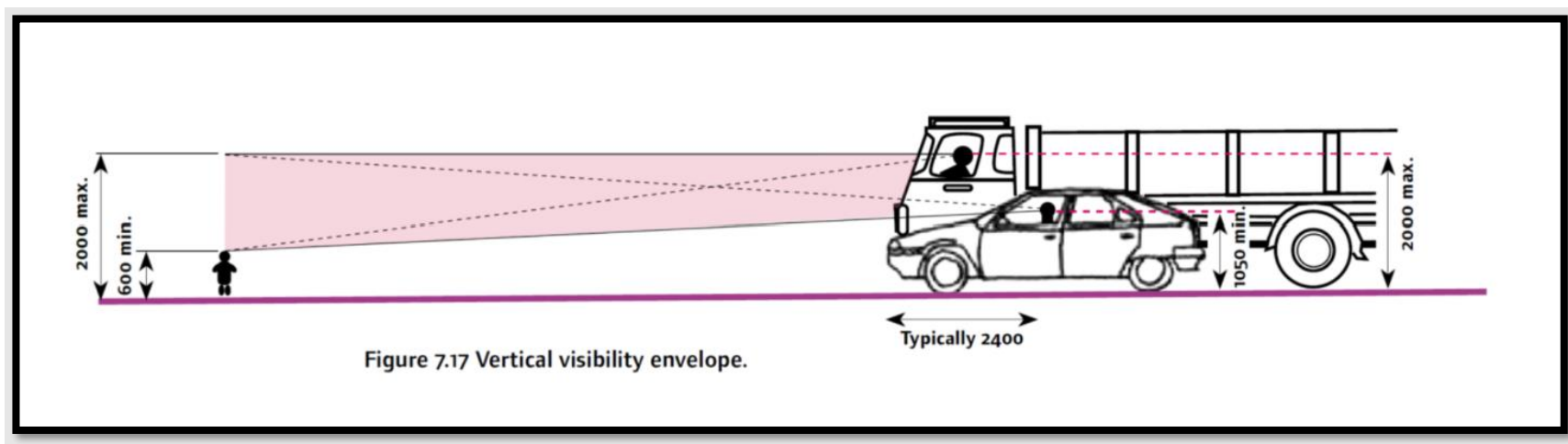


**Figure 3.5** - Pedestrian Visibility Splays at Junctions

### 3.7.2 Vertical Visibility

When assessing vertical visibility, both driver and pedestrian lines of vision need to be considered in both vertical and horizontal planes. Adequate forward visibility must be provided to allow drivers to see a hazard and react in an appropriate and controlled manner before reaching it.

The height of 600mm should be taken as the point above which unobstructed visibility should be provided wherever there is potential for conflict between motorists and children.



**Figure 3.6** - Vertical Visibility Splay (Reference: MfS Figure 7.17)

### 3.8 Car Parking

Each of the five Local Planning Authorities in Warwickshire provide advice/policy with respect to the parking standards sought for respective development(s). Off-street parking provision for new developments should therefore comply with the relevant parking standards and policies. Parking policies should be regularly reviewed and updated to reflect the latest trends in car ownership and household composition.

On-street parking within a highway cannot be allocated or assigned to any individual person or property, and therefore its availability to accommodate a development's parking requirements cannot be assumed or relied upon. In some circumstances, on-street parking can be seen as an obstruction of the highway.

Private residential car parking spaces should measure a minimum of 2.5 metres x 5.5 metres. Where parking spaces are adjacent to a wall, fence or a boundary, these should be 3.0 metres wide to ensure clear access around the vehicle. Where these spaces are between walls or fences this dimension should be increased to 3.5 metres wide. Table 3.2 summarises parking space dimension requirements.

Single parking space (un-restricted)	Double parking space (un-restricted)	Single parking space (restricted one/both)	Double parking space (restricted)	Single garage (internal at narrowest point)	Double garage (internal at narrowest point)
2.5mx5.5m	5m x 5.5m	3.0/3.5m x 5.5m	6m x 5.5m	3.5m x 6m*	6m x 6m*

\*additional width/length required for residential storage (cycles, etc) or evidence of separate provision

**Table 3.2 - Required Dimensions for Parking spaces**

Streets should be designed in such a way that, where on-street parking is not desired, drivers are deterred without the need for formal parking controls. If the provision of formal parking controls is unavoidable and required in the interest of public highway safety, developers must be aware that WCC will request commuted sums to cover the provision and associated enforcement of any necessary Traffic Regulation Order(s).

Where a proposed development may be of detriment to existing parking provision and/or amenity, developers must undertake and provide parking surveys to allow officers to make a considered assessment. As parking demands are sensitive to numerous variables, it is important the scope of a parking survey is discussed and agreed with WCC in advance of a survey being undertaken (see Part 1.5.3). Failure to undertake a survey in accordance with the requirements of WCC may result in a requirement for a developer to commission additional surveys.

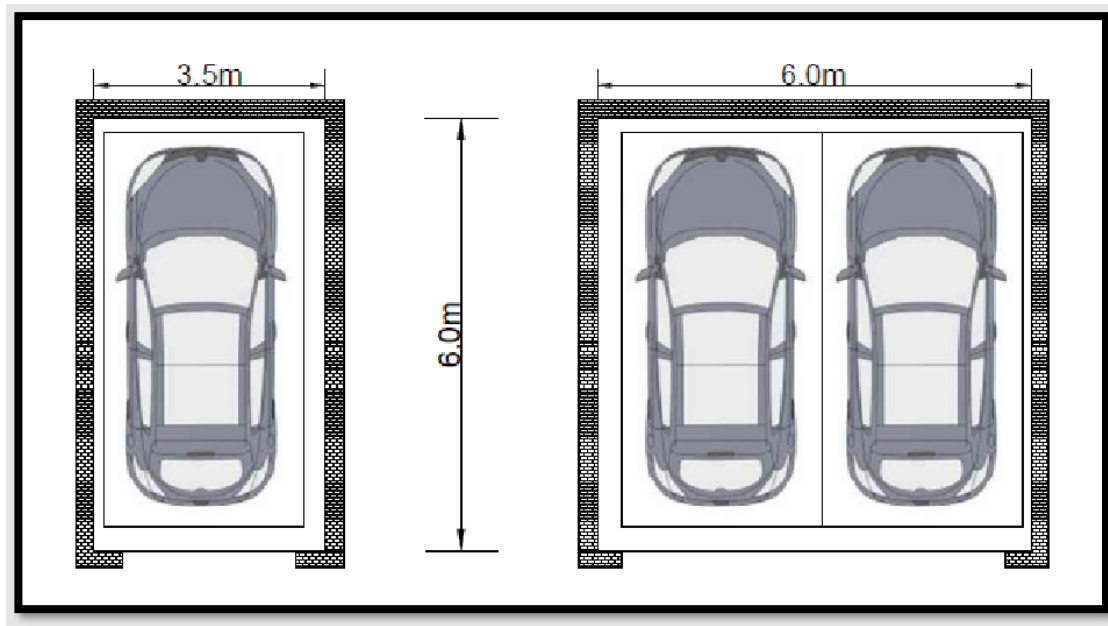


### 3.9 Garages

Garages should be set back a minimum distance of 6.0 metres from the highway boundary to ensure a vehicle can be parked clear of the highway and to ensure that the garage door can be opened without hindrance.

A minimum width of 3.5 metres should be applied to the internal dimensions of a single garage or carport, with the overall internal length of 6 metres in a garage and 5.5 metres for a carport (or greater where required by the LPA SPD (Supplementary Planning Documents)). Where no further external storage is to be provided, then an additional width and length will be required to ensure that other elements of storage such as bicycles can be accommodated without impacting on the parking element of the garage. This is particularly important where a garage is to be included in the overall parking provision for a development.

The minimum internal dimensions (not including the storage of bicycles) should be as shown in Figure 3.7.



**Figure 3.7** - Internal dimension requirements for garages and parking spaces surrounded by walls or solid features

### 3.10 Cycle Parking

The provision of high-quality cycle parking across the county is integral to any cycle network. Space for cycle parking should be considered at the earliest possible stage of any scheme design, and the County Council will insist on installing Sheffield Stands and/or 'M-profile' stands at locations that have the potential to stimulate new cycle journeys.

Cycle parking should be provided at the following locations:

- Places of residence
- Interchanges with other modes of transport
- Short-stay destinations such as shops and cafés
- Long-stay destinations such as employment and education establishments

Cycle parking types and dimensions should be agreed with WCC's Transport Planning Unit (tpu@warwickshire.gov.uk) at an early stage.

Where cycle parking for residential units is to be accommodated within the garage, the details as shown within Figure 3.7 will be required to be increased to make appropriate provision.

### 3.11 Provisions for Pedestrians and the Mobility Impaired

Pedestrian routes should be barrier free except at the junctions of footpaths/cyclepaths with carriageways when barriers may be required at some locations. A barrier, if needed, must be of the type which does not impair driver visibility, especially of children who may be standing, walking or running behind them. Further guidance can be found in the Department for Transport document '*Inclusive Mobility- A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure*'.

An adequate space for pedestrians to wait and for others to pass should be provided, together with an appropriate level of visibility (see 3.7.1 above), wherever a pedestrian route crosses a carriageway or cycleway.

At busier road junctions and along busy roads, or where crossing widths exceed 11m (LTN 02/95), the provision of island refuges within the carriageway should always be considered to assist pedestrians to cross.

At road junctions and other road crossings, dropped and flush kerb crossings with tactile surfacing should be provided in accordance with current national advice ([Guidance on the use of Tactile Paving Surfaces](#)).

At junctions, footways should be constructed parallel to the back of visibility splays.

### **3.12 Waste Collections and Recycling**

The design of new developments should not require domestic waste/recycling bins to be left within the footway as they reduce its effective width. Domestic waste/recycling bins left within the footway pose a hazard for visually impaired and may act as an obstruction for wheelchair/mobility scooters and pushchair users.

The operation of domestic waste collection services should be an integral part of street design and achieved in ways that do not compromise quality of place. Waste disposal and collection authorities and their contractors should consider the geometry of streets across their area and the importance of securing quality of place when designing collection systems and deciding which vehicles are applicable. While it is always possible to design new streets to take the largest vehicle that could be manufactured, this would conflict with the desire to create quality places. It is neither necessary nor desirable to design new streets to accommodate larger waste collection vehicles than can be used within existing streets in the area.

Reversing causes a disproportionately large number of moving vehicle accidents in the waste/recycling industry. Injuries to collection workers or members of the public by moving collection vehicles are invariably severe or fatal. BS 5906: 2005 recommends a maximum reversing distance of 12 metres. Longer distances can be considered, but any reversing routes should be straight and free from obstacles or visual obstructions, with the potential requirement of street lighting in some instances. Such situations should be discussed with the Local Planning Authority.

Where bin stores are provided at private developments, they must be located outside of the public highway and in accordance with either the latest British Standard document or as agreed with the Local Planning Authority.

Residents should not be required to carry waste more than 30 metres (excluding any vertical distance) to the storage point.

Waste collection vehicles should be able to get to within 25 metres of the storage point (Note: BS 5906: 200518 recommends shorter distances) and the gradient between the two should not exceed 1:12 or as agreed with the Local Planning Authority.

### 3.13 Emergency Vehicles

The requirements for emergency vehicles are generally dictated by the fire service requirements. Providing access for large fire appliances (including the need to be able to work around them where appropriate) will cater for police vehicles and ambulances.

The Building Regulation requirement BS (2000)10 concerns 'Access and Facilities for the Fire Service'. Section 17, 'Vehicle Access', includes the following advice on access from the highway:

- There should be a minimum carriageway width of 3.7 metres between kerbs for operating space at the scene of a fire;
- There should be vehicle access for a pump appliance within 45 metres of single-family houses, furthest habitable room;
- There should be vehicle access for a pump appliance within 45 metres of every dwelling entrance for flats/maisonettes;
- A vehicle access route may be a road or other route; and
- Fire service vehicles should not have to reverse more than 20 metres.

To reach a fire, the access route should be no less than 3.1 metres in width and capable of withstanding the load of a fire appliance. The pump appliance is required to get within 45 metres of all points inside the residential properties measured along the route of the hose. For commercial, education and other properties, early engagement with WFRS should be made.

Where access for fire appliances will need to be taken from private driveways, consideration should be given as to the likelihood of parked vehicles causing an obstruction or preventing vehicles manoeuvring. In such circumstances discussion with WFRS is recommended.

### **3.14 Surface Finishes**

For further information regarding standard details for the expected highway surface finishes within a residential development, refer to the Highway Construction Details webpage on the [WCC website](#).

Surfacing contrary to that contained within the Warwickshire Surfacing Strategy is undesirable and developers must be aware that surfacing other than specified in the WCC documents noted above will attract a commuted sum. The use of block paving within the turning heads for areas where significant vehicle manoeuvring will take place will not be accepted due to the resulting increased amount of maintenance compared to tarmac.

### **3.15 Highway Green Infrastructure (HGI)**

For any proposed HGI within the adopted highway, consideration will need to be given to matters such as visibility splays, street lighting, signage, street name plates and safety for all users. For further details, refer to Part 6.

# Part 4 Traffic and Road Safety

## 4.1 Introduction

This part of **The Warwickshire Design Guide** describes the processes and policies relating to various aspects of traffic management and road safety. This includes Traffic Regulation Orders, setting of speed limits, measures to control speeds and Road Safety Audits.

## 4.2 Traffic Regulation Orders

Traffic Regulation Orders (TRO's) are required to legally enforce a new restriction or an alteration to an existing restriction to traffic. Examples of when a TRO is required are below:

- Changes to speed limits
- Alterations and creation of parking restrictions
- Weight/height limits
- One-way streets
- Parking

TROs follow a statutory process and are a legal document. They are undertaken by Warwickshire County Council (WCC) to ensure the process complies with The Local Authorities' Traffic Orders (Procedure) (England) Regulations 2012.

The timescales for a TRO from concept to implementation are varied. Typically, TROs take between 12 and 18 months to deliver. However, complex or contentious TROs often extend these timescales. If developers suspect that TROs will be required as part of their development, then they should highlight and discuss this with the Highway Development Management Team during pre-application discussions (see Part 2).

The process for a Traffic Regulation Order typically includes the below stages:

- Feasibility work
- Preparation for statutory processes- includes design work
- Statutory consultation
- Consideration of objections - including communication to attempt to resolve them
- Referral for a decision under WCC's constitution - if objections are unresolved
- Making of the TRO including sealing of the order
- Implementation of the TRO – Physical changes on site

The consultation for a TRO is important as it can lead to modifications to the design of a scheme or abandoning the scheme completely. Numerous groups are consulted as part of a TRO which usually include but are not limited to the below:

- Police, Fire and Ambulance Services
- District and Parish Councils
- Road Haulage Association, Freight Transport Association
- Action Grounds (Mobility, Cycling, Bus Operators)

As part of the TRO consultation there is a period of time in which representation can be received expressing views on the proposed TRO. Objections must be resolved and considered before the TRO can be made.

Developers and designers should therefore allow sufficient time in their development programme for the statutory process required for TROs.

### **4.3 Speed Limits**

WCC's Local Transport Plan provides the objectives for Speed management within Warwickshire.

Speed limits on non-trunk roads in Warwickshire are set in accordance with Department for Transport guidance.

In short, speed limits should be set at the appropriate level for the road environment to ensure compliance with the limit and to ensure safety for all road users. Speed limits should be evidence-led, self-explaining and seek to reinforce people's assessment of what is a safe speed to travel and encourage self-compliance. They should be seen by drivers as the maximum speed rather than a target speed at which to drive irrespective of conditions.

For speed limits to be effective they need to be set with support from the local community, the police and other local services and with consideration of whether engineering measures are necessary to reduce vehicle speeds. There needs to be consideration as to whether the speed limit is set unrealistically low for the particular road function and condition. A lack of consideration may lead to ineffective speed limits and drivers may not comply with the speed limits.

If drivers do not comply with the speed limits, the risk of collisions and injuries would increase, and significant and avoidable enforcement activity would be needed.

Factors that are considered in speed limit decisions are:

- History of Personal injury collisions (PIC's)
- Road geometry and engineering
- Road Function
- Composition of road users
- Existing traffic speeds
- Road environment

Speed limits should not be used to attempt to solve the problem of isolated hazards, such as a single road junction or reduced visibility.



***WCC will not support speed limit reductions as a consequence of designers wishing to avoid departures from standards. Speed limit reductions must be as a last resort and be part of a package of mitigation measures in addition to any camera enforcement that is proposed (see 4.7 Average Speed Cameras below).***

The minimum length of speed limit should not be less than 600 metres to avoid too many changes of speed limit along a route.

#### **4.4 Traffic Calming and Speed Management**

Residential roads such as Category 3b or 4a (see Table 1.1 for road hierarchy descriptions) should be designed with a design speed no greater than 20mph; 30mph maximum if a bus route.

Traffic calming should only be used where good highway design does not reduce speeds to an acceptable level. New road layouts should normally be designed in such a manner that speeds are controlled by the horizontal and vertical layout of the highway and the location of buildings in relation to the highway. This can be achieved by avoiding lengths of straight roads or shallow bends.

Where traffic calming is demonstrably necessary on a new or existing section of highway, the characteristics and restrictions of the road network must be fully considered to determine the most appropriate scheme. The likely impact any scheme will have on motorised and non-motorised users must be assessed (with particular thought being given to the needs of cyclists - refer to LTN 1/20) and the future impact on highway maintenance must also be considered.

Development should refer to current DFT guidance for information on design and good practice for installing traffic calming features.

Where traffic calming measures are proposed on the existing highway network, consultation should be undertaken with WCC's Traffic and Road Safety Team to confirm that any scheme accords with the requirements of the Authority.

## 4.5 Vehicle Activated Signs Criteria

If designers consider the installation of Vehicle Activated Signs as a form of mitigation, they will only be considered where the following four criteria are met;

### 1. **Personal injury collisions** (reported and taken from Police database)

The site shall have a PIC (Personal Injury Collision) score of at least 5 within a 200 metre radius of the proposed VAS (Vehicle Activated Signs) location over the preceding 3 years. The weighted score should be applied to collision severity as detailed below:

Severity of PIC	Weighted Score
Slight	1
Serious or Fatal	3

For example, a site with 2 recorded slight injuries and 1 serious or fatal over the preceding 3 years would meet this particular criterion, as would a site with 1 fatal and 1 serious PIC. A weighted score of 5 would ensure that the location has a real collision risk associated with it, and not a perceived one. It should be noted that when it comes to assessing PIC's, Officer discretion should be used in relation to the specifics of the causation (i.e., inappropriate speed / drunk driver etc.) and what impact this has on the assessment.

### 2. **Speeds**

The site will have an 85<sup>th</sup> percentile speed above ACPO (Association of Chief Policy Officers) limits, i.e., 15% of drivers would be exceeding ACPO levels (= speed limit + 10% + 2mph), through significant periods of the day. Without a recognised speed problem there is little benefit in reinforcing the speed limit. Thresholds are 35mph (in a 30mph limit), 46mph (40mph limit), 57mph (50mph limit) or 68mph (60mph limit).

### 3. **Traffic Flows**

More than 3000 vehicles per day (24 hour, 2-way flow) shall pass through the site (Officers discretion can be used in exceptional circumstances). With low traffic flows, associated risk is likely to be reduced.

#### 4. Environmental Concerns

The site will have an environmental weighted score of a least 5 within a 200 metre radius of the proposed location (Officers discretion can be used in exceptional circumstances). The weighting scores are detailed below:

Environmental Concern	Weighted Score
School/College/Nursery/Care Home	3
Community Facility(s) (Local Shop/Doctors Surgery/Church/Recreation Area/Village Hall etc.)	2
Well used formal/informal crossing point(s)	2
Vulnerable users/insufficient footway	2
Isolated/community severance	1

For example, a village with a school and a well-used crossing point would score 5 and meet this particular criterion (5 points).

If only three criteria are met WCC will consider the use of Vehicle Activated Signs at pre-application meetings where some flexibility at appropriate sites can be considered. This will be solely at WCC's discretion and would need to be fully justified.

#### 4.6 High Friction Surfacing

The use of high friction surfacing within Warwickshire should be used to treat locations where there are demonstrable safety concerns linked to braking only. It should only be considered at locations with a history of collisions with contributory factors identified as a result of excess speed and loss of control.

Without these factors the use of high friction surfacing is not encouraged for use. A preferable alternative solution to high friction surfacing would be to resurface the carriageway using a high PSV surface course as these have been shown to be more durable and more economical to maintain.

#### **4.7 Average Speed Cameras**

WCC will only consider the use of average speed cameras on routes within the county where there is an identified history of Personal Injury Collisions attributed to speeds in excess of the current speed limit. All other engineering measures to address the identified speeding issue must also have been attempted and proven to be ineffective before Average Speed Cameras can be considered.

Developers should not submit proposals for the use of such cameras unless these criteria can clearly be shown to have been met. These proposals would then be subject to review and approval by WCC. These proposals would also have to be supported by Warwickshire Police who would ultimately be responsible for the enforcement of average speed cameras.

#### **4.8 Passively Safe Street Furniture**

Passively safe furniture is used to create a safer roadside to reduce the severity of collisions involving errant vehicles. Street furniture such as street lighting columns, traffic sign posts and cabinets are available to comply with Passive Safety guidelines.

The furniture is specifically designed to provide less resistance during impact and to reduce sudden decelerations during collisions which may result in injury to vehicle occupants.

WCC has a duty of care under the Highways Act 1980 to aid the safe passage of traffic on the highway.

The County's *Use of Passively Safe Street furniture document (Annex 4.2)* provides detail regarding the requirements for passively safe furniture within Warwickshire. It allows users to assess the site location to identify whether furniture at a particular location needs to be designed to confirm with passive safety guidelines.

## 4.9 Road Safety Audit

Warwickshire County Council's Road Safety Policy RS25 set out in the Local Transport Plan 2011-2026 states that WCC will carry out Road Safety Audits on all new schemes and alterations to the existing road network proposed by ourselves or others.

WCC's procedures are based on, and should be read in conjunction with, National Highways GG119 – 'Road Safety Audit' of The National Highways Design Manual for Roads and Bridges (DMRB). These procedures also reflect the Institute for Highways and Transportation (IHT) Road Safety Audit Guidelines 2008, which suggests areas where National Highways HD Standard can be relaxed to suit local circumstances.

The procedures are included as *Annex 4.1* and apply to all non-trunk road schemes within Warwickshire, including developer funded schemes on non-trunk roads in the County.

Four levels of Road Safety Audit are prescribed in the procedure;

- Road Safety Audit, Type A (RSA/A), a Road Safety Audit carried out in accordance with GG119 guidance.
- Road Safety Audit, Type B (RSA/B), a Road Safety Audit carried out by qualified Road Safety Auditors in accordance with the procedures in *Annex 4.1*
- Road Safety Assessment, Type C (RSA/C), an assessment carried out by an independent Assessor.
- Road Safety Audit Review, Type D (RR), an approval of a Road Safety Audit carried out by an external organisation.

WCC will carry out a Road Safety Audit Type A, B or C on behalf of a developer for an appropriate fee. However, developers are free to commission qualified third parties to carry out Road Safety Audit Type A, B or C should they wish. Where third party Road Safety Audits are commissioned, Highways Development Management will request a Road Safety Audit Review Type D.

# Part 5 Drainage and Flood Risk

## 5.1 Introduction - Statutory Consultee for Major Development

This section of **The Warwickshire Design Guide** describes the processes relating to design and approval of surface water drainage on major developments and the role of Warwickshire County Council (WCC) as a statutory consultee relating to flood risk and development drainage.

WCC is the Lead Local Flood Authority (LLFA) responsible for reducing the risk of flooding from surface water, groundwater and ordinary watercourses under the Flood and Water Management Act 2010. This role is carried out by the WCC's Flood Risk Management (FRM) Team. In comparison to its role as Highway Authority, the LLFA role is relatively new and the role is still evolving as legislation and national policy are updated and more responsibility is assigned to LLFAs. Therefore, it is recommended that reference is made to the [WCC FRM website](#) for the most up to date information in this area, or direct contact is made with the team before developers and their designers progress their proposals too far.

At the time of writing, the LLFA's role in relation to the approval of highway drainage designs is limited to its role within the planning process and LLFAs are a statutory consultee for the surface water drainage on major developments. The LLFA are also responsible for the regulation of Ordinary Watercourses.

This section also provides details of the consenting process from the LLFA that will be required under Section 23 of the Land Drainage Act 1991 for any works that will affect the flows within a watercourse (temporarily or permanently).

Whatever the development and its drainage impact, it is recommended that developers engage with FRM to discuss their proposals at pre-application stage.

## 5.2 Design Principles

New developments must ensure that they do not increase the flood risk elsewhere and this is usually done through Sustainable Drainage Systems (SuDS). Such systems offer multiple benefits in that they can remove pollutants from surface water and provide environmental gains whilst controlling how the water is released from the site.

The discharge rate from the site must be controlled to pre-development (greenfield) rates or lower. It must be discharged to an approved outfall for all rainfall events up to the design event (currently 100 year) plus an allowance for climate change and urban creep. WCC will review the assumptions and calculations to determine the discharge rate before providing their response in the planning process and when carrying out Technical Review of surface water drainage proposed as part of a Section 278 application.

The selection of outfall should follow the hierarchy outlined in the Planning Practice Guidance (PPG), with infiltration being the preferred option, followed by a watercourse, and then a surface water sewer. Generally, new developments should not discharge into a combined sewer, and never to a foul sewer.

Where the applicant proposes to discharge into existing highway drainage, the LLFA will undertake further consultation with WCC Highways and will usually request a survey and the repair of any significant defects before this is considered suitable. Developers should also note that further discussions on maintenance and ownership together with the need for commuted sums are also likely as part of the overall process.

## 5.3 Highway Drainage Considerations

Where the surface water drainage for Section 278 highway works outfall into the development site drainage, this will be included within the planning application and will be assessed by the LLFA in that process. It is essential to demonstrate a viable outfall does not increase flood risk to or from the highway.

If highway drainage works are separate to the development, the drainage checks will be carried out as part of the highway design approval as outlined in Parts 2 and 3 of this guide, depending on the Road Hierarchy. These checks will include the detailed drainage design, outfall rates, attenuation sizing, treatment of flows and suitability of outfall locations.

**In accordance with Paragraphs 155-165 of the National Planning Policy Framework 2019, the highway drainage system should be discharged via a sustainable drainage system (SuDS) into a suitable watercourse.** WCC encourage such designs, where opportunities exist, to develop (SuDS) associated with existing or proposed wetland areas for the whole or significant areas of a new development highway network and connecting them to existing highway drainage system. Where no watercourse is available, then it should be discharged into a public surface water sewer.

Developers should be aware, however, that SuDS created within public open spaces will not normally be adopted by the Highway Authority if they drain into non-highway areas. Further information on SuDS is contained in 5.4 The Use of Sustainable Drainage Systems (SuDS) below.

Roads should be designed with adequate minimum gradients to ensure self-draining will occur. The use of combined kerb/channel blocks will only be considered where standard drainage solutions either cannot be utilised or where methods used to drain the carriageway have proved to be inadequate.

Positive drainage must be provided for all surfaces forming part of the adoptable highway network including separate footpaths, cycleways and emergency accesses. Positive drainage measures (e.g., channel drainage systems) should also always be provided wherever there is the potential for surface water to run off private drives, forecourts, car parks or other adjacent land onto the highway.

New pipes should be located to avoid any possible interference from root growth, and to ensure excavations for laying them do not damage root systems where these are being retained within a development.

The maximum area of a paved surface draining to a gully should not exceed 150 square metres, but additional gullies are likely to be required at low points and where gradients approach prescribed or optimum minimums. When connecting into an existing drainage system, the number of connections already leading into the system must be checked to ensure that there



is adequate capacity to accommodate an additional connection. A CCTV survey of any existing system may be requested where a connection is proposed.

We would recommend following the guidance in the DMRB CG501 regarding the hydraulic design of highway drainage systems.

Gullies must be positioned such that they can be properly accessed for cleansing and where the parking of cleansing vehicles will not create an unreasonable obstruction - e.g., gullies located in the corners of turning areas are often impractical to clean, and if maintenance vehicles must park within narrow carriageways or close to tight bends will usually constitute an unreasonable obstruction. If gullies are located at formal or informal crossing points the impact on pedestrians must be assessed and pedestrian friendly gully lids used if there is a need for them to be installed within desire lines.

All highway drainage pipes should be laid within the highway boundary preferably outside the limits of the carriageway, but always at least 1 metre from any kerb line.

Similarly, where foul sewers are located within the public highway then, wherever it is practicable to do so, they should be laid outside the limits of the carriageway but, in any case, at least 1 metre from any kerb line.

Longitudinal sewer runs should not cross beneath kerb lines.

Manholes are to be provided in accordance with WCC standard details at the head of a line and at all changes in pipe size, direction or gradient and, along straight runs, at intervals of not more than 90 metres. They should be positioned such that when access is required to them, they will not render the highway impassable for vehicles and pedestrians. Manholes should be set outside of vehicle wheel tracking areas where possible. If the positioning is within a wheel tracking area, a material conforming to HA104/09 must be used for installation to accommodate heavy trafficking.

Balancing tanks, other than nominal oversizing of pipes, will not be acceptable beneath any carriageway. A drainage design comprising only gullies being piped directly to a storage feature will result in a significant maintenance liability to regularly de-silt due to an absence of features to capture the silt upstream.

Consequently, such tanks are not encouraged as they are difficult to install and maintain and therefore a SuDS system should be specified if space allows.

Propriety treatment systems will be required wherever there is a high risk of unsuitable liquids or other materials being directed towards a highway drain.

Road water run-off, pipe design, surface water treatment hazard index (outlined in the SuDS Manual CIRIA C753) and flood storage calculations must be provided with all applications for the adoption of roads.

Consultation should take place with the FRM Team regarding all development which might have implications for land drainage and for connections into Ordinary Watercourses.

#### **5.4 The Use of Sustainable Drainage Systems (SuDS)**

National policy states that there is expectation that SuDS will be provided in new developments wherever possible. This is also applicable for new road design, as outlined in the DMRB.

As the use of SuDS features to drain the highway is relatively new in Warwickshire, there will be a bedding in process and all features are not currently accepted for adoption. Developers should discuss proposed SuDS features during pre-application discussions where they will be updated on the current position on both acceptability and adoption of different SuDS features. A commuted sum may be required for adoption of non-standard features.

As more features are adopted by the County, additional guidance will be provided as to how they should be detailed. Until that time, the basic principles that should be followed when designing a SuDS drainage system are given below;

- a) The design and layout of the development should utilise SuDS features to maximise the amount of surface water being managed as close to source as possible.

- b) Several smaller features closer to source, that are connected in series will reduce the overall size and depth of final stage attenuation features, whilst providing both additional treatment of flows and resilience should any one of those features fail.
- c) Where possible, the movement of flows between features (conveyance) should be via surface level features such as swales. Such features provide treatment of flows and remove silts, whilst reducing the ongoing maintenance due to a lower risk of blockage and increased surveillance.
- d) The depths of surface water drainage features should be kept as shallow as possible to allow the use of open features throughout the development. More innovative approaches to draining hard standing areas should be investigated rather than a reliance on traditional gulley and pipe systems.
- e) Permeable paving or over-the-edge drainage into a roadside swale or filter strip are very good at treating the pollutants associated with carriageways and are a very good first step of a SuDS system.
- f) Open features are much more effective at removing silts and grits, which is not possible in features such as oversized pipes or storage tanks. These features are not considered as a suitable sustainable drainage system in isolation.
- g) The ground conditions throughout the County are unsuitable to enable efficient drainage by natural percolation and soakaways are not, therefore, acceptable for public highway drainage. There are areas where infiltration is possible, and if a soakaway is proposed, suitable percolation test results must be provided (to BRE365).
- h) It is recognised that full SuDS schemes are not possible on all highway schemes due to land take, levels and ground conditions, however this does not prevent a well-designed scheme.

There are best practice guidance documents available (such as the SuDS Manual CIRIA C753 and Guidance on the construction of SuDS CIRIA C768) which can assist in improving designs and to help provide additional treatment and reduce ongoing maintenance requirements.

## **5.5 Attenuation of Flows**

For the most up to date guidance on design events and additional allowances to be applied for climate change and urban creep, refer to WCC FRM Local Guidance for Developers.

Adequate attenuation of flows must be provided for new carriageway areas. Where possible, this should be for the total carriageway area rather than the net increase in carriageway area only. This is particularly important for wholly new sections of carriageway where there will not be as much of a constraint on space available.

Where possible, multiple small outfalls should be consolidated into a single feature to minimise disruption to the accepting watercourse, reduce maintenance requirements, and to maximise the opportunity of further treatment of the flows.

Attenuation of flows during the construction phase is also very important as construction sites, when stripped, can pass on silt laden flows downstream. Guidance for ensuring flood risk is not increased during the construction phase of a project can be found in CIRIA C768 'Guidance on the construction of SuDS'. This guidance also includes silt management on large construction sites, which should be included in any Construction Environmental Management Plan.

It is now possible to restrict outfall discharge rates to below 5.0 l/s in a variety of ways including newer control devices, protected orifices and overall better design. Indeed, in small catchments, the greenfield discharge may be below 5.0 l/s. Therefore, if developers propose a practical minimum of 5.0 l/s this will be challenged by the LLFA, particularly where the drainage systems are split into multiple small catchments with individual outfalls.

## **5.6 Treatment of Runoff**

Due to the pollutants, grit, silt and hydrocarbons usually found on highways, drainage proposals must include adequate treatment of run off before final discharge to ensure no degradation of the quality of accepting watercourses and waterbodies,

This treatment can be done using surface level SuDS features installed in series, but it should be noted that trapped gullies, catch pits, and underground tanks do not provide treatment to the flows and will not be considered as such.

CIRIA C753 The SuDS Manual outlines a hazard index approach that assigns values to drainage features in terms of their ability to treat flows. This can be used to identify the number and combination of source and site control features required.

## 5.7 Flood Risk Considerations and Requirement for Flood Risk Assessment

For the most up to date guidance for the requirements of a Flood Risk Assessment and additional considerations related to flood risk, refer to WCC FRM Local Guidance for Developers.

## 5.8 Ordinary Watercourse Consenting

The LLFA are also responsible for the regulation of Ordinary Watercourses. A consent from the LLFA will be required under Section 23 of the Land Drainage Act 1991 for any works that will affect the flows within a watercourse (temporarily or permanently).

This is a process which is independent to other approvals such as planning permissions or highways design approvals, and the Land Drainage Act gives LLFAs powers to enforce the removal of unconsented works.

There is a minimal application fee (see [www.warwickshire.gov.uk/watercourse](http://www.warwickshire.gov.uk/watercourse)) and a determination period of up to two months.

Works that will require consent include crossing a watercourse for site accesses both temporary and permanent, the construction of outfall structures, or the temporary diversion of flows to make a dry working area. The LLFA cannot give retrospective consent and as such, consent must be applied for prior to any works taking place.

In general, WCC does not support the culverting of watercourses and encourages the removal of existing culverts where possible.

Where culverting is the only option, the length of culvert should be kept to a minimum, with the preferred solution being an oversized box culvert sunk into the channel bed, with measures to aid the re-naturalisation of the bed.

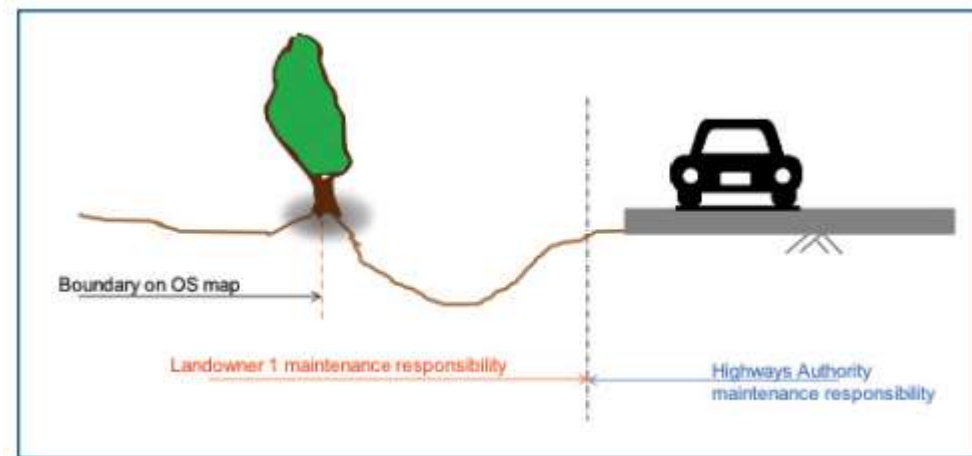
Further information and details of the application process is available on the [WCC FRM website](http://www.warwickshire.gov.uk/flooding) ([www.warwickshire.gov.uk/flooding](http://www.warwickshire.gov.uk/flooding)) or from the FRM Team.

Additional permissions may be required from the Environment Agency; the FRM Team will be able to advise.

## 5.9 Riparian Responsibilities and Highway Ditches

Although the County Council, through the LLFA has oversight over ordinary watercourses and powers to carry out enforcement, they are not responsible for the ongoing maintenance of them. The ownership of ordinary watercourses and the responsibility for their maintenance lies with the owner of the land through which the watercourse runs.

Further guidance on owning a watercourse and riparian responsibilities is available online on the [Gov.uk website](http://www.gov.uk/guidance/owning-a-watercourse) (www.gov.uk/guidance/owning-a-watercourse).



**Figure 5.1** – Riparian responsibilities in relation to ditches

Roadside ditches are a specific example of watercourse and, the maintenance of these ditches is the responsibility of the adjacent landowner. The current position of the county is quoted below;

*"Common Law imposes a duty on the occupier of land adjoining highways to maintain roadside ditches which provide natural drainage for both the land and the highway. This will also apply where the watercourse is shown within the*

*highway extents, in these cases county highways are the owners of the watercourse, but the responsibility for maintenance lies with the adjacent landowner."*

There are several examples where County Highways may have some responsibility for the watercourse, and it will fall to the landowner to provide evidence that any of these apply; a) A documented agreement is in place between County Highways and the landowner

b) There is highway maintainable asset on both banks of the watercourse (e.g., a footpath separated from the carriageway by the watercourse)

c) It is clear that the ditch only drains the highway, is not a continuation of an ordinary watercourse and therefore not draining any other land

WCC remains responsible for regular maintenance and cleansing of gullies and grips on the highway which may discharge into these ditches.

## **5.10 Further Information**

WCC FRM have a design guidance note and other useful documents available on their webpage [www.warwickshire.gov.uk/flooding](http://www.warwickshire.gov.uk/flooding). These are updated when possible so you may wish to contact the LLFA to ensure that you are working to the most up to date information.

A chargeable pre-application advice service is available amongst other discretionary services. Contact the team for the current arrangements.

For SuDS advice, contact [frmplanning@warwickshire.gov.uk](mailto:frmplanning@warwickshire.gov.uk)

## Part 6 Highway Green Infrastructure

### Design considerations for providing suitable landscaping proposals within road corridors and new developments

**6.1 Introduction** The National Planning Policy Framework (NPPF) recognises that trees make an important contribution to the character and quality of urban environments and can help mitigate and adapt to climate change. Therefore, planning policies and decisions should ensure that new streets are tree-lined and existing trees retained wherever possible. To achieve this aim, applicants and local planning authorities should work with Highways Officers and Tree (Arboricultural) Officers to ensure the right trees are planted in the right places and solutions are found that are compatible with highways standards and the needs of different users.

The NPPF refers to design guides and codes, at an area-wide, neighbourhood or site-specific scale, which will carry weight in decision-making as part of a local plan or as supplementary planning documents. Such design guides and codes seek to raise the quality of all new built development and create a sense of place.

Highway Green Infrastructure (HGI) comprises the network of trees, hedges, ditches, verges, and native and ornamental planting within road corridors. The provision of HGI is now widely recognised as contributing towards creating better places for people and wildlife. There are numerous benefits; from mitigating surface water run-off and flooding, improving air quality, cooling the urban environment, improving local economy, encouraging walking and cycling, to enhancing biodiversity and ecological resilience.

This part of **The Warwickshire Design Guide** covers the information an applicant will need to provide for new development; surveys of existing vegetation and other landscape features; the protection of areas (e.g., Conservation Areas, Areas of Outstanding Natural Beauty (AONBs), Local Natural Reserves, etc.), habitats, species, hedgerows, rural and urban



trees (e.g., Tree Preservation Orders, 'important' hedgerows, etc.); planting strategies for both rural and urban settings, and future maintenance.

Please note an application cannot be processed until all the relevant information has been provided. Allow sufficient time for the proposed scheme to receive the necessary technical approvals. Early consultation with Warwickshire County Council [highwayconsultation@warwickshire.gov.uk](mailto:highwayconsultation@warwickshire.gov.uk) as the Technical Approval Authority is recommended.

## 6.2 Planning Considerations for New Developments

Both existing and proposed HGI should form the fundamental basis of environmental design to create resilient, liveable and economically sustainable development for the future. The following should be considered as part of the design process.

### 6.2.1 Landscape Character

The [Warwickshire Landscape Guidelines](#) map and description of the special characteristics of each of the County's seven landscape character areas (Arden, Avon Valley, Feldon, Cotswolds, Dunsmore, High Cross Plateau and Mease Lowlands). The guidelines should be referred to for an understanding of local landscape character, its distinctiveness, general development guidelines and indigenous species.

The wider landscape provides a setting for day-to-day activities for living, working and recreational pursuits. Incorporating existing landscape features within a new development helps to tie the development more readily in with its immediate surroundings. It is the combination of landscape features that make up the local landscape character and give it its value and sense of place. All development proposals should reflect this distinctiveness and not be detrimental to the character or value of a particular area. Landscape features can also form part of green corridors, helping to promote species diversity, and may be surviving historic references.

## 6.2.2 Planning Restrictions

The 1990 Town and Country Planning Act states that trees are a material consideration in planning law. The Act also makes provision for Tree Preservation Orders (TPOs) to be placed on trees, groups of trees and woodlands that are considered to be of high public amenity. This status serves to protect them for the enjoyment of the public.

All County trees (those on WCC owned sites and those growing within highway land maintainable at public expense) are currently protected by virtue of being managed by WCC Arboriculturalists (Tree officers) and therefore considered, in law, to be under good arboricultural management and, as such, not generally requiring the protection of Tree Preservation Orders.

Trees within Conservation Areas are also protected by provisions set out in the Town and Country Planning Act.

A Forestry Commission Felling Licence (refer to the 1967 Forestry Act) may be required for any larger scale tree removal work.

Consider the protection of areas (e.g., Conservation Areas, Areas of Outstanding Natural Beauty (AONBs), SSSIs (Site of Special Scientific Interest), Local Nature Reserves, etc.), habitats, species, hedgerows (The Hedgerows Regulations 1997) and trees. For example, ancient and veteran trees now have greater protection under the guidelines set out in the National Planning Policy Framework. They can only be removed for 'exceptional reasons' and where a suitable compensation strategy exists.

## 6.3 Design Constraints

### 6.3.1 Existing Landscape Features and Setting

Safeguard existing trees and vegetation as well as any other landscape features on or adjacent to the site; a new development should reflect an area's function, history, and culture. Consider the layout in relation to adjacent buildings, streets, and spaces; the topography; the general pattern of building heights; and views, vistas, and landmarks within and outside of the development site.

### **6.3.2 Service Runs, Drains, Underground Utility Apparatus and Overhead Cables**

Protect Root Protect Areas (RPAs) of existing trees and hedgerows. Employ specialist 'no dig' methodologies and protective fencing for tree and hedges in accordance with the appropriate British Standard. Guidance can be found in the National Joint Utilities Group (NJUG) Guidelines Volume 4 for the planning, installation and maintenance of utility apparatus in proximity to trees.

Where drains are proposed close to trees, consider root-intrusion resistant pipe technology, (e.g., welded polyethylene pipes), particularly in green field developments to prevent future root ingress into pipe joints. The use of root barriers, root directors or cellular confinement systems may also be appropriate.

To prevent damage or interference with underground services only shrubs, ground cover and small tree species should be proposed within dedicated service strips or margins. It may be necessary to consider alternative routes for services where conflicts are apparent, and in which case the agreement of the service providers must be obtained.

Culverted water courses and land drainage are not always well mapped but may have impacts on flood risk. If culverts and land drains run across sites, these should have appropriate maintenance easements and should not be severed. Culverts may appear redundant but will carry high flows during a flood event.

Position overhead services so that they will not conflict with tree positions. Equally, do not plant trees where they will conflict with existing overhead power lines or cables. In new developments, early consultation and cooperation between the developer and the service provider is essential, and proposed service routes should be coordinated with the landscape design proposals. Underground apparatus should be ducted or otherwise protected at the time of construction to enable trees to be planted nearby without conflict. Wherever possible, common service trenches should be specified to minimize the land take associated with underground services and to facilitate future maintenance.

### **6.3.3 Footpaths, Cycleways, and Structures**

Consideration must always be given to the risks to users of the highway that could result from inappropriate species selection and poor positioning of trees and shrubs. Similarly, where certain species of existing trees or shrubs are retained

within new highways, account must be taken of any leaf or other litter they may produce and the effects this may have on footways or cycleways.

Some plant species, when planted in certain soil types, can cause damage to adjacent paving, buildings and structures. Wherever there is a risk of this happening root deflectors or other appropriate protection must be provided. Where trees and shrubs are included within a development it is essential that nearby structures, and the foundations of these, are built to a sufficient specification to withstand the potential damage that could be caused by roots, either directly or indirectly.

Refer to British Standard (BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations' relating to trees, buildings and soil types) and the recommendations of the National House Builders Council (Chapter 4.2 Building near trees) or subsequent revisions, regarding foundation depth and design when building in proximity to trees and shrubs or on shrinkable soils.

#### **6.3.4 Visibility Splays**

Where it is proposed to include soft landscaping within visibility splays at road and access junctions, driveways and around bends then, normally, this should be either a grass verge or ground cover planting or single tree planting providing only a momentary interruption to driver visibility. Smaller diameter trees in long splays will be less likely to cause problems than larger diameter trees in short splays. Trees in visibility splays will require arboricultural and safety audit approval.

#### **6.3.5 Street Lighting**

During the initial stages of highway design, it is important new tree planting and streetlights are well planned to work together. This should be discussed with the street lighting team, the Local Planning Authority and the WCC arboriculturalist.

Please refer to the following extracts from British Standard BS5489-1:2013 'Code of practice for the design of road lighting - Lighting of roads and public amenity areas with regard to highway trees':

*"The design and siting of road lighting and other road equipment can make a great difference to the street scene, even though this might not be consciously appreciated. In situations such as a processional way or monumental bridge, the design and placing of lighting columns can make a positive formal contribution to the scene. In such cases, the siting should be carefully related to the architectural or landscape setting. More usually, however, buildings, trees, paved*

*surfaces, grass and people provide all the interest required, and road lighting equipment should be made as unobtrusive as possible. The designer should consult the client to determine whether there are opportunities to reduce street clutter."*

*"Lighting columns when first installed should be sited so as not to require substantial cutting back of trees, taking into account the fully mature spread of the tree."*

*"In tree-lined roads, lower mounting heights than usual may be used to bring luminaires below the tree canopy. In new streets where trees are to be planted, the lighting should be designed in consultation with the landscape architects and/or by taking into account the landscaping plan or the tree schedule."*

*"Careful siting of trees and luminaires can help to minimize interference with the performance and operation of the lighting by the foliage. Lighting columns in the vicinity of trees should be sited so as to minimize issues such as:*

- incorrect photocell operation*
- impaired maintenance access*
- damage to luminaire, column, foundation and electrical cables."*

*"The lighting at night of parks, gardens and landscaped areas can change what would otherwise be a dark zone into an attractive amenity that enhances the environment and encourages use as a source of pleasure in comparative safety and security."*

***"With the availability of a wide variety of luminaires and coloured light sources, the opportunity to create a visual night scene by the subtle use of illumination on foliage and features can produce a dramatic impact. Variation of light, shadow and silhouette can offer a pleasing effect that changes with the direction of view, inviting visitors to enjoy the ever-changing shape of their surroundings. Although there has to be an interrelationship for the lighting of flora, features and forms to produce an artistic composition, the specific illumination of foliage can give a spectacular effect. This can be carried out by using projector floodlights remotely positioned to create an effective background if viewed from a distance. If adjacent to trees with descending branches, floodlights can be placed underneath or within the trees,".***

*"Lighting in landscaped areas should be designed in consultation with the landscape architect and/or the arboriculturalist. Lighting column positions should include potential growth of trees and account for summer foliage."*

It is therefore advisable to provide WCC with drawings showing the positions of proposed streetlights and proposed trees, so advice can be given, and decisions made in view of the requirement for technical approval from both WCC Street Lighting and WCC arboriculturalists.

The approval of all landscaping within areas proposed for highway adoption (Section 38) will be required from WCC Arboriculturalist at the Technical Approval stage. Their formal approval will also be required at adoption stage.

#### **6.4 Existing Trees Outside of the Development**

As trees are a material consideration in planning law, it is a planning requirement to provide a tree survey and report for all developments that have the potential to affect any trees on the site or adjacent to it. If a landscape scheme is relevant to the development, then landscaping details should be submitted to an acceptable scale and accurately plotted. This should cover both hard and soft elements and include existing landscape features that are proposed for retention.

It is important to consider the area immediately beyond the defined development boundary in terms of existing trees and the landscape setting. This helps to gain an understanding of the extent of the wider landscape that may be affected by the proposals. Tree surveys should be prepared by a suitable professional in accordance with the British Standard 'BS5837:2012 Trees in relation to design, demolition and construction - Recommendations' (or subsequent revisions). The tree report should include a detailed survey, impact and mitigation proposals, and should cover all trees on the development site and any adjacent to the site where there is potential for the development to affect them.

Care should be given when planning roads adjacent to existing trees outside the curtilage of the proposed development. Proposed highways must be located at an adequate distance away from the site boundary to avoid developing within the Root Protection Area (RPA) and overhanging canopies of existing trees and hedgerows both within and outside the curtilage of the development.

## 6.5 Existing Trees and Hedges within the Curtilage of the Development

Where there are existing landscape features present and where trees are being considered for adoption, the following will apply:

All tree surveys should be in accordance with British Standard BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations' (or subsequent revisions). These should note any trees which are protected by a Tree Preservation Order or are within a Conservation Area.

Where buildings are proposed within the shade of a tree there may be a requirement for a tree shade evaluation to be provided, or to follow other guidance / good practice. The shade of trees must be fully considered in the siting of recreational areas such as gardens. The same applies to the positioning of windows in new buildings to minimise future conflict that could lead to the tree becoming a target for pruning or even removal.

Where trees are to be retained, they will need to be detailed within the tree report with appropriate protection measures. Submission of plans clearly defining these protection measures is encouraged as part of a planning application. This helps to avoid the need for conditions and their subsequent discharge.

Where the Highway Authority agrees to the removal of highway trees, hedges, or shrubs the applicant must pay an agreed sum for the loss of these assets and for the necessary replacement / new planting. A nationally recognised system for assessing the monetary value of these will be used to determine this. A monetary sum that covers the loss and the necessary mitigation planting will be required prior to any tree, hedge or shrub removal works commencing.

**The Highway Authority will seek compensation from all organisations / individuals responsible for any damage or removal of Council owned trees.**

## 6.6 Landscape and Visual Impact

All major developments will require a detailed landscape and visual impact assessment. Applicants are advised to follow the methodology set out in the most recent edition of the Guidelines for Landscape and Visual Impact Assessment (GLVIA). The

GLVIA is the industry standard and presents detailed advice on the process of assessing the landscape and visual effects of development and their significance. It also covers cumulative effects, the combined effects of a proposed development in proximity to other significant developments.

Landscape sensitivity is of equal importance. Understanding the character, quality and value of the landscape determines the sensitivity of that landscape to accommodate change through development. There are several published Landscape Sensitivity studies, (for Rugby, Stratford, and Warwick District), providing robust evidence for local plans that have been tried and tested at Public Inquiry.

The landscape assessment should guide the design for the new development and identify appropriate mitigation measures. Mitigation will be required to address any adverse visual and landscape character impacts that are identified.

It is essential a chartered landscape architect is contacted for professional advice on all landscaping matters relating to new development.

**For all applications that include existing trees and hedgerows and require additional landscape works an applicant will need to provide landscape details, to an acceptable scale, which cover both hard and soft elements:**

- Existing landscape features such as trees, hedges, and ponds to be retained or removed need to be accurately plotted.
- Planting plans should include a schedule of plants noting species, plant sizes and proposed numbers/densities.
- Specifications should include all operations associated with tree, plant and grass establishment and long-term management.
- Proposed plans should indicate existing and proposed finished levels (to include details of grading and contouring of earthworks, the relationship of proposed mounding to existing vegetation and surrounding landform).
- The means of accommodating change in level (e.g., steps, retaining walls, ramps).



- Hard surfacing materials - details of manufacturer, type, design, colour and bonding pattern where appropriate, samples may be required to be submitted and approved.
- Historic landscape features to be retained, removed, or restored.
- Sustainable Urban Drainage features, (SuDS).
- Street lighting.

## 6.7 Ecology and Archaeology

A biodiversity survey and summary report must be provided where a proposed development has the potential to significantly impact on biodiversity.

Where existing hedgerows are affected by a proposed development then the applicant must be mindful of legislation relating to the protection of these under the Wildlife and Countryside Act 1981. A hedgerow is protected if it contains species in part I of Schedule 1; Schedule 5; or Schedule 8 or various other defined species including certain Red Data Book species. The Hedgerows Regulations (1997) a guide to the law and good practice, published by the Department of the Environment also seeks to protect countryside hedgerows. A countryside hedgerow is protected if it meets the following criteria for: length, location and 'importance'. Please refer to the Government website for further details [www.gov.uk/guidance/countryside-hedgerows-regulation-and-management](http://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management).

Refer also to British Standard BS8596:2015 'Surveying for bats in trees and woodland guide'. Hedges, trees, and shrubs should not be removed in the bird nesting season without an ecological survey having been undertaken immediately prior to the works. The loss of nesting birds and their young can lead to a prosecution by the police. Contact WCC's Ecology team for further information and advice.

An 'important' hedgerow may include associated features such as banks or walls; ditches; gaps; standard trees or ground flora woodland species (as defined in Schedule 2 of the 1997 Regulations). Connectivity to other existing features should also be considered, particularly, parallel hedgerows, broad-leaved woodlands, or ponds.

Appropriate buffer strips will need to be provided to protect existing hedgerows and their associated habitats.

Highway verges and the wider 'soft estate' both have implications for conservation and biodiversity. Specialist advice should be sought on the management of these areas to achieve the correct balance between safety, amenity and nature conservation. Where landscape management plans, biodiversity action plans, or environmental databases exist they should be consulted before any work is carried out.

Trees and hedgerows may also have landscape and historic value, for example, old orchard sites. Refer to the Warwickshire Landscape Guidelines and the County's Historic Landscape Characterisation Project. Contact WCC's Ecology, Historic Environment and Landscape team for further information and advice.

**Ensure proposals to remove a hedgerow are discussed with WCC's Archaeological Information and Advice and Ecology teams first to ensure compliance with the Hedgerow Regulations. Find out what restrictions there may be for trimming, cutting, coppicing, or laying a hedgerow before any work commences.**

**Tree and hedgerow removal may also need approval of the Local Planning Authority (LPA). Contact the LPA for pre-application advice.**

## **6.8 Highway Green Infrastructure Planting Strategies**

Consider a range of planting in addition to new tree planting. The benefits of green infrastructure are discussed below in 6.13 Green Infrastructure and Urban Air Quality.

Before preparing detailed planting and grass / wildflower seeding strategies consider the type of vegetation and species' composition that will be appropriate to the landscape setting, provision of nature conservation benefits, driver and pedestrian interest.

Consider the topography of the site and its surroundings, e.g., screen planting on relatively flat landscapes can be difficult to blend in with existing landscape features as these landscapes often have very little vegetation cover. In this instance concentrate new planting around existing tree groups and within and around the development area. Using vegetation of

variable heights and intermittent planting will also help to maintain views. Planting native trees in groups will help to reinstate parkland landscapes or in providing a broken edge to an area of woodland to complement local character.

Incorporate into the design safe routes for pedestrians, cyclists and public transport users. National standards, including '[Manual for Streets](#)', advocate the creation of a clear and well-connected street network, well defined public and private spaces, and streets that can be used in safety by a wide range of people. Consider an individual's perception of safety along these new routes. See Parts 2 and 3 for appropriate guidance relating to safe routes for non-motorised users.

## 6.9 Designing for New Trees

All new tree planting proposals are an essential consideration in the layout, design, and future use of a development site, the local landscape character, and the contextual surroundings. Trees generally form the dominant elements of the long-term landscape structure of a site. Careful consideration needs to be given to their ultimate height, spread, form, habit, colour, density of foliage and future maintenance requirements, in relation to both the proposed built form and retained landscape features. Trees, either individually or as formal or informal groups, perform a variety of roles that can be maximised by a well-designed landscape. These include:

- a) Contribution to green infrastructure (HGI) networks, (WCC consider this to be of particular importance in urban areas).
- b) The inherent aesthetic attractiveness of trees as prominent landscape features.
- c) Screening of undesirable views and provision of privacy.
- d) Articulation and definition of spaces.
- e) Definition and direction of routes and views.
- f) Introduction of natural character and seasonal change that can relieve / complement artificial environments.
- g) Reflection of local landscape character, providing a 'sense of place', sometimes as significant landmarks.
- h) Control of soil erosion, attenuation of surface water run-off and mitigation of flood risk, through root system reinforcement and canopy interception of precipitation.
- i) A reduction in heating / cooling costs.
- j) Improved physical health and mental wellbeing.
- k) Pollution reduction.



Many of these factors can provide a significant enhancement to the value of property. This is reflected in research carried out by CABI in ['Does money grow on trees?'](#) (CABI, 2005), and in anecdotal evidence of high property values in urban areas where trees are prevalent.

The purpose of any proposed planting should be understood from the start of the design process so that long-term landscape objectives inform decisions regarding appropriate locations and species. Advice on detailed design and how this would integrate within a proposed development should be sought from a landscape architect and an arboriculturist or other competent person.

Large stature trees often form an important part of the landscape and open space network of a settlement. Such trees can often be located to advantage at the end of a vista, within village greens and along the street itself. The most suitable location will depend on the character of the settlement and the specific circumstances.

When considering new developments, developers are encouraged to involve landscape consultants at an early stage in the design process to help determine if there are any major issues (topographic, access, services, drainage, etc.). As the design evolves allied disciplines start to investigate and develop their own design with greater detail.



## 6.10 Tree Species Selection

### 6.10.1

The Warwickshire Landscapes Guidelines provide species lists for tree and shrub species common and characteristic for each of the seven regional character areas across the county. All suggested plants form the basis for native planting schemes (except for the common ash tree, *Fraxinus excelsior*, which cannot be planted at the time of writing until further notice). The Guidelines set out the distinctive characteristics for each of these character areas and provide advice and specific guidance about the individual local landscape types and how acceptable and successful landscaping schemes can be best developed.

Non-native and native cultivars are not appropriate in rural settings. Whilst fastigiated trees have some merits, they should not be specified along wider highways where there is room for trees with more stature.

The 'Application of Biosecurity in Arboriculture' Guidance Note 2 (published 2018) provides information on how to help prevent a pest or pathogen (e.g., bacteria or fungi) outbreak which could accelerate mortality and lead to the loss of large numbers of trees. Guidance Note 2 is free to download as an eBook.





Unfortunately, tree pests and diseases can be transported between or within countries via a number of pathways, including:

- [live plant and tree products](#), such as potted plants
- Timber and wood packaging materials such as shipping crates and pallets
- Tools, equipment, machinery and vehicles, such as chainsaws, boots, and all-terrain vehicles
- Soil and organic material, such as leaf litter
- Natural methods, such as wind and water

The origin and provenance of planting stock is of increasing importance. Planting stock should be grown from UK seed collections and grown on in UK nurseries. Sourcing planting stock of local provenance is always preferable for native species.

Over the last twenty years there has been a significant rise in the number of non-native tree pests and diseases being introduced to the United Kingdom. Therefore, it is good practice to implement appropriate biosecurity measures.

Section 14 of the 1981 Wildlife & Countryside Act prohibits the release of any non-native plant species that are specifically listed in Schedule 9. This is to prevent the planting or otherwise cause to grow of invasive species which have become established in the wild and continue to pose a threat to natural fauna and flora.

Published guidance includes:

- 'The Urban Tree Manual', (Produced for Defra by the Forestry Commission, England, Forest Research, Animal and Plant Agency, University of Birmingham and Royal Horticultural Society, 2018), provides advice on the selection and procurement of trees for urban areas
- Tree and Design Action Group's -'[Trees in the Townscape](#)'(2021) , 'Trees in Hard Landscapes: A Guide for Delivery' (2014) and 'Tree Species Selection for Green Infrastructure – A guide for [Specifiers](#)', (2019), provides tree species selection for HGI

It is prudent to consider a wide range of tree species to avoid developments looking the same, to help provide orientation and to maintain or create a sense of place.

Although there is an abundance of published guidance available on the selection of ornamental tree species, there is a key role to be played by the experience, intuition, and vision of individual specifiers for projects as no single document will have all the answers. It is recommended that WCC's landscape architects and arboricultural officers are presented with a list of proposed species and associated plans at an early stage of the development.

### **6.10.2 Trees Planted Close to the Highway**

Selected species should not cause conflict with the highway apparatus mentioned throughout this document. The following parameters are recommended:



### 6.10.3 Canopy Clearance

Height clearances of 2.4 metres over footpaths, 3.5 metres over cycleways and 5.2 metres over the carriageway will be required.

	Footpath/Footway	Cycleway	Carriageway
Canopy Clearance Required	2.4m	3.5m	5.2m

**Table 6.1** - Required Canopy Clearances

### 6.10.4 Species Diversity

Species diversity is vital to provide highway tree stock within rural settings with some resilience to pests, diseases, and changes in the climate (see 'Application of Biosecurity in Arboriculture' Guidance Note 2, published 2018). Include species from at least two or three different genera in planting specifications and follow the preferred 10-20-30 model (Source: Tree Health Resilience Strategy, Defra, 2018): -

No more than:

- 10% of the tree stock in the area being of one species
- 20% of the tree stock in the area being of one genus, and
- 30% of the tree stock in the area being of one family

Note there are always exceptions to the rule, particularly in urban settings e.g., in the design of formal avenues and tree lined streets.

### 6.10.5 Planting in the Verge

Where proposals include trees to be planted in verges, whether between a footway and carriageway or adjacent to a carriageway where no footway is provided, then the verges must be of adequate width to accommodate the trees at maturity.

Consider the root area needed for tree pits. Tree pits should provide enough space and uncompacted soil for the tree. Where trees might be prone to vehicle collision, such as near parking bays, then tree protection guards may be needed.

Check species suitability when planting adjacent to footpaths and cycleways.

## **6.11 Ornamental Planting within the Urban Environment**

### **6.11.1**

There are some situations where a distinctive road corridor landscape, or the use of non-native species, is appropriate because it provides a sense of place and can signal the change from rural to urban environments, examples include: -

- Planting along the roadside verge to help break up the scale of the development or to focus views on buildings of interest.
- Planting an avenue of trees along a road corridor to create a distinctive character which may enhance the setting of historic landscapes.
- Bold planting using robust ornamental species, tolerant of roadside conditions, where roads pass through established urban areas, e.g., planting on roundabouts to signal a change from rural to urban areas and to provide local landmarks. In some instances, private local sponsorship can be secured for landscape planting and maintenance.
- Avoid block planting of thorny species as these can trap litter.



Examples of ornamental planting include:

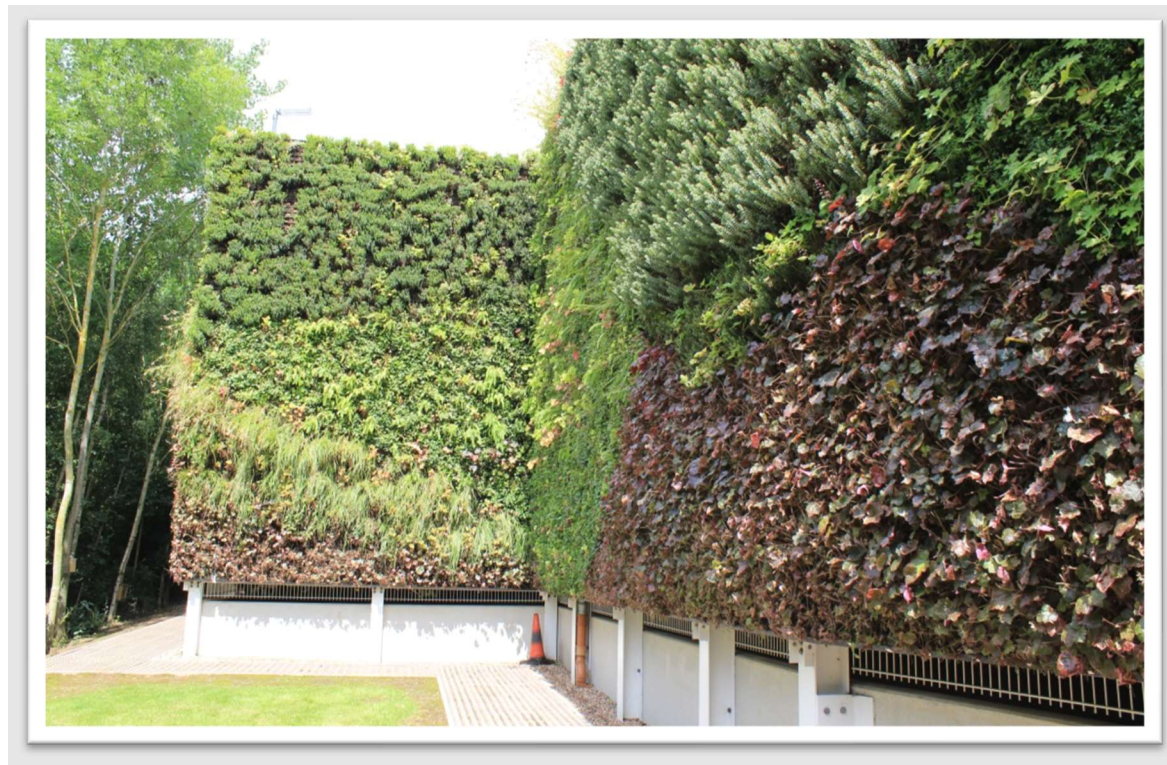
### **6.11.2 Green Walls**

Green walls involve the use of climbing plants to create a living cladding system. The principal types are:

- Climbing wall plants – these can be grown directly against a wall or trained against a trellis or steel cables. Commonly used species for wall-greening are ivy, Russian-vine, and Virginia-creeper. These systems are usually irrigated but can survive without irrigation if rooted in the ground.

- Hydroponic green walls – these systems are usually constructed from plastic mesh, geotextiles, horticultural mineral wool, or a combination of materials fixed to supporting frames. Plants are grown without substrate or soil and rely on nutrients added to irrigation water.
- Modular green walls – these are usually manufactured from purpose made HDPE modules containing cells which are filled with growing medium and planted. Modules are fixed to a wall or frame.

All green walls should be regularly maintained to ensure that irrigation systems are working, and the growing medium does not dry out. If the walls are maintainable by WCC a commuted sum will be payable. It is likely that each wall is unique and would therefore qualify as a non-standard commuted sum (see *Annex 10.1*)



### **6.11.3 Ornamental Flowering Turf**

Ornamental flowering turf is a cost-effective method of establishing a high impact floral display which then matures and develops year on year. The displays tend to be stunning, rich in nectar, attracting a range of wildlife. The flowers are not native but comprise a selection of annuals that will provide a succession of interest from June to October, so they will need good, fertile soil. The flowering turf can also be established from seed.

## **6.12 Native Planting within the Urban Environment**

Examples of native planting include: -

### **6.12.1 Wildflower Verges**

The specification and sowing of wildflower seed is a simple yet effective way of enhancing habitats for biodiversity, particularly invertebrates. This can be incorporated into most schemes where verge excavation occurs. However, it is important to establish which flora species are appropriate to the location. WCC's Ecology team can specify appropriate seed mixes on request. Sub-soils should be used for wildflower planting and/or sowing to counteract nitrogen deposition that occurs alongside roads (topsoil contains seeds of more vigorous competing grasses, thistles, docks, and rushes). Flower swards need to be managed usually by a single cut after flowering.





### 6.12.2 Wildflower Meadows

Consider wildflower meadows which can provide a floral display for many months as an alternative to amenity grass areas. Choose plants that are appropriate to the site – there are wildflowers for every aspect and every kind of soil/ pH. Try to source wildflower seeds that are common and characteristic to the local area to help boost local populations. Details of native

wildflowers can be found using the National Biodiversity Network's database. However, not all wildflowers listed on the database are commercially available.

Obtain seed of British origin from an approved supplier who can make up the required mix. Garden 'wildflower' seed mixes and/or plants (which may contain non-natives or be of unknown provenance) must not be sown in the wider countryside or close to environmentally sensitive areas.

Perennial wildflowers prefer a poorer soil than annuals, if the topsoil is very fertile it may need to be removed before sowing. Try to find a use for the removed topsoil locally, to fill raised beds, or create a new planting area.

### **6.12.3 Hedges**

Hedges need to be planted and managed in a way that reflects the local landscape character. Species composition should mimic that of existing hedges in the vicinity (refer to the Warwickshire Landscapes Guidelines for planting of appropriate native species). Hedgerow trees are being lost gradually in many parts of the county and roadside hedges offer an opportunity to provide replacements and enhance landscape character as a result.

Plant hedges in double staggered rows using transplants. If hedgerow trees are included in the mix, they must be clearly indicated by marker stakes, so that they are not cut accidentally during hedge trimming. It may be advisable to offset the trees from the hedges. Provide measures to protect new planting from rabbit and deer. Plastic tree/ shrub guards should no longer be used. Biodegradable guards are widely available. Refer to the Forestry Commission's 'Tree protection: The use of tree shelters and guards Guidance and sustainability best practice' (2020).



Hedgerows need to be managed sensitively to maintain their biodiversity value and to maintain their effectiveness as a stock proof barrier. Hedgerows bordering the highway may be eligible for or already included within an agri-environment management scheme (wildlife-friendly management that helps to support biodiversity, enhance the landscape, and improve the quality of water, air, and soil on farmland).

There are exemptions to the 1997 Hedgerow Regulations, i.e., hedges that form the boundary or curtilage of a dwelling. TPOs can apply to individual trees, groups, areas of trees or whole woods and hedgerow trees.



#### 6.12.4 Green Bridges

Green bridges are landscape bridges or wildlife overpasses planted with a variety of local trees or shrubs and other vegetation. The 2015 report: "*Green Bridges – a literature review*" for Natural England suggests that green bridges could become an important part of the sustainability of future transport projects. Green bridges can be constructed to: - create safe crossing points for wildlife as well as people; join up habitats and connect colonies; offer potential homes for wildlife; benefit pollinators and help to integrate roads into the surrounding landscape. Although green bridges are common in Europe and North America only a few have been built in the UK. Examples include the preservation of a historic drive to a castle, the continuity of a parkland setting, and the use of recycled rainwater to maintain the water content of surrounding soils.

#### 6.13 Green Infrastructure and Urban Air Quality

Highway Green infrastructure (HGI) can influence pollution dispersal and deposition. Trees, shrubs, hedges, green walls and roofs, with their differing heights, can help to create a rough surface creating turbulence that increases mixing and pollutant dispersion leading to locally cleaner air. Using planting to help mitigate urban air pollution requires a context-sensitive approach; consider the location of the source of the pollutants to be reduced, and the characteristics of the surrounding built form (i.e., street height-to-width ratio). In open road conditions, thick, dense, and tall vegetation barriers can help to restrict vehicle emissions from reaching roadsides in high concentrations where people walk, cycle, or live nearby. In dense urban environments with no in-canyon pollution sources (e.g., a pedestrianised street), trees can produce "filtered" avenues, in which air is cleaner than on the regional scale. Likewise, in a low-density context where the building arrangement will not cause a canyon effect, trees can remove air pollutants, especially particulate matter.

It is widely recognised that air quality is significantly compromised due to increased energy consumption and traffic-induced emissions. Therefore, consider the amount and connectivity of HGI when developing urban green infrastructure to promote biodiversity. Build in flexibility to future management plans to accommodate changing needs of HGI features.

**For suggested further reading and case studies refer to *Local Green Infrastructure Helping communities make the most of their landscape*, (Landscape Institute, (2011)).**

## 6.14 New Planting

A soil survey should be conducted before planning or designing any new soft landscaping and remedial works undertaken to treat poor ground conditions. Failed planting schemes due to poorly prepared soils will need to be replanted.

Assess the condition and extent of the soil below ground. During construction activities surrounding soils can become damaged by compaction and contamination. Compacted soil becomes starved of oxygen which is essential to the survival of plant roots. Compaction can be improved by deep ripping or cultivation (or both) allowing oxygen to penetrate the soil and improving drainage. Remove any soil that is badly contaminated from the site and replace it with fresh topsoil. Apply organic surface mulches, such as pulverised bark, to a planting area to help retain soil moisture, suppress weed growth and encourage the colonisation of soil organisms (mycorrhizae) which are beneficial to plant roots.

Prepare a suitable area for planting and carefully handle plants so they arrive at the site in good condition. The plants should be planted at the same level on the stem as they were when they were in the nursery. All roots should be covered with friable (crumbly) topsoil, firmed so the plants stand upright. Large stock, such as standard trees, should initially be supported with stakes and ties. Any hard surfaces close to planting areas should be designed to withstand roots developing and expanding. Consider using root barriers around trees which help to deflect root development downwards and away from vulnerable surfaces.

HGI and gardens can soak up rain, unlike paving, tarmac and concrete areas which are less porous and increase the amount of rainwater that runs off by as much as 50 percent. New drainage should be designed to cope with expected run-off to avoid localised flooding. Use permeable paving where possible to help improve drainage and oxygen penetration to the soil below and keep hard surfaces to a minimum. A variety of materials ranging from gravel, pavers, matrix pavers, grass reinforcement and open soil can be used in tandem with a sustainable drainage system (SuDS). SuDS systems can be supported by channel drainage and oil interceptors, to effectively and safely manage surface water that needs to drain into surrounding water bodies. There is also an opportunity for reducing run-off by creating rain gardens.

It is critical to understand both above ground and below-ground conditions for the long-term survival of existing trees and/or the planting new trees in hard landscapes. Assess the need for; load bearing capacity for new or refurbished hard surfacing; below-ground services; water infiltration and rooting space. Consider using raft, crate or structural growing media to create a

good rooting environment while protecting hard surfaces from potential damage, (refer to case studies within Trees in Hard Landscapes – A Guide for Delivery, (Trees & Design Action Group, 2014)).

**Refer to nationally recognised guidance on the creation of SuDS.**

**6.15 Load Bearing Surfaces (no dig) during Construction** The construction of pedestrian routes, cycleways, extensions to existing or new buildings and the construction of temporary access roads all have a potential impact on a tree's longevity. The trees and hedges root protection area (RPA) must be identified to decide when a load bearing "no dig" construction method may be used.

'No-dig' (cellular confinement systems) relate to 2 and 3 dimensional 'load spreading' materials that are used where construction is within rooting areas of existing trees for both footways and carriageways. If development is to be phased the need for any temporary or permanent accesses must be indicated / provided as part of the planning application process. All construction works must occur above the existing ground level. Passage of all vehicles across an unprotected soil surface must be avoided, particularly where the soil is wet or is high in clay content, because there is a substantial risk to surface roots, soil compaction and consequently reduced soil aeration. Over-compaction can prevent oxygen reaching the roots, as well as inhibit drainage, both of which can severely limit long-term tree growth. Protect the Root Protection Area of all affected trees using appropriate fencing in accordance with BS5837:2012 (or subsequent revision).

The system the contractor proposes to use to protect trees needs to be included in the Contractor's method statements and designers should consider suitable construction methods when preparing their designs.

### **6.16 Permanent Load Bearing Construction (no dig)**

Permanent load bearing (PLBC) (no dig) (cellular confinement systems) are not considered suitable for adoption whereby there is heavy traffic use. The council will consider adoption of PLBC for light traffic e.g., cycleways, driveways, and footpaths.

Early consultation with the highway engineers and the Arboricultural officer is advisable if a cellular confinement system is to be used and offered for adoption.

## 6.17 Maintenance Considerations

All planting must be established before it can be adopted by the local authority. Design planting schemes to keep long-term maintenance requirements to a minimum. Where appropriate, a commuted sum will be required as a contribution towards future maintenance costs. (See *Annex 6.1 and Annex 10.1* for further details on commuted sums on Section 38 Agreements and Section 278 Agreements).

Maintenance works should meet the relevant British Standards and should always relate to the specific scheme. For example, establishing an avenue of heavy standard trees within a grass verge is very different to establishing a forestry plantation.

The growth of weeds in footways and cycle routes, paved verges, central reserves filter drains and along kerb lines may cause structural damage, drainage issues and the environment may be perceived to be untidy. Weeds may also have implications for pedestrian safety. Weed treatment should be undertaken according to traffic and pedestrian usage and at an appropriate frequency. The use of weed killers should be the minimum compatible with the required results.

Pruning after planting should only be required to enhance or guide the shape of the tree. Trees proposed for pollarding should be avoided as it is costly, time consuming and unattractive. Expert advice should always be sought in the management of any tree within the highway environment, whether on highway land or not.

## 6.18 Adoption and Technical Approval of Highway Trees

The adoption of existing trees into a highway network can add instant benefits to a site and, if protected properly during construction, can continue to do so, for many years.

Where tree planting within private plots immediately abutting an adoptable highway is proposed, due regard must be given to the ultimate height and spread. This is to avoid overhanging branches and shrubs projecting into the highway which could constitute obstructions.

If the Highway Authority is to adopt an existing tree, the tree report must show the protection measures that will be taken, to safeguard the tree during construction. This should be submitted as a Tree Protection Plan.

It is important to involve the Highway Authority in the development of all landscape proposals which affect adoptable highways to ensure that there will be no conflicts of interest once a planning consent has been granted.

The planting of all new trees within, or directly adjacent to land that is proposed for dedication as public highway, will require technical approval by WCC Arboricultural Officers. The same applies for existing trees proposed for retention, including if there is a need to partially remove, prune, or undertake any ground works near to any existing highway trees to facilitate a development and/or access to it.

Following the granting of technical approval, formal approval by WCC Arboricultural Officers will also be required at the final adoption stage.

### **6.19 Suggested Further Reading**

Documents referenced in this part of the Design Guide are indicated below. These and others should be considered to ensure that best practice is being applied in the development of landscape schemes:

- Warwickshire Landscapes Guidelines - [www.warwickshire.gov.uk/landscapeguidelines](http://www.warwickshire.gov.uk/landscapeguidelines)
- BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'
- BS 5489-1:2013 'Code of practice for the design of road lighting - Lighting of roads and public amenity areas with regard to highway trees'
- Guidelines for Landscape and Visual Impact Assessment (GLVIA), 3<sup>rd</sup> Edition
- Wildlife and Countryside Act, (1981)
- Hedgerow Regulations, (1997)
- BS 8596:2015 'Surveying for bats in trees and woodland guide'
- Historic Landscape Characterisation Project - [www.warwickshire.gov.uk/historiclandscapecharacterisation](http://www.warwickshire.gov.uk/historiclandscapecharacterisation)
- Manual for Streets - [www.gov.uk/government/publications/manual-for-streets](http://www.gov.uk/government/publications/manual-for-streets)

- [‘Does money grow on trees?’ \(CABE 2005\)](#)
- ‘Application of Biosecurity in Arboriculture’ Guidance Note 2, (2018)
- The Urban Tree Manual, (Defra publication, 2018)
- Trees in the Townscape, (Trees & Design Action Group), (2021) - <https://www.tdag.org.uk>
- [Trees in hard landscapes- A guide to delivery - https://www.tdag.org.uk \(2014\)](https://www.tdag.org.uk)
- [Trees Species Selection for Green Infrastructure – A Guide for Specifiers, \(Trees & Design Action Group\), \(2019\)](#)
- National Biodiversity Network Database – <https://nbn.org.uk/>
- Forestry Commission ‘Tree protection: The use of tree shelters and guards Guidance and sustainability best practice’ (2020)
- [Local Green Infrastructure Helping communities make the most of their landscape, \(Landscape Institute, 2011\)](#)

Further reading:

- Warwickshire District and Borough Design Guides
- Design Manual for Roads and Bridges, Volume 10
- BS 8545:2014 Trees: from nursery to independence in the landscape
- BS 3998:2010 Tree work. Recommendations
- BS 3936-1:1992 Nursery stock. Specification for trees and shrubs
- BS 4428:1989 ‘Code of practice for general landscape operations (excluding hard surfaces)’
- BS 3882:2015 ‘Specification for topsoil’
- Trees in the Townscape: A Guide for Decision Makers (Trees and Design Action Group)
- NJUG Volume 4 Guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees (National Joint Utilities Group)
- Building Near Trees – NHBC Standards Chapter 4.2 (National House Building Council)

For undated documents, the current edition including any revisions, updates or amendments apply.

# Part 7 Structures

## 7.1 Introduction

### 7.1.1 Objectives of Part

This part of **The Warwickshire Design Guide** shall inform the planning, design, construction and adoption of structures over, under, adjacent to or otherwise affecting;

- (i) the public highway including the carriageway, footway and all verges, or
- (ii) Public Rights of Way

within the County of Warwickshire.

This guidance shall be applied to structures classified as Category 0 or above as defined under The Design Manual for Roads and Bridges Section CG 300: Technical Approval of Highway Structures. This guide shall be applied where it is intended Warwickshire County Council shall become the maintaining authority in the future and those structures which affect the Public Highway but shall remain in private ownership.

Developers and their consultants shall use this guidance to map the processes and consultations required by WCC in the execution of its statutory responsibilities as Highway Authority under the Highways Act 1980 and the role of the Technical Approval Authority for the purposes of Technical Approval of Highway Structures to CG 300.

The guide is structured according to the key stages of the project which are summarised as follows:

<i>Planning Stage</i>	<i>Early consultations to inform Planning Applications for new Structures and Alterations to Existing Structures</i>
<i>Section 278 and Section 38 Processes</i>	<i>Agreeing where responsibilities lie for design, procurement, construction and adoption</i>

<i>Approval in Principle</i>	<i>Agreeing the structural form, materials to be used, design/assessment methodology and technical standards to be applied</i>
<i>Detailed Design and Check</i>	<i>Certification of the Design and Check and Acceptance of the Construction Drawings and Specifications</i>
<i>Construction Compliance</i>	<i>Supervision or Inspection of the Works and Certification that the completed works comply with the standards set out in the AIP</i>
<i>Adoption of New Structures</i>	<i>Process for handing over new structures to the Highway Authority on Completion of Section 278 and Section 38 Agreements</i>
<i>Adoption of Existing Structures</i>	<i>Process for Adopting Existing Structures, currently under private ownership, which affect the Public Highway, or which are expected to affect the Public Highway once new infrastructure has been constructed</i>

The process described in this Design Guide is mapped as a flowchart in Figure 7.1.1 in Annex 7.1.

It is recommended this guidance is read in conjunction with CG 300 which is available from: The Stationery Office (TSO) e-mail: [book.orders@tso.co.uk](mailto:book.orders@tso.co.uk) Online: [www.tso.co.uk](http://www.tso.co.uk). Online viewing of CG 300 and all other Highways Agency Technical Memoranda that comprise the Design Manual for Roads & Bridges (DMRB) is available on the Standards for Highways webpage [www.standardsforhighways.co.uk/dmr/htm](http://www.standardsforhighways.co.uk/dmr/htm)

## **7.2 Planning**

### **7.2.1 Pre-planning Consultations**

As discussed in Part 1.4, early consultation with the Highway Authority is recommended to discuss new structural proposals and to determine whether Technical Approval processes need to be applied. CG 300 sets out a series of Geometric Criteria for the application of Technical Approval processes and these are summarised in Table 7.2.1 in Annex 7.2.



Advance fees will be agreed prior to any consultation and calculated according to the scale of the undertaking. The purpose of these consultations will be:

- To determine the appropriate form of the structure
- To determine the structural category of the structure to CG 300
- To understand the Highway Authority's maintenance requirements if the structure is to be adopted

For Category 0 and 1 structures to CG300 with an estimated construction cost not in excess of £0.5M (not including Bridges), the consultation is optional and may be based upon preliminary general arrangement drawings. As a minimum the design will need to incorporate the following maintenance requirements.

<b>Access for future maintenance and inspection</b>	A designated 1m wide access path from the highway to any visible elements of the structure or associated gullies, rodding eyes, or access chambers which are not directly accessible from the highway. Permanent steps, ramps or level platforms shall be provided where necessary
<b>Parking</b>	Parking facilities to be identified within 200m of the highway

**Table 7.1** Minimum Maintenance Access Requirements for Minor Structures

For Category 0 and 1 structures with an estimated construction cost in excess of £0.5M or any Category 1 Bridge or any Category 2 or 3 structure, consultation is mandatory and will involve preparing a Structures Option Report demonstrating how the preferred structural solution has been chosen and agreed with the Highway Authority. Guidance on the appropriate category for a structure is provided on Table 7.3.1 in Annex 7.3.

### 7.2.2 Structure Options Report

The Designer will need to produce a Structure Options Report (SOR) for the following types of structure:

- Any Category 0 or 1 Structure with an estimated construction cost in excess of £0.5M
- Any Category 1 Bridge Structure
- Any Category 2 or 3 structure

The structure and content for the Structures Option Report shall be agreed in advance with the Highway Authority before it is commenced. As a minimum, the report shall be produced in accordance CG 300 Appendix O, supplemented by the following:

- A description of the existing site and the design constraints including ground conditions
- Technical Options Appraisal of structural forms including structural geometry and proposed foundations
- A summary of technical standards to be applied and departures from standard required
- Qualitative Impact Assessment of traffic disruption on the network during construction
- Vehicle and pedestrian restraint requirements
- Utilities apparatus to be protected or diverted
- Whole Life Cost Appraisal
- Health and Safety and Environmental Risk Register
- Project Delivery Programme
- Future maintenance requirements, including the facilitation of future maintenance and inspection activities. As a minimum the design will need to incorporate the following maintenance requirements as in the table below.
- Maintenance access including clearances, headroom, maintenance strips, wayleaves, space requirements for temporary structures e.g., bailey-bridges, etc.

<b>Access for future maintenance and inspection</b>	A designated 2.5m wide access track from the highway to any visible elements of the structure or associated gullies, rodding eyes, or access chambers which are not directly accessible from the highway. Gradient of the access track to be no greater than 1 in 20
<b>Access for maintenance of drainage systems</b>	A designated 1m wide access path from the highway to gullies, rodding eyes, or access chambers associated with the structure
<b>Parking</b>	Parking bay shall be provided within 100m of a structure
<b>Headroom</b>	Where access is required to inspect and repair interiors and soffits a minimum headroom of 2m will be required
<b>Security</b>	A lockable field gate shall be provided at the entrance of the access track adjacent to the highway
<b>Access to watercourses</b>	For structures over watercourses a designated 2.5m access track shall be provided from the highway to a suitable launching and berthing location at the water's edge

**Table 7.2** Minimum Access Requirements for Major Structures

A suitably experienced and competent civil engineering design engineer should be appointed to produce the Structure Option Report. Alternatively, for an agreed fee the Warwickshire County Council Bridge and Structural Design Team can also provide this service.

The Structure Options Report must be submitted for acceptance by the Highway Authority and later included with the Planning Application.

### **7.2.3 Existing Structures**

Where the project affects an existing structure the Highway Authority must be consulted on the proposals before a Planning Application is submitted. This includes any project which requires the widening, improvement, repair (where structural integrity may be affected), change of use, highway layout or loading or demolition of an existing highway structure. The purpose of the consultation is as follows:

- To request existing records of inspections, assessments and as-constructed information, if available. Charges may apply
- To identify known restrictions e.g., weight limits, listed status, existing defects, presence of utilities, etc which could affect the proposals
- To carry out a Structural Review and agree Assessment Requirements
- To agree the appropriate form of any alterations or establish the brief for a Structure Options Report
- To determine the structural category of the proposals or assessment to CG 300
- To understand the Highway Authority's future maintenance requirements

For all existing structures, consultation with the Highway Authority shall include a Structural Review to CS 451 to be prepared by the developer or their consultants and submitted for approval by the Highway Authority. This shall set out the requirements for inspection and assessment of the affected structure as necessary to inform the development of structural proposals. If existing records of inspections and assessments are available and provide information that is current and sufficiently comprehensive to adequately inform the development of the design, then this could negate the need for further inspection and assessment work to be undertaken.

Where the proposals affect a Category 1 Bridge or Category 2 or 3 structure, similar to that noted above, a Structure Option Report will be required to establish the preferred solution for acceptance by the Highway Authority. Guidance on the appropriate Category for a structure is provided in Table 7.3.1 in Annex 7.3. For further details of the minimum requirements for a Structure Option Report, please refer to 7.2.2 of this guide. However, the Highway Authority should always be contacted in advance to agree the brief for the Structure Option Report before work on it commences.

#### **7.2.4 Planning Consultations**

Information submitted with Planning Applications will be reviewed by the Highway Authority as a statutory consultee. If the proposals are to construct a large structure i.e., Category 2 or 3 to CG 300 or if they affect an existing large structure and have not been subject to a rigorous Structure Option Report, the Highway Authority are likely to object to the proposals.

Where an existing structure is to be altered significantly or extended beyond its existing footprint and elevation, a Planning Application will be required. If the Highway Authority have not been consulted on proposals which alter or affect an existing structure, the Highway Authority is likely to object at the planning stage. Similarly, if proposals affecting an existing large structure i.e., Category 2 or 3 to CG 300 are not supported by an accepted Structure Option Report, the Highway Authority is likely to object to the proposals.

For Category 2 and 3 structures, where there is already an approved Structure Option Report, it should not be assumed that planning consent is guaranteed. As part of planning consultations, the details of the proposed structure will be reviewed by other authorities separate from the Highway Authority, who may have different views on the form and aesthetics. For example, Historic England, the Local Planning Authority, or the Local Conservation Team with jurisdiction at the location of the structure, may have different opinions about the proposed form of a new bridge and whether the materials and finishes of the parapets and cladding are sympathetic to the surrounding environment.

## 7.3 Section 278 and Section 38 Processes

### 7.3.1 The Highways Act 1980

If planning consent is granted, the developer will need to decide upon the appropriate legal framework under which to deliver the project and handover ownership of infrastructure to the Highway Authority as provided for under the Highways Act 1980. In Warwickshire, there are three principal instruments that a developer may employ for these purposes:

<i>Section 38 Agreement</i>	<i>Where the Highway Authority enters into a legal agreement with a developer to adopt a structure provided it has been constructed to a specified standard and to the satisfaction of the Highway Authority.</i>
<i>Section 278 Agreement</i>	<i>Where the Highway Authority enters into a legal agreement with a developer (in order to facilitate development) for the developer to pay for the construction or modification of a structure by the Highway Authority on the existing highway network.</i>
<i>Minor Section 278 Agreement</i>	<i>Where the Highway Authority enters into a legal agreement with a developer (in order to facilitate development) for the developer to construct or modify a minor structure on the existing highway network to a specified standard and to the satisfaction of the Highway Authority.</i>

Further information on entering into the relevant Agreement is described in Part 2 and Part 10 of this Design Guide.

On entering into a Section 278 Agreement involving the construction of a new highway structure, it is recommended the developer facilitates a risk workshop in order to properly understand the potential financial risks during construction and to inform suitable contingencies.

## 7.4 Technical Approval: Approval In Principle (AIP)

### 7.4.1 Technical Approval

Included amongst the conditions attached to the planning decision for a new or modified structure, there is a requirement for it to be Technically Approved. Technical Approval processes for new structures are required to comply with CG 300.

All structures which support, form part of, or affect the public highway or other Public Rights of Way will require Technical Approval to CG 300 by the Technical Approval Authority, Warwickshire County Council. Under CG 300, structures requiring Technical Approval include all those that are situated wholly or partly within; under, or over the existing or proposed highway and which exceed defined geometric criteria.

Where the project affects an existing highway structure, any resulting assessment will also be subject to Technical Approval processes described in CG 300. Typically, an assessment of an existing structure will be required under the following circumstances:

- Works are to be undertaken to the structure that affect structural integrity, whether refurbishment, maintenance or strengthening
- The use of the structure will change exceeding the loading for which it was originally designed or previously assessed
- The use of the structure will change without exceeding the loading for which it was originally designed or previously assessed, but the condition of the critical structural elements has subsequently deteriorated to the extent that a reassessment is required.

For a detailed summary of the types of structures which require Technical Approval under CG 300, refer to Table 7.1.1 in Annex 7.1.

At various stages of the Technical Approval process, the developer or their design consultant is required to submit information to the Technical Approval Authority for approval. The stages of the process are listed below and described in greater detail in the following sections of this guide.

<i>Approval in Principle</i>	<i>Agreeing the structural form, materials to be used, design/assessment methodology and technical standards to be applied</i>
<i>Detailed Design/Assessment and Check</i>	<i>Certification of the Design and Check and Acceptance of the Construction Drawings and Specifications</i>
<i>Construction Compliance</i>	<i>Inspection and Certification of the Works</i>

It is to be noted that, depending upon the quality of the submissions and complexity of the project, the time required to complete the Technical Approval processes can vary.

#### **7.4.2 Determining the Structural Category**

Before preparing the Approval in Principle submission, the Technical Approval Authority should be consulted to agree the structural category as defined in CG 300. The geometric criteria for determining the structural category are presented in detail in Table 7.3.1 in Annex 7.3. However, where any of the following criteria apply, the structure is automatically designated as Category 3

- (i) Any structure designed to have high structural redundancy
- (ii) Any structure possessing unconventional, novel or esoteric design aspects
- (iii) Any structure with a span exceeding 50m
- (iv) Any structure with a skew exceeding 45°
- (v) Any structure with difficult foundation problems

For lighting columns, traffic sign/signal posts, cantilever masts for traffic signals and/or speed cameras, masts for camera, radio and telecommunication transmission equipment and other high masts, the structural category will be affected by the exposure conditions at the location of the structure. The exposure conditions referred to in Table 7.3.1 in Annex 7.3 are defined in CD 345 as follows:

Within the United Kingdom, very exposed sites are defined as:

- (a) sites at high altitude, above 250m
- (b) sites within 5km from the coast
- (c) sites subject to significant local funnelling

### **7.4.3 Approval in Principle (AIP) Document**

The purpose of this submission is to agree the form of the proposed structure, choice of materials, details of the principal elements, traffic loadings, technical standards to which it will be designed, category of the design check and to identify buildability and sustainability issues and Health and Safety risks.

The Approval in Principle (AIP) document should be submitted before the detailed design of the structure or the assessment and detailed design of alterations commences. However, in some circumstances, this can be undertaken retrospectively with the agreement of the Technical Approval Authority (TAA).

The format and layout of the document should follow the appropriate pro-forma set out in Appendix A of CG 300. Any deviation from this format should be agreed with the Technical Approval Authority first.

When preparing the AIP Document, the designer/assessor should refer to the AIP Guidance Notes provided in Annex 7.4. The designer/assessor may request an example of an AIP for a similar approved structural design or assessment from the Technical Approval Authority as a useful reference to help inform the content and quality of their submission. The Technical Approval Fee Estimate outlined in Section 7.2 is sufficient for up to three reviews of the AIP Submission by the Technical Approval Authority. If further reviews are required, the Technical Approval Authority will request additional fees to be paid in advance before the process resumes.

The Approval in Principle is valid for three years from the date it is signed by the TAA. If the construction has not commenced within this period, the AIP shall be reviewed by the designer against current standards and amended as necessary. The document shall be submitted to the Technical Approval Authority for review and acceptance as if it were a new submission.

### **7.4.4 Technical Standards Applied in Design**

The standards to be used on the detailed design shall be listed in the Technical Approval Schedule appended to the AIP document. A standard list of technical standards relevant to highway structures projects can be obtained free of charge on the DMRB website.

Warwickshire County Council's policy is that highway structures should comply in all respects with the following technical standards and guidance:



- Eurocodes and associated National Annexes
- BSi published guidance
- Execution Standards referenced in British Standards and Eurocodes
- Product Standards reference in British Standards and Eurocodes
- British Standards
- The Manual of Contract Documents for Highway Works
- The Design Manual for Roads and Bridges
- Interim Advice Notes Issued by National Highways
- CIRIA Published Guidance

Any proposal to depart from these standards must be justified and agreed with the Highway Authority by applying for a relaxation or a formal Departure from Standard. For further information on Departures, see *Annexures 2.3 and 2.5*. The designer should consult with the Technical Approval Authority where there is conflict or ambiguity between different applicable standards.

#### **7.4.5 Drawings Accompanying the AIP**

As a minimum a general arrangement drawing is to be included in the AIP and shall include the following:

- A location plan of the structure showing the structure in relation to the nearest town or village
- A further larger scale location plan should also be provided to show the location of the structure within a new development if applicable, and where appropriate, the nearest existing highway affected by the works
- The position of the existing and proposed highway boundary
- The structural form, including articulation
- The obstacle to be crossed, including clearances
- The geometry of principal structural elements including initial section sizes
- The preliminary substructure proposals
- Proposed construction materials
- Existing and proposed ground levels
- The proximity and effect of the proposals on any existing highway structure
- If applicable, the structural elements to be later adopted by the Highway Authority shall be highlighted
- The features that ensure long-term durability e.g., waterproofing, drainage, joint details, etc.

Further details may be requested by the Technical Approval Authority.

#### **7.4.6 The Idealised Structure Diagram**

For Category 0 or 1 Structures, the Idealised Structure Diagram shall define the geometry of the simplified critical section to be used for analysis as well as the forces and pressures to be applied.

For Category 2 or 3 Structures this is to be supplemented by visualisations of the structural models input to the analysis software.

#### **7.4.7 Geotechnical Information**

For Category 1 structures, the AIP shall include relevant extracts of a Ground Investigation Report factual and interpretative geotechnical report, or if this is not available, the soil parameters that will be used in the detailed design whether based upon assumptions or supported by factual geotechnical data. For Category 2 and 3 Structures, the AIP shall include a Geotechnical Design Report.

#### **7.4.8 Temporary Works**

Sufficient consideration will need to be given to the buildability of a new structure to understand the nature of any temporary works required to enable the construction and for these to be identified in the AIP. Once a contractor and Temporary Works designer have been appointed, the Temporary Works design will in turn will require Technical Approval to CG 300 prior to construction. The process for submitting Temporary Works AIPs to the Technical Approval Authority is identical to permanent works AIPs. However, please note there is a specific Temporary Works AIP pro forma in CG 300. Developers and their contractors will need to allow for a minimum of six weeks in their construction programme for Temporary Works AIPs to be submitted, reviewed, commented on and approved prior to construction. Please note the duration of the approval process may be extended if multiple reviews and revisions of the documents are required to achieve approval.

#### **7.4.9 Future Maintenance Requirements**

For all structural categories, the pro forma Approval in Principle in CG 300 requires details on provisions made for enabling future inspection and maintenance activities. Access to the elevations and, where appropriate, the interior of the structure will need to be considered. Safe routes will need to be identified from the highway to the various structural elements, whether by foot or by vehicle, highlighting the necessity of specialised access equipment and risks associated with confined

spaces and working at height. To enable access for inspections and maintenance, it may be necessary to gain access to private land. An easement or license will need to be established with the affected landowner permitting access for inspection and construction working space for future maintenance activities.

#### **7.4.10 Submission Requirements**

The signatory to the AIP must be a Chartered Engineer with suitable relevant experience. Where multiple design organisations are involved in the scheme, it is preferred that a single signatory takes responsibility for the collective submission. If this is not achievable, the Technical Approval Authority should be contacted to agree alternative arrangements before the AIP is submitted.

Documentation can be submitted to the Technical Approval Authority either in paper form with an ink signature or as a .pdf file with an electronic signature. Once signed by the TAA, the developer or their consultant will receive a .pdf copy of the signed document via email. If the developer or their consultant wish to receive approved hard copies of the AIP document signed in ink by the TAA, they must submit sufficient hard copies, as necessary.

### **7.5 Technical Approval: Detailed Design / Assessment and Check**

Once the AIP Document is signed off by the Technical Approval Authority, the developer may commission their design consultant to proceed with the detailed design/assessment in accordance with the agreed parameters in the Approved AIP Document and the production of the construction drawings and specifications.

The completed design information will then be subject to a formal check. The Structural Category to CG 300 will determine the type of check to be performed on the design calculations, drawings and associated reinforcement schedules. Table 7.3 below sets out the Design/Assessment Check Criteria in CG 300.

<b>Structural Category</b>	<b>Design Check Criteria</b>
Category 0	An independent Check by another engineer from the Design/Assessment Team
Category 1	An independent Check by another engineer from the Design/Assessment Team
Category 2	A Check by a Check Team which may be from the same Organisation but must be independent of the Design/Assessment Team
Category 3	A check by a Check Team from a separate Organisation proposed by the Designer or Assessor and Agreed by the TAA

**Table 7.3** Design/Assessment Check Criteria

The Design/Assessment Team will address any issues or comments raised by the Check Team. Once agreement has been reached that the design or assessment is accurate, satisfies the relevant standards and the design has been accurately translated to the construction drawings and bar bending schedules, the Design/Assessment and Check Certificates can be prepared and submitted to the TAA.

### **7.5.1 Design/Assessment and Check Certificates**

The format and layout of the certificates must follow the appropriate proforma set out in Appendix A of CG 300. The wording of the certificate may vary depending upon the Category of Structure and whether it is a design, assessment or check that is being certified. Any deviation from the standard format and wording must be agreed with the Technical Approval Authority before submission, otherwise, it will be automatically rejected. Each Design/Assessment and Check Certificate shall include the CDM Principal Designer as signatory.

Accompanying the submission of the certificate(s) the developer shall provide:

- Construction drawings, accompanying specifications and reinforcement schedules
- A copy of the structural design or assessment calculations
- A copy of the Geotechnical Design Report for the structure

- A copy of the Topographical Survey
- Where the works affect the existing highway, a copy of the Ground Penetrating Radar Survey and records of utility trenches to investigate unidentified apparatus
- Where the works affect an existing structure, a copy of the Inspection and Assessment Reports

### **7.5.2 Design Review for New Structures and Modifications to Existing Structures**

The Technical Approval Authority shall carry out a formal review of the information submitted with the Design and Check Certificates. The purpose of the review is:

- To ensure the construction drawings and accompanying specifications are consistent with the Approved AIP Document and comply with the relevant Technical Standards
- To capture ambiguous or incomplete information that would have a cost implication for Section 278 Works
- To identify materials, components or details that could adversely affect the buildability or quality of the construction or ease of future maintenance
- To inspect the design/assessment calculations to ensure they comply with the AIP

Any inconsistency or inaccuracy shall be brought to the attention of the Design/Assessment Team and must be addressed before the certificates will be signed by the TAA. The TAA do not accept any liability or errors in the information that has been reviewed.

### **7.5.3 Submission Requirements**

The signatories to the Design and Check Certificates must be Chartered Engineers with suitable relevant experience. Where multiple design organisations are involved in the scheme, each must provide a signature on the certificate. The certificate will therefore need to clearly distinguish which the elements of the structure were designed by the respective design organisations. A principal of the lead design organisation must sign the certificates and take responsibility for the collective submission. If this is not achievable, the Technical Approval Authority should be contacted to agree alternative arrangements before the certificates are submitted.

The Design and Check Certificates can be submitted to the Technical Approval Authority either in paper form with an ink signature or as a .pdf file with an electronic signature. Once signed by the TAA, the developer or their consultant will receive a .pdf copy of the signed document via email. If the developer or their consultant wish to receive an approved hard copy of

the certificates signed in ink by the TAA, they must submit sufficient hard copies, as necessary. Supporting information should be submitted electronically.

For new highway structures or modifications to existing highway structures, the Design and Check Certificates are valid for a period of three years from the date that the AIP was signed off. If construction has not commenced before the AIP and the Certificates expire, the design and check certificates shall be resubmitted with reference to an updated AIP document.

## **7.6 Technical Approval: Construction Compliance**

Construction shall not commence until the AIP and Design/Assessment and Check Certificates have been signed by the Technical Approval Authority. The Technical Approval Authority will not accept certificates for Technical Approval for structures that have already been constructed. For details of how to seek adoption of an existing structure, refer to 7.7 Managing Geotechnical Risk to CD 622 below.

During construction, WCC as the Highway Authority and Technical Approval Authority will monitor the quality of the construction with in situ inspections and/or supervision. The inspection or supervision regimes will vary depending upon which process is being used to deliver the works under the Highways Act 1980.

### **7.6.1 Site Inspection by the Technical Approval Authority under a Section 38 Agreement or Minor Section 278 Agreement or of a Privately-owned Structure**

At the start of the Construction Phase, the developer or their consultant is required to provide the Technical Approval Authority with a construction programme. The Technical Approval Authority will organise the inspection of the works as required to confirm that the quality of construction meets the standards set out in the AIP and, where appropriate, the structure is suitable for adoption. During construction, the developer and their contractor will be responsible for facilitating safe and comprehensive access to the works to enable the Inspector to perform this role. For Category 2 or 3 Structures, the developer and their contractor will be required to provide a furnished office and a site vehicle on site for use by the TAA Inspector.

If the works are being constructed under a Section 38 Agreement, a Minor Section 278 Agreement or a Third-Party Contract, the Highway Authority is not party to the construction contract. It is therefore the responsibility of the developer to appoint an independent Work's Examiner in accordance with CG 300, who shall ensure the works are constructed to the required

standards set out in the AIP. Before construction commences, details of the independent Work's Examiner which demonstrate their competence to perform the role, are to be provided to the Technical Approval Authority for their acceptance. For Category 2 or 3 structures, the Works Examiner shall be a Chartered Engineer with suitable relevant experience. During construction, the Works Examiner will carry out and document inspections of the works recording their findings. These are to be included in the maintenance manual.

The developer will need to establish and advise the TAA on the appropriate channels of communication through which to raise any comments or concerns regarding the quality of the construction so they may be dealt with in a timely fashion and resolved without adversely affecting the quality of the completed works. Ultimately, the acceptance of the Construction Compliance Certificate will depend upon the findings of the site inspections by the TAA during construction and where necessary, agreement on the appropriate rectification of defects and non-compliance with quality standards.

On completion of the works, the CDM Principal Designer appointed by the Developer will need to compile the CDM Health and Safety File.

The contents of the CDM Health and Safety File are set out in The Design Manual for Roads and Bridges: CD 302

### **7.6.2 Procurement of Works Delivered under a Section 278 Agreement**

WCC deliver Section 278 works using the WCC Construction Framework. The developer can either opt for a competitive tender or engage with a single Framework Contractor to agree a price. If the developer chooses the latter option, WCC will invite a single tender under the Framework from that contractor to establish a legally binding Call-off Contract.

The WCC Construction Framework uses the NEC3 ECC Option A Contract. Further details of the contractual terms and the division of contractual risk are provided elsewhere in Part 10 of this Design Guide.

### **7.6.3 Construction Contract Roles and Responsibilities for Works Delivered under a Section 278 Agreement**

Warwickshire County Council will act as the NEC Employer and shall retain discretion over the appointment of the NEC Site Supervisor and the NEC Project Manager. The developer may propose a suitable appointment to perform the commercial aspects of the NEC Project Manager role and retain oversight of construction costs. Please note however the NEC Project Manager is the Employer's appointment and under the NEC ECC Contract the NEC Project Manager is required to act fairly and impartially. If the NEC Project Manager fails to adequately perform the role or behaves in a manner which breaches the

terms of the contract to unfairly protect the developer's interests, WCC shall appoint a new NEC Project Manager. See Part 10 for more details.

#### **7.6.4 Other Roles and Responsibilities for Works Delivered under a Section 278 Agreement**

At the start of the construction phase, the responsibilities of the CDM Client will be transferred from the developer to WCC and updated on to the HSE (Health and Safety Executive) F10 form accordingly.

During construction, the developer is required to ensure the continuity of the CDM Principal Designer role to ensure that Health and Safety risks are appropriately managed in respect of any design changes and to prepare the CDM Health and Safety File on completion of the works.

Where the design has been produced by a third-party Design Consultant employed by the developer, the services of the designer are to be retained during construction to answer technical queries and if necessary, implement any design changes required along with the associated changes to the Works Information.

Under a Section 278 Agreement, the NEC Site Supervisor Role performed by WCC shall incorporate the responsibilities of the Work's Examiner and certify the quality of construction meets the standards set out in the AIP and any additional checks and inspections required by the Highway Authority to ensure that the structure is suitable for adoption.

#### **7.6.5 Submission Requirements**

On completion of the works, the Construction Compliance Certificate will be signed by the contractor and the Works Examiner. For works delivered under a Section 278 Agreement, the Work's Examiner will be the WCC NEC Site Supervisor. For privately-owned works or works delivered under a Section 38 or Minor Section 278 Agreement, this will be the Developer's Independent Work's Examiner. Please note, for Category 2 or 3 structures, the signatories for the contractor and the Developer's Independent Work's Examiner shall be Chartered Engineers with suitable relevant experience. The certificate is then submitted to the Technical Approval Authority for acceptance. Please note the Construction Compliance Certificates are valid for a period of three years from the date the Certificate was signed by the TAA. If the adoption process is not complete before the certificate expires, then the process for adopting an existing structure will be applied.

The format and layout of the certificate should follow the appropriate pro forma set out in Appendices I to N of CG 300. Any deviation from this format should first be agreed with the Technical Approval Authority.



Accompanying the submission of the certificate the Developer shall provide:

- The As-constructed drawings
- A Maintenance Manual including the CDM Health and Safety File. The contents of the Maintenance Manual are provided in Annex 7.6
- The complete set of design calculations, separately bound for each structure, with all sections of the design separately titled and indexed with page numbers

For works constructed under a Section 38 Agreement where the Developer is responsible for construction quality management, the Developer's Independent Work's Examiner will need to be suitably empowered to effectively manage the quality of the construction and provide their assurance of the quality of the finished works by signing the Construction Compliance Certificate.

Documentation can be submitted to the Technical Approval Authority either in paper form with an ink signature or as a .pdf file with an electronic signature. Once signed by the TAA, the developer or their consultant will receive a .pdf copy of the signed document via email. If the developer or their consultant wish to receive an approved hard copy of the certificates signed in ink by the TAA, they must submit sufficient hard copies, as necessary.

## **7.7 Managing Geotechnical Risk to CD 622**

In parallel with the Technical Approval Process, the Technical Approval Authority shall also act as the principal point of contact for processes associated with Managing Geotechnical Risk to CD 622. Under this standard, the developer must demonstrate that geotechnical risk is appropriately managed and certified by the TAA through the design and construction phases by following the procedures described in the standard. These are to be implemented during the process of planning and reporting ground investigations and during the planning, design and construction of geotechnical works affecting the highway. However, where it is clear from the outset of a project that no geotechnical design or construction activities are necessary, then it can be assumed that the CD 622 process will not apply.

### **7.7.1 Designer's Geotechnical Advisor**

It is the responsibility of the developer and their design consultant to appoint the designer's Geotechnical Advisor to oversee and act as focal point for the planning, procurement, interpretation and implementation of the geotechnical aspects of the project. The appointed person will be a geotechnical engineer with experience appropriate to the project being undertaken and with the experience and qualifications of a Geotechnical Designer as described in the Site Investigation in Construction Series Documents, published by the Institution of Civil Engineers. Details of the appointment shall be submitted to the TAA for their acceptance.

The Technical Approval Authority shall appoint their own Geotechnical Advisor to review and approve documents submitted by the developer.

### **7.7.2 The CD 622 Process**

To ensure that geotechnical risks are identified and correctly managed, CD 622 requires the developer and their design consultant to follow a sequence of geotechnical design processes through planning, design and construction. At each stage information and certificates will be submitted to the Technical Approval Authority who will comment on and/or approve the submitted documents subject to the guidance of their Geotechnical Advisor.

### **7.7.3 Geotechnical Classification**

Depending upon the complexity of the proposed geotechnical works and the geotechnical risk implications to Health and Safety, CD 622 requires that all projects have their geotechnical classification established with reference to the geotechnical categories given in BS EN 1997-1 and that this classification is reviewed when appropriate. Table 7.4 below outlines the principal criteria by which the Geotechnical Category is determined. Please note these categories do not correspond to the Structural Categories defined in CG 300.

Geotechnical Category	CD 622 Criteria
<b>Category 1</b>	<ul style="list-style-type: none"> <li>• Small simple structures, earthworks and geotechnical activities</li> <li>• Qualitative Geotechnical Investigations and Local experience</li> <li>• Negligible Geotechnical Risk associated with stability, ground movements and ground conditions (only where there are no excavations below the Water Table or where comparable local experience indicates that a proposed excavation below the Water table will be straightforward)</li> </ul>
<b>Category 2</b>	<ul style="list-style-type: none"> <li>• Conventional structures, earthworks and geotechnical activities</li> <li>• Quantitative Geotechnical Data and Analysis with routine field and laboratory testing</li> <li>• No exceptional Geotechnical Risks, unusual or difficult ground conditions or structural loading</li> </ul>
<b>Category 3</b>	<ul style="list-style-type: none"> <li>• Very large or unusual structures and earthworks and complex geotechnical activities</li> <li>• Quantitative Geotechnical Data and Analysis with bespoke field and laboratory testing, if necessary</li> <li>• Abnormal Geotechnical Risks or exceptionally difficult ground conditions</li> </ul>

**Table 7.4** The CD 622 Process: Geotechnical Categories

#### 7.7.4 Geotechnical Reporting Requirements

Once the Geotechnical Category has been agreed, the developer's designer guided by the designer's Geotechnical Advisor shall then progress through the CD 622 process producing and submitting to the Technical Approval Authority for approval of the sequence of reports. The scope of each report and direction to the relevant pro forma provided in Appendices of CD 622 are summarised in Table 7.5 below.

	<b>Scope</b>	<b>Format</b>
<b>Statement of Intent</b>	A letter or statement which includes a preliminary assessment of the scope of geotechnical activities involved in the project, identifying known or suspected geotechnical risks, establish the preliminary Geotechnical Risk Register and to state the scope, purpose, estimated programme and cost of initial geotechnical assessments	CD 622 Appendix C
<b>Preliminary Sources Study Report (PSSR)</b>	A desk study including site reconnaissance, the Geotechnical Risk Register, risks, an appraisal of implications and feasibility of all scheme options	CD 622 Appendix D
<b>Ground Investigation Scope Report (GISR)</b>	The exploratory investigation described in the GISR shall gather geotechnical and geoenvironmental data in those areas where the provision of extra data reduces the geotechnical risks.	CD 622 Appendix E
<b>Ground Investigation Report (GIR)</b>	Presentation and evaluation of all available geotechnical information including factual data and test results produced from a ground investigation undertaken by a specialist contractor stating the assumptions made in the interpretation.	CD 622 Appendix F
<b>Geotechnical Design Report (GDR)</b>	The Designer's detailed report on their interpretation of all the investigations and the design of the geotechnical elements of the project	CD 622 Appendix G
<b>Special Geotechnical Measures (SGM)</b>	The Designer's detailed report on their interpretation of all the investigations and the design of strengthened earthworks elements	CD 622 Appendix H
<b>Geotechnical Feedback Report (GFR)</b>	A record of location and nature of materials encountered and utilised based upon construction data; problems encountered on site and their solutions.	CD 622 Appendix I

**Table 7.5** The CD 622 Process: Key Documents

### **7.7.5 The Relationship between CD 622 Geotechnical Process and CG 300 Technical Approval Process**

Whilst CG 300 and CD 622 describe separate processes which run in parallel during the life of the project, the Technical Approval Authority recognise there is a relationship between them. To establish a consistent approach, it is the policy of the TAA the approval of Technical Approval Certification will be subject to the completion and certification of specific Key Stages within the CD 622 process. These requirements are set out in greater detail in Table 7.5.1 in Annex 7.5.

### **7.7.6 Submission Requirements**

Geotechnical Certificates can be submitted to the Technical Approval Authority either in paper form with an ink signature or as a .pdf file with an electronic signature. Once signed by the TAA, the developer or their consultant will receive a .pdf copy of the signed document via email. If the developer or their consultant wish to receive an approved hard copy of the certificates signed in ink by the TAA, they must submit sufficient hard copies, as necessary. Supporting information should be submitted electronically.

Geotechnical Certificates are valid for a period of three years from the date they are signed. If construction has not commenced before the Certificates expire, key documents will need to be reviewed and updated and re-signed by the responsible parties and submitted to the Technical Approval Authority, along with new certificates.

## **7.8 Adoption**

### **7.8.1 Section 38 and Minor Section 278 Process**

The adoption of a new highway structure under a Section 38 Agreement occurs contemporaneously with the associated adoption of the new highway. The legal processes for transfer of ownership, dedication of highways and payment of Commuted Sums for Future Maintenance is explained elsewhere in this Design Guide.

The developer shall be responsible for the inspection, maintenance and repair of the structure following completion of the works, until adoption is complete.

Before the adoption process for a new highway structure can commence the following documents must be in place:

- A signed Construction Compliance Certificate, approved by the Technical Approval Authority
- A Maintenance Manual incorporating the CDM Health and Safety File accepted by WCC Bridge Maintenance, Annex 7.6
- Easements and licenses permitting access to private land to enable future inspection and maintenance activities
- Details of Drainage Outfall Agreements, including rights to maintain drainage assets on private land or private assets serving the highway drainage
- A Principal Pre-opening Inspection Report to CS 450, produced by WCC Bridge Maintenance

Finally, once WCC is in receipt of these documents, the Commuted Sums for future maintenance are paid by the developer and the County Council takes ownership of the completed works.

### **7.8.2 Adoption of Existing Structures**

The adoption of existing structures is agreed through a bespoke agreement of sale. The terms of such agreements are drawn up and agreed between the respective parties on a case-by-case basis. Before considering the adoption of any existing structure, the seller will first demonstrate to the Highway Authority's satisfaction the structure is in use by the public and can reasonably be considered part of the public highway.

The seller will commission Warwickshire County Council Bridge Maintenance to perform a Transfer Inspection in accordance with CS 450 and, where appropriate, a structural assessment to determine the structure is in good condition and working order and has sufficient capacity to support the highway to assessment loading for the classification of the road or footpath carried by it.

The seller will then either agree to remedy any defects identified by the inspection or allow for their remediation within a Commuted Sum for Future Maintenance. The Commuted Sum is calculated in accordance with guidance provided by the Association of Directors of Environment, Economy Planning and Transport (ADEPT) and included within the terms of the associated agreement of sale.

As part of the Agreement of Sale, the developer will be required to provide a Maintenance Manual. Details of the contents of this document can be found in Annex 7.6.

# Part 8 Street Lighting

## 8.1 Introduction

This part of **The Warwickshire Design Guide** provides guidance on the specification for developers and designers as to Warwickshire County Council's requirements for street lighting.

If in any doubt about the following, please contact WCC's Street Lighting team directly at [streetlighting@warwickshire.gov.uk](mailto:streetlighting@warwickshire.gov.uk) as it is better to resolve issues at the design stage than at time of adoption.

## 8.2 WCC Policy Approach

General specification for lighting on adoptable highways, cycleways, and footways.

The County Council's stock of apparatus is maintained on a contract. The Operating Sub-Contractor is Balfour Beatty.

This guidance document summarises the Development Standards for WCC and ensures compliance with the Adoption Required Standards.

Commuted Sums will apply to any non-standard apparatus. Specification details of all such apparatus must be agreed in consultation with WCC's Street Lighting Team prior to installation.

## 8.3 Definitions and Abbreviations

<b>Adoption</b>	When applied to any item of Apparatus, Apparatus which has become the responsibility of the Warwickshire County Council under the terms of its Street Lighting Maintenance Contract.
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<b>Apparatus</b>	Street lighting and off-highway lighting installations and materials which, for the avoidance of doubt and without limitations includes:- lighting points, lighting columns, posts, straight posts (only to the extent used as an additional support for an illuminated traffic sign) together with their respective attachments, luminaires, lanterns, shields, control gear, control devices, switches, relays, meters, illuminated traffic signs, subway lighting, illuminated traffic bollards, Belisha beacons, illuminated pedestrian refuge beacons, school crossing patrol warning lights, flood lighting of monuments and buildings, surface car park lighting systems, wall mounted connection boxes, conduits, surface mounted wiring/cabling, feeder pillars, Authority owned Private Cable Networks and all associated components.
<b>Authority Attachment(s)</b>	Any Authority owned street or traffic signs or sign plate or notices or other equipment and items authorised by the Authority to be attached to Apparatus including (and in the case of illuminated items only) to other structures.
<b>SDD</b>	Standard Detailed Drawings
<b>WCC</b>	Warwickshire County Council
<b>De-Adopted</b>	When applied to any item of Apparatus, Apparatus which is no longer the responsibility of Warwickshire County Council under the terms of its Street Lighting Maintenance Contract.
<b>DNO and IDNO</b>	(a) a distribution network operator and/or (b) an independent distribution network operator within the meaning of Part 1 of the Electricity Act 1989 as amended by the Utilities Act 2000.
<b>Developer</b>	Developer refers to any person or organisation installing lighting or traffic management equipment that it is proposed to maintain at public expense, upon completion of the previously mentioned works.



## 8.4 Technical Requirements – Planning and Design

### 8.4.1 Planning of Developments

Developers and their consultants need to consider street lighting at the earliest opportunity and should consider:

- a) Sustainability - Public realm lighting must minimise CO<sub>2</sub> emissions and future maintenance costs. Efficient lighting is not incompatible with a pleasing street scene. Incorporating advice early in the planning of any development will enable the achieving of correct lighting levels.
- b) Design Codes - Development Design Codes should incorporate a site-specific lighting design brief issued by the Highway Authority. All design briefs will be based on the advice contained in this document. WCC's Street Lighting Team will specify lighting classes for every street and should be consulted early in the process so that detailed advice can be incorporated in the design.
- c) Street Layout - If footpaths and cycle paths are routed separately from the road then they may require separate systems of lighting, with attendant increased energy and CO<sub>2</sub> emissions.
- d) Highway Trees - Integration of street lighting, tree planting and landscaping; these aspects should be developed harmoniously by developers, their design consultants, Local Planning Authorities and the Highway Authority. The height and spread of some trees may conflict with efficient lighting solutions. Combined arboriculture and lighting advice should be obtained at an early stage from all parties before tree positions are agreed.
- e) Ecology and Lighting - Advice on the mitigation of lighting and its ecological impacts should be included in all designs and will be incorporated in development planning briefs.
- f) Non-standard apparatus - Any departure from standard materials will require specific approval by the WCC's Street Lighting Team as part of the technical design approval process. Non-standard apparatus will always incur commuted sum charges.

### 8.4.2 BS5489 and BS EN13201

Lighting designs should be based on the advice given in the current BS 5489-1-2020 *Code of Practice for the Design of Road Lighting (Part 1: Lighting of Roads and Public Amenity Areas)* and the associated current BS EN 13201 Standards.

### 8.4.3 Institution of Lighting Professionals (ILP) Guidance

Designs are to take guidance from the Institution of Lighting Professionals' (ILP) technical reports, professional lighting guides and guidance notes.

### 8.4.4 Environmental Zones and Light Intrusion

Developments should be categorized by Environmental Zones in accordance with ILP *Guidance Note for the Reduction of Obtrusive Light*.

Light intrusion (e.g., into windows) is to be avoided and any apparent issues are to be monitored by the developer in accordance with ILP *Guidance Note for the Reduction of Obtrusive Light*. Lighting designers should produce vertical illuminance calculations where appropriate.

### 8.4.5 Construction, Design and Management Regulations (CDM)

Lighting design must be carried out by appropriately qualified competent persons in accordance with current CDM regulations. See ILP guidance on competencies.

A clear note must be appended to the street lighting layout drawings detailing which of the Highway Electrical Design Procedures was used by the designer – see the HEA Guidance Note "CDM 2015 Regulations / Applicability to Highway Lighting Design.

If a site involves changes to the existing highway network, a solely desktop indicative lighting design is not acceptable.

**Desktop designs are not acceptable for Section 278 or changes to the existing highway.**

### 8.4.6 Hazard Elimination and Management List (HEML)

As defined within current CDM regulations, all risks at construction, maintenance, decommissioning and replacement must be assessed as an integral part of the design process. Guidance on risk assessment and the use of risk matrices is provided

by the Health and Safety Executive. Hazards may include, but not be limited to, highway features and users, underground services, overhead power and telecoms, fuel pipelines, mobile phone masts, waterways, aerodromes, rail infrastructure, etc.

An HEML (Hazard Elimination and Management List) that considers all relevant factors must be submitted with all detailed lighting designs.

**A Hazard Elimination and Management List must be submitted with all detailed lighting designs.**

#### **8.4.7 HSG47**

Designers are to ensure that designs are viable, and the developer should ensure that underground service locations are identified to the designer and designs are based on up-to-date information. Designers are to 'design out' risks where practicable and to ensure that any significant residual hazards are documented and noted on layout drawings - ref HSG47 *Avoiding Danger from Underground Services*.

#### **8.4.8 G39/1**

Designers are to ensure compliance with relevant clearances and processes as detailed in G39/1 Model Code of Practice Covering Electrical Safety in Planning, Installation, Commissioning and Maintenance of Public Lighting and Other Street Furniture.

#### **8.4.9 Approach to Lighting Design**

New designs need to be prepared in sympathy with the local environment.

a) Site-specific design brief – Designs should be based on a site-specific design brief in liaison with WCC's Street Lighting Team.

- b) New sites (e.g., Section 38) - These designs may be derived solely from desktop activity.
- c) Existing roads (e.g., Section 278) – Where a site involves changes to the existing highway network a solely desktop indicative lighting design is not acceptable.
- d) Tying-in with existing highway lighting - The lighting design calculations should demonstrate compliance and consistency in the transition area from the old lighting to the new lighting.
- e) Efficacy of design – Designers need to show the optics chosen have the optimal distribution pattern and flux for the predominant road geometry to light the target area with efficacy in mind, and to minimise unwanted spill light.
- f) Viability of design – Designers should make every effort to ensure designs are viable for construction. For example, with works on existing roads the availability of DNO LV mains supply cables for proposed columns should be ascertained along with the identification of hazards and obstructions (utilities, services, trees, etc.).
- g) Street clutter – Proliferation of street clutter is undesirable. Where possible sign plates may be located on appropriately positioned lighting columns. However, the designer **MUST** check that columns are designed to accommodate the loading from the additional weight & windage of any Authority Attachments **AND** that residual capacity for additional 0.3m<sup>2</sup> signage remains.

#### 8.4.10 Column Height Constraints

Column heights should be considerate of the scale of the street scene whilst allowing energy-efficient design. Column heights are constrained by the road type and environmental context. WCC's Street Lighting Team can advise on each site-specific design brief.

#### 8.4.11 Lighting Layout Drawing

Design drawings are to be supplied at scale of 1:500 and are to be a maximum size of A1, and are to include:

- a) Statement of the design procedure used
- b) Summary of target lighting class(es)

- c) Boundary showing adoptable area and any easements required
- d) Tree planting layout
- e) Vehicular crossovers and driveways
- f) Significant residual hazards
- g) Clearance from columns to hazards to be highlighted
- h) Environmental constraints relevant to lighting
- i) Positions of highway electrical apparatus with lantern aiming
- j) Key/legend – including materials specification with quantities. For each LED lantern these attributes need to be identified: luminaire body, CCT, optic, flux output, system wattage, quantities. Non-standard columns will require accompanying detail drawings
- k) Existing and new unit ID numbers
- l) A schedule of illuminated apparatus, summarising clearance from kerbs, supply cable service type
- m) Where 'private' (non-DNO/IDNO) cable systems are to be used all cable and duct routes are to be shown on detailed design drawings, along with schematic circuit diagrams (supporting calculations will also be required)
- n) Private lighting installed on housing developments in areas adjacent to highway lighting is to be indicated along with a note of the responsible maintenance management companies

As-built drawings should include a summary schedule of revisions.

#### **8.4.12 Maintenance Factors (New Equipment)**

Overall maintenance factors are derived from BS5489 methodology. For an WCC approved luminaire, such as TRT Aspect/Mini, the overall maintenance factor will be + 0.84.

#### **8.4.13 Lighting Design Calculations**

These should be from Lighting Reality with file names that clearly describe the location and should include:

- a) 'User notes/title page notes' – These should describe the target lighting class, include a commentary on the design constraints; explain any deviations from design standards (if necessary, a separate 'designer narrative' document may be produced)
- b) 'Roadway' calculations – These are required to demonstrate compliance, determine optimal spacing and optimal optic choice for the site's predominant road geometries; the original RTMR files are required.
- c) 'Outdoor' calculations – These are also required for illuminance of irregular areas; multiple calculation grids should be provided, with grids confined to relevant discrete areas to minimise any distorting effects on average illuminance values. Luminaires should generally be aimed perpendicular to the adjacent kerb or road centre line. To demonstrate the correlation of design calculations and column positions, the lighting layout drawing with relevant topographic information is to be used as the base drawing within Lighting Reality e.g., when the lighting calculations have been completed the subsequent layout drawing should be re-imported into the RTMA file.
- d) PDF and 'read-only' files (supplied additionally as a record) - These should exclude greyscale, points and unnecessary Isolux contour lines. Masks should not be hidden, and the results should be displayed.

#### **8.4.14 Conflict Areas, Crossings, Traffic Calming, Cycleways**

WCC's Street Lighting Team's approach to the guidance in ILP document PLG02 – *Application of Conflict Areas* is that context is paramount, with each site to be assessed on a case-by-case basis. A conflict area may be limited to the actual conflict and its immediate surroundings:

- a) Roundabouts or complex junctions - The design may be deconstructed into multiple calculation grids, with each conflict area limited to include the area of conflict ahead of the driver and the adjacent area where a conflicting body might approach from.
- b) Zebra crossings – Supplementary lighting should generally be provided to give positive contrast of pedestrians on the crossing as delineated in ILP document TR12 *Lighting of pedestrian crossings*.

- c) Signalised crossings - Are generally not considered to need additional lighting if the existing road lighting is of an appropriate standard. Where crossings are situated within larger conflict areas, designers should create an additional calculation grid to ensure that average illuminance levels at the crossing 'carpet' are not lower than the approaches.
- d) Uncontrolled/Informal crossings – For example new refuge islands – designers should create an additional calculation grid to ensure that average illuminance levels at the crossing 'carpet' are not lower than the approaches; it may be desirable to light these with some element of positive contrast through the standard road lighting, with columns placed equidistant from and in advance of the island (as viewed by the driver).
- e) Traffic calming – Guidance on the lighting of traffic calming features is outlined in ILP document TR25 *Lighting for traffic calming features*.
- f) Cycleways and shared surface paths – Guidance on the lighting of shared surface cycleways is outlined in ILP document TR23 *Lighting of cycle tracks*. Designers should assess cycleways as routes and should aim for good uniformity ( $\geq 0.25$ ); establishing adjacent visibility zones may not always be practicable.

#### 8.4.15 Column Positioning and Clearances

Apparatus positioning should be in accordance with good industry practice to avoid restricting pedestrian movement whilst ensuring the lighting unit can be safely maintained.

- a) Apparatus is to be sited within the highway – Easements will be required where equipment is sited on private land (easement size will as minimum 1.0m x 1.0m concrete mowing block and connected to the highway).
- b) Clearance from carriageway – Are to be not less than the **minimum** defined in Table 8.1. Greater clearances may be desirable. All clearances are to be itemised on detailed design layout drawings. In some situations, where it is necessary to place columns at less than the recommended clearances, a project - specific risk assessment should be carried out.

Speed Limit (mph)	Minimum horizontal clearance
Less than 30	0.8m
40 to 50	1.0m
60 to 70	1.5m
1 - Table derived from BS5489-1:2020, Table-1 (please note that this table refers to 'speed limit' not 'design speed')	
2 - Clearance is subject to other factors, e.g., passive safety risk assessment	

**Table 8.1** - Horizontal Clearance from Carriageway

- c) Footways – Columns should generally be sited at the rear of the footway.
- d) Verges – Where verges are provided between carriageway and footway then columns may be sited in the verge, provided that minimum horizontal clearances are maintained (see Table 8.1)
- e) Clearance from crossovers/driveways – Minimum lateral clearance of 1.0m to the path of any vehicle crossover should be maintained.
- f) Shared surfaces - Residential roads with shared surface arrangements will require careful consideration of column positions; there is currently no framework whereby WCC can adopt columns that are not protected by conventional kerb upstand and clearance from carriageway.
- g) Clearance from buildings – Such clearance as necessary to avoid disturbance to foundations or structures.
- h) Hazards – Columns are to be positioned to avoid conflict with hazards and to allow safe maintenance; working widths for barriers and road restraint systems should be noted.
- i) Door alignment – Column doors should be 'downstream' from adjacent traffic flow (such that opening a door requires a person to face the oncoming traffic)



- j) Boundaries - Ideally columns are to be sited on property boundaries.
- k) Trees – Clearance to trees must be maintained (see Section 8.4.16 below).
- l) Footpaths – Raise and lower columns are to be used where access via MEWP (Mobile Elevated Working Platform) cannot be guaranteed and to be positioned so that apparatus can be safely maintained in the future.
- m) Cycle paths – Columns should be set back a minimum 0.5m clear of cyclepaths such that they do not obstruct overhanging handlebars. As per reference LTP2. Critical distance to fixed objects from Table 8.1 minimum clearances will not be less than 0.75m.
- n) Wall-mounted lanterns - May be considered. Minimum vertical clearances above highway must be maintained. On new developments wall-mounted apparatus requires a Deed of Dedication, not a Wayleave Agreement.

#### **8.4.16 Highway Trees and Lighting**

At an early stage of development planning there should be detailed integration of tree planting layouts and lighting designs; the potential for foliage 'blocking' light distribution should be considered when deciding what species to plant.

- a) Energy efficacy - Of lighting requires that optimal design spacings are achieved and the development of planting plans should be coordinated with lighting design.
- b) Horizontal clearance - Maximum growth of a tree canopy should be >5m from any lantern.
- c) Vertical clearance - In some cases (e.g., with mature trees) it may be possible to locate columns beneath the tree canopy provided that  $\geq 1.6\text{m}$  clearance is kept above the lantern.
- d) Base compartments - And their access doors should not be encroached upon by undergrowth restricting maintenance access.

#### **8.4.17 Ecology and Lighting**

Lighting design of any previously unlit area must consider ecological impacts. All new developments will have an environmental ecology report with Planning Conditions. Lighting proposals should avoid or minimise the potential for impacts on existing or created habitats.

The ILP have resources that assist in ensuring best practice. Lighting designers shall summarise their decisions in relation to significant environmental constraints and in response to Environmental Impact Assessments.

Lighting designers should choose apparatus that has the optimal light distribution pattern for the road geometry, thus, to illuminate only the target area and minimising unwanted spill light in accordance with the ILP *Guidance Note for the Reduction of Obtrusive Light*.

Detailed design drawings should show environmental constraints relevant to lighting (e.g., hedgerows frequented by bats); where constraints apply the detailed design drawings should show appropriate Isolux contour lines (suggested 1.0 lux & 0.2 lux) to demonstrate the extent of spill light.

It may be possible to mitigate lighting impacts, through other measures such as:

- a) Louvres or back shields may be specified.
- b) Light sources may be altered to different colour temperature and spectral distribution.
- c) Reducing the mounting height of lanterns sited near environmentally sensitive areas.
- d) Excluding lighting from areas separated from the road network, from areas at site periphery or from private communal areas.
- e) Positioning lights sensitively – e.g., by avoiding positions at intersecting hedges, bat flight paths etc.

#### **8.4.18 Non-Standard Apparatus and Commuted Sums**

In conservation areas, non-standard apparatus may be deemed to be appropriate by Local Planning Authorities. Departure from standard materials will require the specific technical approval by the WCC's Street Lighting Team. Non-standard apparatus may incur commuted sum charges.

Power supplies should be provided via mains DNO or IDNO networks; with few exceptions private cable networks are considered to be nonstandard and will incur commuted sum charges

#### 8.4.19 Power Supply

The developer is to procure unmetered low voltage electricity supplies for all apparatus (single-phase 230v earthed mains power supply) DNO - by preference, the supply should be from the local/host DNO. Western Power Distribution is the Distribution Network Operator within Warwickshire. Developers are advised to allow sufficient time for liaison with the DNO in advance of works (email [wpdnewsuppliesmids@westernpower.co.uk](mailto:wpdnewsuppliesmids@westernpower.co.uk) ).

- a) IDNO – some developments are served by an electricity supply cable network that is owned by an IDNO (Independent DNO). In this case WCC must be advised of the identity of the IDNO.
- b) Private cable networks – may be specified where mains supply cables cannot be provided – e.g., for apparatus such as illuminated signs sited on traffic islands or for passively safe apparatus (see Section 8.4.28 below). Supporting calculations should be provided. Private cable networks proposed in other circumstances will be likely to incur commuted sum charges (see Section 8.4.18 above).

To commission lighting units, developers will first need to sign an Unmetered Connection Agreement (UmCA) with the host DNO (WPD) and sign-up with an electricity supplier – for more information see [www.ssen.co.uk/ConnectionsYouHaveaChoice/](http://www.ssen.co.uk/ConnectionsYouHaveaChoice/) and [www.ssen.co.uk/UnmeteredConnectionsFlowchart/](http://www.ssen.co.uk/UnmeteredConnectionsFlowchart/)

#### 8.4.20 Electrical Test Data

The developer shall carry out electrical testing of apparatus in accordance with the requirements of the current edition of BS 7671 (the IEE Wiring Regulations) which identifies the electrical testing required for recording results and standard methods of testing.

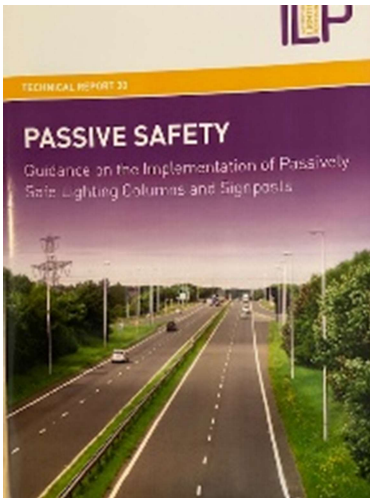
Notwithstanding the requirements of BS 7671, the test certificate for each lighting unit **must be no more than 12 months old** at the time of the initial adoption inspection request.

All test results are to be recorded and presented to the Highway Authority before adoption.

- a) BS 7671 tests for new apparatus shall be in the recommended format for new electrical equipment and include a 'Initial Certification of new installation': recommended e.g., HEA/HERS or IET GN3 Inspection and Testing.
- b) BS 7671 tests for private cable networks shall additionally include: Cable Sheath Insulation Test. Earth electrode Resistance.

Electrical test certificates should be referenced against a named as-built drawing and the column/sign numbers should correlate.

#### 8.4.21 Passive Safety Risk Assessment



For guidance on passive safety classifications and electrical safety standards Lighting Designers should use ILP TR30 'Guidance on the Implementation of Passively Safe Lighting Columns and Signposts'. Apparatus is to be selected in accordance with 'Step 19' of the 'Passive Safety Flowchart' in TR30 and in accordance with the requirements of BS EN 12767:2007 - Table NA1.

For risk assessments, Lighting Designers should not always use the 'Passive Safety Flowchart' from ILP TR30 (please note, TR30 is not intended to provide the definitive answer to every scenario on local authority roads).

For risk assessment of the need for protection of roadside features (and whether passively safe lighting equipment might be appropriate) WCC uses the UK Roads Liaison Group (UKRLG) document 'Provision of Road Restraint Systems on Local Authority Roads' – this uses speed limit and traffic flow criteria to determine which risk assessment method to use.

Traffic Flow (AADT)	Speed Limit (MPH)	Guidance to use	Risk assessment method
>5000	≥50	TD19	RRRAP / TR30 flowchart
>5000	<50	UKRLG	Relevant UKRLG method (A, B, C as appropriate)
<5000	≥50	UKRLG	
<5000	<50	UKRLG	

(Table derived from UKRLG)

**Table 8.2** Applicable methods for determining when a RRS is required

For **street lighting only** schemes on existing roads – e.g., where the Lighting Designer is the Principal Designer – risk assessment should be as follows:

- a) Lighting Designers may use the *TR30 flowchart*
- b) Where criteria show the UKRLG framework applies - use 'Method A – Accident Assessment' from the UKRLG document. If the KSI return is above the value described in Table 3.1 of the UKRLG document, then the designer may consider changes to the existing configuration so that columns/signs are not placed in areas with a high risk of strike.
- c) Other evidence for run-off accidents may also be considered – including site survey and examination of maintenance records for data of historic RTC damage to assets.
- d) The Lighting Designer's risk assessment should list the appraisal factors considered and assumptions made and should include a narrative of decisions taken.

In summary, the design approach should be:

- a) Apparatus is not to be placed in areas with a high risk of strike.

- b) Apparatus at high risk of strike that cannot be protected by a road restraint system (RRS) - or where it is advantageous - may be specified as passively safe type (provided this does not create an additional hazard).

#### **8.4.22 Switching and Telensa Remote Monitoring System**

New lighting will need to be fitted with Telecell nodes to enable their correct switching remotely. WCC specification requirements:

- a) Before adoption, all lanterns are to be commissioned by the Authority with Telensa CMS nodes which allow individual streetlights to be monitored and switched and for light output to be dynamically controlled.
- b) Individual 5PIN Telensa CMS nodes fit into a 7-pin nema socket built into each road lighting lantern. For some specialist lanterns (e.g., subway lighting units) internal nodes are fitted inside the lantern.
- c) The 7-pin nema-socket can accommodate a standard NEMA-type photocell, which could be fitted *temporarily*, allowing installation of the Nodes (if required) at a later date (pre-Adoption); any conventional photocells fitted temporarily should be set to switch on at 35 lux and to switch off at 18 lux.
- d) Each Node is identified by a unique sixteen-digit barcode number. Telensa provides barcode stickers with the apparatus: one sticker is to be mounted in the base of each column (suggested that the top of the supply cut-out should be wiped clean and the sticker affixed) and one sticker on a plan/column NODE installation sheet which the Developer must present to Warwickshire County Council prior to adoption.

For further details contact: Telensa Limited, Iconix 3, London Road, Pampisford, Cambridge, CB22 3EG  
Email [support@telensa.com](mailto:support@telensa.com). Telephone +44 (0)1799 399200.

#### **8.4.23 Standard Detail Drawings**

Details of all current WCC standard detail drawings can be provided by the WCC Street Lighting Team.

#### 8.4.24 Materials – Lighting Columns

WCC's specification for lighting columns is as follows (please note, for passively safe column requirements see Section 8.4.21)

- a) Column types will either be aluminium specified or steel galvanized with protective factory finish plascoat finish to WCC standard detail drawings.
- b) Steel galvanized columns are to be manufactured in accordance with BS EN 40 and PD6547, and with a design life of 50 years.
- c) Steel galvanized columns painting to be Plascoat factory-finish. Finish colour to be RAL7016 Grey- unless otherwise specified. In some areas the use of 'black' or different colour may be specified by WCC.
- d) Aluminium columns to have 76 mm spigot. Columns shall have the following minimum base tube diameter to facilitate electrical equipment to be fitted internally and equipped with a locking flush fitting door complete with separate earth connection to the door and the pole
  - Up to 6 metres - 135-145mm
  - 8 metres and above - 165mm –250mm
- e) All columns shall comply with BS EN40-1, 3 and 6 including Guidance Notes PD 6547 and where specified by the Roads Authority's Representative with the requirements of The Highways Agency Department Standard BD 94/07.
- f) Where there is a requirement for Passive Safety then the documents TD26/04 TA89/05 BD2/05 and EN12767 should be considered.
- g) Columns will be 'post-top' style; outreach brackets may only be specified in agreement with WCC's Street Lighting Team.

- h) Column base-boards at least equivalent to the door size and made of treated hardwood of sufficient size to accommodate all control equipment and service cut-outs; boards shall be positively secured to the column by two flush fitting screws.
- i) Earthing terminal to be 8mm diameter brass terminal with brass washers and nuts.
- j) Where access via MEWP is not guaranteed columns should be mid-hinged.
- k) Standard columns shall be designed to be capable of accepting the loads indicated in this table (if greater loads are required then 'heavy-duty' column design will need to be confirmed with detail drawing and manufacturer's design certificate at the design stage):

Column height/type	Lantern weight	Lantern windage	Sign area	Sign weight	Sign eccentricity	Sign drag coefficient
5/6m post-top	10kg	0.13m <sup>2</sup>	0.6m <sup>2</sup>	5.0kg	0.4m	1.8
8m post-top	11.5kg	0.145m <sup>2</sup>	0.6m <sup>2</sup>	5.0kg	0.4m	1.8
10m post-top	21kg	0.22m <sup>2</sup>	1.0m <sup>2</sup>	5.0kg	0.4m	1.8
12m post-top	21kg	0.27m <sup>2</sup>	1.0m <sup>2</sup>	5.0kg	0.4m	1.8
5/6m post-top "raise & lower"	9.5kg	0.055m <sup>2</sup>	0.3m <sup>2</sup>	5.0kg	0.3m	1.8

**Table 8.3** Wind Loading

- l) Columns to be supplied with manufacturer-applied ground-level / planting depth marker tape affixed to the root/base, and marker tape to be remain attached after installation.
- m) Any sign attachments agreed are to be centred up to 3m above ground level, maximum eccentricity as shown in Table 8.3. No attachments shall be fitted to mid-hinged columns.



- n) Attachments to columns, where agreed, shall be fixed with circumferential clamps of stainless steel AISI Grade 201 with neoprene strips placed under the clamps to prevent damage to the column or its protective coating.
- o) Where planted root columns are not viable a flange base with designed foundation may need to be specified.
- p) The column foundation details shown on WCC standard detail drawings assume poor soil conditions; column manufacturers detail drawings should be cross-checked to ensure all requirements are met.
- q) Column data sheets and manufacturer's standard detail drawing to be provided before adoption.

#### **8.4.25 Materials – Illuminated Signs**

Signing requirements as per the current edition of TSRGD and BS EN 12899-1.

Refer to SDD – Signs and Bollards

WCC specification for illuminated road signs is as follows:

- a) Hot-dip galvanised steel wide base post (in Conservation Areas the finish should match the lighting columns e.g., Black Plascoat colour).
- b) Base-boards at least equivalent to the door size and made of treated hardwood of sufficient size to accommodate all control equipment and service cut-outs and secondary isolators; boards shall be positively secured to the column by two flush fitting screws.
- c) Earthing terminal to be 8mm diameter brass terminal with brass washers and nuts.
- d) Illuminated sign plates to class RA2 BS EN 12899.
- e) Sign light units to be Simmons signs integrated LED LUA or LUB with diecast aluminium body (or similar approved).
- f) Sign light output determined by size of sign plate, as follows: 600mm Ø sign plates 3x1w integrated LUA; 750mm Ø sign plates 6x1w integrated LUA; >750mm sign plates LUB 10x1w LED.
- g) Sign lighting units require an electronic ballast.

#### 8.4.26 Materials - Road Lighting Luminaires

All new developments will use LED TRT Aspect and Aspect Mini luminaires. These will generally be of neutral white colour temperature (4,000°k) though there may be environmental mitigation applications where warm-white (3,000°k) is required. The optimal configuration of lantern body, flux and total LEDs for optimal lifetime energy efficiency is the principal factor in specification.

Notes:

1. Lantern body and canopy to be powder coated.
2. Standard colour RAL9006 Light Grey unless otherwise specified. In some areas the use of 'black' may be specified.
3. Ballast to be electronic and fully dimmable via DALI protocol.
4. Switching – all lanterns to be fitted with Telensa 7-pin nema socket & external 5-pin Telecell node (except Subway and Underpass lighting units and some specialist lanterns which are to be fitted with Telensa internal node).
5. Where asymmetric luminaires are specified (e.g., at a zebra crossing) these are to be of CCT a single step cooler than the adjacent roadway lighting (to be 5700K).

#### 8.4.27 Materials - Internal Wiring of Columns and Signs

Refer to SDD SL400\_1, SL400\_2 and SL400\_3.

DNO supply cables to be terminated in single-phase.

Internal wiring to lantern to be multi-core PVC flexible Artic Grade 2.5mm<sup>2</sup> 3-core outer sheath blue.

Earthing conductor to be 6mm<sup>2</sup> PVC insulated coloured green/yellow; connections to be by bolted crimped terminations.

Internal cabling to be neatly clipped to the base board; all fixing screws to be stainless steel.

Base boards to be securely fixed to column base.

#### 8.4.28 Materials - Passively Safe Equipment

For the risk assessment process to determine the need for passive safety see Section 8.4.21 above.

Apparatus is to be selected in accordance with the requirements of BS EN 12767:2007 (Table NA1) and as outlined in the ILP's TR30 'Guidance on the Implementation of Passively Safe Lighting Columns and Signposts'.

Columns are to be installed in retention sockets (such as NAL) with foundations in accordance with manufacturer's instructions.

Electrical disconnection system to be NAL SIS system. SIS impact sensor to be installed in each item of passively safe apparatus. SIS monitoring unit to be fitted in an above-ground location (lamp column, wide-base signpost or feeder pillar) located outside the clearance zone.

Mains DNO/IDNO supply **may not** be provided with passively safe equipment. For private cable systems, see Section 8.4.29.

#### 8.4.29 Private Cable, Ducting and Feeder Pillars

Refer to WCC 'SDD' - Standard Detail Drawings.

Pillars, ducts and cables are to be used exclusively for street lighting and illuminated signs.

Private cables to be laid in road internal 100mm diameter orange PVC ducts (DNO/IDNO cables only in black duct). Refer to SDD.

Private cables to be laid internal 50mm diameter orange PVC ducts (DNO/IDNO cables only in black duct). Refer to SDD.

Ducting systems to include necessary chambers/draw pits.

Cable ducts below footways to be >450mm below finished level; ducts below carriageways to be >600mm below finished level.

150mm-wide yellow heavy gauge PVC tape marked 'street lighting' to be placed over private cables/ducts.

Cable ducts to be installed with draw cords.

Private cables to be XLPE\SWA\PVC.

All DNO cut outs shall have HRC fuse in pull-out carrier and provision for Live, Neutral and Earth cable connections including a PME link.

All outgoing circuits are to be labelled by an encapsulated schematic drawing detailing the outgoing cable route and the population of lighting units on each circuit.

Feeder pillars to be installed with a minimum of 1.0m<sup>2</sup> hard-standing provided at ground-level in front of the pillar door.

For electrical testing see Section 8.4.20.

## **8.5 Process – Design, Construction, Inspection and Adoption**

### **8.5.1 Preliminary Enquiry**

The developer is to provide drawings showing site location, highway adoptable areas, development phasing, other relevant information including: site specific planning constraints/conditions; LPA (Local Planning Authority) design codes; environmental impact assessments (EIA) and ecology report, presence of amenities such as shops, schools, sports or medical facilities; existing or predicted traffic flow and speed limits, night-time accident data, presence of traffic calming features; confirmation of road surface materials (including reflectance characteristics), etc.

### **8.5.2 Site-Specific Design Brief**

On receipt of relevant information (see 8.5.1) WCC's Street Lighting Team will liaise with the designer and confirm the designers' proposed site-specific design brief indicating a target lighting class and information relevant to achieving the Adoption Required Standard.

Developers and their designers are encouraged to liaise with WCC's Street Lighting Team to ensure designs are progressed in accordance with the site-specific design brief and this design guidance.

### 8.5.3 Lighting Design

The developer is to arrange for the design to be undertaken using the guidance contained in this document and the site-specific design brief.

### 8.5.4 Detailed Design Submission

The following information is to be supplied to WCC with a document register; documents are to be clearly named to identify their contents:

- a) Location plan – to show phases of development (can be included on layout drawing).
- b) Layout drawing – PDF format required, at scale 1:500 maximum size A1.
- c) Hazard elimination and management list.
- d) Lighting design calculations – full RTMA and RTMR files from Lighting Reality to be supplied complete with design commentary.
- e) Site clearance drawing – to show any apparatus (including ID numbers) affected by the works (can be incorporated into the main layout drawing).
- f) Network owner – statement confirming identity of LV supply network owner, whether DNO or IDNO.
- g) Private cable calculations if applicable, output from *Amtech* software, or similar.
- h) Illuminated sign details (if applicable) - details may be shown on the street lighting layout (to include a schedule of sign faces and dimensions, specification of sign light).
- i) Special column requirements (if applicable).
- j) Initial Inventory Information – Inventory Template document will be provided from WCC's Street Lighting Team.
- k) Written confirmation that the submission complies with the *Adoptable Required Standards* e.g., the materials meet the Development Standard current at the agreement date.

### **8.5.5 Ongoing Liaison**

The developer will need to incorporate WCC's comments from design appraisal into revisions, as required, resubmitting proposals for further scrutiny, as necessary. If the proposed highway features are altered, then lighting column positions may need to be reconsidered by the designer.

### **8.5.6 Certificate of Technical Approval**

When the design documents meet the required standards a Certificate of Technical Approval will be issued by the WCC's Street Lighting Team.

### **8.5.7 Changes to the Design**

Any subsequent changes to the agreed design need to be agreed with WCC's Street Lighting Team. In these instances, the developer must supply revised design calculations and drawings.

### **8.5.8 Customer Liaison**

The developer shall ensure prospective purchasers are informed a plan of the street lighting scheme is displayed in the sales office so that purchasers, and existing residents, can be made aware of the impact of lighting units on adjacent properties.

### **8.5.9 HEA Contractors**

Following WCC's certificated approval of the lighting design the developer is to Identify to WCC which accredited (HEA, NICEIC) contractor has been appointed for the street lighting and illuminated sign installation and maintenance works.

### **8.5.10 Existing Apparatus Within the Works – De-adoption**

Any existing apparatus due to be removed or altered will need to be de-adopted from the WCC maintenance contract. The developer must inform WCC's Street Lighting Team no less than 30 business days before the works programmed date by emailing [streetlighting@warwickshire.gov.uk](mailto:streetlighting@warwickshire.gov.uk)

Any existing apparatus which is temporarily made inaccessible for maintenance (e.g., barriered-off) will need to be suspended from the WCC maintenance contract. The developer must inform WCC's Street Lighting Team no less than 30 business days before barriers are installed.

The developer is responsible for maintenance of all apparatus (de-adopted or suspended) within their works until it is formally inspected and handed over to WCC. Maintenance should be in accordance with industry good practice with full records to be kept of any works.

#### **8.5.11 Temporary Lighting/Signing**

Where alterations to the existing highway are proposed the sequencing of works should ensure that the highway remains appropriately illuminated, i.e., that existing lights shall be maintained correctly, and any new lights shall be commissioned before the disconnection and removal of existing lights.

In the event new road alignments are opened to traffic before the commissioning of the new approved lighting, temporary lighting shall be installed.

Temporary lighting shall illuminate the road to the appropriate design class and should not cause adverse impacts to nearby residents or road users.

#### **8.5.12 Column Verification**

To ensure compliance with materials specification the developer should present WCC with column data sheets and ID batch numbers of the columns installed.

#### **8.5.13 Labelling of Apparatus**

All apparatus should be numbered as agreed with WCC's Street Lighting Team - sequentially by named road. If works affect existing roads, then sequential re-numbering of existing apparatus may be required after any road naming and numbering of the adjacent properties is completed.

Where appropriate (e.g., within the 'vicinity zone' of overhead power cables) an 'overhead warning' label should be applied to column shaft. See standard detail drawing.

Where a lighting column or illuminated sign holds the isolation point for an outgoing private sub-circuit then internally on isolator to be marked by indelible ink to identify the apparatus supplied via the private sub-circuit. All SWA private looped sub-circuit to have labelling tags identifying column/sign ID number supplied and ID column/sign number that the looped cable supply feed.

#### 8.5.14 Cable Schematics

Isolation points for any private networks (e.g., feeder pillars or columns and signs with additional outgoing sub-circuits) must have enclosed in the base compartment an encapsulated waterproofed schematic drawing (A3 minimum) detailing the outgoing cable routes and the lighting units on each circuit along with as-laid cable routes.

#### 8.5.15 Electrical Testing

As per the latest edition of BS7671, to include all items of highway apparatus i.e., road lighting, illuminated signs, feeder pillars and private supply cable networks.

#### 8.5.16 Telensa Switching

Lanterns for adoption shall be controlled by the 'Telensa' remote monitoring system – the developer shall liaise with Telensa.

#### 8.5.17 Maintenance before Adoption

The developer's duty of care includes maintenance of lights within the works in accordance with good industry practice and shall include:

- a) Reactive repairs - prompt identification and repair of operational faults, emergency repairs as necessary, and maintaining records of these activities.
- b) Electrical testing – to the requirements of BS7671 all apparatus is to be tested every 6 years. Notwithstanding the requirements of BS7671 the developer will be asked to re-test if a test certificate for each lighting unit is over 12 months old. All test certifications **must be no more than 12 months old** at the time of the initial pre-adoption inspection request.

#### 8.5.18 Records Required Before Pre-Adoption Inspection

The following information is to be supplied with a document register to WCC **prior to inspection**. Documents are to be clearly named to identify their contents:

- a) As-built layout drawing – revised to include agreed changes.



- b) HEML - Hazard Elimination and Management List and/or Designers Risk assessment in accordance and to comply with the requirements of CDM.
- c) Illuminated sign schedule - as appropriate.
- d) Electrical test results – tests to be compliant with BS7671.
- e) Column data sheet or column batch number – including manufacturer, protective system and detail of any Authority attachments.
- f) Telensa node schedule – the reference numbers of the Telensa nodes are to be detailed on a schedule of illuminated apparatus, listed by road and maintenance ID no. – or this may be included on the layout drawing.
- g) Pre-adoption inventory information – blank template provided by WCC’s Street Lighting Team.
- h) Confirmation the handover complies with the Adoption Required Standards (e.g., that the materials meet the Development Standard current at the agreement date and are in a satisfactory defect-free condition).

#### **8.5.19 Pre-Adoption Inspection**

WCC will arrange a thorough initial inspection of apparatus to be offered for adoption. Repeat inspections (after second inspection) will be charged separately. Requests for inspection should be accompanied by the electrical test certificates, node schedule and as-built drawings (in PDF format).

#### **8.5.20. Energy**

Following adoption, the developer is to inform their energy supplier the development is now within the scope of the WCC energy contract.

#### **8.5.21 Document Submissions**

At each stage of the process, developers are to provide the appropriate information, along with a document register (electronic documents should be clearly named to reveal their content). Checklist as follows:

<b>a)</b>	<b>Before WCC provides a Technical Approval Quotation</b>	<input type="checkbox"/>
	Site location plan	
	Draft layout drawings showing the highway adoptable areas clearly indicating <u>extents</u> of scheme, detail of adjoining schemes, site phasing plan	
	Other relevant information – e.g.: ecology reports, design codes, planning conditions, predicted daily traffic flow, etc	

<b>b)</b>	<b>Detailed design submission</b>	<input type="checkbox"/>
	Location plan	
	Lighting layout drawing & specification	
	Hazard Elimination & Management List and/or Designers Risk Assessment incorporating CDM compliance.	
	Lighting design calculations with designer narrative/commentary	
	Site clearance drawing (if applicable; may be in layout drawing)	
	Confirmation of LV supply network owner - host DNO / IDNO	
	Private cable calculations (if applicable)	
	Illuminated sign details (if applicable)	
	Special ('heavy-duty') column requirements (if applicable)	
	Relevant contract documents, schedules & appendices	
	Written confirmation that the design submission complies with the <i>Adoption Required Standards</i>	

<b>c)</b>	<b>Pre-construction</b>	<input type="checkbox"/>
	Confirmation of the identity of the HEA-approved subcontractor(s) engaged by the Developer to carry out street lighting / illuminated sign installation works	
	Confirmation of commencement date of street lighting installation works	

<b>d)</b>	<b>Pre-adoption inspection</b>	<input type="checkbox"/>
	'As-built' version of the lighting layout drawing	
	Hazard Elimination & Management List	
	Illuminated sign details (if applicable)	
	Electrical test results (Date no longer than 12 months old)	
	Column data sheets/batch numbers	
	Telensa node schedule	
	Pre-adoption inventory information (Blank Template provided by WCC Street Lighting Team)	
	Written confirmation that the installation complies with the <i>Adoption Required Standards</i>	

## 8.6 Additional Further Guidance

For any queries about implementing the WCC Street Lighting Guidance Document to your project, please contact the WCC Street Lighting Team at [streetlighting@warwickshire.gov.uk](mailto:streetlighting@warwickshire.gov.uk)

# Part 9 Historic Environment

## Historic Environment design considerations for within road corridors and new developments

### 9.1 Introduction

The Historic Environment is defined in the National Planning Policy Framework (NPPF) as ‘all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora’.

Paragraph 8 of the NPPF sets out how the planning system has three overarching objectives which need to be pursued to help achieve sustainable development. The protection and enhancement of the historic environment is referenced in the third of these objectives, highlighting its role in helping achieve sustainable development:

“an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment...”.

The historic environment is made up of heritage assets. The NPPF defines a heritage asset as being ‘a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the Local Planning Authority (including local listing)’.

Heritage assets range from sites and buildings of local historic value to those of the highest significance (NPPF, para. 184). Some of these may be statutorily protected, for example, Scheduled Monuments, Listed Buildings, Registered Park and Gardens, Registered Battlefields, Conservation Areas etc.

As set out in paragraph 184 of the NPPF, heritage assets 'are an irreplaceable resource, and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations'.

Development can have both direct and indirect impacts on the historic environment. This can range from the disturbance or destruction of archaeological deposits during on-site works, to impacts on the setting of heritage assets within, or in the wider vicinity of, the application site.

This part of **The Warwickshire Design Guide** covers the information an applicant will need to provide with any application submitted to the Highway Authority.

Early consultation with WCC's Archaeological Information and Advice team (AI&A) is recommended.

## 9.2 Historic Environment Impact Mitigation Process

To ensure that any potential impacts on any heritage assets, including archaeological features which survive across the site or in its wider vicinity, are identified and appropriately mitigated, it is recommended developers liaise with WCC's Archaeological Information and Advice team at the early design stage.

Their contact details are:

Archaeological Information and Advice (AI&A)  
Warwickshire County Council  
PO Box 43  
Shire Hall  
Warwick  
CV34 4SX  
(01926) 412276  
Email: [Planningarchaeologist@warwickshire.gov.uk](mailto:Planningarchaeologist@warwickshire.gov.uk)

Advance fees will be agreed prior to any consultation and calculated according to the scale of the undertaking.

All applications where the proposed development involves any groundworks, landscaping, remedial works undertaken to treat poor ground conditions and/or installation of street furniture and equipment, shall either:

- provide a letter from the WCC Archaeological Information and Advice team confirming that either:
  - no archaeological mitigation is necessary or,
  - an appropriate strategy to mitigate any impacts the proposed development may have on any archaeological sites which survive within or in the wider vicinity of the application area has been developed. The application should include a document setting out the mitigation strategy, including a Written Scheme of Investigation for any archaeological work to be undertaken;
- or provide a report detailing the results of an Archaeological Assessment undertaken by an appropriately qualified and experienced archaeological contractor. The scope of the assessment, which may include archaeological evaluative fieldwork, should be agreed with the WCC Archaeological Information and Advice team in advance.

The Historic Environment Record (HER) held by Warwickshire County Council must be accessed to inform this Assessment. The assessment must quote the unique HER search reference number; the on-line version is not suitable for use in the planning process. Further information on the Historic Environment Record can be found on the [HER webpage](#).

Information on the locations of Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, and Battlefields is available from the [National Heritage List for England](#).

Existing planning consents may be subject to an archaeological condition which secures an archaeological mitigation strategy (which may include archaeological fieldwork) across the application site, or parts thereof. Developers should ensure the requirements of any such condition(s) have been satisfied and any highways proposal is not in conflict with any agreed mitigation strategy.

**The AI&A team should also be consulted on any proposal to remove any hedgerow or part thereof.**

**Where there is a potential for a proposal to have an impact on historic buildings or structures and/or a Conservation Area, assessment by an appropriately experienced and qualified Conservation Specialist may be necessary.**

### 9.3 Suggested Further Reading

National Planning Policy Framework (NPPF)

National Planning Practice Guidance, in particular guidance on the Historic Environment ([www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment](http://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment))

Historic England's published planning advice at <https://historicengland.org.uk/advice/planning/planning-system/#Section4Text>.

These include:

- **Good Practice Advice notes** (GPAs) - provide supporting information on good practice, particularly looking at the principles of how national policy and guidance can be applied.
- **Historic England Advice Notes** (HEANs) - include detailed, practical advice on how to implement national planning policy and guidance.

Planning (Listed Buildings and Conservation Areas) Act 1990

Ancient Monuments and Archaeological Areas Act 1979

The Hedgerows Regulations 1997

# Part 10 Construction and Delivery

## 10.1 Introduction

This part of **The Warwickshire Design Guide** covers the various steps and processes Warwickshire County Council (WCC) require when a technically approved scheme is ready to be constructed. As discussed in Part 2 of this guide, WCC insist that Category 2 or 3a Roads (refer to Table 1.1 in Part 1 of this guide) are constructed using WCC approved Framework Contractors.

However, this part may be applicable for other improvements which connect onto the existing highway network as well as works on the strategic and main distributor (primary) roads in the County network which are deemed large and/or complex enough that WCC consider that it needs to be constructed by a WCC Framework Contractor.

## 10.2 Scheme Delivery Outline

As described in Part 2.2, the general process for scheme delivery is as follows;

- a) Developer to apply to enter into a Section 278 Agreement or Section 38 Agreement (see [www.warwickshire.gov.uk/roaddesigns](http://www.warwickshire.gov.uk/roaddesigns)). Further information on legal agreements is included in Part 10 and *Annex 10.1*.
- b) Developer to supply a preliminary general arrangement which corresponds to the planning consent.
- c) WCC to supply a fee estimate which will cover the fees relating to Technical Review process including the initial package check and procurement of a contractor from the current WCC Contractors Framework. All these will be based on the scope of the works shown on the preliminary general arrangement and the estimated programme for construction. The fee estimate will also outline the details of what information is required for Technical Review which is also included in *Annex 2.1*. **Prospective Developers should note - if relevant information is not supplied then this will increase the time for Technical Review and additional fees may have to be charged for the additional reviews.**



- d) When Technical Review and procurement phase fees are paid and works information submitted, WCC will commence Technical Review. If departures from standards are required, then these should be applied for and resolved at an early stage. Further information on departures can be found in *Annexures 2.3 and 2.4*.
- e) The developer will be responsible for liaising with utilities, placing and paying for any orders for any necessary diversion works. The developer must provide proof of payment for the diversion works prior to the start of the tendering process.
- f) When Technical Review is approaching its conclusion, the developer's consultant will supply an updated scheme estimate which will be used to add the scheme to WCC's capital programme. At this point, site supervision fees will be estimated now that the full extents of the works are confirmed.
- g) After consultation with the developer, WCC will book the road space for construction. The timings will be agreed with the developer but if these change because of any delay to the following processes then this could mean a new notice has to be given and the scheme delayed accordingly.
- h) When Technical Review is completed and the necessary certificates certified (including, if necessary, any structural compliance checks as described in Part 7.6) then WCC will prepare the construction contract document and invite tenders from WCC Framework Contractors. The list of contractors will be available upon request. The contract will be let using the NEC conditions of contract.
- i) When quotes are received the developer will agree in writing for the contract to be awarded.
- j) **The construction contract will only be awarded when the legal agreement (e.g., Section 278 or Section 38 etc.) has been signed, a bond is in place and appropriate fees paid.**
- k) During the construction phase WCC will pay the contractor's invoices and invoice the developer in arrears.

This part provides more details of WCC's expectations and requirements to complete the scheme delivery and in particular the points (f) to (k) above.

### 10.3 Updated Scheme Estimate

WCC will expect a developer to appoint a competent consultant to carry out the design and prepare the works information for inclusion in the NEC contract documents.

When Technical Review is approaching its conclusion, the developer's consultant will supply an updated scheme estimate which will be used to add the scheme to WCC's capital programme. This needs to be done because, during construction, WCC will

pay the contractor's invoices and then retrospectively reclaim those monies from the developer. As WCC initially uses its own money, WCC processes insist this is reflected in the capital programme.

A more robust scheme estimate also allows for the procurement to be targeted at the appropriate lot on the Construction Framework.

Site supervision fees will be estimated once the full extents of the works are confirmed. They will be based on the anticipated construction programme and will be included in Appendix A of the Section 278 Legal Agreement.

#### **10.4 Highway Works Permits/ Booking Road Space**

When the anticipated construction programme has been developed and details of the Section 278 agreement have been confirmed, if all parties agree, the necessary road space can be booked.

There is always a risk when booking road space as any changes often mean that a new notice must be given and other projects may 'jump ahead' of the original project and delay the start of the works.

Conversely, if WCC wait until after a contractor is appointed, there might be a 3 month delay before construction begins following the appointment of the contractor.

Therefore, there are no set rules about booking road space, but it is recommended it is not undertaken until all parties have confidence in the dates to be booked.

#### **10.5 Procurement of the Contractor using the WCC Construction Framework**

When Technical Review is completed and the Technical Approval certificate is issued, WCC will prepare the construction contract document and invite tenders from WCC Framework Contractors. **Contractors who are not currently on the Framework will not be allowed to carry out the works.**

The contract will be let using the NEC conditions of contract.

Tender periods are typically 6 weeks but can be reduced slightly for smaller, less complex schemes and, similarly, could be increased for larger schemes.

WCC will carefully review the returned tenders before recommending a preferred contractor to the developer. **The contract will only be awarded when the developer has issued a 'Notice to Accept' for the contract to be awarded and the Section 278 agreement or other appropriate Legal Agreement has been signed and all fees due have been paid.**

## 10.6 Legal Agreements

The process of drawing-up the legal agreement will take place in parallel with the technical approval of the scheme. However, some drawings necessary for the agreement can only be finalised once design and technical approval is completed so the completion of the legal agreement will often be just prior to construction.

WCC currently have different Section 278 Legal Agreement templates for: -

- Tendered contract with 200% initial bond; (used when a formal Agreement is needed early), developer appointed to act as NEC Project Manager;
- Tendered contract with 150% bond based on the winning tender cost, developer appointed to act as NEC Project Manager;
- Tendered contract with 200 % initial bond or 150% bond based on the winning tender cost, with WCC appointing the Project Manager;
- Direct award with 150% bond;
- Direct award, developer appointed to act as NEC Project Manager;
- HMC contract.

It is important developers note the legal agreement contains details relating to the Bond for the scheme. The value of the bond is calculated using the preferred contractor's quotation (unless a 200% initial bond template is used).

$$\text{Bond value} = \text{Quotation} \times 1.5 \text{ (i.e., 150\%)}$$

During construction the value of the bond can be reduced as contractor's invoices are paid and monies reclaimed by WCC up to a limit of 50% of the quotation total.

This remaining value of the bond is retained for 5 years, following completion of the scheme.

Furthermore, the legal agreement will also contain reference to commuted sums relating to the new infrastructure which will be payable on signing of the agreement. Commuted sums are a contribution to the future maintenance costs of the new asset.

The most common requirement for a commuted sum is for traffic signal junctions, pedestrian crossings facilities and for Intelligent Transport Systems. This charge will cover five main areas; maintenance, routine inspections, operational costs, end of life cycle replacement of the asset and traffic monitoring equipment to evaluate the effect of the development and the effectiveness of any mitigation measures over the following 5 years.

More details of legal agreements and the costs associated with them are contained in *Annex 10.1* and the WCC's Section 278 Developer Guidance Document found at [www.warwickshire.gov.uk/roaddesigns](http://www.warwickshire.gov.uk/roaddesigns).

## **10.7 Statutory Undertakers**

The developer will be responsible for liaising with utilities, placing and paying for any orders for any necessary diversion works. The developer must provide proof of payment for the diversion works prior to the start of the tendering process.

The responsibility of supervising the utility companies carrying out their works will be outlined in the contract documents.

## **10.8 Construction Supervision and Contract Management**

WCC will allow various supervision options during the construction phase of the scheme.

The options available depend on the ability of the developer to be able to provide a suitably qualified NEC Project Manager. However, if WCC do not believe the Project Manager is acting in an impartial manner, as required under the NEC, then they can be removed.

WCC will always retain the right to have some level of supervision capacity on site to ensure the works comply with the specification and that they are undertaken in a manner which is considerate to motorists, residents and businesses in the area. The costs of this resource will be met by the developer.

The exact form of supervision for each contract will be agreed between the developer and WCC before the Section 278 agreement is signed as the agreement will need to reflect the options chosen.

As the contract to carry out the works is between WCC and the contractor, WCC will pay any certified invoices to the contractor directly and reclaim the monies from the developer in arrears. WCC will supply the developer with regular statements relating to the current project spend.

### **10.9 Land Compensation Act 1973 (Part 1)**


On occasion, neighbouring properties can depreciate in value due to works and property owners and occupiers may be entitled to claim compensation. This is known as a 'Part 1 claim'.

More information can be found at [www.gov.uk/compensation-road-property-value](http://www.gov.uk/compensation-road-property-value)

'Part 1' claims can only be made 12 months after the works have opened to traffic.

It is for this reason WCC will retain the proportion of the bond for 5 years to ensure it is protected against the costs of any claims. Claims will be assessed by WCC property services, paid by WCC and the costs reclaimed from the developer in arrears.

# Annexures



**Warwickshire County Council  
Highway Authority**

**Pre-application Charging Scheme**

**June 2011**

## **Introduction**

Warwickshire County Council's Highway Authority operates a scheme of charging for pre-application advice for development proposals and project work.

This note provides guidance on the procedure and charging arrangements for pre-application advice.

The Highway Authority considers around 2,000 consultations each year. The advice of the Highway Authority is an important consideration for the Planning Authority when determining planning applications.

The Highway Authority welcomes and encourages discussions before a developer submits a planning application. These discussions can result in better quality applications which stand a better chance of a successful outcome and help speed up the decision making process after submission. As a consequence they can help to minimise subsequent costs and avoid abortive applications.

To enable the Highway Authority to provide this service to a consistent and high standard the Highway Authority allocates significant resources to the service. The Council has decided that the cost of providing the service should be recovered directly from the developer and not fall as a general cost to the council taxpayer, in accordance with The Local Government Act 2003. It should be noted that the current statutory planning fees do not cover the cost of pre-application advice given by the Highway Authority.

## **Development Management approach**

The principle of front loading the local planning process is detailed within Planning Policy Statement 12: Local Development Frameworks. The document established the need for a streamlined and efficient process to ensure housing targets can be met, one of the proposed improvements is to 'front load' the planning process ensuring that discussions are undertaken at the earliest opportunity.

Planning Policy Statement 3: Housing highlights the need for a collaborative working approach, which should be initiated at an early stage of the planning process to ensure that development is delivered to a high standard and housing objectives can be met.

The recently published Manual for Streets (March 2007) and subsequent MfS 2 also emphasize the need for a collaborative approach to shaping development proposals, where developers, local authorities and other public agencies work together to ensure developments are designed and delivered with consideration of all relevant issues.



## **What do we expect of you?**

Applicants are expected to be aware of WCC's and the LPA's policies in considering the early stages of a proposal as this provides the most efficient basis for discussion. Applicants will be expected to highlight and explain where, and why, current policies do not form the basis of a submission.

While we appreciate that some information may not be available for pre-application discussions, we expect a minimum level of information to be provided to enable us to provide quality advice and guidance and ensure that time is used effectively

## **The benefits of pre-application discussions**

- Understanding how national, regional and local guidance will be applied to your development
- Potential for reducing the time your professional advisors spend in formulating your proposals
- Written confirmation of the advice given at the pre-application stage
- Indicate any proposals which are completely unacceptable, so saving the cost of pursuing a formal application
- Identify if specialist input will be required
- Identify the supporting documents that will be required to be submitted with a formal application to be considered favourably by the Highway Authority
- Advice that is consistent, reliable, up to date and tailored to your needs

If an application is submitted which requires significant change, where pre-application advice has not been sought or followed or where no explanation has been provided to support a proposal which does not follow published advice, the County Council will respond to the District Council based upon the information submitted with the application, it is unlikely that, at that stage, an applicant will be invited to discuss the proposal.

We therefore expect that any applicant will seek pre-application advice before committing to make an application.

## **What are the levels of charging?**

The fee is directly related to the complexity of the proposed development and reflects the amount of time required and the need for possible ongoing update meetings where larger developments are proposed.

**Category A – Small Scale Development - £60 (£50 + VAT)**

- 2 or fewer dwellings
- Up to 100 sqm commercial floorspace
- Dropped kerbed accesses

**Category B – Small Scale Development - £120 (£100 + VAT)**

- 3 to 9 dwellings
- 100 - 500 sqm commercial floorspace
- Change of Use of up to 500 sqm floor space
- Telecommunication masts

**Category C – Medium Scale Development - £600 (£500 + VAT)**

- 10 to 49 Dwellings
- 500 sqm to 1,000 sqm Commercial Floorspace
- Change of Use of up between 500 and 1,000 sqm
- Minerals and Waste sites below 1ha

**Category D – Large Scale Development - £900 (£750 + VAT)**

- 50 to 79 Dwellings
- 1,000 sqm to 2,000 sqm Commercial Floorspace
- Reserved matter applications for outline schemes with category E
- Other developments requiring;
  - Transport Statements<sup>1</sup>
  - Travel Plan Statements<sup>2</sup>
- Amendments to previously agreed schemes within category E
- Change of use between 1,000 and 2,000 sqm
- Minerals and Waste sites between 1ha & 15ha

**Category E – Major Scale Development - £1800 (£1500 + VAT)**

- 80 to 200 Dwellings
- 2000 sqm to 5,000 sqm or more Commercial Floorspace
- Change of use between 2,000 and 5,000 sqm
- Minerals and Waste sites between 1ha & 15ha
- Other developments requiring;
  - Transport Assessments<sup>1</sup>
  - Travel Plans<sup>2</sup>

**Category F – Project/Major Work - £2400 minimum fee (calculated on request) (£2000 + VAT)**

- 200 + Dwellings
- 5,000 sqm or more Commercial Floorspace
- Change of use of over 5,000 sqm
- Minerals and Waste Sites over 15ha

If your development does not clearly fall within an above category please contact the Highway Authority for further advice

<sup>1</sup> Thresholds can be found in the Department for Transport - Guidance on Transport Assessments, Appendix B

<sup>2</sup> Thresholds can be found in the Department for Transport – Good Practice Guidelines: Delivering Travel plans through the Planning Process, Chapter 4

## **Exemptions**

The charging scheme will not apply to enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge.

Advice to District and Borough Councils on the following policy work will continue to be provided free of charge:

- Advice on policy preparation of Master Plans
- Advice on policy preparation of Local Development Framework Submissions
- Advice on policy preparation of Strategic Sites

No chargeable advice will be given over the telephone.

## **Additional Charges**

The standard charge for major development/ project work inquiries relates to the amount of time taken by the case officer(s), from the investigation stage to a meeting with the applicant and the subsequent written confirmation of advice.

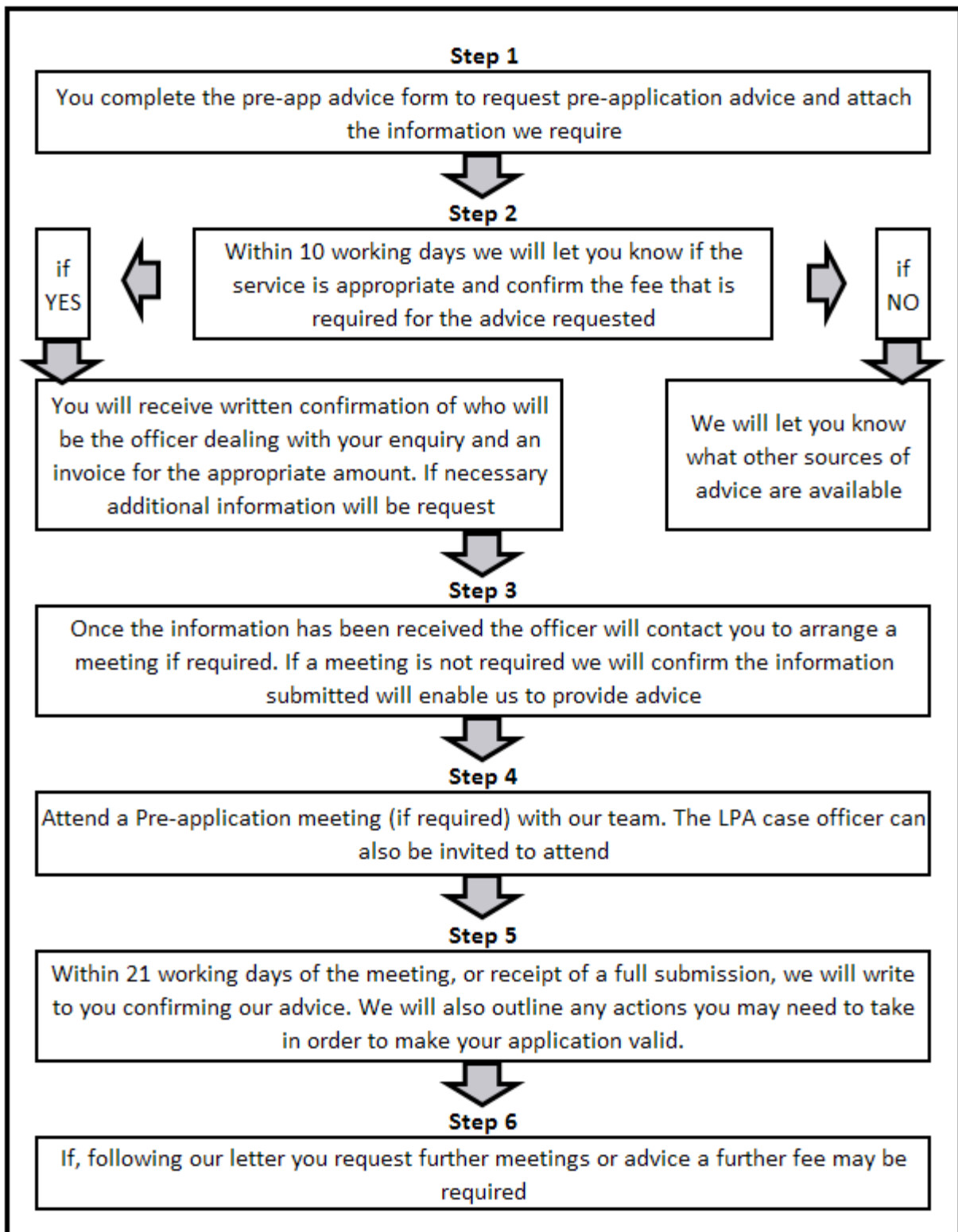
The Authority reserves the right to advise that the scope for further discussion has been exhausted. Any additional work required to respond to additional queries beyond this point will be charged at an hourly rate. Hourly rates will be charged at cost. Where additional specialist advice is required to be provided by other groups within Warwickshire County Council, fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

## **Payment of Charges**

All fees are required upfront and no response to your enquiry will be possible until payment has been received and processed.

### Pre-application Process



## Information Required for Pre-application Discussion

Warwickshire County Council's Highway Authority requires a sufficient level of information to be provided before any pre-application advice is given or meetings are attended. This is to enable us to provide quality advice and guidance to be given and ensure the meeting time is used effectively.

The following list is the requirement for information. You will be informed at the relevant stage of the process if additional information is required.

You must ensure that we receive all of the information 10 working days before a pre-application meeting otherwise the meeting may need to be rescheduled.

The more information that is provided to the Highway Authority the better able we will be to ensure that all the issues are identified early in the discussion process.

The following information is required:

- Confirmation that you are willing to pay the appropriate fee by signing the declaration,
- A site location plan (scale 1:1250) with site extents indicated,
- Description, (including site layout plans) of the proposed development and schedule of uses, (sketch plans for dropped kerbed accesses maybe acceptable)

In addition the following information should be provided at the earliest point available:

- Reference to supporting national, regional and local Planning documents and policies
- Schedule of existing uses, including planning history with reference numbers,
- Parking Strategy, including provision of parking for all forms of transport
- Relevant data collected to date.
- Summary of reasons supporting site access/highway works proposals, including plan (scale 1:200 or similar) with achievable visibility splays indicated
- Location plan of key services indicating locations of education, employment, food retail, non-food retail and health care facilities
- Final Stage 1 Road Safety Audit (if required) of site access and designers response, including amended plans,

For Category D proposals and above, the following information should also be provided at the earliest point available;

- Information related to any necessary Transport Statement/Assessment
- Proposed trip rates supported with TRICS outputs and site selection methodology
- Proposed traffic growth factors supported with NTEM/TEMPRO growth factors and methodology

## **Standard of Service**

If you have a proposal which is likely to be subject to a charge you can contact us in a number of ways:

Write to us at: Highway Control Team, Planning and Development Group, Environment and Economy, PO BOX 43, Shire Hall, Warwick, CV34 4SX

Email us at [highwayconsultation@warwickshire.gov.uk](mailto:highwayconsultation@warwickshire.gov.uk)

Telephone us on (01926) 412362

Visit our web site [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

When you contact us we will ask you to fill out a 'pre-application advice form' and provide us with the required information (as above).

The form can be sent to you by post, email or can be downloaded from our website

## **What Will You Get From the Service?**

We will:

- Provide written confirmation within 10 working days of receiving your request to tell you whether the service is right for you
- Provide details of what further information you may need to supply
- Contact you to arrange a date for a meeting if required
- Arrange a meeting with you and invite the District council planning officers to advise you on your case, including any site visits needed
- Provide detailed written confirmation within 21 working days of the meeting, or receipt of a full submission, of our advice. This will include what you will need to supply to support your application
- Advise on whether a Section 106 agreement is likely and the process we use to agree it (this will cover Highway related requirements and not Education, libraries etc)
- Ensure any necessary confidentiality
- Advise that will remain directly relevant to the proposals for 90 days.

### **Pre-application Meeting**

Subject to the availability of all of the required information, the date and venue for the pre-application advice meeting will be confirmed by all parties.

Normally, the meeting will be held at the Highway Authority's offices in Barrack Street, Warwick, however, we can also consider site meetings or alternative venues if required.

### **Written Confirmation of Officer Advice**

Following the pre-application meeting, or the submission of a full pre-application package, you will receive a written response confirming our advice. Our aim is to issue a response within 21 working days of the meeting being held. Where this is not possible due to the issues being more complex, a specific time scale reflecting this will be agreed at the meeting.

If you request further discussions following the receipt of this written advice a further fee is likely to be required.

Where proposals for project work, large or major schemes with highly complex issues a series of meetings or pre application submissions may be required. This will be discussed and an approach agreed during an initial pre-application meeting. An additional fee may be required.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction.

## **Please Note**

Requesting Warwickshire County Council's Highway Authority's Pre-Application advice is not mandatory. However the Highway Authority will no longer enter into discussion over the in depth scope or content of any specialist highways and transport advice outside the Pre-Application Advice Scheme.

Any advice given by the Highway Authority officers for pre-application enquiries does not constitute a formal response.

Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will form the basis of our consultation response to the Planning Authority, who will determine any subsequent planning applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Councils pre-application advice for schemes submitted more than 12 months after the date of the advice being used.

We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the pre-application advice we give you will aid this process significantly.

All additional charges/invoices should be paid within 30 days.

Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.



## REQUEST FOR PRE-APPLICATION ADVICE

This form should be returned to:

Development Management, Environment and Economy, Warwickshire County Council,  
PO BOX 43, Shire Hall, Warwick, CV34 4SX



Applicant Contact Details		Agent Contact Details				
Name		Name				
Company		Company				
Address		Address				
Postcode		Post Code				
Tel No.		Tel No.				
Email		Email				
Preferred Contact		Preferred Contact				
<b>Development Site Address</b>						
<b>Description of Development proposal:</b>						
<b>District / Borough Council</b>	Stratford	Warwick	Rugby	Nuneaton & Bedworth	North Warks	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADVICE REQUIRED (Please tick to confirm advice required)	<b>CATEGORY OF PROPOSAL</b>					
	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTACHED INFORMATION</b>						
<input type="checkbox"/>	A site location plan (scale 1:1250) with site extents indicated	<input type="checkbox"/>	Reference to supporting national, regional and local planning documents and policies			
<input type="checkbox"/>	Schedule of existing uses, including planning history with reference numbers	<input type="checkbox"/>	Parking strategy, including provision for all forms of transport			
<input type="checkbox"/>	Description, (including site layout plans) of the proposed development and use classes	<input type="checkbox"/>	Relevant data collected to date			
<input type="checkbox"/>	Summary of reasons supporting site access/highway works proposals, in plan (scale 1:200 or similar) with achievable visibility splays indicated	<b>For Category D - F proposals</b>				
<input type="checkbox"/>	Stage 1 Road Safety Audit (if required) of proposed highway works and designers response with amended plans	<input type="checkbox"/>	Information related to any necessary Transport Statement/Assessment			
<input type="checkbox"/>	Location plan of key services indicating locations of education, employment, food retail, non-food retail and health care facilities	<input type="checkbox"/>	Proposed trip rates supported with TRICS outputs and site selection methodology			
		<input type="checkbox"/>	Proposed traffic growth factors supported with NTEM/TEMPRO growth factors and methodology			
<b>Declaration</b>						
I (the undersigned hereby request the views of Warwickshire County Council on the pre-application proposal and agree to pay the fee for this service. I also agree to pay and additional sums arising from the service as detailed in the pre-application charging document						
Signed .....						
Date .....						
Print Name .....						

# Information Relating to Technical Review, Contract Preparation, Tendering and Construction Supervision of S278 Highway Improvements in Warwickshire

## **WORK TO BE UNDERTAKEN BY THE DEVELOPER AND THE DEVELOPER'S DESIGNER**

### **2.1. Preamble**

- 2.1.1 The following sections describe, in detail, the information and products required by WCC (Warwickshire County Council) to complete the technical review. Failure to provide these, in the format requested, may result in Technical Approval not being granted. If the developer intends to commission a design consultant, WCC recommends that the consultant be provided with a copy of the following pages so that the design consultant is fully aware of the requirements (including their format). An extract of this document without the fee information can be provided on request.
- 2.1.2 The developer's designers shall undertake and be responsible for:
- all design and/or redesign work; and
  - the supply of Construction Package Order Call Off Contract (POCOC) information (including NEC3 ECC Contract Data Part one information, Site Information and Works Information).
- 2.1.3 Designers should follow the guidance provided in this section when indicated after using the flow chart in Part 1 Figure 1.2 to determine the appropriate design standards for their improvement. WCC expect that for most improvements the design shall be in accordance with the DMRB (produced and maintained by National Highways). The most recent version of WCC's Highway Construction Details (HCD) can be found at [www.warwickshire.gov.uk/highwayconstruction](http://www.warwickshire.gov.uk/highwayconstruction). The standards current at the time of commencing the design work shall apply.

2.1.4 Prior to the commencement of the technical review phase, the developer's designer shall submit for the WCC's consideration a list of the design (or pre-design) elements (as applicable and as identified in the table below), along with:

- the corresponding design element data (calculation sheets, computer aided design inputs/outputs, drawings, written specifications, etc as applicable); and
- the corresponding design standards and/or specifications which have been applied to the design or the proposed Works Information for the Construction POCOC.

**The list shall be accompanied by details of any proposed Departures from the Relevant Design**

**Standards.** Designs are expected to comply with the technical standards set out in the Relevant Design Standards or Specifications (either general or specific to the Section 278 scheme). These Relevant Design Standards or Specifications will have been notified in advance by WCC's Technical Review Phase Team. Departures from the Relevant Design Standards are only likely to be accepted in exceptional circumstances. Where Departures from the Relevant Design Standards are proposed, a formal application to have them approved will be required stating:

- the design standards to which the Departure(s) relate(s);
- the precise details of the Departure(s); and
- the justification for the Departure(s) including any mitigation.

The application shall be in the form of a report containing all the information needed to assess it. For further information on Departures from Standards, see *Annexures 2.3 and 2.4*.

2.1.5 The developer's designer shall submit one complete set of design drawings and any other design documentation in an electronic format and the Design Certificate for review (at the end of this document). The Design Certificate shall be signed by the developer's designer(s). If any modifications are required, the developer's designer will be notified, and the relevant drawings and documents will be re-submitted for a further review. The revised and signed Design Certificate shall also be submitted for review. **This process shall be repeated until WCC has no further comment to make on the complete package of work undertaken by the developer's designer.**

**FOR THE AVOIDANCE OF DOUBT, THE TECHNICAL REVIEW PHASE WILL NOT COMMENCE UNTIL ALL OF THE ITEMS LISTED HAVE BEEN PROVIDED.**

## 2.2 Check List of Design (or Pre-Design) Elements

Item	Design (or Pre-design) Element	Tick to confirm inclusion
1.	Location plan with geographic coordinates of the central point of the works	
2.	Topographical survey data relating to the site for the Construction POCOC	
3.	Ground investigation data relating to the site for the Construction POCOC	
4.	Ecological data and further measures relating to the site for the Construction POCOC	
5.	Archaeological data and further measures relating to the site for the Construction POCOC	
6.	Landscape measures relating to the site for the Construction POCOC	
7.	Highway geometry (horizontal and vertical alignments) relating to new carriageway, footway and cycleway layouts. Plans to include chainages and level information	
8.	Existing and proposed highway boundary information	
9.	Road restraint systems	
10.	Highway drainage (including connections to public sewers and other outfall arrangements)	
11.	Earthworks	
12.	Road pavements	
13.	Kerbs, footways and other paved areas	
14.	Traffic signs and road markings	
15.	Traffic signals and controlled crossings	
16.	Street lighting (columns, lamps and electrical work etc)	

## 2.2 Check List of Design (or Pre-Design) Elements

Item	Design (or Pre-design) Element	Tick to confirm inclusion
17.	Structures (culverts, headwalls and retaining structures etc) and confirmation of whether Approval in Principle (AIP) will be required	
18.	The identification of existing and proposed service apparatus including details of diversionary works that may be required and copies of correspondence with the statutory undertaker companies	
19.	Interface with contiguous schemes (e.g., Section 38 estate roads)	
20.	Road Safety Audit Stage 2 (RSA2) and designer's Responses	
21.	Highway Maintenance Audit Responses (where available)	
22.	Cycle Audit Responses (where available)	
23.	Consultation responses (local residents, landowners and other stakeholders) (where available)	
24.	Identification of any Permanent Traffic Regulation Orders, Speed Limit Orders, Highways to be Stopped Up or Diverted etc	
25.	Letter of appointment of the Principal Designer	
26.	Letter of appointment of the designer	
27.	Application form to enter into a Section 278 Agreement including copy of planning consent and title plan	
28.	Copy of the design in AutoCAD	
29.	Land Registry Plans confirming ownership	

## Notes on Design (or Pre-design Elements)

- 2.2.1 **Topographical survey data:** Coordinates shall be to the National Grid; levels shall be relative to Ordnance Survey datum. The presentation of survey data shall include the position of survey stations (each of which shall be labelled and annotated to show the corresponding coordinates and level data). Accuracy shall be as follows:

Feature	Tolerances	
	Vertical	Horizontal
Buildings and highway structures	±0.004m	±0.008m
Highway surfaces and other hard surfaces	±0.010m	±0.020m
All other surfaces	±0.025m	±0.020m

- 2.2.2 **Ground investigation data:** As a minimum, data shall be obtained which:

- identifies the general condition of the ground and the CBR of the ground at formation level for proposed new carriageways (this data will enable the developer's designers to determine the thickness of lower sub-base and/or more appropriate measures if saturated ground or CBRs below 1.5% are encountered);
- identifies the position of service apparatus in relation to proposed new carriageways (this data will enable the developer's designers to determine the extent of service diversions and/or service protection in advance of the construction phase and avoid unplanned delays during the construction phase); and
- identifies suitable gradients for cutting slopes.

Any additional requirements relating to ground investigation data will be notified by WCC's Technical Review Phase Team.

- 2.2.3 **Ecological data and further measures:** In addition to any requirements imposed by the planning authority in connection with the planning permission for the main development, ecological data specific to the site for the Section 278 Scheme shall be obtained from WCC's Landscape, Ecology and Historic Environment team (LEHE). LEHE will advise on the need or otherwise for further measures such as habitat surveys, construction phase constraints or measures to mitigate the impact on nearby ecology.

- 2.2.4 **Archaeological data and further measures:** In addition to any requirements imposed by the planning authority in connection with the planning permission for the main development, archaeological data specific to the site for the Section 278 or Scheme shall be obtained from WCC's Landscape, Ecology and Historic Environment team (LEHE). LEHE will advise on the need for further measures such as archaeological field work, construction phase constraints or measures to mitigate the impact on archaeology.
- 2.2.5 **Landscape measures:** In addition to any requirements imposed by the planning authority in connection with the planning permission for the main development, the necessary landscape measures specific to the Site for the Section 278 Scheme shall be obtained from WCC's Landscape, Ecology and Historic Environment team (LEHE). LEHE will advise on any specific planting or seeding and any associated planting maintenance to be included in the Construction POCOC.
- 2.2.6 **Highway geometry:** Unless otherwise agreed in advance with WCC's Technical Review Phase Team, highway geometry shall be determined in accordance with the relevant technical directives (and technical advice) in the Design Manual for Roads and Bridges (DMRB). For the Construction POCOC Works Information, the following shall apply.
- The presentation of horizontal alignments (in plan) shall include appropriate feature labels, chainage points and corresponding annotation. The design alignment data for each chainage point on a particular feature shall include coordinates, level information, bearing information and horizontal radius information.
  - Vertical alignments shall be presented in longitudinal section format and shall be accompanied by tabulated data showing chainages, levels, longitudinal gradients, super-elevations, vertical curvature (including K values) and corresponding horizontal curvature. The tabulated data shall demonstrate that the Relevant Design Standards and Specifications (insofar as they relate to geometric design standards) have been achieved.
  - Both the horizontal and vertical alignments shall be presented so as to demonstrate that the stopping sight distances, and any other visibility criteria, have been achieved.

Although not required for the Construction POCOC Works Information, the technical review submission shall include carriageway plans with annotated contours superimposed upon them to show the position of any unavoidable flat or low areas/spots and demonstrate that there are no irregular carriageway profiles or shapes.

- 2.2.7 **Highway boundary:** For the Construction POCOC Works Information, the highway boundary shall be established in the manner set out in WCC's Highway Construction Details (700 Series) Volume 1: H701.1 and H702.1 (or as otherwise agreed in advance with WCC's Technical Review Phase Team).
- 2.2.8 **Road restraint systems:** The need or otherwise for road restraint systems shall be determined in accordance with the relevant technical directives in the DMRB. For the Construction POCOC Works Information, the performance data for road restraint systems shall be determined for insertion into the relevant Numbered Appendices to the Specification for Highway Works (SHW).
- 2.2.9 **Highway drainage systems:** Highway drainage systems and associated infrastructure shall generally be designed and determined in accordance with the relevant technical directives in the DMRB or other industry standards. The design shall incorporate industry standard methods which have been approved in advance by WCC or, in the case of Public Sewers, by the sewer authority responsible for adoption, and, for the Construction POCOC Works Information, the specifications set out in the SHW. However, the following principles or stipulations shall apply (whether they constitute an alternative to the DMRB design standard or the SHW provisions, or act as supplementary information to either).

<b>Location</b>	<b>Design Storm Frequency</b>
For sites with average ground slopes greater than 1%	1 in 1 year
For sites with average ground slopes of 1% or less	1 in 2 years
For sites where the consequences of flooding are severe	1 in 5 years
For sections of drain situated beneath carriageway	1 in 10 years

<b>Catchment Areas</b>	<b>Levels of Impermeability</b>
Paved areas (carriageways, footways cycleways etc.)	100%
Plan areas of earthworks side slopes (cutting and embankment)	40%
Verges	20%
Meadows and agricultural land	15%
Woodland	10%



- Industry standard geographical factors (relevant to the location of the site) shall be applied.
- The minimum pipe velocity shall be  $0.75\text{ms}^{-1}$  and the maximum pipe velocity shall be  $4.0\text{ms}^{-1}$ . At the point where a pipe discharges into a water course, the maximum discharge velocity shall be  $1.5\text{ms}^{-1}$ .
- Pipe roughness values ( $k_s$ ) shall be 0.6mm in all cases, regardless of pipe material.
- Design submissions shall include any necessary site investigation reports, calculations, computer inputs and outputs (as necessary), diagrams, catchment areas and their ground contours and shall show the locations, types, sizes, gradients etc of all pipes, chambers, gullies, rodding eyes and any other proposed drainage infrastructure in plan and in section (as appropriate).
- Design calculations shall include for any existing flows in the highway drainage systems and any residual outflow (from the adjacent development) into the existing or proposed highway drainage system.
- Where public sewers are to be constructed or highway drainage systems are to connect into Public Sewers, the design standards of the sewer authority responsible for adoption shall apply.
- Written confirmation and supporting documentation shall be supplied to demonstrate that any necessary third-party authority (sewer authority, Environment Agency, Flood Risk Management authority etc.) approvals are in place. These will be required for connection to existing public sewers and discharging into watercourses.
- Drain runs (except formation drains) shall be straight or on a curve of not less than 200m radius. Formation drains or minor filter drains (i.e., those not collecting run-off from gullies) shall be laid straight or on a curve of not less than 50m.
- Where the carriageway channel has a radius of less than 200m either:
  - a) a combined surface water/filter drain shall be laid (straight or on a curve of not less than 200m) and the lower sub-base shall be extended to the edge of the drain; or
  - b) a surface water drain shall be laid (straight or on a curve of not less than 200m) to collect run-off from gullies and a formation drain shall be laid parallel to the carriageway channel to collect ground water.
- No drain run between chambers or between a rodding eye and a chamber shall exceed 90m.
- Pipes connecting to highway drainage chambers shall be designed to have level soffits.

- Drains shall only be situated beneath carriageways if they are required to cross carriageways. The crossing shall be on the line of the shortest practical route.
- Filter drains or combined filter and surface water drains shall not be situated beneath paved areas such as carriageways, footways, cycleways or accesses.
- For roads on embankment, the main carrier drain shall be a combined surface water/filter drain laid at the foot of the embankment. The lower and upper sub-base shall be extended to the side slopes of the embankment as shown on WCC's Highway Construction Details (700 Series) Volume 1: A701.1 (or as otherwise agreed in advance with WCC's Technical Review Phase Team).
- Pipe, bedding, backfill and trench specification details shall be in accordance with WCC's Highway Construction Details (700 Series) Volume 1: F701.1, F702.1 and F702.2 (as appropriate).
- For the Construction POCOC Works Information, Pipe Group details for SHW Numbered Appendix 5/1 shall be presented in the format shown in Annex 1 to the Notes for Guidance on WCC's Highway Construction Details (700 Series) Volume 1.
- Chambers for highway drains shall be catchpits (Type 71 or 73) as appropriate, in accordance with WCC's Highway Construction Details (700 Series) Volume 1: F703.1 and F703.2 unless otherwise agreed in advance with WCC's Technical Review Phase Team. The following chamber diameters shall apply:

<b>Diameter of largest pipe connected (mm)</b>	<b>Chamber section diameter (mm)</b>
150 – 225	1050
300	1200
375 – 450	1350
500 – 700	1500
750 – 900	1800

- Chambers for highway drainage systems (i.e., catchpits) must always be situated at the downstream end of a filter drain, where the continuation of the drain run downstream is a surface water drain.

- The Relevant Design Standards or Specifications for chambers for public sewers are those prescribed by the sewer authority responsible for adoption. Chambers for public sewers are likely to be manholes.
- Rodding eyes shall be installed at the head of all highway drainage systems.
- Where road gullies are proposed, gully spacings shall be determined in accordance with the relevant technical directives in the DMRB. Gullies shall be in accordance with WCC's Highway Construction Details (700 Series) Volume 1: F704.1.
- Where a proprietary kerbdrain system is proposed, approval to proceed with the proprietary system shall be obtained in advance from WCC's Technical Review Phase Team. Once approval has been given, the hydraulic performance of the proposed proprietary system shall be demonstrated by applying the manufacturer's design processes.
- Where a proposed highway drainage system is to include an inlet from a ditch and/or an outfall into a watercourse, the headwalls shall only be in accordance with Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: F705.1 if the height of the headwall (from pipe invert level to top of parapet/coping) is no greater than 1.2m. In circumstances where the height is greater than 1.2m, headwalls will need to be designed as an earth retaining structure and the requirements for structures shall apply.
- **For technical approval to be granted the developer's designers must demonstrate to the satisfaction of WCC's Technical Review Phase Team that the proposed highway drainage system:**
  - **meets the Relevant Design Standards or Specifications;**
  - **outfalls into an existing, working drainage system (highway drainage system, watercourse or public sewer) which has sufficient reserve capacity to cope with the total additional volume of run-off and its associated peak flow rate; and**
  - **is legally entitled to outfall into the existing drainage system. Evidence of the necessary agreements being in place under the Water Industry Act, Highways Act or any other relevant Act of Parliament shall be supplied to demonstrate that the legal requirements have been satisfied.**

2.2.10 **Earthworks:** Earthworks shall generally be designed and determined in accordance with the relevant technical directives in the DMRB and the specifications set out in the SHW. However, the following principles or stipulations shall apply (whether they constitute an alternative to the DMRB design standard or the SHW provisions or act as supplementary information to either).

- Cross sections shall comply with Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: A701.1, A701.2 and A701.3 (as appropriate) (or as otherwise agreed in advance with WCC's Technical Review Phase Team). Cross sections shall incorporate the requirements of Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: B701.1 and B701.2 (as appropriate).
- Cutting and embankment slope gradients shall be suitable for the soils encountered or the fill material proposed (refer to paragraph 6.2 (Ground investigation data) and note that acceptable general fill materials are limited to SHW material Classes 1A, 2A, 2B or 2C).
- In circumstances where the CBR at formation is less than 1.5% (refer to paragraph 6.2), a geotextile solution may be preferable to an increased thickness of lower sub-base. Geotextiles and any associated measures shall be designed in accordance with the relevant technical directives in the DMRB. For the Construction POCOC Works Information, the performance data for geotextiles shall be determined for insertion into the relevant Numbered Appendices to the SHW. Refer also to paragraph 6.11 (Road pavements).

2.2.11 **Road pavements:** Road pavements shall be designed generally in accordance with WCC's current version of the County Road Construction Strategy (the Relevant Design Standards or Specifications). The methods to be used are described in Part 1 of the Strategy with the following exceptions or additional requirements:

- In Part 1: Section 2, the Strategy refers to 'W sub-base' being laid at a thickness of 600mm in circumstances where  $CBR < 2.0\%$  (Lias clay). However, where  $CBR < 1.5\%$ , other measures, such as geotextiles and additional formation drainage, shall be investigated and proposed as an alternative to 600mm thick lower sub-base. The other measures shall be certified as suitable for the specific conditions by an experienced geotechnical engineer whose credentials have been approved in advance by WCC's Technical Review Phase Team. Refer also to paragraph 6.10 (Earthworks).
- Where areas of existing carriageway are to be overlaid or where existing layers are to be planed out and replaced, the design shall comply with the requirements for construction joints and regulating courses set out in Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: B705.1 and B705.2.

- Where lengths of existing carriageway are to be 'strip-widened', the existing surface course (adjacent to new full carriageway construction) shall be planed out and new surface course shall be laid so that the longitudinal joint in the surface course follows the line of the nearest linear longitudinal road marking (carriageway centreline or lane marking) which lies over existing road construction. In circumstances where the longitudinal joint for the 'strip widened' surface course would naturally lie within the existing half of the resultant carriageway (i.e., beyond the centreline), new surface course shall be laid over the full width of carriageway. This will allow those areas of carriageway which are frequently tracked by vehicles to remain free from longitudinal joints, a common source of potholes.

2.2.12 **Kerbs, footways and other paved areas:** Footway and cycleway construction shall be determined in accordance with the vehicle trafficking principles set out in Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: B704.1 or B704.5 (as applicable). Access construction shall be determined in accordance with the intended use principles set out in Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: B704.2. Where a proprietary kerbdrain system is proposed, the crushing strength of kerbdrain units shall be sufficient to withstand 40 tonne HGV accidental wheel loading.

2.2.13 **Traffic signs and road markings:** Traffic signs and road markings shall be designed generally in accordance with the current version of the Traffic Signs Regulations and General Directions along with any supporting national standards (the Relevant Design Standards or Specifications) with the following exceptions or additional requirements.

- Occasionally, for site-specific or other local reasons, WCC departs from or relaxes the requirements of the Traffic Signs Regulations and General Directions. In such circumstances, WCC's Technical Review Phase Team will notify the developer's designers of the departures or relaxations which will be imposed. Notification will be given after the geometric design has been finalised and before the traffic sign design commences. Notification can also be given upon the request of the developer's designers. For the avoidance of doubt, any departures or relaxations imposed by WCC are a part of the Relevant Design Standards or Specifications. Any non-compliant proposal on the part of the developer's designers will need to be treated as a Departure from Relevant Design Standards.
- For the Construction POCOC Works Information, information shall be supplied in a format suitable for inclusion in SHW Numbered Appendices 12/1, 12/3 and 14/5. Information for Appendix 14/5 shall include details of the electrical connections and disconnections for illuminated traffic signs and shall identify the organisation which will be responsible for undertaking this work.

- 2.2.14 **Traffic signals and controlled crossings:** In circumstances where Warwickshire County Council's Traffic Control and Information Systems (TCIS) team is designing on behalf of the developer's designers, the service will include the technical approval of the design for traffic signals and controlled crossings and the supply of the Construction POCOC Works Information. In all other circumstances, WCC's Technical Review Phase Team will notify the developer's designers (upon request) of the Relevant Design Standards or Specifications relating to the design of traffic signals and controlled crossings.

For the Construction POCOC Works Information, information shall be supplied in a format suitable for inclusion in SHW Numbered Appendix 12/5. Information for Appendix 12/5 shall include details of the electrical and telecommunication connections to the traffic signal controller and shall identify the organisation which will be responsible for undertaking this work.

- 2.2.15 **Street lighting:** In circumstances where Warwickshire County Council's Street Lighting team is designing on behalf of the developer's designers, the service will include the technical approval of the design for street lighting and the supply of the Construction POCOC Works Information. In all other circumstances, WCC's Technical Review Phase Team will notify the developer's designers (upon request) of the Relevant Design Standards or Specifications relating to the design of street lighting. The following additional requirements shall also apply:

- Street lighting design proposals shall be accompanied by lighting contour plans, which shall identify the level of lighting achieved within the new highway layout.
- For the Construction POCOC Works Information, information shall be supplied in a format suitable for inclusion in SHW Numbered Appendices 13/1, 14/2 and 14/4. Appendix 14/4 shall include details of the electrical connections and disconnections and shall identify the organisation which will be responsible for undertaking this work.

- 2.2.16 **Structures:** Minor structures may need to undergo an AIP process. WCC's Technical Review Phase Team will notify the developer's designers of the AIP process upon request. Minor structures (except headwall types shown on Warwickshire County Council's Highway Construction Details (700 Series) Volume 1: F705.1) shall be designed in accordance with the relevant technical directives in the DMRB and, for the Construction POCOC Works Information, the specifications set out in the SHW. Details for all minor structures shall be supplied in a format suitable for inclusion in SHW Numbered Appendices 17/1 to 17/5, 20/1 and 24/1 (as applicable).

For major structures, such as bridges, the developer's designers shall contact WCC's Bridge Design team for advice on how to proceed with the design process.

2.2.17 **Diversion or protection of service apparatus:** Design proposals shall demonstrate that the relevant Statutory Undertakers (or licensees under Section 50 of the New Roads and Street Works Act 1991) have been consulted to determine:

- the approximate position of potentially affected service apparatus; and
- the need or otherwise to protect or divert it.

Design proposals shall also demonstrate that where the position of potentially affected service apparatus is uncertain (as a result of ambiguous Statutory Undertaker or licensee records), site investigation work has been undertaken to confirm the position of potentially affected apparatus (refer also to paragraph 6.2 (Ground investigation data)).

Once the extent of protection or diversion work has been established, Works Information for the Construction POCOC shall be supplied in a format suitable for inclusion in SHW Numbered Appendix 1/16. Any need for advance works or advance ordering of materials and supplies (to enable the protection or diversion of apparatus) shall be identified. The developer must provide written evidence that all statutory undertakers works have been paid for in advance of award of contract

2.2.18 **Interface with contiguous schemes:** In circumstances where a s.278 Scheme is contiguous with another scheme being designed by others (for example a s.38 estate road scheme which is the continuation of a road forming part of the s.278 Scheme) the details of the interface between the two schemes shall be agreed in advance with WCC's Technical Review Phase Team and the other designers. The details will include the coordinates, levels and bearings of each linear highway design feature at the interface.

2.2.19 **Road Safety Audit Stage 2 (RSA2) Designers' Responses:** If WCC's Road Safety Team is undertaking the RSA2, WCC's Technical Review Phase Team will be able to facilitate communications between auditors and designers. Otherwise, the developer's designers shall submit the RSA2 and designers' Response to WCC's Technical Review Phase Team for review by WCC's Road Safety Team.

2.2.20 **Highway Maintenance Audit Responses:** Before the Construction POCOC Works Information is finalised, highway drainage and road pavement proposals shall be submitted by WCC's Technical Review Phase Team to WCC's Highway Maintenance Locality Officer for a Highway Maintenance Audit. Highway drainage and road

pavement specifications shall be discussed with the Locality Officer and mutually acceptable specifications will be notified to the developer's designer.

- 2.2.21 **Cycle Audit Responses:** Before the Construction POCOC Works Information is finalised, scheme layout proposals shall be submitted by WCC's Technical Review Phase Team to WCC's Cycle Officer for a Cycle Audit. Mutually acceptable provisions for cyclists shall be discussed with the Cycle Officer and notified to the developer's designers.
- 2.2.22 **Consultation responses:** The consultation of local residents and other local stakeholders will be undertaken by WCC's Technical Review Phase Team. However, the developer's designers shall be responsible for supplying the technical information needed for the for consultee responses. Designs and associated Construction POCOC Works Information may need to be amended as a result of consultation.
- 2.2.23 **Permanent Traffic Regulation Orders (TROs) etc:** All necessary highway TROs, Speed Limit Orders, Highways to be Stopped Up or Diverted etc shall be identified by the developer's designers. Once identified, the developer's designers shall provide the plans and consultation drawings necessary to commission WCC's Traffic and Road Safety Group to process the orders on the developer's behalf. For the avoidance of doubt, 'highway' includes all footpaths, bridleways and byways.
- 2.2.24 **Principal Designer role under CDM 2015:** If the developer's designers are to undertake the CDM 2015 Principal Designer role, the expectation (subject to agreement between the developer and WCC's Technical Review Phase Team) is that the appointment will be made for the full duration of the project (i.e., from commencement of the design phase through to completion of the construction phase). The consequences of changes to the Construction POCOC Works Information, which stem from changes to the design, will need to be overseen by the Principal Designer throughout the construction phase. Pre-construction Information shall be supplied to WCC's Technical Review Phase Team so that it may be appended to the Construction POCOC documentation supplied to tendering contractors.
- 2.2.25 **Designer role under CDM 2015:** The designer's Risk Assessment shall be submitted to the Principal Designer for inclusion in the Pre-construction Information. During the construction phase, designs may need to be amended to allow for changes to the Works Information under the Construction POCOC. The need for such amendments is often the result of unforeseen physical conditions. **Redesign work during the construction phase is the responsibility of the developer's designers.**



## 2.3 Design Products

2.3.1 One complete set of the package of drawings and any other documentation, including that required for Contract Data Part one and the Works Information for the Construction POCOC, shall be submitted in an electronic format for technical review. This shall be accompanied by a completed Design Certificate (in the form set out on page 26). The Design Certificate shall be signed by the lead designer acting on behalf of the developer's designers. WCC's Technical Review Phase Team will advise the developer's designers of the lead reviewer's contact details. If any modifications are required, the developer will be notified, and the relevant drawings and documents will need to be amended accordingly and re-submitted for a further review. A revised and signed Design Certificate shall accompany the submission. **This process will be repeated until WCC's Technical Review Phase Team have no further comment to make on the complete package of work undertaken by the developer's designers.**

2.3.2 **Scheme-specific technical review, tender and contract drawings:** All drawings supplied, whether they be for technical review purposes, for final issue as tender drawings or for changes to the Construction POCOC Works Information during the construction phase, shall be supplied in PDF format. Unless otherwise agreed in advance with WCC's Technical Review Phase Team, drawings shall be produced for printing onto A1 sized sheets. The information shown on scheme-specific technical review, tender and contract drawings shall be organised generally in accordance with the various 'series' of the SHW. Separate drawings or separate sets of drawings shall be provided for:

- General Arrangement;
- Setting Out and Site Clearance (Series 200);
- Fencing and Road Restraint Systems (Series 300 and 400 respectively);
- Drainage and Service Ducts (Series 500);
- Earthworks (Series 600);
- Road Pavements (Series 700, 800 and 900);
- Kerbs, Footways and Paved Areas (Series 1100);
- Traffic Signs and Road Markings (Series 1200 and 1900);

- Traffic Signals and Controlled Crossings (Series 1200 and 1900);
- Street Lighting (Series 1300, 1400 and 1900);
- Structures (Series 1600, 1700, 1800, 1900, 2000, 2100, 2300, 2400, and 2500 as necessary);
- Miscellaneous (Series 2600);
- Landscape and Ecology (Series 3000);
- Longitudinal Sections;
- Cross Sections;
- Existing and Proposed Service Apparatus (Locations and Types) and, where applicable;
- Land Dedication (for the Section 278 Agreement).
- 'Other' (for the Section 278 Agreement).

- 2.3.3 The titles of drawings shall be as stated in the bullets above. However, for simple schemes where the detail needed to be shown on the drawings is limited, information may be merged onto fewer drawings. In such cases, the revised titles of drawings shall reflect the content of the drawings. Approval to merge information must be sought in advance from WCC's Technical Review Phase Team. Approval will only be granted for proposals which demonstrate a logical grouping of information.
- 2.3.4 Where two or more drawings are required to cover the extent of the Section 278 Scheme, annotated 'cut lines' shall be used to identify the common points on the different drawings.
- 2.3.5 Where two or more drawings (forming a set) are required to cover all the information for a particular drawing title (e.g., Road Pavements), the title shall be extended to include the phrase "Sheet X of Y" (as appropriate) and the 'key' identifying the features shown shall be the same for all drawings within the set.
- 2.3.6 Unless otherwise agreed in advance with WCC's Technical Review Phase Team, the scale of all drawings showing information in plan shall be 1:500. However, where desirable, details of particular features may be

shown in separate boxes at a suitably larger scale. In such cases the box shall clearly indicate the larger scale, which shall be one of the standard scales for technical drawings. Unless otherwise agreed in advance with WCC's Technical Review Phase Team, longitudinal sections and cross sections shall be produced at the following scales:

- longitudinal sections (1:500 horizontally and 1:100 vertically); and
- cross sections (1:100 horizontally and 1:50 vertically).

2.3.7 **Title-specific drawing content:** The following table identifies certain content of drawings, identified by drawing title. It is not meant to provide a comprehensive list of the information required for each drawing; it is meant to ensure that certain information is shown on the appropriate drawing. Unless otherwise agreed in advance with WCC's Technical Review Phase Team, these principles shall be followed.

Drawing Title	Content
General Arrangement	<p>This drawing (or set) should show the proposed works in plan at ground level; buried features should not be shown. It should not be used for pricing and therefore it should not include specification details. Appropriate features include:</p> <ul style="list-style-type: none"> <li>• new highway layout superimposed upon existing ('new' should be easily distinguished from 'existing' either by colour or by 'line weight');</li> <li>• new fencing and road restraint systems;</li> <li>• new carriageway extent (i.e., the extent of new carriageway surfacing);</li> <li>• new refuges and new traffic calming features (humps, speed tables, chicanes etc.);</li> <li>• new footways and cycleways (cycleways shall be identified as either segregated or unsegregated);</li> <li>• new tactile paving;</li> <li>• new road markings; and</li> <li>• new traffic signals and controlled crossings (the type of crossing shall be shown).</li> </ul>
Setting Out and Site Clearance	<p>This drawing (or set) should identify the positions of survey stations or permanent ground markers (PGMs) which will enable the contractor to set out the works. Each survey station or PGM shall be uniquely referenced. A table should be provided on the drawing which gives the National Grid coordinates and level (relative to the relevant Ordnance Survey datum) for each of the uniquely referenced survey stations and PGMs.</p>

Drawing Title	Content
	<p>Setting out details of the carriageway alignment shall include easting, northing, levels and radii of curves. All crown-lines should be shown on this drawing.</p> <p>The drawing (or set) should also identify the 'site' (as defined by the NEC3 ECC conditions of contract) as the area to be cleared. The contract requires the '<i>boundaries of the site</i>' to be identified in the Contract Data. When compiling the Contract Data Part one, WCC's Technical Review Phase Team will make reference to this drawing so the key on the drawing should use the term 'Boundary(ies) of the Site' to identify the closed line(s) which identify the area(s) to be cleared. Everything above ground level within the <i>boundary of the site</i> will be removed unless marked to 'remain' be 'preserved' or to be 'taken up or down'. Any demolition or special treatment shall be identified in the appropriate Numbered Appendices.</p>
Fencing and Road Restraint Systems	<p>This drawing (or set) should include all fences, gates, stiles, safety barriers and guard railing. If hedges are to be included as boundary features but no other planting is required, the new hedges and associated details may be shown on this drawing. In such instances, the drawing title should be amended to include reference to hedges.</p>
Drainage and Service Ducts	<p>This drawing (or set) should include all new drainage infrastructure: pipes, chambers, gullies, rodding eyes, headwalls, ditch works, attenuation systems, SuDS and the like, which should all be numerically referenced. <b>Outfalls and connections with the existing drainage infrastructure should be clearly marked.</b> Drawings submitted for technical review purposes shall also show finished road level contours so that gully positions and/or 'kerbdrain' outfalls can be checked.</p> <p>The drawing should also include a chamber schedule and pipe schedule. The chamber schedule should include the type of chamber, size of chamber (internal diameter), depth (ground level to top of base slab), the cover level and the grade of cover and frame. The pipe schedule should include for each length of pipe, the Pipe Group (as defined in Numbered Appendix 5/1), the length of pipe and the size of pipe (internal diameter). Upstream and downstream pipe invert levels should either be put on the plan or on the pipe schedule.</p>
Earthworks	<p>This drawing (or set) should identify zones of excavation and fill. Excavation zones shall be based on the profile of acceptable and unacceptable material Class U1A. Excavation of Class 5A, U1B or U2 material should be treated separately. Zones of excavation in Hard Material should be identified and the type of Hard Material (natural stone, concrete, bitumen-bound material etc.) should be clearly marked. Fill zones should be identified by material class</p>

Drawing Title	Content
	<p>unless General Fill is to be used, in which case the relevant zones should be identified as General Fill. Zones of topsoil should also be shown. If seeding and/or turfing are to be included but no planting is required, the seeding and/or turfing details may be shown on this drawing. If shown, the drawing title should be amended to include reference to seeding and/or turfing. The details of geotextiles (if used) should also be included.</p>
Road Pavements	<p>This drawing (or set) should identify areas of full carriageway construction, areas of carriageway overlay and associated regulating material and areas where the existing surface course is to be planed out and replaced. Areas of carriageway overlay and associated regulating material should be identified separately for:</p> <ul style="list-style-type: none"> <li>• full surface course overlay with fine regulating;</li> <li>• full surface course overlay with binder course regulating;</li> <li>• full surface course and full binder course overlay with base regulating; and</li> <li>• full construction of all bituminous layers with additional upper sub-base material.</li> </ul> <p>The drawing (or set) should also identify areas of existing carriageway to be broken up or perforated to allow full construction or near full construction where overlay solutions would be too expensive. Drawings submitted for technical review purposes shall also show isopachyte contours so that the different limits of overlay and associated regulating material can be checked.</p>
Kerbs, Footways and Paved Areas	<p>This drawing (or set) should identify the locations, types and sizes of kerbs (including special kerbs such as transition kerbs and dropped kerbs), edgings, channel blocks, combined drainage and kerb blocks and any other type of paved area edge restraint. This drawing (or set) should also identify all 'off-carriageway' paved areas such as footways and cycleways (including their construction details). Paved areas in flexible construction should refer to the relevant type given in WCC's HCDs (700 Series) Vol 1: B704.1 or B704.2. Details of block paving or flag paving should identify the locations, types, sizes, colours, laying patterns, bedding details and edge restraint arrangements for the paving.</p>
Traffic Signs and Road Markings	<p>This drawing (or set) should identify the locations, type and sizes of signs, poles and foundations. The detail should include the design of the sign face including material specification, x-heights and lighting requirements. Sign details may take the form of a 'sign schedule'.</p>
Traffic Signals and	<p>This drawing (or set) should identify the layout and arrangements for traffic signals and controlled crossing facilities. The detail should include:</p>

Drawing Title	Content
Controlled Crossings	<ul style="list-style-type: none"> <li>• the locations and types of signal controllers;</li> <li>• the locations of traffic signal poles and signal heads, pedestrian aspects, push-button units, on-crossing detectors, kerbside detectors, microwave vehicle detectors, detection loops and any other equipment necessary for the operation of the facility or facilities;</li> <li>• all road markings within and around the facility or facilities and the referenced positions of all traffic signs (including bollards) within and around the facility or facilities. Road marking and traffic sign reference details should match those shown on the Traffic Signs and Road Markings drawing(s);</li> <li>• ducting layouts, NAL sockets, footing/foundation details for equipment, access chambers, crossing-specific kerbing arrangements and tactile paving; and</li> <li>• all pedestrian guard railing within and around the facility or facilities. This should match the information shown on the Fencing and Road Restraint Systems drawing(s).</li> </ul>
Street Lighting	<p>This drawing (or set) should identify both existing and proposed positions of street lighting columns and illuminated signs and bollards. The drawing (or set) should include a 'Key' which:</p> <ul style="list-style-type: none"> <li>• indicates the different types of street furniture and their specification;</li> <li>• for street lighting columns includes details that identify <ul style="list-style-type: none"> <li>- the height of the column,</li> <li>- column features or type (hinged etc.),</li> <li>- lantern model, and</li> <li>- lamp wattage;</li> </ul> </li> <li>• indicates cable positions and features; and</li> <li>• indicates duct positions and features.</li> </ul> <p>All proposed streetlights should be numbered 001 upwards and prefixing with a 'P' (e.g., P001, P002 etc.). The same will apply to all proposed illuminated signs and bollards which must be numbered from 001 upwards and prefixed with a 'PS' (e.g., PS001, PS002 etc.). Only equipment that is acceptable to WCC's Street Lighting team should be shown on the drawing (or set). Equipment specifications must therefore be agreed with WCC's Street Lighting team prior to the proposals being submitted for technical review. Lighting levels should be indicated in either lux or Cd/m<sup>2</sup> depending on the road type. The lighting levels and other considerations on the drawing (or set) should comply with BS5489 and BS EN 13201 (British/European Standards for Road Lighting).</p>

Drawing Title	Content
	<p><b>All electric connections for street lighting and illuminated signs shall be made via the Distribution Network Operator Mains Cable</b>, with the exception of illuminated equipment situated, for example, on a refuge, splitter island, or roundabout. Such equipment should obtain its electricity supply via a suitably sized private cable embossed with "Warwickshire County Council Street Lighting" from an adjacent streetlight using XLPE/SWA/XLPE cable with copper conductors. All private cable routes and ducts should be shown on the drawing (or set). All proposals relating to electrical terminations, cable runs etc, should comply with the current edition of the IEE Wiring Regulations, WCC's Street Lighting Standard Details and the current working practises of the Distribution Network Operator.</p>
Structures	The content of this drawing (or set) should be agreed in advance with WCC's Technical Review Phase Team.
Longitudinal Sections	This drawing (or set) should show the master alignments in relation to existing ground profiles beneath them. The annotation boxes should identify chainages at 10m intervals with corresponding levels. Horizontal and vertical curvature should also be shown in relation to a chainage range.
Cross Sections	This drawing (or set) should show the proposed ground profile, the existing ground profile and the earthworks outline over the full extent of the works (determined from interfacing) at each 10m interval along each master alignment. The annotation box for each section should identify the master alignment string which is used as datum, the chainage of the section, the offset distance from the datum for each interface string (topographical and design data) and the corresponding level at each interface point.
Landscape and Ecology	This drawing (or set) should identify all planting, seeding, turfing and ecological work, together with any planting maintenance requirements which might best be identified on drawings.
Existing and Propose Service Apparatus (Locations and Types)	<p>This drawing (or set) should show apparatus within the Site Boundary as follows:</p> <ul style="list-style-type: none"> <li>• <b>for existing apparatus</b> - the location and type of all service apparatus (including chambers) as it will be on the starting date for the Construction POCOC (it should therefore consider any advance diversionary works associated with the s.278 Scheme); and</li> <li>• <b>for proposed apparatus</b> - the location and type of all service apparatus (including chambers) to be installed during the contract period for the Construction POCOC. This information should match the information given in Numbered Appendix 1/16.</li> </ul>

Drawing Title	Content
Land Dedication	Where applicable, this drawing (or set) should show the land owned by the developer which will be dedicated to Warwickshire County Council (as local highway authority) for highway use under a Section 278 Agreement. The plan area of the land to be dedicated should be shaded pink and edged in red line. The area shaded pink should consider the full requirement for the Section 278 Scheme, including the extent of associated earthworks and visibility splays.
Miscellaneous	Where applicable, this drawing (or set) should identify all works which are not covered by the other drawing titles listed. Items to consider include, but are not limited to: <ul style="list-style-type: none"> <li>• any proposals which would be subject to agreement under Section 50 of the New Roads and Street Works Act 1991;</li> <li>• accommodation works; and</li> <li>• other legal requirements such as those relating to rights of access to land to allow for future maintenance</li> <li>• plans suitable for pre-construction notification to residents, businesses etc (should be size and format easy to read).</li> </ul>

All drawings showing the scheme layout, except for the General Arrangement and Land Dedication drawings, should show the following:

- Safety, Health and Environmental (SHE) information in the form of a 'SHE Box' recommended under CDM 2015 (via implied reference to the ACoP under the previous 2007 Regulations); and
- chainages for each of the master alignment strings.

Each master alignment string shall be annotated to show the string label and chainage interval value.

## 2.4. Construction POCOC Procurement and Construction Phases

- 2.4.1 **Documents:** For the Construction POCOC, documents will be prepared by WCC's Technical Review Phase Team for the purpose of procuring the Section 278 works under an NEC3 Engineering and Construction Contract (ECC) or an NEC3 Term Service Contract (TSC). Where ECC is used, the main Option will be Option A (for priced contracts). The Construction POCOC Works Information will be in accordance with the Specification for Highway Works (SHW). The Construction POCOC, which will supplement WCC's overarching Construction Framework



Contract, will be accompanied with CDM 2015 Pre-construction Information as Annexure 1 to the Construction POCOC. The contents of the documents will be as follows

- Construction POCOC
  - Form of Agreement,
  - Schedule A: Contract Data Specific to the Work Package,
  - Schedule B: Site Information and Works Information Specific to the Work Package,
  - Schedule C: Quotation Information, and
  - Enclosure 1: Documents Relating to the Package Order; and
- Construction POCOC Annexure 1
  - Construction (Design and Management) Regulations 2015 (CDM 2015): Pre-construction Information and Acceptance of the Construction Phase Plan.

2.4.2 The developer's designers shall provide all the information necessary to complete Contract Data Part One, the Site Information, the Numbered Appendices to the SHW (forming a part of the Works Information), any other Works Information and the designer's Risk Assessment for the Pre-construction Information. If the developer's designers are also the Principal Designer under CDM 2015, they shall also provide all the other information necessary to complete the Pre-construction Information.

2.4.3 Where TSC is used, the contract procurement documents will take the form of a Task Order (TO) and associated documents. WCC's Technical Review Phase Team will compile the TO and associated documents, including the CDM 2015 Pre-construction Information and Acceptance of the Construction Phase Plan.

2.4.4 **Procurement phase responsibilities:** During the Construction POCOC procurement phase, the developer's designers shall:

- provide WCC's Technical Review Phase Team with information concerning the design or the Construction POCOC Works Information which will enable WCC's Technical Review Phase Team to respond to tender enquiries; and
- provide WCC's Technical Review Phase Team with revised Construction POCOC Works Information (including revised drawings and revised information for the Numbered Appendices as necessary), to allow WCC's Technical Review Phase Team to review the revisions and, if appropriate, provide tender amendments in the form of 'corrigenda' and/or 'addenda'.

2.4.5 **Construction phase responsibilities:** During the Construction POCOC construction phase, the developer's designers shall provide WCC's Technical Review Phase Team with revised Construction POCOC Works Information (including revised drawings and revised information for the Numbered Appendices as necessary), to allow WCC's Construction Phase Team to review the revisions and, if appropriate, issue the information to the NEC3 Project Manager.

# DESIGN CERTIFICATE – sample format

---

We: ..... the designers

Address: .....  
.....

certify that all reasonable professional skill and care has been used in the preparation and checking of the design for

Scheme title .....  
.....

I confirm we have prepared the design shown on the following drawings and documents:

Number / Ref	Revision	Title

continue drawing and document references overleaf as necessary

Signed .....

Name ..... (Lead designer)

Date .....

---

To be completed by Warwickshire County Council

This Certificate is:

- a) received\*
- b) received with comments as follows\*
- c) returned marked 'comments as follows'\*

\* delete as appropriate

Signed .....

Name ..... (Technical Review Lead)

Date .....

Number / Ref	Revision	Title



# Local Bus Service Provision and Supporting Bus and Highway Infrastructure – Warwickshire County Council

## 1 Introduction

Warwickshire County Council (WCC) acknowledge the role local bus services and supporting bus and highway infrastructure have in delivering connectivity between new development, urban centres, major employment sites and other prominent generators of local trips. The position of the County Council is aligned with national and local policy as stated below:

- The [National Planning Policy Framework](#) (NPPF) steers development towards promoting its connectivity with sustainable transport to facilitate sustainable development and contribute towards wider sustainability.
- The NPPF also promotes the integration of planning and sustainable transport to provide attractive alternatives to travelling by car to access employment, education, health facilities, leisure, amenities and health objectives - aimed at providing people with a real choice about how they travel.
- The County Council requests provision and/or improvements to local bus services in association with new development in alignment with the policies established in the Warwickshire [Local Transport Plan 2011-26](#), in respect to promoting public transport connectivity between new development and local amenities; and
- The Warwickshire Local Transport Plan 2011-26 also specifies that all occupiers within a new development should be no further than 400 metres away from the nearest bus stop, in line with policy stated in the in respect to connectivity between new development and local bus services.

Developer contributions can only be sought if they meet the 3 legal tests for planning obligations which are as follows:

- a) Necessary to make the development acceptable in planning terms.
- b) Directly related to the development.
- c) Fairly and reasonably related in scale and kind to the development.

It will be the Local Planning Authority who decides whether the request is included in the commitments placed on the developer.

## 2 Common Developer Contribution Requirements

### 2.1 Local Bus Service Provision

For larger developments, i.e., those with more than 20 employees and/or significant visitor numbers, or a residential development of 25 or more dwellings, the County Council will consider requesting for the developer to provide a contribution covering any of the following:

- Cost for extending the timetable (i.e., providing additional bus journeys) and/or route of an existing local service to serve the new employment and/or visitor amenity, to cater for such visitors and/or shift change patterns;
- Diversion of one, or a combination of, existing local bus services to penetrate, or be adjacent to, the residential development, this will include enhancing the frequency and providing additional journeys; or
- The cost of a new bespoke bus service specifically serving the new development and providing connectivity with nearby residential areas, town centres and public transport interchanges.

The developer is asked to provide a contribution covering the cost of providing the designated local bus service provision over a period of 5 years.

Example of Developer Contribution Payment Phases in 2018 (costs could change over time):

Year 1 - £130,000
Year 2 - £110,000
Year 3 - £90,000
Year 4 - £70,000
Year 5 - £50,000
Total - £450,000

How have the costs figures been derived?

The cost of procuring the operation of one additional bus, with driver, during the period 0700-1900 on Monday to Saturday is approximately £150,000 per annum. It would be expected that revenue would be collected from passengers using the service operated by this bus, which would be expected to grow gradually as the development is completed and travel habits are established. In this typical example, starting revenue growth has been assumed at £20,000 pa., growing by £20,000pa, which would mirror experience. For large, or remote, developments, an evening and Sunday hourly service provision would be required and likely cost about an additional £65,000pa.

#### Additional Information on Rationale and Justification:

It would be expected that a major residential or commercial development would require a bus service running at least every 30 minutes during the main daytime period, in order to comply with the National Planning Policy framework promoting the integration of planning and sustainable transport in order to provide attractive alternatives to travelling by car to access employment, education, health facilities, leisure, amenities and health objectives - aimed at providing people with a real choice about how they travel.

Depending on the location, the provision of such service will be achieved by extending or diverting an existing bus service, or in the more extreme cases, a completely new service. Invariably the extension or diversion of an existing service will require an additional bus to be placed in service to serve the Development and maintain existing frequency of service. If a completely new service is required, or any extension is lengthy, then it is likely that two additional vehicles would be required to reach major shopping, employment and transport interchange areas, with costs, but not necessarily revenue, doubled accordingly.

The County Council places great emphasis on ensuring during the planning stage the local bus service provision has every chance of achieving success. This is in terms of attracting a sufficient level of patronage ensuring the provision will not require subsidy from the County Council to continue operation after expiry of the developer contribution lifespan.

It is possible for the developer to negotiate directly with a local bus operator to operate the bus service compliant with the requirements. However, in this instance, the developer will be responsible for the compliant provision of this service for the length of the agreement, with the bus operator as their sub-contractor. The developer will be responsible for providing WCC with loading and revenue data for the service to facilitate future decisions once the Section 106 Agreement expires.

## **2.2 Supporting Highway Infrastructure within the Proposed New Development**

The County Council and local bus operators agree it is fundamental to ensure the primary spine road penetrating a new development is planned and constructed with the local bus service mind, i.e., its layout enables buses to penetrate the new development site effectively, moving easily on bus friendly roads in both directions including access and egress.

In respect to separate significant developments which are situated adjacent to one another, it is fundamental the main spine road for each development connect with one another, in order to support effective bus penetration and connectivity.



The County Council is minded it is fundamental that internal footways within the new development provide effective connectivity between properties and the bus stops situated on the main spine road.

Where roads are identified as bus routes and bus stops are to be placed by the developer, these should be at locations within the development that will be convenient for passengers (circa 400m walking distance from each house/unit) considering the bus route and the previous and following stops away from the development, or as otherwise agreed with the Highway Authority.

### **2.3 Supporting Bus Infrastructure**

Developer contributions are usually sought in respect of securing improvements to bus infrastructure in association with any development comprising 50 or more dwellings or any employment-based amenity, where a local bus service is in operation within close proximity to the new development.

Bus infrastructure is secured and delivered by means of the following alternative options: The appropriate agreement will be agreed at pre-application meetings.

- Section 38 Agreement – The developer manages the delivery of the works, e.g., provision of bus stops on the main spine road within a new development – commuted sums would need to be collected.
- Section 278 Agreement – The County Council or the developer manages delivery of works, e.g., provision or enhancement of nearest existing bus stops serving the new development, as part of a wider package of highway works aimed at connecting the new development to the local highway network, commuted sums would need to be collected: or
- Section 106 Agreement – The County Council manages delivery of necessary bus stop provision or enhancement work on the local highway network in support of the new development after construction – commuted sums would need to be collected.

The improvements to bus infrastructure could comprise any of the following:

a) Provision and/or Enhancement of Bus Stops:

It is usual for bus stops provided or enhanced in association with new development to consist of the following:

- Provision of a bus boarding / alighting area including an area of hard-standing;

- Provision of a bus stop pole – to be a Swan Neck specification if the development is on an existing Quality Bus Corridor (QBC) route;
- Provision of bus stop clearway box markings on the carriageway; and
- Provision of a bus shelter.

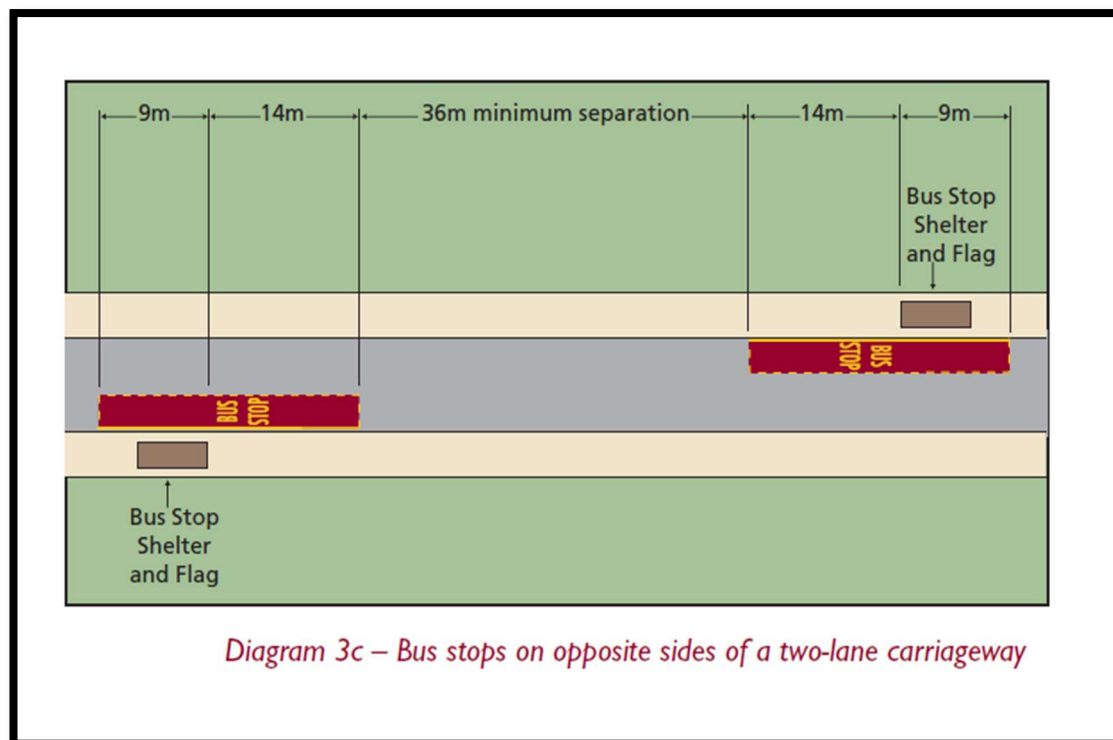
b) Provision of Bus Shelters:

The County Council will seek for bus shelters to be provided in association with new development when aligned to the following circumstances:

- It considers a new development to be of a sufficient size to be classified as a major generator of trips, and as such, encouraging use of local bus service is important to support modal shift, e.g., a residential development of 75 dwellings or more; and/or
- The new development is situated near a mass of existing properties also served by the same local bus service, in which requests for a bus shelter have been received, sometimes on a political basis.

c) Paired Bus Stop Arrangements (Section 38 Arrangements):

It is generally not advisable to position bus stops opposite each other on a main spine road (two-way carriageway) within a new development, as safety and visibility would be compromised. It is suggested that the paired bus stops be positioned with a minimum separation of 36 metres instigated, i.e., buses stop 'tail to tail' and move off away from each other as per the diagram below:



Note: Diagram taken from the Bus Stop Design Guide by the Roads Service, Transportation Unit, Department for Infrastructure (Northern Ireland), October 2005

- d) **Bus Shelter Maintenance:**  
 When two or more bus shelters are required in association with a new development, the developer is requested to provide a commuted sum to cover the cost of maintaining the bus shelters over a period of 5 years (£1,000 per annum per bus shelter), and therefore, the sum of £5,000 per bus shelter is stipulated by the County Council.
- e) **Bus Stop Lay-bys:**  
 Where new bus stops associated with new development are to be provided on busy roads, the County Council often requests for a bus stop layby to be provided to enable buses to pick up / set down passengers without obstructing traffic flow. The length of a typical standard bus stop lay-by is approximately 28 metres taper to taper.

## f) A Super Stop:

In respect to a significant employment-based amenity, if the major development has a primary entrance point to its main building adjacent to a main carriageway access, then the County Council may request for a Super-Stop to be provided in the vicinity of the entrance point, i.e., resembling a bus interchange point with a large, elongated waiting facility (i.e., a 5-bay bus shelter) being its main feature.

## g) Bus Priority:

In terms of major residential and/or significant employment-based amenity, the County Council may consider opportunities to deliver bus priority at key junctions in an urban centre on a bus route serving a new development. This would support bus punctuality, schedule adherence and improve customer satisfaction. Bus priority may also be provided at access points for bus and/or rail stations served by the local bus service calling at the new development.

## h) Real Time Information:

- The provision of real time information displays may be requested at bus stops within the main spine road of a significant employment-based amenity. Such provision will act as an extension of the existing RTI scheme in Coventry to simplify the organisational and technical arrangements. The developer would be asked to include the RTI provision in Section 38/278 Agreement and lead delivery. The developer would need to work with WCC Traffic Control and Information Systems Team, Travel for West Midlands and VIX (RTI supplier for WCC RTI Scheme) to deliver the initiative.
- A commuted sum would be required to cover the maintenance of the RTI displays and supporting infrastructure at a cost per display of £800 per annum over 5 years, i.e., £4,000 per RTI display (2018 prices and these costs may change over time).
- A further commuted sum will be required to contribute towards replace the RTI displays after the expiry of their 15 years lifespan at a cost of £8,000 per RTI display (2018 prices and these costs may change over time). This is a similar arrangement to the Section 106 Agreement maintenance measures put in place for traffic signals.
- The maintenance sums to be included in Section 106 Agreement and the County Council would not assume responsibility for the maintenance of the RTI infrastructure until the Highway was adopted.

## i) Park and Ride:

Some form of either conventional or virtual Park and Ride in the vicinity of a significant employment-based amenity may be considered by the County Council, in response to overall development in the area. Such a facility would also be facilitated with supporting bus priority measures at key junctions on the local highway network. The developer would be

asked to make a significant contribution towards the operation of the Park and Ride bus service and the construction, operation and management of the site.

j) Bespoke Measures (Solar Panels and Green Roofs):

- WCC officers will consider the provision of potential provision of solar panels and green roofs on bus shelters to be provided by developers in liaison with WCC County Highways.
- WCC County Highways has initially indicated that such solar-panelled provision could be acceptable to power only a very small light to run in the shelter overnight. The location would also have to be considered, e.g., how much shade would the roof get etc.
- Further intelligence will be sought regarding the life expectancy of solar batteries/led etc for bus shelters and maintenance costs before WCC officers consider requesting developers to provide provision of solar powered lighting infrastructure in the future.
- WCC officers agree that solar-powered provision would not be appropriate for larger infrastructure items such as real time information displays due to common operational difficulties, particularly during winter months.
- WCC officers will also obtain further intelligence on provision of solar-panelled green roofs in terms of specification and guidance on how to maintain them.
- WCC County Highways would need to review and approve the maintenance contributions requested for such bespoke provision, as such specifications are not currently dealt with by County Highways.
- WCC County Highways maintenance regime is very simple, i.e., monthly clean of glass and floor, and annual electrical test for those with power supplies. Either of the these would possibly require more cyclical maintenance, and thus, further intelligence will be sought on this matter to guide future decision making.

### **3 Monitoring Delivery of New Stops/Services Secured by Section 106 Agreement**

#### **3.1 Local Bus Services**

The WCC Passenger Transport Team monitors the delivery, operation and performance of bus service enhancements or provision secured through a Section 106 Agreement, when operated under contract to the County Council.

The developer is responsible for monitoring the delivery, operation and performance of bus service enhancements or provision, in which the developer has procured the enhancement and discharged the funding directly to the bus operator as their sub-contractor.

### **3.2 Bus Stop Infrastructure**

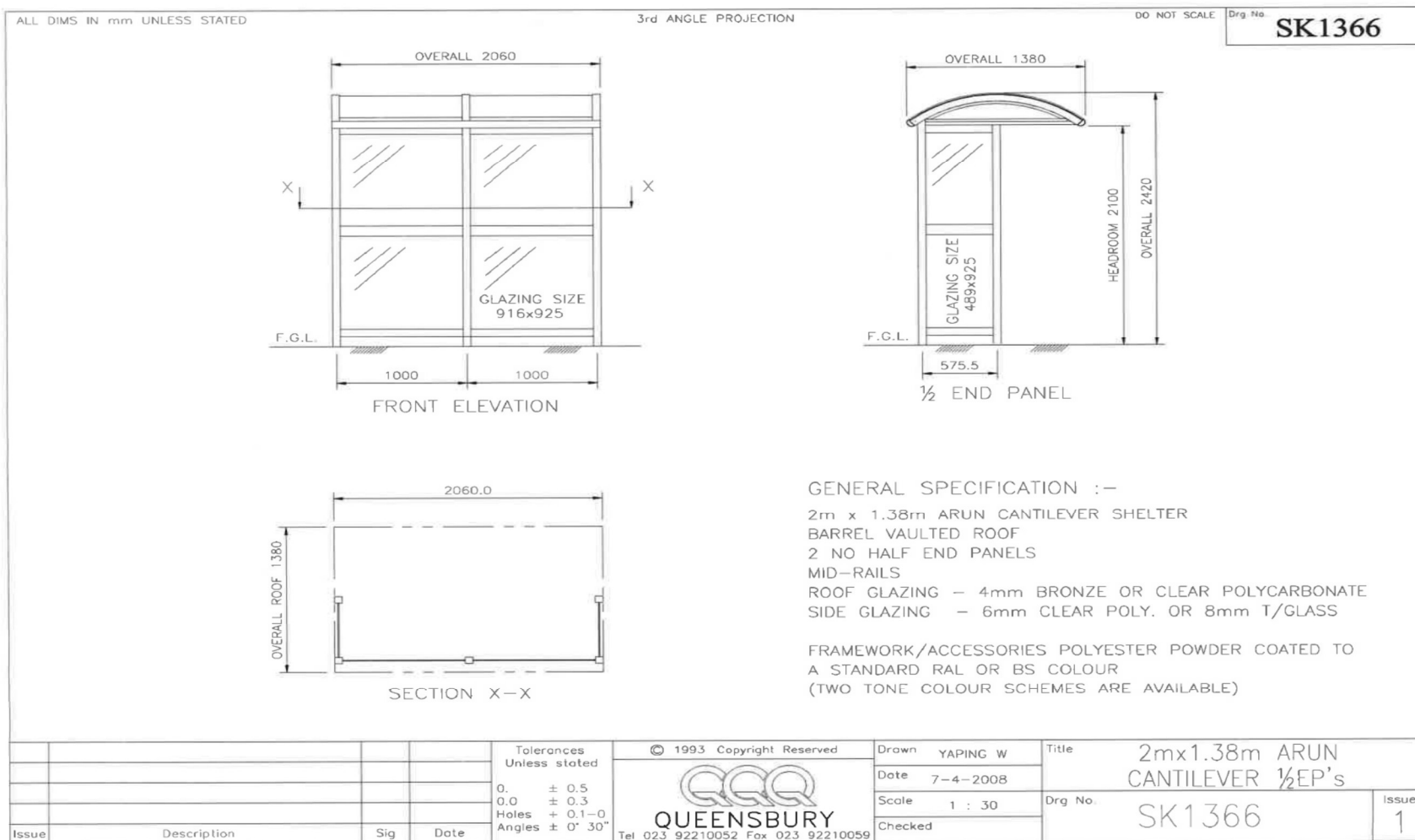
The WCC Transport Planning Team manages the delivery of bus stop provision or improvements secured through a Section 106 Agreement, including overseeing the process of getting the funding added to the WCC Capital Programme and commissioning WCC Design Services to design and deliver the necessary works.

## Appendix A: Standard Detail for Bus Shelters

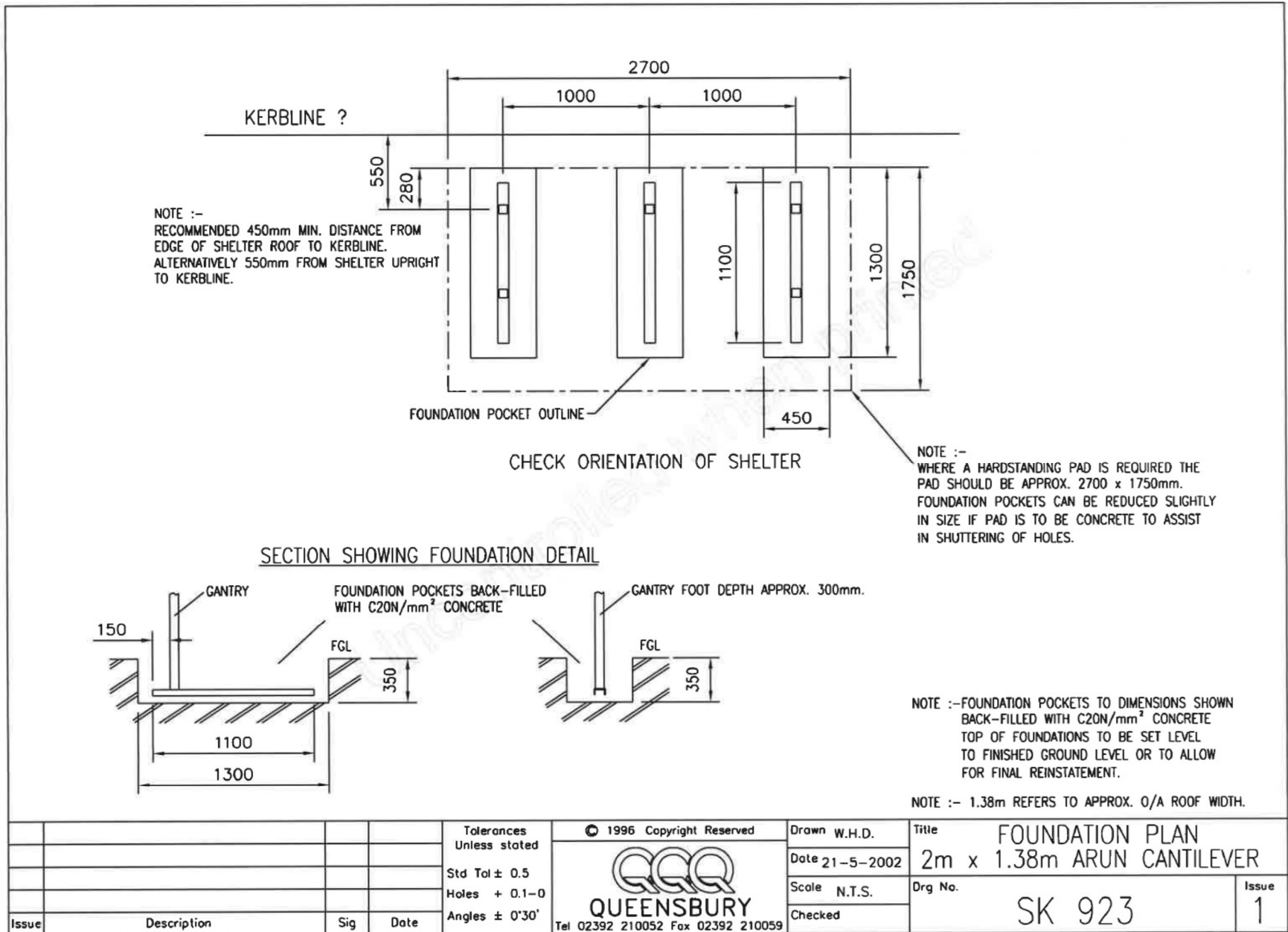
The developer, as part of a Section 38 or Section 278 Agreement highway works, or alternatively bus shelter suppliers when directed by the County Council as part of Section 278 or Section 106 Agreement highway works, are asked to provide the following infrastructure depending on the location:

- A 2 or 3 bay cantilever bus shelter with half end panels on either side and a barrel roof;
- Bus shelter is to be provided with a full-length perch seat;
- A double royal size display case to be attached to interior of the bus shelter (to enable bus information to be placed on display within the bus shelter);
- The colour of the bus shelter, roof, perch seat, display case and the bus stop pole will be black (RAL number Black RAL 9005);
- The bus shelter is to be erected upon an adequately sized concrete base; and
- On occasions, the bus shelter supplier is also asked to provide a standard or black swan neck specification bus stop pole RAL number Black RAL 9005.

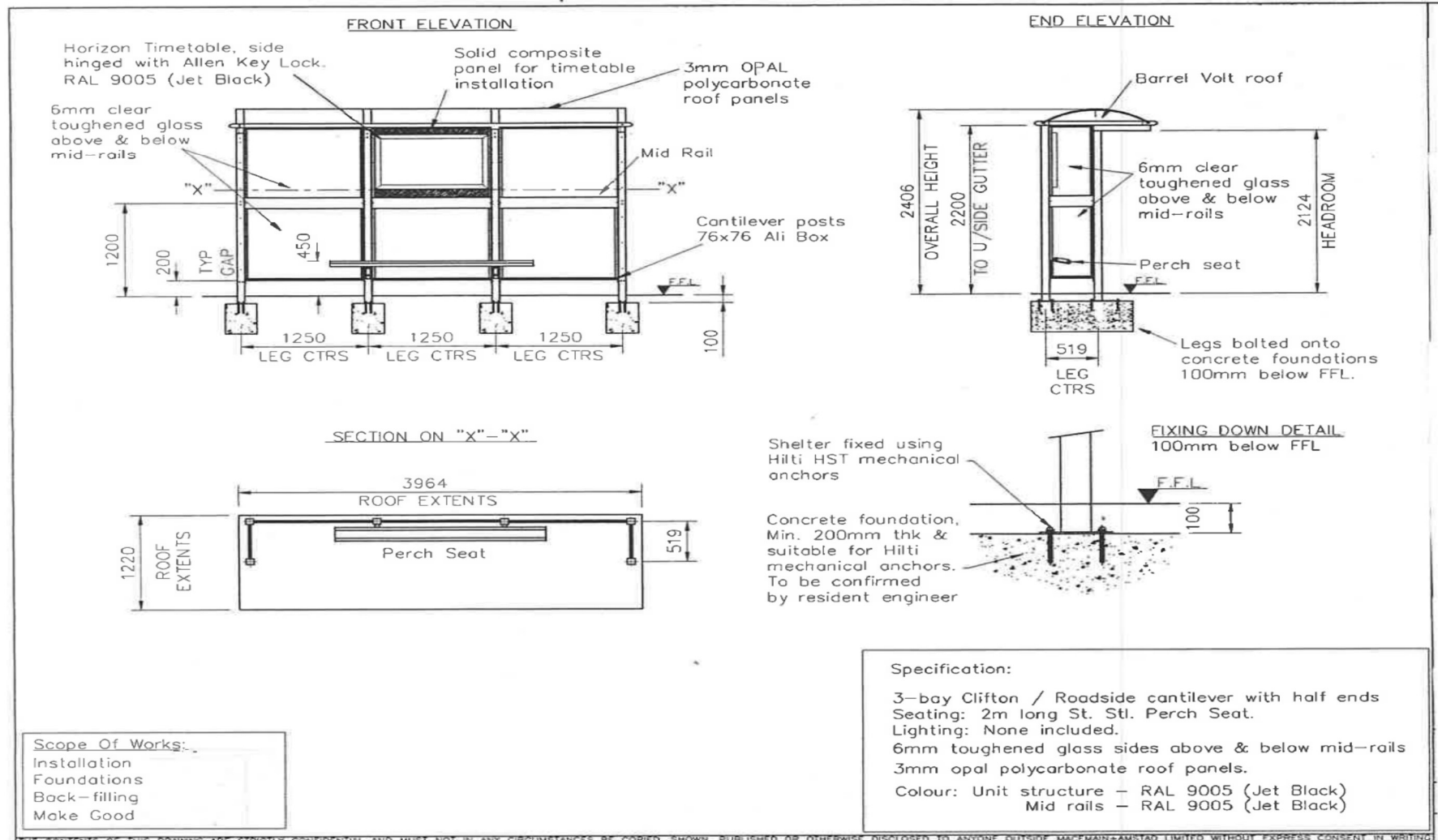
### Example Dimensions and Measurements of a 2 bay Cantilever Bus Shelter



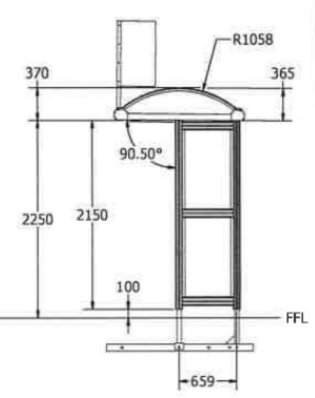
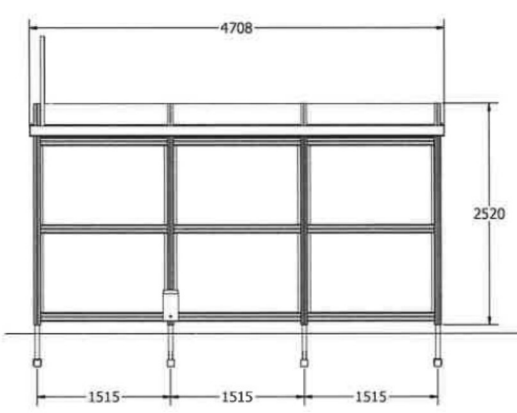
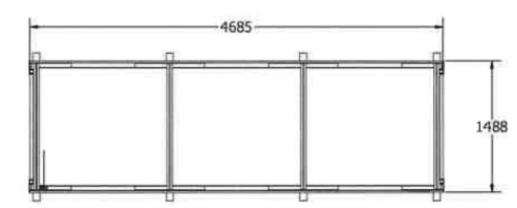
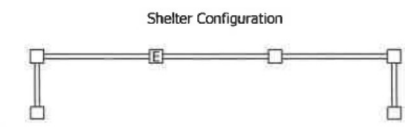
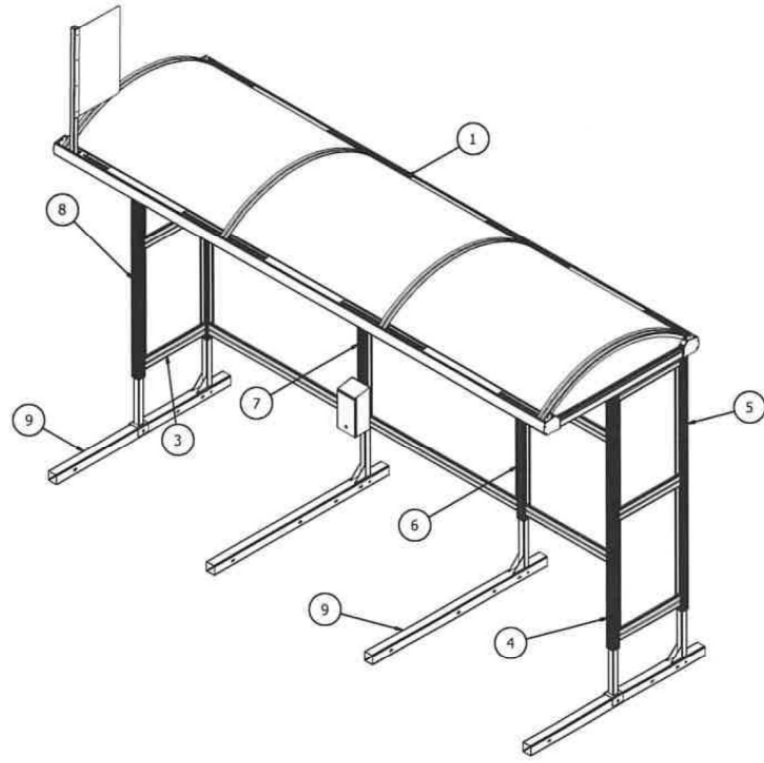




Example Dimensions and Measurements of a 3 bay Cantilever Bus Shelter

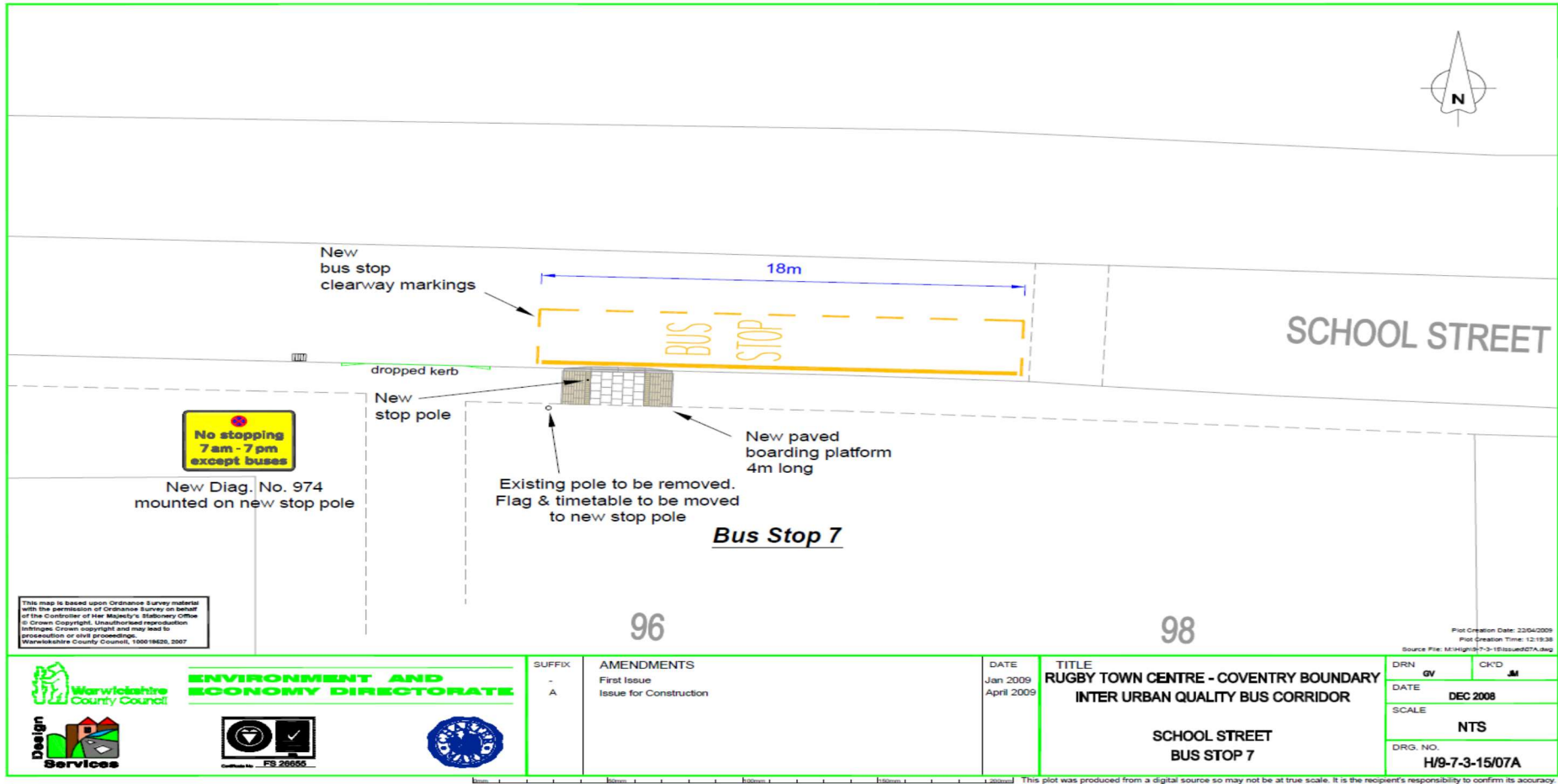


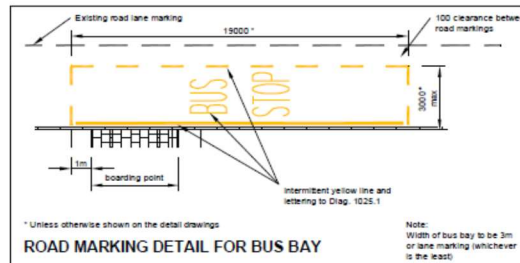
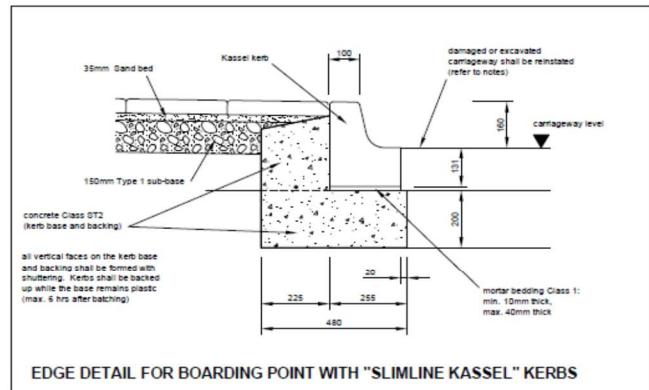
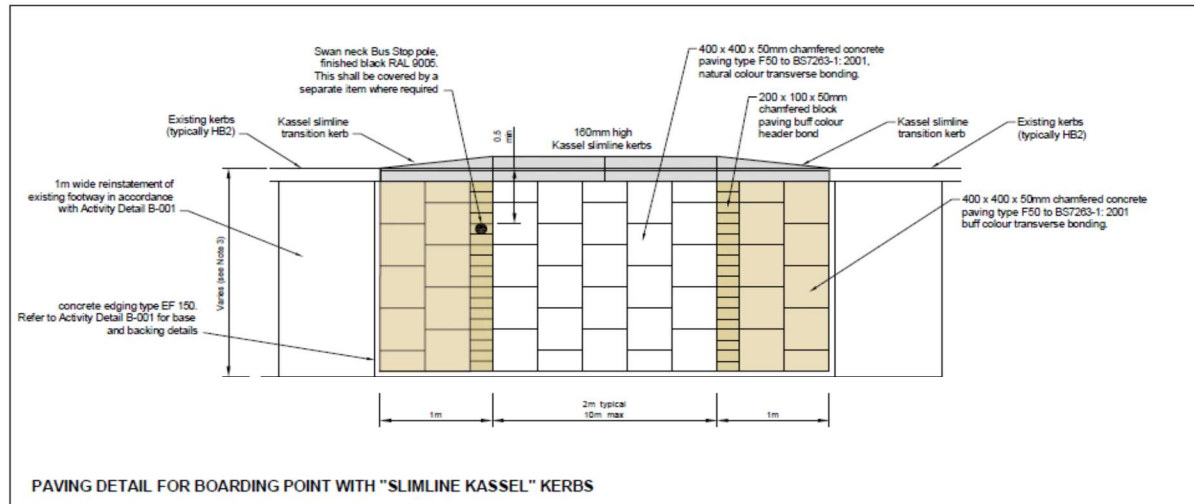
 <b>BUS SHELTERS LTD</b> we cover your world		DESIGN BY <b>Lee Jones</b> Dyffryn Business Park, Llandow, Glamorgan, CF71 7PY	DRAWN/DETAILED BY <b>Lee Jones</b> www.shelters.co.uk	DRAWING NUMBER <b>224808</b>	REVISION <b>P1</b> t 01446 795 444 f 01446 793 344			
----- PARTS LIST -----								
ITEM	DRAWING	REV	QTY	TITLE	DESCRIPTION	MATERIAL	FINISH	MASS
1	224847	P2	1	3 Bay Cantilever Roof	General Assembly of Parts	As Parts	As Parts	152.66 kg
2	224850	P4	3	Glazing Assembly - Full Bay Width	General Assembly of Parts	As Parts	As Parts	38.21 kg
3	224852	P5	2	Glazing Assembly - Cantilever 1/2 Ends	Assembly of APrts	As Parts	As Parts	17.28 kg
4	224854	P1	2	Dead End Column Assembly	General Assembly of Parts	As Parts	As Parts	7.22 kg
5	224855	P1	2	Corner Column Assembly	General Assembly of Parts	As Parts	As Parts	7.54 kg
6	224856	P1	1	Centre Column Assembly	General Assembly of Parts	As Parts	As Parts	7.54 kg
7	224857	P2	1	Electric Centre Column Assembly	General Assembly of Parts	As Parts	As Parts	12.49 kg
8	224906	P3	2	Adjustable Spigot Leg Assembly	Welded Sub Assy	As Parts	Powder Coat	9.21 kg
9	224909	P4	4	Cantilever Adjustable Spigot	Welded sub assy.	As Parts	Powder Coat	20.61 kg



TITLE <b>3 Bay Cantilever, 1/2 Ends</b>				PROJECT <b>TRANSIT 2</b>			
DESCRIPTION <b>General Assembly of Parts</b>		FINISH <b>As Parts</b>		MATERIAL <b>As Parts</b>			
CREATION DATE 02/11/2007	CHECKED BY	DESIGN BY <b>Lee Jones</b>	DRAWN/DETAILED BY <b>Lee Jones</b>	SHEET 1 / 1	MM	A3	DRAWING NUMBER <b>224808</b>
							REVISION <b>P1</b>

# Appendix B: Standard Detail for Bus Stops





**NOTES**

1. All dimensions are in millimetres unless stated otherwise.
2. HB2 kerb details (for relaying purposes) are shown on Activity Detail A-001.
3. Where footway width exceeds 4.0m, maximum width of boarding point shall be 3.0m. In all other cases, boarding point width shall be as existing footway width.
4. The back edge of the boarding point shall tie in with existing footway levels.
5. Edging kerbs shall be laid along the back edge of the paving area unless the footway boundary is formed by a wall or other structure.
6. Paving flags shall be bedded on granular material Type 1 sub-base (SHW Clause 803) 150mm thick (lower layer), and sand 35mm thick (top layer).
7. The maximum length and width of the bus bay shall be 19m and 3m respectively. For the purpose of pricing road markings associated with the bus bay, these dimensions shall be assumed. Road markings shall comprise yellow thermoplastic screed with applied solid glass beads.
8. Carriageway reinstatement shall be in accordance with the longitudinal construction joint detail shown on Activity Detail A-003, Surfacing Type 1.

**ACTIVITY VARIABLE A : EDGING LENGTH**

1. Not exceeding 6m.
2. Exceeding 6m but not exceeding 12m.
3. Exceeding 12m but not exceeding 20m.

**ACTIVITY VARIABLE B : "KASSEL" KERB LENGTH**

1. Not exceeding 6m.
2. Exceeding 6m but not exceeding 9m.
3. Exceeding 9m but not exceeding 12m.

**ACTIVITY VARIABLE C : PAVING AREA (ASSORTED TYPES)**

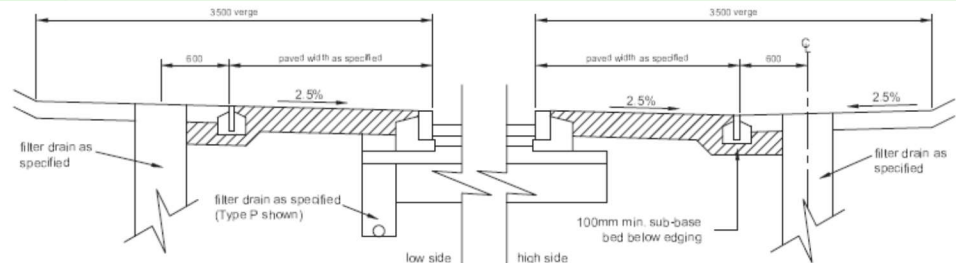
1. Not exceeding 12m<sup>2</sup>.
2. Exceeding 12m<sup>2</sup> but not exceeding 24m<sup>2</sup>.
3. Exceeding 24m<sup>2</sup> but not exceeding 48m<sup>2</sup>.

**ACTIVITY VARIABLE D : SURFACE TREATMENT AREA**

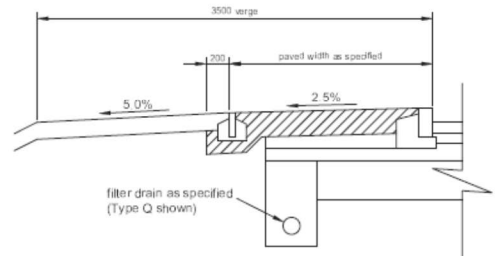
1. Not exceeding 30m<sup>2</sup>.
2. Exceeding 30m<sup>2</sup> but not exceeding 60m<sup>2</sup>.

<p>CONSTRUCTION ACTIVITY DETAILS</p>	TITLE 1 PUBLIC TRANSPORT SCHEMES	TITLE 2 GENERAL ARRANGEMENT DETAILS FOR BUS BOARDING POINT (QUALITY BUS CORRIDOR) WITH KASSEL KERBS	PREVIOUS ISSUES	ALL DIMENSIONS IN MILLIMETRES UNLESS STATED OTHERWISE	ORIGINAL DRAWING SIZE 420mm x 297mm	Plot Creation Date: 22/10/2009 Plot Creation Time: 08:18:10 Source File: M:\High\TP2009\Issued\F001 (Issue 3).dwg
			1 FEB 2005 NOT TO SCALE	DATE	DRN	GV
			2 OCT 2008 DRG NO.	F-001	ISSUE STATUS	3 JEM
					ISSUE DATE	APRIL 2009

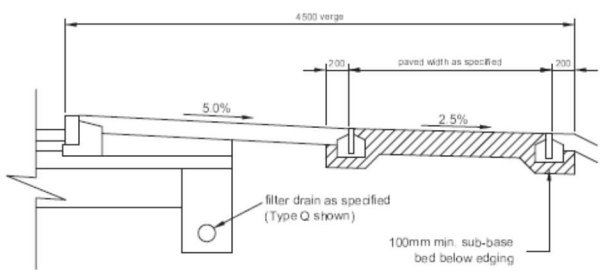
0mm 50mm 100mm 150mm 200mm This plot was produced from a digital source so may not be at true scale. It is the recipient's responsibility to confirm it's accuracy.



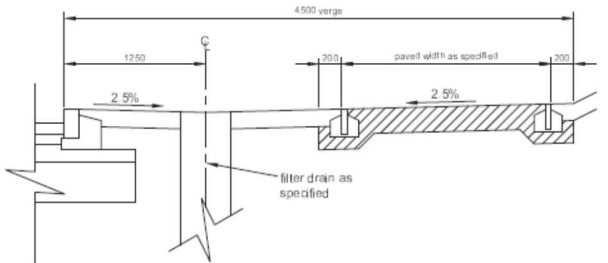
**PAVED AREA ADJACENT TO CARRIAGEWAY IN CUTTING**



**PAVED AREA ADJACENT TO CARRIAGEWAY ON EMBANKMENT**



**PAVED AREA AT BACK OF VERGE ON EMBANKMENT**



**PAVED AREA AT BACK OF VERGE IN CUTTING**

**KEY**

footway/cycleway construction

**CONSTRUCTION FOR BITUMINOUS FOOTWAYS, CYCLEWAYS AND COMBINED FOOTWAYS/CYCLEWAYS**

Construction Type	Thickness	Specification	Notes
Type 1: (footways only)	20mm	Surface Course: HRA 55/6F surf 100/150 (HRA 45/6F 160/220 if hand laid)	To be used on untrafficked footways only, where vehicle loading is not possible.
	50mm	Binder Course: AC20 dense bin 100/150 (160/220 binder may be used in winter when hand laying)	
	100mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	
Type 2: (footways and cycleways)	20mm	Surface Course: HRA 55/6F surf 100/150 (HRA 45/6F 160/220 if hand laid)	To be used on footways and cycleways trafficked only by light vehicles and where there is no risk of heavy vehicle loading.
	50mm	Binder Course: AC20 dense bin 100/150 (160/220 binder may be used in winter when hand laying)	
	150mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	
Type 3: (footways and cycleways)	20mm	Surface Course: HRA 55/6F surf 100/150 (HRA 45/6F 160/220 if hand laid)	To be used on footways and cycleways occasionally trafficked by heavy vehicles.
	50mm	Binder Course: AC20 dense bin 100/150 (160/220 binder may be used in winter when hand laying)	
	225mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	
Type 4: (footways and cycleways)	25mm	Surface Course: HRA 55/6F surf 100/150 (HRA 45/6F 160/220 if hand laid)	To be used on footways and cycleways frequently trafficked by heavy vehicles.
	90mm	Base: AC32 dense base 100/150 (160/220 base may be used in winter when hand laying)	
	365mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	

**NOTES**

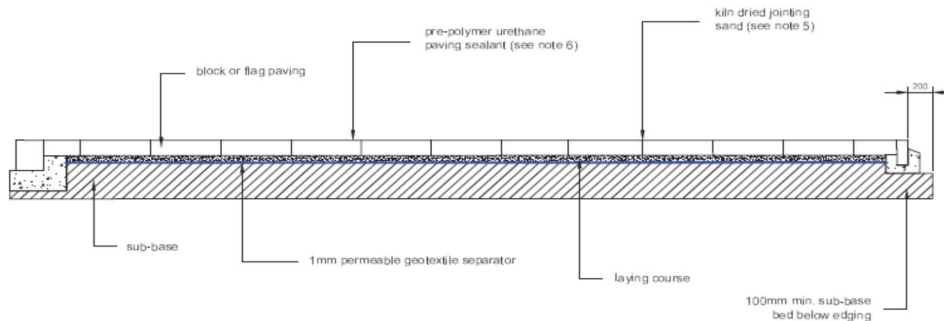
1. The material specifications for 55/6F surf., 45/6F surf. and 45/10F surf. are given in W.C.C. County Road Construction Strategy. The material specification for 55/10F surf. is given in PD 6691, Table C2A.
2. Footways and cycleways crossing accesses shall be constructed in accordance with the relevant access construction requirements of B 704.2.
3. Machine laying of bituminous layers is the default option. Except for circumstances where it is not possible, cycleways and combined footways/cycleways shall be machine laid. Permission to hand lay must be sought from the Overseeing Organisation.

ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED. DO NOT SCALE FROM THIS DRAWING.

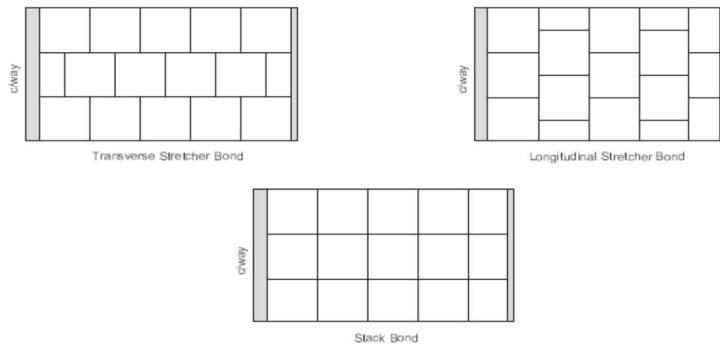
	HIGHWAY CONSTRUCTION DETAILS (HCD-700)	SECTION EDGE OF PAVEMENT DETAILS	TITLE FOOTWAY & CYCLEWAY CONSTRUCTION (BITUMINOUS)	DRAWN RJP	CHECKED NH	APPROVED AC	ISSUE 6	PREVIOUS ISSUES	
				DRAWING NUMBER B 704.1	SHEET SIZE A3	ISSUE DATE FEB 2017	1 FEB 2005 2 MAY 2010 3 OCT 2010 4 FEB 2013	5 APR 2016	

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TYPICAL SECTION



FLAG PAVING PATTERNS

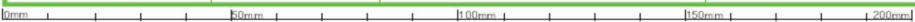
CONSTRUCTION FOR PAVED FOOTWAYS, CYCLEWAYS AND COMBINED FOOTWAYS/CYCLEWAYS			
Construction Type	Thickness	Specification	Notes
Type A: (footways only)	Varies	Block or flag pavers as specified on scheme specific drawings	To be used on untrafficked footways only, where vehicle loading is not possible.
	30mm	Laying Course: Sand (kiln dried and compacted)	
	100mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	
Type B: (footways and cycleways)	Varies	Block or flag pavers as specified on scheme specific drawings	To be used on footways and cycleways trafficked very occasionally by light vehicles and where there is no risk of heavy vehicle loading.
	30mm	Laying Course: Rigid mortar to BS 7533	
Type C: (footways and cycleways)	Varies	Block or flag pavers as specified on scheme specific drawings	To be used on footways and cycleways trafficked very occasionally by heavy vehicles.
	30mm	Laying Course: Rigid mortar to BS 7533	
	70mm	Binder Course: AC20 dense bin 100/150 (160/220 binder may be used in winter when hand laying)	
	150mm	Sub-base: Type 1 Unbound Mixtures to S.H.W. Clause 803, Type 2 Unbound Mixtures (if they contain at least 80% bituminous planings) to S.H.W. Clause 804 or Type 3 (open graded) Unbound Mixtures to S.H.W. Clause 805	

NOTES

- For kerbs and edgings details, refer to WCC HCD B 702.1.
- For footway/cycleway construction drainage details, refer to WCC HCD B 704.1.
- For block paving laying patterns, refer to WCC HCD B 704.3
- For acceptable flag paving sizes, refer to British Standard sizes detailed in BS 7263-1 and the national annex of BS EN1339:2003.
- Joints shall be filled in dry conditions and when paving is completely dry to within 2mm of the paving surface.
- The pre-polymer urethane paving sealant shall be a jointing sand stabiliser that is suitable for the installed paving units and be applied as per the manufacturers specification. The proposed sealant must be approved by the Overseeing Organisation prior to its application.

ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED. DO NOT SCALE FROM THIS DRAWING.

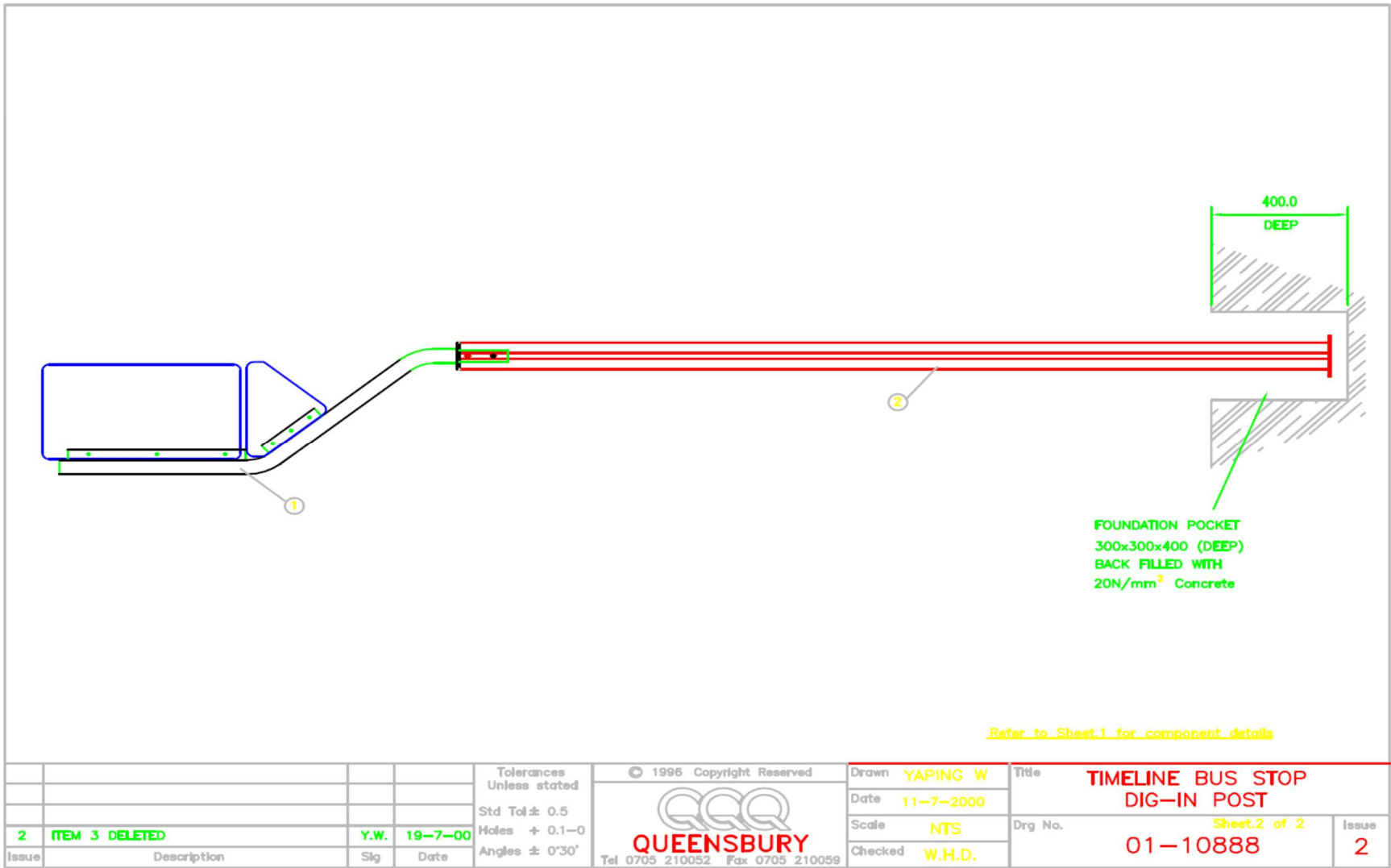
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				DRAWING NUMBER B 704.5	SHEET SIZE A3	ISSUE DATE FEB 2017		



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**WARWICKSHIRE COUNTY COUNCIL****QUALITY PROCEDURE****No 050 Issue 3****Departures from Standards****1. Introduction****1.1. Purpose of This Document**

This procedure has been written for assessing Departures from Standards and for designers preparing submissions. It sets out the process of recording the judgements of the professionals involved in the delivery of the scheme. This procedure may be applied to schemes on non-trunk roads within Warwickshire. For schemes that interface with the trunk road network, the National Highways' processes should be used.

Within this procedure, the term "Designer" refers to Warwickshire County Council's design team or an external Design Organisation. "Highway Authority" can refer to Warwickshire County Council or other local authority clients. Details of the Designer and Highway Authority shall be recorded on the Departure from Standard form (QF045).

**1.2. The Benefits of Departures**

Departures from standard are often necessary to deliver lean designs that lead to potential cost savings or other forms of "added value", or to resolve issues where there are physical constraints such as available highway land. Departures from standard can enable designs to fit the overarching project objectives, and to take advantage of new innovative techniques.

Despite the range of flexibility with standards that exists with respect to virtually all the significant road design features, there are situations in which the application of even the minimum criteria (including any allowable Relaxations) would result in safety, technical, programme, financial or environmental negative impacts greater than the benefits that would be obtained by incorporating the proposed Departure.

In other circumstances, innovation, cost or performance considerations may result in a Departure being proposed, providing it takes account of durability/maintenance and network resilience considerations and is consistent with current legislation, policy and the long-term route management strategy.

If the proposed design contradicts or is below the Mandatory Requirements of the current standards, or permitted as a Relaxation, then it is a Departure.

When deciding if the Departures process needs to be applied, the designer should compare the design against the Declared Standard, which may not always be the DMRB.

Design standards are developed with future maintenance and whole life costs in mind. Such issues must be considered in any non-standard situation and without effective safeguards there is a possibility that future problems may be built into designs.

Where departures from standard are accepted and implemented, the demonstration of a suitable process and provision of an audit trail is of high importance in defending the decisions taken.

### 1.3. Legal Position

It is only trunk roads that are required to be designed according to the Design Manual for Roads and Bridges. For all other roads the decisions on the choice of standards and their incorporation into designs remain in the hands of local highway authorities. As the DMRB sets out the current best practice for highway design, it shall be used for the design of highway improvement schemes within Warwickshire.

In the case of risks related to construction of the works or future roadworker activity, the duty under Health and Safety legislation is to reduce risks so that they are “As Low As Reasonably Practicable”. This is reinforced by the CDM Regulations.

Following an accident investigation, the discovery of the implementation of a design that was not in accordance with a recognised standard may be cited as a material consideration in any accusation of a failure in a duty of care. In these circumstances both the Design Organisation and the highway authority would need to be able to demonstrate that they exercised a reasonable level of professional skill and care in the submission and determination of a Departure. The risk of a highway authority being held liable in law is potentially lessened if any Departures from its standards could be shown, via records, to have been adequately considered. The completion of QF045 and an accompanying risk assessment using QF181 will make this process easier and less expensive.

All persons involved in processing a Departure, whether preparing, submitting or determining an application, have a duty and responsibility to apply reasonable professional skill and care to that task.

#### **Other Documents**

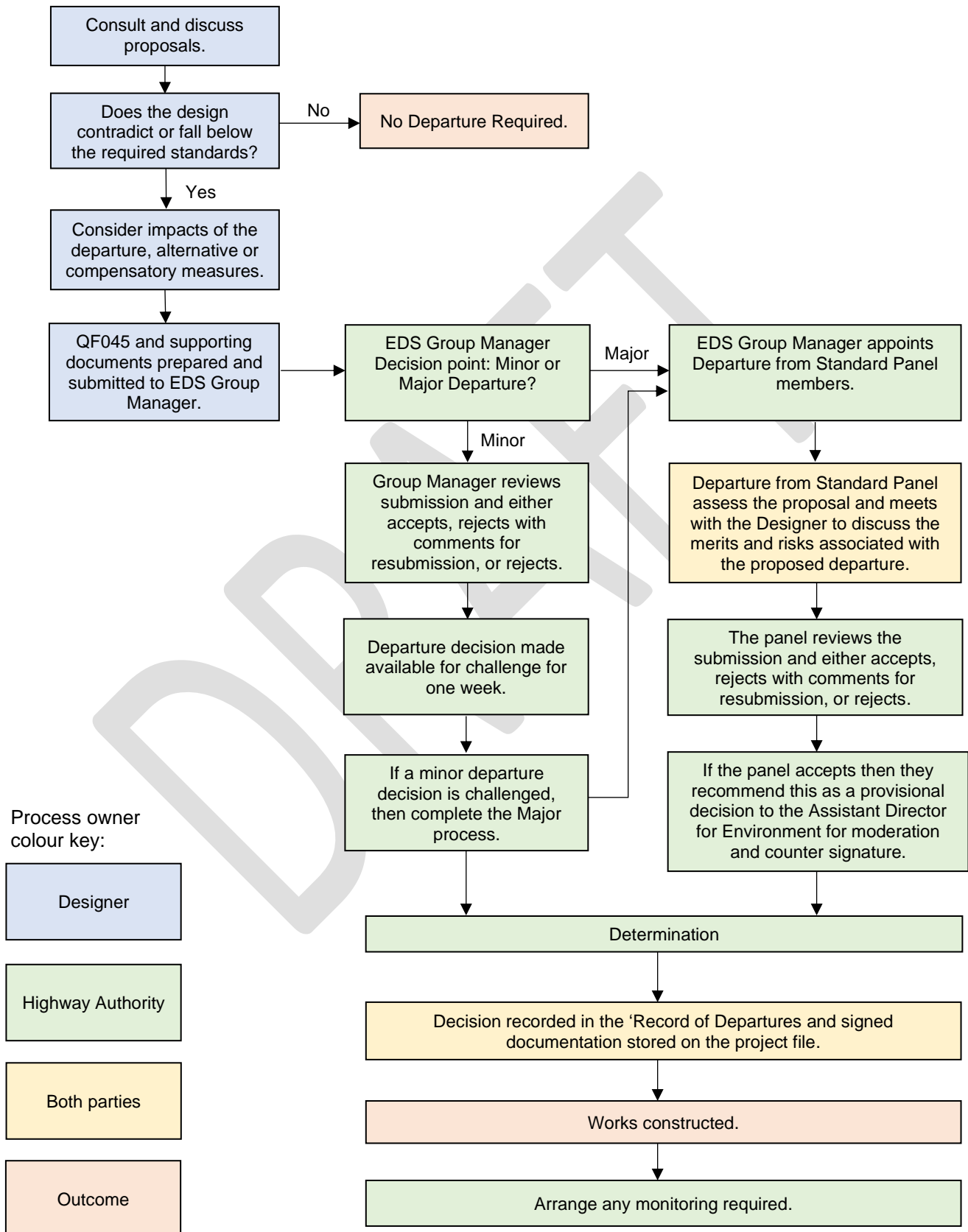
The principle of the departure from standards process is set out in DMRB GG101, and designers should familiarise themselves with this document in conjunction with the procedure set out below.

For highway structures, DMRB CG300 provides additional advice on Departures and technical approval.

## 2. The Procedure

### 2.1. Principles

An overview of the Departure from Standard procedure is given below.



## 2.2. Roles and Responsibilities: Design Organisation

The primary responsibility for the assessment of a proposed Departure lies with the Designer. Design Organisations not appointed by the highway authority (e.g., on developer schemes) should satisfy themselves and the highway authority that they are competent to carry out highway design work of the type submitted and have the appropriate professional indemnity insurance.

All DMRB applicable designs shall be in accordance with the DMRB and/or any alternative WCC Local Highway Authority specific requirements. Applicable design standards must be set out in the Quality Plan as the Declared Standards. The Designer is responsible for the identification of **all** Departures from **all** Declared Standards including **all** aspects not covered by Standards involved in a particular design. Where the process of identification of standards that comprise the Declared Standards has not taken place (by the highway authority), the Designer should at the outset of the design seek clarification from the highway authority of the appropriate standards to use. Departure applications shall be submitted to the Highway Authority using template QF045, or suitable equivalent.

Whilst Designers should be mindful of the design standards it is important that they remain open to the possibility of adding value by proposing designs that may be variants from those presented in standards.

The Designer should assess the risks, negative impacts and benefits involved with a proposed Departure. This assessment process should be recorded on a risk assessment. For schemes where WCC are the designer, QF181 may be used. The assessment should consider safety, technical issues, programme, economic and environmental issues as well as durability, routine and major maintenance requirements, disruption during the works and network resilience. The needs of any group that may be affected should also be considered, for example, residents, businesses, non- motorised users and motorised users.

As part of the assessment of a proposed Departure, Designers should carry out all necessary consultations as advised by the highway authority. All such consultations should be summarised on QF045.

The Designer should be able to confirm that the residual risks are acceptably low and that the negative impacts are outweighed by the benefits associated with the Departure and the benefits associated with the scheme as a whole.

The Designer should compare the proposed Departure with a design fully in accordance with standards. Where a design fully in accordance with standards is clearly not a feasible option, such a design need not necessarily be formally prepared to a detailed level. The level of preparation of a compliant design should be limited to the point that a broad understanding of the likely consequences of a compliant design can be gained

The Designer should consider alternatives and reasons for promoting the proposed option rather than an alternative.

The Designer is responsible for the accuracy, comprehensiveness and validity of the statements made regarding their proposals. By submitting an application for a Departure from Standard, the Designer is indicating that they have used reasonable professional skill and care.

The Designer shall retain responsibility for the quality of design incorporating the Departure, including user safety, buildability, maintainability, compliance with the CDM Regulations and environmental legislation.

### 2.3. Roles and Responsibilities: Highways Authority

The role of the highway authority is to determine if a Departure, based on the details submitted by the Designer with the QF045, represents a convincing argument that may be brought forward at any future date to assist in explaining the actions taken. The highway authority should be convinced that the case shows that the benefits outweigh any disbenefits. Where impacts cannot be easily monetarised, this requires professional judgement.

In reflecting upon a submission, the highway authority should recognise that firm evidence may not always be available to the Designer, particularly for innovative designs. The absence of firm evidence is not sufficient reason on its own to reject a design concept but may be reason enough to justify a higher level of scrutiny and consultation.

Where a Departure application is found to be incomplete or inaccurate, inadequately prepared or with insufficient justification, it should be rejected and returned to the Designer for revision along with the reasons for rejection. An indication as to whether a Departure may be approvable once additional justification is available should also be given.

Warwickshire County Council Engineering Design Services (WCC EDS) should not compile part or all of a Departure application on behalf of a Designer unless where the design function is undertaken in-house. In this case the normal rules of “distance” between a designer and a client should be applied to ensure an appropriate level of scrutiny and challenge.

In situations where the Designer is not competent to produce the necessary documentation (e.g., some developers with insufficient expertise) then the highway authority should ask the scheme promoter to seek specialist assistance from a suitably competent engineer with highway design expertise and appropriate professional indemnity cover.

### 2.4. Timing of Departures

The timing of Departure applications should be discussed with the Project Manager who may need to consult with other staff or external advisors. Bearing in mind different procurement routes, key stages may include:

- Entry into programme
- Prior to Public Consultation
- Before completion of preliminary design
- Before completion of detailed design
- After Public Inquiry/before Works Commitment
- In respect of developer-funded highway works, prior to the grant of planning permission for the associated development

The Project Manager is best placed to make decisions on timing because inevitably decisions on Departures are likely to be affected by contractual, financial and programme considerations. Project Managers should satisfy themselves that due weight is given to these issues. Individual standards also normally mandate that Departures are agreed for inclusion in designs before the appropriate design stage is completed and signed-off.

All departures from standard must be determined prior to inviting tenders to minimise the risk of contractual issues.

At the early stages of schemes some design concepts may be insufficiently developed to allow a full risk assessment to be carried out. For example, surveys and investigations may

be ongoing to determine if a structure is to be retained or demolished. In these cases, an agreement in principle may be more useful than a full agreement to a Departure. However, at an appropriate later stage an agreement in principle should be converted into a full Departure determination.

“Retrospective” Departures should not normally be considered, and it is important that design decisions and related standards issues are agreed before site work commences.

“Retrospective” Departures are where a Departure is discovered after construction. In such cases it is likely to be appropriate to use the contractual provisions to determine the desired process. Where the design changes during construction works, any new Departure or any necessary amendment to a pre-works Departure that results from the design change can still be dealt with using this Procedure.

Previous Departure approvals will normally be considered as potentially invalid if one or more of the following apply:

- If the construction works have not commenced within a period of 3 years from Departure approval.
- Where a replacement or complementary Standard has been published.
- If a material change in a scheme design parameter generates additional risk (e.g., if a new traffic forecast shows a material change compared to the previous forecast).
- Where verifiable research or legislation in force affects the basis on which the Departure was approved.
- If either the Designer or highway authority considers that a change in any other factor may affect the previous approval.



## 3. Assessment of Departures

### 3.1. Introduction

When all the design issues have been considered and evaluated, a review of the proposed Departure should be carried out by the WCC EDS project team and submitted to EDS' Group Manager for review. The Group Manager will review the proposal and decide if the Departure is minor or major. Major Departures from Standard have the potential for significant or overlapping issues and risks or potential to be controversial and susceptible to challenge.

Minor Departures will be assessed and determined by the EDS Group Manager. The Group Manager's decision will be shared with the designer, the responsible team's Section Manager, Transport and Highways' Service Manager and the Assistant Director for Environment Services who will have a period of one week to challenge the decision. If challenged, the proposal will be treated as a Major Departure.

Major Departures will be assessed by a Departure from Standard Panel and passed to the Assistant Director for Environment Services with a recommendation for acceptance or rejection.

Due to the varying nature of Departures, their interaction with each other and the existing and future route conditions, each Departure is unique. Therefore, there are no rigid criteria as to whether a particular Departure will be approved or rejected. However, the following would normally be among the factors considered during assessment:

- It should be demonstrable that the benefits significantly outweigh any negative impacts of the proposed Departure through a comparison with a design fully in accordance with Standards.
- The avoidance of introducing a discontinuity into the route in terms of its current and known future strategy; e.g., future operational performance requirements.
- The avoidance of a road design that is ambiguous to users. The assessment of this factor will need to take account of the normal range of operating conditions that users can be expected to encounter including varying traffic flows and weather conditions.
- Any significant increase in risk to any user or potential user of the route because of the incorporation of the Departure into the works should be considered for compensatory measures.
- The proposed design should be consistent with scheme objectives, current legislation, authority policy and long-term Route Management / Regional Investment Strategies.

### 3.2. Departure from Standard Submissions

Submissions for Departures from Standard should consist of a copy of QF045 with the relevant sections completed by the Designer, along with all supporting design drawings, specifications, test reports, product data sheets and other literature. A risk assessment as detailed in section 3.4 must accompany the submission. Copies of a cost benefit analysis and Road Safety Audits may also be required if applicable.

Attachments to the Departure application should be clearly identified and listed (e.g., drawing numbers) so that the reader can ascertain the scope of the submission and the information he is being expected to read.

### 3.3. Departure from Standard Panel

A panel of three or more professionally qualified and suitably experienced Tier 3 or Tier 4 engineers shall assess Major departure submissions using the criteria set out in 3.1 above. The panel members shall have experience in the field of engineering related to the topic of the proposed departure and should ideally be from outside the project team to ensure an impartial viewpoint. The panel should also include representatives from the Delivery and Commissioning teams.

The panel members should be selected by the EDS Group Manager. A list of potential WCC EDS panel members can be viewed here:

[Departures Panel Members List](#)

The Designer shall meet with the Departure from Standard Panel to discuss the merits and risks associated with the proposed departure. The panel will make a recommendation for the proposed departure to be approved, rejected or rejected with comments for resubmission. If the Panel recommends that a proposal is approved, then it shall be passed to WCC EDS's Assistant Director for Environmental Services for the final decision on whether the proposal is approved or rejected.

If a departure is rejected by either the EDS Group Manager, the Departure from Standard panel or the Assistant Director, then the Designer shall be provided with details of their reasoning for rejecting the proposal. An indication as to whether a Departure may be approvable once additional justification is available should also be given.

Further details on the process of determining departure applications are given in section 4.

### 3.4. Risk Assessments

The Designer should fully assess the risks associated with Departures being proposed. Risks to road user safety, financial, programme (including land and statutory procedures), environmental and network resilience (e.g., congestion and loss of capacity) should be considered. The Management of Health & Safety Regulations also require that a "suitable and sufficient assessment" is made of risks to people, and in the context of Departures this relates to the safety of operatives and other road based staff during construction, inspection and future maintenance.

For designs prepared in-house by WCC EDS QF181 should be used to assess the risks present by proposed departures from standard.

The most critical element of the risk assessment is the identification of a full range of individual hazards and factors within the design and full consideration of the road user groups, including maintainers, that could be affected. This process should not be treated as an appendage to a design but should be used in preparing an appropriate design. Risk assessments should not only be prepared at the end of the design process as such a process becomes merely one of identifying residual risks. Completing risk assessments at the commencement of the process, and periodically reviewing and updating them throughout the design process will frequently enable risks to be better understood and/or designed-out, thus also reducing the need for Departures.

The Designer should record a summary of the primary design options that have been considered and the reasoning behind rejected options in section 2f of QF045. This approach is useful in demonstrating the thoroughness of the design process.

The overall risk assessment and selection of options should have regard to the intended life

cycle, including construction, operation, maintenance and foreseeable modifications (e.g., where a wide pavement may be needed in the near future it may be preferable to construct the maximum width at the outset, but with hatching to reduce the width in the interim). It may be appropriate to 'trade-off' risks between different stages of the life cycle to obtain the safest solution overall.

### **3.5. Road Safety Audit**

Road safety auditors must be made aware of the prospect of Departures being included in road layout designs before they commence a Road Safety Audit. The input of a road safety auditor should be beneficial to the overall process that includes consideration of safety and non-safety issues.

## **4. Determination of Departures**

### **4.1. General**

The highway authority has three choices when deciding whether to accept a Departure application. It can determine that a Departure be approved, rejected or, if the proposal may be acceptable following alteration or further justification, rejected with comments.

The highway authority may be content to approve a Departure if it believes that:

- a sufficiently strong case has been made by the applicant; and
- the explanation is comprehensible to an outside professional observer with no inherent scheme knowledge; and
- sufficient consultation with stakeholders has been carried out

If a Departure is rejected it would be appropriate to explain the reason for the rejection. If a Departure proposed by a designer other than WCC EDS is rejected with comments, it should be noted that written comments that positively direct the design may attract designer's responsibilities to the highway authority. It would normally be preferable to prompt the designer to consider these issues in the next design iteration. For example, a highway authority may have noted that a proposed traffic sign is inappropriate as a compensatory measure. Rather than the highway authority directly asking for such a sign to be removed from the design it is likely to be preferable for the Design Organisation to be asked to review the need for such a sign with reference to the Traffic Signs Manual and any local policies, e.g., in the cases of signs, any policy on urban design and street clutter.

When a departure is rejected with comments, it is often desirable for the Panel members to reference comments with a numbering system so that they can be easily understood and subsequently managed by the applicant.

## 5. Monitoring

Post-construction safety monitoring for each scheme should be undertaken in accordance with the contract and include a Stage 3 Safety Audit where appropriate. Acceptance and routine safety inspections should also be undertaken as required by the DMRB and MCHW.

Very occasionally the use of post opening “conflict analysis” may be warranted to allow an early opinion to be formed of the likely accident performance.

The Designer should consider the desirability of safety monitoring or other post-opening monitoring and advise what arrangements are considered desirable.

The highway authority may also advise if a different level of monitoring is required as a condition when approving Departures for more innovative, unusual or contentious schemes. This may be particularly important when a new concept may have wider application in future years.

Where durability of a product in-service is required to be measured, the process put in place should take account of the likely accessibility and techniques for such scrutiny. Additionally, the timeframe should take account of any maintenance periods in contracts and any warranties supplied by manufacturers.

Imprecise statements should be avoided. If a Departure requires specific monitoring, this should be stated and details of responsibility, frequency and duration included in the application or approval comments.

## 6. Record Keeping

Copies on the completed Departure from Standard documents and all supporting documentation must be stored together on the project file. The outcome of the Departure from Standard assessment shall be recorded on the [Record of Departures](#)

Because Departure records may be called upon in the event of any accident some time after a road opens, it is not uncommon for long periods of storage to be required. Documents should be stored according to WCC’s current policy for document retention. Details should also be stored on the relevant asset management systems in use within the County Highways, Traffic Control and Information Systems and Bridge Maintenance.

<b>PROJECT NAME</b>	
<b>DESIGN ORGANISATION</b>	
<b>CONTACT DETAILS</b>	
<b>APPLICANT REF</b>	
<b>HIGHWAY AUTHORITY REF</b>	
<b>DATE SUBMITTED</b>	

**1) PROJECT DETAILS**

<b>1a</b>	<b>Description</b>	
<b>1b</b>	<b>Location</b>	
<b>1c</b>	<b>Road category and type</b>	
<b>1d</b>	<b>Design speed and speed limit</b>	
<b>1e</b>	<b>Traffic and NMU flows</b>	

**2) DEPARTURE DETAILS**

<b>2a</b>	<b>Discipline</b>	
	<b>Type</b>	
<b>2b</b>	<b>Relevant Standard(s)</b>	
	<b>Clauses</b>	
<b>2c</b>	<b>Difference between Standard(s) and Proposed Design</b>	
<b>2d</b>	<b>Reason for Departure (overview)</b>	
<b>2e</b>	<b>Associated Project Departures</b>	

2f	<b>Other options considered</b>	
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**3) JUSTIFICATION (POTENTIAL POSITIVE AND NEGATIVE IMPACTS)**

3a	<b>Safety</b>	
3b	<b>Congestion/ delay</b>	
3c	<b>Environmental/ Sustainability</b>	
3d	<b>Capital and Whole Life Cost/Value</b>	
3e	<b>Accessibility</b>	
3f	<b>Integration</b>	
3g	<b>Structural</b>	
3h	<b>Network Resilience &amp; Maintenance</b>	

**4) COMPENSATORY MEASURES**

4a	<b>Included Measures</b>	
4b	<b>Rejected Options</b>	

**5) ATTACHMENTS & OTHER INFORMATION**

<b>5a</b>	<b>List of Attachments</b>	
<b>5b</b>	<b>Consultations</b>	
<b>5c</b>	<b>Other information</b>	

**6) DESIGN ORGANISATION'S CONCLUDING REMARKS**

**7) ENGINEERING DESIGN SERVICES GROUP MANAGER RECOMMENDATION/DECISION**

Name ..... Role **Engineering Design Services Group Manager** Signed ..... Date .....

**Departure from Standard Category**

- Minor**  Complete recommendation below
- Major**  Complete Sections 8 and 9

<b>Decision</b>	<b>1 - Approved</b>		<b>2 - Rejected with comments</b>		<b>3 - Rejected</b>	
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<b>Comments</b>	
<b>Challenge period response</b>	

**8) DEPARTURE FROM STANDARDS PANAL RECOMMENDATION**

Name 1 ..... Role ..... Signed ..... Date .....

Name 2 ..... Role ..... Signed ..... Date .....

Name 3 ..... Role ..... Signed ..... Date .....

<b>Recommendation</b>	<b>1 - Approved</b>		<b>2 - Rejected with comments</b>		<b>3 - Rejected</b>	
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<b>Comments</b>	
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**9) ASSISTANT DIRECTOR FOR ENVIRONMENT SERVICES DECISION**

Name ..... Role Assistant Director for Environment Services Signed ..... Date .....

<b>Decision</b>	<b>1 - Approved</b>		<b>2 - Rejected with comments</b>		<b>3 - Rejected</b>	
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<b>Comments</b>	
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## WARWICKSHIRE COUNTY COUNCIL QUALITY PROCEDURE

### Road Safety Audit Procedure

#### 1.0 Background

This procedure describes the process for undertaking and managing Road Safety Audits in Warwickshire.

Road Safety Audit is the independent, systematic, assessment of highway alterations/improvements schemes (proposed and as constructed) to identify hazards, recommend mitigating actions and record subsequent responses to those recommendations and monitor road safety performance.

Warwickshire County Council will carry out or approve Road Safety Audits on all new schemes and alterations to the existing road network proposed by ourselves or others.

These procedures are based on and should be read in conjunction with current DMRB guidance on Road Safety Audit work. These procedures also reflect the Chartered Institution of Highways and Transportation (CIHT) Road Safety Audit guidelines, which suggest areas where audit standards can be relaxed to suit local circumstances.

The procedures in this document apply to all non-trunk road schemes within Warwickshire, including development schemes on non-trunk roads in the County.

#### 1.1 Definitions

**1.2 Design Organisation:** The organisation(s) commissioned to undertake various phases of scheme preparation.

NOTE 1: At some stages of road safety audit, this can be a contractor

**1.3 Design Team:** The group within the Design Organisation undertaking the various phases of the scheme design and co-ordinating the input of the various design disciplines.

**1.4 Design Team Leader:** A person within the Design Team responsible for managing the scheme design and co-ordinating the input of the various design disciplines and external Developer scheme representatives.

**1.5 Development Scheme:** Any public or privately funded scheme where planning approval is sought.

- 1.6 Exception Report:** A report from the Project Sponsor to the Warwickshire County Council Exceptions Panel detailing each problem identified in the Road Safety Audit Response Report where an Agreed Road Safety Audit Action cannot be reached between the Design Organisation and Overseeing Organisation.
- 1.7 Highway Schemes:** All works that involve construction of new highway or permanent change to the existing highway layout of features. This includes changes to road layout, kerbs, signs and road markings, lighting, signalling, drainage, landscaping, communications cabinets and the installation of roadside equipment. Significant or lengthy Traffic Management schemes or Temporary Works schemes might also fall within the definition of 'Highway Schemes' with Road Safety Audit requirements.
- 1.8 Interim Road Safety Audit:** The application of Road Safety Audit to the whole or part of a Highway Scheme at any time during its design and construction. Interim Road Safety Audit is neither mandatory nor a substitute for the Stage 1, 2 and 3 Road Safety Audits.
- 1.9 Like-for-like Maintenance Scheme:** A scheme or highway feature replacement proposed as maintenance works, that solely involves the replacement or refurbishment of a highway feature with a corresponding feature, which as a minimum, will appear the same, be located in the same position, perform the same and be constructed of comparable materials as the feature it replaces.
- 1.10 Overseeing Organisation:** The highway authority responsible for the road Highway Scheme to be road safety audited or affected by the proposed Highway Scheme.
- 1.11 Project Sponsor/Project Manager:** A person from the Overseeing Organisation responsible for ensuring the progression of a scheme in accordance with the policy and procedures of the Overseeing Organisation and ensuring compliance with the requirements of this Road Safety Audit Procedure. It should be noted that the Project Sponsor may not always be from the same organisation as those promoting the scheme, as the scheme may be proposed by a third-party organisation.
- 1.12 Road Safety Audit:** The evaluation of Highway Schemes during design and at the end of construction. The aim is to identify potential road safety problems that may affect any users of the highway and to make recommendations as to how the Design Organisation may mitigate them. The Road Safety Audit process includes the collision monitoring of Highway Schemes (Stage 4 Road Safety Audit) to identify any road safety problems occurring after opening. The

Stage 4 Road Safety Audit will include the analysis and reporting of 12 and/or 36 months of Personal Injury Collision (PIC) data from when the scheme became operational.

- 1.13 Road Safety Audit Brief:** The instructions to the Road Safety Audit Team defining the scope and details of the Highway Scheme to be audited, including sufficient information for the Road Safety Audit to be undertaken. To be submitted in the format shown in **Appendix B (QF 336)**.
- 1.14 Road Safety Audit Report:** The report produced by the Road Safety Audit Team describing the road safety related problems identified by the Road Safety Audit and the recommended mitigations to those problems. To be submitted in the format shown in **Appendix C (QF 337)**.
- 1.15 Road Safety Audit Response Report:** A report produced by the Design Team following Road Safety Audit Stages 1, 2 and 3 in which the Design Team and Overseeing Organisation respond to the problems and recommendations raised in the Road Safety Audit Report and agree relevant RSA Actions. To be submitted in the format shown in **Appendix D (QF 338) or Appendix E (QF 339) in the case of Planning Applications**.
- 1.16 Road Safety Audit Team:** A team that works together on all aspects of the Road Safety Audit, independent of the Design Team. The Road Safety Audit Team shall comprise a minimum of two suitably qualified and experienced persons (a Team Leader and Team Member).
- 1.17 Road Safety Audit Team Leader:** A person with the appropriate training, skills and experience who is approved for a particular highway scheme and road safety audit stage by the Overseeing Organisation as defined in section 5.

NOTE 1: The road safety audit team leader is responsible for leading the road safety audit team through the process and managing the production of the road safety audit report. This officer is responsible for the overall audit content.

- 1.18 Road Safety Audit Team Member:** A member of the road safety audit team with the appropriate training, skills and experience necessary for a particular highway scheme and road safety audit stage as defined in section 5.
- 1.19 Road Safety Audit Team Observer:** A person with appropriate training, skills and experience accompanying the Road Safety Audit Team to observe and gain experience of the Road Safety Audit process.

## **2.0 Scope of Road Safety Audit**

### **2.1 Purpose**

Road Safety Audit problems raised in Road Safety Audit Reports shall only consider road safety matters.

Road Safety Audit is not a technical check that the design conforms to Standards and/or best practice guidance, or a check that the scheme has been constructed in accordance with the design, and it does not consider structural safety.

Design Teams are responsible for ensuring that their designs have been subjected to the appropriate design reviews and any Departures from Standards or Relaxations of Standards are documented prior to Road Safety Audit and communicated to the Road Safety Audit Team.

In carrying out Road Safety Audits, the Audit Team shall consider all users of the highway, including motorists, pedestrians, cyclists, equestrians and facilities for those working on the highway. Particular attention should be given to vulnerable roads users such as the very young, older users and the mobility and visually impaired.

### **2.2 Types of scheme to be road safety audited**

These procedures apply to all Highway Schemes on roads for which Warwickshire County Council is the Highway Authority. This includes work carried out under agreement with Warwickshire County Council resulting from developments alongside or affecting the highway network.

Like-for-like maintenance schemes are excluded from Road Safety Audit. However, the Project Sponsors and Designers should ensure any like-for-like replacement scheme does not reinstate a feature that is known by Warwickshire County Council to adversely affect road user safety (e.g. the replacement of a non-passively safe traffic sign in the same location where it has been previously struck by errant road users on numerous occasions).

### **2.3 Definitions of Road Safety Audit levels**

The following sets out three levels of Road Safety Audit to be adopted by Warwickshire County Council.

- Road Safety Audit, **Type A (RSA/A)**, a Road Safety Audit carried out in compliance with current DMRB guidance using the document templates

set out in this policy.

- Road Safety Audit, **Type B (RSA/B)**, a Road Safety Audit carried out by qualified Road Safety Auditors in accordance with the procedures in this document.
- Road Safety Audit, **Type C (RSA/C)**, a Road Safety Audit carried out by qualified Road Safety Auditors in accordance with the procedures in this document.

Tables 1 and 2 provide guidance on the minimum level of safety audit required for works carried out by Warwickshire County Council, either generated by Warwickshire County Council or works which are funded by other sources, such as S278 highway works.

All requests for Safety Audit submitted via a planning application will be carried out to RSA/A standard.

**Where the Road Safety Audit Team Leader has concerns about the complexity of the scheme being audited, they have the right to raise the level of the audit at their sole discretion.**

Table 1: Audit Level by Scheme Type (Warwickshire County Council)

<b>Warwickshire County Council Schemes for Audit</b>			
<b>Scheme Type</b>	<b>&lt;£25,000</b>	<b>£25,000 - £200,000</b>	<b>&gt;£200,000</b>
Major Highway Improvement Schemes	n/a	RSA/A	RSA/A
Traffic Management Schemes	RSA/B	RSA/B	RSA/A
Shared Space Schemes	RSA/B	RSA/B	RSA/A
Carriageway/Footway Improvement Schemes (including maintenance)	RSA/C	RSA/B	
Cycleway Schemes	RSA/B	RSA/B	RSA/A
Pedestrian Crossing (all types)	RSA/B	RSA/B	RSA/A
Pedestrian Refuges	RSA/B	RSA/B	
Pedestrian Guardrail	RSA/C	RSA/B	
Safety Barrier	RSA/B	RSA/B	RSA/B
Bollards	RSA/C	RSA/B	
Signing and Lining	RSA/C	RSA/B	
Gateway Features	RSA/C	RSA/C	
Changes in Speed Limit	RSA/C	RSA/B	
Mini Roundabouts	RSA/B	RSA/B	RSA/A
Traffic Signals	RSA/B	RSA/B	RSA/A
Parking Bays	RSA/C	RSA/B	
Change of priorities	RSA/B	RSA/B	
Street Lighting	RSA/B	RSA/B	
Section 278 Highway Works	RSA/B	RSA/B	RSA/A
Section 38 New Estate Roads	RSA/B	RSA/B	RSA/A
Significant Traffic Management or Temp. Works	According to Road Safety discussion re. effect		

Note: Road Safety Audits carried out by external organisations must be submitted prior to grant of planning consent for review by Warwickshire County Council's Road Safety Audit personnel

### **3.0 Road Safety Audit stages**

Highway Schemes shall be road safety audited at the following stages:

Stage 1 – Preliminary design

Stage 2 – Detailed design

Stage 3 – Upon scheme completion (ideally prior to the scheme being opened to public traffic), in both daytime and darkness conditions

Stage 4 – When personal injury collision data is available for 12 months and/or 36 months following scheme completion.

Where a scheme is of such a limited scale that no preliminary design has been necessary, Road Safety Audits shall be combined to form a combined Stages 1 & 2 Audit.

It is the responsibility of the Project Sponsor or Design Team Leader to provide enough detail for the Road Safety Audit Team to undertake the audit.

Interim Road Safety Audits can be commissioned by the Project Sponsor. An Interim Road Safety Audit allows the Road Safety Audit Team to give safety advice during the scheme design process and development at times between the formal audit stages.

### **4.0 Methodology for undertaking Road Safety Audits**

#### **4.1 Road Safety Audit – Type A (RSA/A)**

Type A schemes involve major highway works and other largescale improvements costing greater than £200,000. These schemes are likely to be complex and could include innovative measures; therefore, a Road Safety Audit should be carried out in accordance with current DMRB guidance on Road Safety Audit work.

RSA/A teams will consist of a team leader and one team member as a minimum. All team members will demonstrate the required competencies set out in section 5.

RSA/A teams will conduct a joint site visit and all team members will review the scheme documentation. Team members will draft the report and team leaders will review and make any necessary amendments in discussion with the audit team before signing of and submitting the report to the Design Organisation.

## **4.2 Road Safety Audit – Type B (RSA/B)**

All schemes costing between £25,000 and £200,000 are categorised as Type B. In addition, some lower cost schemes such as pedestrian crossings are categorised as Type B, these schemes despite being low cost have the potential to create hazards for road users once operational.

The process for undertaking RSA/B should be the same as RSA/A; however, some relevant competencies for team members are relaxed. These are detailed in section 5.

### **4.2.1 Stage 1, Stage 2 and Stage 1/2 Road Safety Audits**

- The Audit Team comprises of two Road Safety Auditors.
- All members of the audit team will attend a site visit together for RSA/A and RSA/B audits. For RSA/C Audits site visits are carried out at the discretion of the team leader.

### **4.2.2 Stage 3 Road Safety Audits**

- The Audit Team comprises of two Road Safety Auditors,
- For RSA/B daytime visits, all members of the audit team must visit the site together. The Police will also be invited to send a representative.
- For visits in the hours of darkness, one of the Audit Team can visit the site alone,
- Both Audit Team Members need to review all plans and documents.

A representative from the Police shall be invited to all Stage 3 Road Safety Audits by the Audit Team Leader. The Police representatives are present as an additional expert and do not formally constitute part of the Road Safety Audit Team. The responsibility for producing the Road Safety Audit Report in these cases remains with the Road Safety Audit Team.

### **4.2.3 Interim Road Safety Audits**

The Project Sponsor or Design Team Leader may consider it useful to gain advice on road safety issues as the scheme design proceeds. If this is the case the Road Safety Audit Team can be approached to give interim advice before the formal Audit stages are reached, the advice should be detailed in a Road Safety Audit Report and a copy sent to the Design Team Leader or Project Sponsor. It should be noted that Interim Road Safety Audits are not a replacement for other Audit stages.

#### 4.2.4 Stage 4 Road Safety Audits

Stage 4 Road Safety Audits should be carried out when 12 months and/or 36 months collision data is available following completion of the scheme. For Warwickshire County Council designed schemes, this will be included as part of the routine collision monitoring process to identify any collision sites on Warwickshire's highway network. Therefore, a separate Stage 4 Road Safety Report will not always be required, unless a collision problem associated with a scheme is identified. Under these circumstances, for a Development Scheme promoted by an 'external' developer, a collision report shall be prepared to assess whether remedial measures are required to address the collision problem. The findings should be presented to the Project Sponsor for action.

#### 4.2.5 The Road Safety Audit Report

Reports for Stages 1, 1&2, 2 and 3 Road Safety Audits should be written in a consistent format, as described in **Appendix B (QF 337)**.

Non-safety comments can be included in the report under a separate title, such as 'Notes' or 'Observations'. A copy of the report should be sent to the Project Sponsor and Design Team Leader.

For audits carried out by Warwickshire CC, once the Road Safety Audit Team has completed the Road Safety Audit, a copy of the report, together with all the documentation, plans, site notes and photographs should be archived by the Road Safety Audit Team.

#### 4.3 Road Safety Audit – Type C (RSA/C)

Type C schemes are small scale projects designed by Warwickshire County Council costing less than £25,000, such as footway improvements, signing and the installation of bollards. For RSA/C Audits a single auditor will usually be appointed as Team Leader.

The Auditor/Assessor should evaluate the scheme with reference to the Safety Assessment Checklist in **Appendix A (QF 335)**. The auditor will then complete a Road Safety Audit Report accordingly and submit it to a checker for review prior to submission to the Design Team. The relevant competencies for the Checker are set out in section 5.

#### 4.4 Road Safety Audit Response Report

All Road Safety Audits must go through the process shown in section 6. This includes the production of a Road Safety Audit Response Report following the template shown in **Appendix D (QF 338)** or **Appendix E (QF 339)** in the case



## **of Planning Applications.**

For internal schemes Traffic and Road Safety Group officers are likely to fulfil the roles of Road Safety Auditor and Overseeing Organisation. Where a 3<sup>rd</sup> party scheme has appointed an external Road Safety Auditor Traffic and Road Safety Group officers will still operate as the Overseeing Organisation. The required competencies to fulfil this role are set out in section 5.

For a scheme to proceed to the next stage of audit or construction the Design Organisation, Road Safety Auditor and Overseeing Organisation must agree an RSA action for each problem raised in the Road Safety Audit Report and record these in the Road Safety Audit Response Report.

If RSA Actions cannot be agreed by all parties the scheme must enter Warwickshire County Council's Exception Process as described in section 6.

Responses submitted in a format that differs from that shown in **Appendix D (QF 338)** or **Appendix E (QF 339)** will not be accepted. In the case of Audits linked to planning applications this will result in WCC objecting to the application in its role as Highway Authority.

### **4.5 Traffic Management or Temporary Works**

Generally, temporary Traffic Management arrangement schemes will not be audited as the design of such schemes should be considered within CDM processes and DfT publications "Safety at Street Works: A Code of Practice" and Chapter 8 of "The Traffic Signs Manual" which contain guidance on such works. However, for schemes with complex arrangements or that will significantly affect the highway network for a considerable period, particularly on high-speed roads, a Road Safety Audit may be required at the discretion of Warwickshire County Council.

### **4.6 The Audit Brief**

The Audit Brief template is set out in **Appendix B (QF 336)**.

The Design Organisation must submit the completed Brief to Traffic and Road Safety Group before appointing the Road Safety Audit Team.

### **5.0 Road Safety Audit Team requirements**

Warwickshire County Council Safety Auditors will demonstrate the competencies set out below.

Auditors not directly employed by Warwickshire CC. shall submit CVs to

Warwickshire CC's. Safety Engineering Team for scheme-specific prior approval. CVs must demonstrate compliance with the requirements set out below for RSA/A Audits.

### 5.1 Road Safety Audit team competencies

The following sets out the required competencies of RSA team members in accordance with the type of audit being undertaken.

Table 3a: RSA/A competencies

	<b>RSA team observer</b>	<b>RSA team member</b>	<b>RSA team leader</b>
<b>Training</b>	In accordance with current DMRB requirements	In accordance with current DMRB requirements	In accordance with current DMRB requirements
<b>CPD</b>	N/A	In accordance with current DMRB requirements	In accordance with current DMRB requirements
<b>Experience</b>	N/A	In accordance with current DMRB requirements	In accordance with current DMRB requirements

Table 3b: RSA/B competencies

	<b>RSA team observer</b>	<b>RSA team member</b>	<b>RSA team leader</b>
<b>Training</b>	N/A	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design
<b>CPD</b>	N/A	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months
<b>Experience</b>	N/A	1 years of collision data analysis or road safety engineering/road design experience	2 years of collision data analysis or road safety engineering/road design experience
	N/A	5 RSAs completed within the last 24 months as team leader, member or observer	5 RSAs completed within the last 12 months as team leader, member or observer

Table 3c: RSA/C competencies

	<b>RSA team observer</b>	<b>RSA team leader</b>	<b>RSA checker</b>
<b>Training</b>	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design
<b>CPD</b>	N/A	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety

	<b>RSA team observer</b>	<b>RSA team leader</b>	<b>RSA checker</b>
		engineering in the last 12 months	engineering in the last 12 months
<b>Experience</b>	N/A	5 RSAs completed within the last 24 months as team leader, member or observer	5 RSAs completed within the last 24 months as team leader, member or observer
	N/A		

Table 3: Overseeing Organisation competencies

	<b>Traffic and Road Safety Officers have conducted the RSA</b>	<b>A 3<sup>rd</sup> Party has conducted the RSA</b>	
<b>Training</b>	N/A	In accordance with RSA/A competencies	
<b>CPD</b>	N/A	In accordance with RSA/A competencies	
<b>Experience</b>	Occupy a relevant Tier 4 post in Traffic and Road Safety Group	In accordance with RSA/A competencies	

Where Auditor CVs do not demonstrate compliance with Audit Team position requirements Warwickshire CC will be at liberty to reject the Audit Team in part or in whole and reject the Road Safety Audit Brief or Response Report.

It is recommended that, where possible, the same Road Safety Audit Team is used throughout the scheme delivery.

All Road Safety Auditors employed by or on behalf of Warwickshire County Council are responsible for ensuring that they keep up to date with the CPD and experience requirements listed above.

## **6.0 Road Safety Audit Process**

All works affecting the public highway in Warwickshire will be subject to a Road Safety Audit at stages 1, 2 and 3.

For internal schemes officers from Warwickshire County Council's Road Safety Audit team will determine the relevant audit type.

All external audits will be carried out as Type A audits as this most closely aligns with the standards used by Safety Auditors in the private sector.

For internal schemes the Road Safety Audit Team should be derived from Warwickshire County Council's internal Auditors' complement. The audit team must be comprised of officers independent from the design process. If resources are not available to undertake a Road Safety Audit within the required timescale, the Project Sponsor may consider appointing a suitably qualified Road Safety Audit Team from independent consultants.

Third party developers may appoint Road Safety Auditors from external auditors. Any such audit must be commissioned with the RSA Brief in **Appendix B (QF 336)**. The Brief must be approved by Warwickshire County Council's Safety Audit team prior to the appointment of the Road Safety Audit Team.

When the developer has appointed a Road Safety Audit team CV's for all team members must be submitted to WCC for approval.

Only when all of the above steps have been completed and approved can the Safety Audit take place.

When the audit has been completed the design organisation must complete a Road Safety Audit Response Report in accordance with the template in **Appendix D (QF 338) or Appendix E (QF 339) in the case of Planning Applications** and submit this to Warwickshire County Council's Road Safety Audit team. Warwickshire County Council will then consider the problems raised, the design team responses and add an overseeing organisation response. Warwickshire County Council will also add any additional issues considered relevant to the scheme.

Warwickshire County Council's Road Safety Audit team will then contact the Design Organisation to agree RSA actions before finalising the Road Safety Audit Response Report and sending it to all relevant parties for sign off.

Where RSA actions are agreed between the Overseeing Organisation and the Design Organisation the scheme can progress to the next stage of Road Safety Audit or implementation as appropriate.

Where RSA actions cannot be agreed the Road Safety Audit will enter Warwickshire County Council's Exception Process.

For 3<sup>rd</sup> party schemes the Design Organisation must pay for all stages of Road Safety Audit and Road Safety Audit Response Reports.

Before Warwickshire County Council will agree to not raise an objection to a planning application on Road Safety grounds a stage 2 road safety audit (Type A) must be undertaken where the planning application requires works within the highway, in accordance with Local Transport Plan Policy. The design organisation must then submit a Road Safety Audit Response Report (**see Appendix E (QF 339)**) to Warwickshire County Council for comment and approval.

It should be noted that Planning Authorities may decide not to register a

planning application if a Road Safety Audit required according to this Procedure is not provided. For large developments it may be appropriate for the Developer to discuss road safety issues at the pre-planning application stage so that any potential problems can be considered early in the process.

If Road Safety Audit issues are not satisfactorily addressed or if a required Road Safety Audit Response Report is not submitted in accordance with this Procedure then Warwickshire County Council is likely to recommend that the planning application be refused.

It should be noted that Warwickshire County Council will be at liberty to decline to register applications for Highway Agreements where a Stage 2 Road Safety Audit Response Report required according to this Procedure is not provided.

## 7.0 References

- 1) Current DMRB guidance on Road Safety Audit work
- 2) Current Road Safety Audit guidelines - Institution of Highways and Transportation (now Chartered Institution of Highways & Transportation).

## RELATED QUALITY DOCUMENTS

### [Road Safety Audit Process Map](#)

**Appendix A:** [QF 335](#) – Road Safety Audit Checklist

**Appendix B:** [QF 336](#) – Road Safety Audit Brief

**Appendix C:** [QF 337](#) – Road Safety Audit Report

**Appendix D:** [QF 338](#) – Road Safety Audit Response Report

**Appendix E:** [QF 339](#) – Road Safety Audit Response Report (Planning Applications)



## WARWICKSHIRE COUNTY COUNCIL

### QUALITY PROCEDURE

#### Road Safety Audit Checklist

##### **Referred from QP 321 Road Safety Audit Procedure**

Road Safety Audit checklists are outlined within this document.

For RSA/A and RSA/B audits, these are to be undertaken in accordance with the DMRB document GG 119. See Section 1 of this document.

For RSA/C audits, these are to be undertaken in accordance with Warwickshire County Council's checklist for Road Safety Assessments. See Section 2 of this document.

These lists are not exhaustive, the audit team may find additional safety related problems when undertaking road safety audits at all stages.

**Section 1- RSA/A and RSA/B checklist**

**Table A.1 LOCAL ALIGNMENT**

Stage 1	Stage 2	Stage 3
<b>Visibility</b>		
<p>Are horizontal and vertical alignments consistent with required visibility?</p> <p>Will sight lines be obstructed by permanent or temporary features e.g. bridge abutments and parked vehicles?</p>	<p>Are sight lines obstructed by:</p> <ol style="list-style-type: none"> <li>1. safety fences;</li> <li>2. boundary fences;</li> <li>3. street furniture;</li> <li>4. parking facilities;</li> <li>5. signs;</li> <li>6. landscaping;</li> <li>7. structures;</li> <li>8. environmental barriers;</li> <li>9. crests;</li> <li>10. features such as buildings, plant or materials outside the highway boundary?</li> </ol> <p>Is the forward visibility of at-grade crossings sufficient to ensure they are conspicuous?</p>	<p>Are the sight lines clear of obstruction?</p>
<b>New/existing road interface</b>		
<p>Will the proposed scheme be consistent with the standard of provision on adjacent lengths of road and if not, is this made obvious to the road user?</p> <p>Does interface occur near any potential hazard, i.e. crest, bend after steep gradient?</p>	<p>Where a new road scheme joins an existing road, or where an on-line improvement is to be constructed, will the transition give rise to potential hazards?</p> <p>Where the road environment changes (e.g. urban to rural, restricted to unrestricted) is the transition made obvious by appropriate signing and carriageway markings?</p>	<p>Is there a need for additional signs and/or road markings?</p>

Stage 1	Stage 2	Stage 3
<b>Vertical alignment</b>		
Are climbing lanes to be provided? Will the vertical alignment cause any "hidden dips"?		

**Table A.2 GENERAL**

Stage 1	Stage 2	Stage 3
<b>Departures from standards</b>		
What are the road safety implications of any approved departures from standards or relaxations? (Are these strategic decisions within the scope of the RSA?)	Consider road safety aspects of any departures granted since the stage 1 RSA.	Are there any adverse road safety implications of any departures from standard granted since the stage 2 RSA?
<b>Cross sections and cross-sectional variation</b>		
How safely do the cross-sections accommodate drainage, ducting, signing, fencing, lighting and pedestrian, cyclist and equestrian routes?  Could the scheme result in the provision of adverse camber?  What are the road safety implications if the standard of the proposed scheme differs from adjacent lengths of highway?		
<b>Landscaping</b>		
Could areas of landscaping conflict with sight lines (including during windy conditions)?	Could planting (new or when mature) encroach onto the carriageway or obscure signs or sight lines (including during windy conditions)?	Could planting obscure signs or sight lines (including during periods of windy weather)?  Do earth bunds obscure signs or visibility?



Stage 1	Stage 2	Stage 3
	<p>Could earth bunds obscure signs or visibility?</p> <p>Could trees (new or when mature) be a hazard to an errant vehicle?</p> <p>Could planting affect lighting or shed leaves on to the carriageway?</p>	<p>Could trees (new or when mature) be a potential hazard to an errant vehicle?</p> <p>Could planting affect lighting or shed leaves onto the carriageway?</p>
<b>Climatic conditions</b>		
	<p>Is there a need for specific provision to mitigate effects of fog, wind, sun glare, snow, and ice?</p>	<p>Are any extraordinary measures required?</p>
<b>Drainage</b>		
<p>Will the new road drain adequately, or could areas of excess surface water result?</p> <p>Could excess surface water turn to ice during freezing conditions?</p> <p>Could excessive water drain across the highway from adjacent land?</p>	<p>Do drainage facilities (e.g. gully spacing, gully locations, flat spots, crossfall, ditches) appear to be adequate?</p> <p>Are features such as utility covers or gullies located within footpaths, cycle routes or equestrian routes?</p> <p>Are features such as utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p> <p>Is surface water likely to drain across a carriageway and increase the risk of aquaplaning under storm conditions?</p>	<p>Does drainage of roads, cycle routes and footpaths appear adequate?</p> <p>Are drainage features such as utility covers or gullies located within footpaths, cycle routes or equestrian routes?</p> <p>Are features such as utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p>

Stage 1	Stage 2	Stage 3
<b>Lay-bys</b>		
<p>Has adequate provision been made for vehicles to stop off the carriageway including picnic areas?</p> <p>How will parked vehicles affect sight lines?</p> <p>Could lay-bys be confused with junctions?</p> <p>Is the lay-by located in a safe location (e.g. away from vertical crests or tight horizontal alignments with limited visibility)?</p>	<p>Have lay-bys been positioned safely?</p> <p>Could parked vehicles obscure sight lines?</p> <p>Are lay-bys adequately signed?</p> <p>Are picnic areas properly segregated from vehicular traffic?</p>	
<b>Public utilities/services apparatus</b>		
<p>Could utility apparatus be struck by an errant vehicle?</p> <p>Could utility apparatus obscure sight lines?</p>	<p>Can maintenance vehicles stop clear of traffic lanes? If so, could they obscure signs or sight lines?</p> <p>Are boxes, pillars, posts and cabinets located in safe positions away from locations that may have a high potential of errant vehicle strikes?</p> <p>Do they interfere with visibility?</p> <p>Has sufficient clearance to overhead cables been provided?</p> <p>Have any special accesses/parking areas been provided and are they safe?</p> <p>Are there any utility inspection chambers in live traffic lanes and/or wheel tracks including those of motorcyclists or cyclists?</p>	<p>Can maintenance vehicles stop clear of traffic lanes?</p> <p>If so, could they obscure signs or sight lines?</p> <p>Are boxes, pillars, posts and cabinets located in safe positions away from locations that may have a high potential for errant vehicle strikes?</p> <p>Do they interfere with visibility?</p> <p>Are any special accesses/parking areas provided safe?</p> <p>Are there any utility inspection chambers in live traffic lanes and/or wheel tracks?</p> <p>Has any loose material around utility</p>

Stage 1	Stage 2	Stage 3
	Do they give concern for motorcyclist/ cyclist stability?	covers or gullies located in the verge been compacted down and made level with the surrounding ground?
<b>Access</b>		
<p>Can all accesses be used safely?</p> <p>Can multiple accesses be linked into one service road?</p> <p>Are there any conflicts between turning and parked vehicles?</p>	<p>Is the visibility to/from accesses adequate?</p> <p>Are the accesses of adequate length to ensure all vehicles clear the main carriageway?</p> <p>Do all accesses appear safe for their intended use?</p>	<p>Is the visibility to/from accesses adequate?</p> <p>Are the accesses of adequate length to ensure all vehicles clear the main carriageway?</p>
<b>Skid resistance</b>		
	<p>Are there locations where high skid resistance surfacing (such as on approaches to junctions and crossings) would be beneficial?</p> <p>Do surface changes occur at locations where they could adversely affect motorcycle stability?</p> <p>Is the colour of any high friction surfacing appropriate?</p>	<p>Do any joints in the surfacing appear to have excessive bleeding or low skid resistance?</p> <p>Do surface changes occur at locations where they could adversely affect motorcycle stability?</p>
<b>Emergency vehicles</b>		
Has provision been made for safe access and egress by emergency vehicles?		

Stage 1	Stage 2	Stage 3
<b>Future widening</b>		
Where a single carriageway scheme is to form part of a future dual carriageway, is it clear to road users that the road is for two-way traffic?		
<b>Agriculture</b>		
	<p>Have the needs of agricultural vehicles and plant been taken into consideration (e.g. room to stop between carriageway and gate, facilities for turning on dual carriageways)?</p> <p>Are such facilities safe to use and are they adequately signed?</p>	
<b>Fences and road restraint systems</b>		
	<p>Is there a need for road restraint systems to protect road users from signs, gantries, parapets, abutments, steep embankments or water hazards?</p> <p>Do the road restraint systems provided give adequate protection?</p> <p>Are the road restraint systems long enough? Are specific restraint facilities required for motorcyclists?</p> <p>In the case of wooden post and rail boundary fences, are the rails placed on the non-traffic side of the posts?</p>	<p>Is the restraint system adequate?</p> <p>In the case of wooden post and rail boundary fences, are the rails placed on the non-traffic side of the posts?</p> <p>Have specific restraint facilities been provided for motorcyclists?</p>

Stage 1	Stage 2	Stage 3
	If there are roads on both sides of the fence is an interlocking-design necessary to prevent impalement on impact?	
<b>Adjacent development</b>		
Does adjacent development cause interference/ confusion? (e.g. lighting or traffic signals on adjacent roads may affect a road user's perception of the road ahead)  Is screening required to avoid headlamp glare between opposing carriageways, or any distraction to road users?	Has screening been provided to avoid headlamp glare between opposing carriageways, or any distraction to road users?  Are there any safety issues relating to the provision of environmental barriers or screens?	Have environmental barriers been provided and do they create a potential hazard?
<b>Basic design principles</b>		
Are the overall design principles appropriate for the predicted level of use for all road users?		
<b>Bridge parapets</b>		
	Are parapet heights appropriate for the adjacent road user groups?	Is the projection of any attachment to the parapet likely to be struck by road users?
<b>Network management</b>		
		Have appropriate signs and/or markings been installed in respect of Traffic Regulation Orders?

Stage 1	Stage 2	Stage 3
<b>Specific road users</b>		
<p>Is specific provision required for vulnerable groups? (i.e. the young, older users, mobility and visually impaired, motorcyclists.)</p>	<p>Are gradients appropriate for mobility scooters?</p> <p>Are timings at controlled crossings sufficient for all users?</p> <p>Do surface changes or excessive use of carriageway markings occur at locations where they could adversely affect motorcycle stability?</p> <p>Are specific restraint facilities required for motorcyclists?</p> <p>Are features such as traffic calming, utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p>	<p>Are the following adequate for specific and vulnerable groups?</p> <ol style="list-style-type: none"> <li>1. visibility;</li> <li>2. signs;</li> <li>3. surfacing;</li> <li>4. other guardrails;</li> <li>5. drop kerbing/flush surfaces;</li> <li>6. tactile paving;</li> <li>7. gradients;</li> <li>8. lighting levels;</li> <li>9. restraint systems;</li> <li>10. positioning of utility covers/gullies.</li> </ol>

**Table A.3 JUNCTIONS**

Stage 1	Stage 2	Stage 3
<b>Layout</b>		
<p>Is provision for right turning vehicles required? Are acceleration/deceleration lanes required?</p> <p>Are splitter islands required on minor arms to assist pedestrians or formalise road users' movements to/from the junction?</p> <p>Are there any unusual features that affect road safety?</p> <p>Are widths and swept paths adequate for all road users?</p> <p>Will large vehicles overrun pedestrian or cycle facilities?</p> <p>Are there any conflicts between turning and parked vehicles?</p> <p>Are any junctions sited on a crest?</p> <p>Is the junction type appropriate for the traffic flows and likely vehicle speeds?</p>	<p>Are the junctions and accesses adequate for all vehicular movements?</p> <p>Are there any unusual features, which may have an adverse effect on road safety?</p> <p>Have guardrails/safety fences been provided where appropriate?</p> <p>Do any roadside features (e.g. guard rails, safety fences, traffic bollards signs and traffic signals) intrude into drivers' line of sight?</p> <p>Are splitter islands and bollards required on minor arms to assist pedestrians or formalise road users' movements to/from the junction?</p> <p>Are parking or stopping zones for buses, taxis and public utilities vehicles situated within the junction area?</p> <p>Are they located outside visibility splays?</p> <p>Are any utility covers or gullies located in the likely wheel tracks of motorcyclists or cyclists?</p>	<p>Have guard rails/safety fences been provided where appropriate?</p> <p>Do any roadside features (e.g. guard rails, safety fences, traffic bollards signs and traffic signals) intrude into drivers' line of sight?</p> <p>Have bollards been provided to assist pedestrians or formalise road user movements?</p>

Stage 1	Stage 2	Stage 3
<b>Visibility</b>		
<p>Are sight lines adequate on and through junction approaches and from the minor arm?</p> <p>Are visibility splays adequate and clear of obstructions such as street furniture and landscaping?</p> <p>Will the use of deceleration or acceleration lanes obscure junction visibility?</p>	<p>Are the sight lines adequate at and through the junctions and from minor roads?</p> <p>Are visibility splays clear of obstruction?</p>	<p>Are all visibility splays clear of obstructions?</p>
<b>T, X, Y - junctions</b>		
	<p>Have ghost island right turn lanes and refuges been provided where required?</p> <p>Do junctions have adequate stacking space for turning movements?</p> <p>Can staggered crossroads accommodate all vehicle types and movements?</p>	<p>Are priorities clearly defined?</p> <p>Is signing adequate?</p>



Stage 1	Stage 2	Stage 3
<b>All roundabouts</b>		
	<p>Are the deflection angles of approach roads adequate for the likely approach speed?</p> <p>Are splitter islands necessary?</p> <p>Is visibility on approach adequate to ensure drivers can perceive the correct path through the junction?</p> <p>Where chevron signs are required, have they been correctly sited?</p> <p>Are dedicated approach lanes required? If provided, will the road markings and signs be clear to all users?</p> <p>Are any utility covers or gullies located in the likely wheel tracks of motorcyclists or cyclists?</p>	<p>Can the junction be seen from appropriate distances and is the signing adequate?</p> <p>Where chevron signs are required, have they been correctly sited?</p>
<b>Mini roundabouts</b>		
	<p>Are the approach speeds for each arm likely to be appropriate for a mini roundabout?</p> <p>Is the centre island visible from all approaches?</p>	

Stage 1	Stage 2	Stage 3
<b>Traffic signals</b>		
	<p>Will speed discrimination equipment be required?</p> <p>Is the advance signing adequate?</p> <p>Are signals clearly visible in relation to the likely approach speeds?</p> <p>Is "see through" likely to be a problem?</p> <p>Would lantern filters assist?</p> <p>Is the visibility of signals likely to be affected by sunrise/sunset?</p> <p>Would high intensity signals and/or backing boards improve visibility?</p> <p>Would high-level signal units be of value? Is the stopline in the correct location?</p> <p>Are any pedestrian crossings excessively long?</p> <p>Are the proposed tactile paving layouts correct?</p> <p>Are the markings for right turning vehicles adequate?</p>	<p>Can the traffic signals be seen from appropriate distances?</p> <p>Can drivers see traffic signal heads for opposing traffic?</p> <p>For the operation of signals: Are the signal phases working correctly, are unnecessary delays being created?</p> <p>Do pedestrian and cycle phases give adequate crossing time?</p> <p>Can pedestrians or cyclists mistakenly view the "green man" signal for other pedestrian or cycle phases?</p>

Stage 1	Stage 2	Stage 3
	<p>Is there a need for box junction markings?</p> <p>Is the phasing appropriate?</p> <p>Will pedestrian/ cyclist phases be needed?</p> <p>Does the number of exit lanes equal the number of approach lanes?</p> <p>If not is the taper length adequate? Is the required junction intervisibility provided?</p>	

Table A.4 WALKING, CYCLING AND HORSE RIDING

Stage 1	Stage 2	Stage 3
<b>Adjacent land</b>		
Will the scheme have an adverse effect on safe use of adjacent land?	<p>Are accesses to and from adjacent land/properties safe to use?</p> <p>Has adjacent land been suitably fenced?</p>	Has suitable fencing been provided?

Stage 1	Stage 2	Stage 3
<b>Pedestrians</b>		
<p>Have pedestrian routes been provided where required?</p> <p>Do shared facilities take account of the needs of all user groups?</p> <p>Can verge strips dividing footways/cycleways and carriageways be provided?</p> <p>Where footpaths have been diverted, will the new alignment permit the same users free access?</p> <p>Are footbridges/subways sited to attract maximum use?</p> <p>Is specific provision required for special and vulnerable groups? (i.e. the young, older users, mobility and visually impaired?)</p> <p>Are tactile paving, flush kerbs and guard railing proposed? Is it specified correctly and in the best location?</p> <p>Have all walking needs been considered, especially at junctions?</p>	<p>Have the needs of pedestrians been considered especially at junctions and roundabouts?</p> <p>Are any proposed drop kerbs flush with the adjacent highway?</p> <p>Is tactile paving proposed? Is it specified correctly and in the best location?</p>	<p>Are the following adequate?:</p> <ol style="list-style-type: none"> <li>1. visibility;</li> <li>2. signs;</li> <li>3. surfacing;</li> <li>4. other guardrails;</li> <li>5. drop kerbing or flush surfaces;</li> <li>6. tactile paving</li> </ol>

Stage 1	Stage 2	Stage 3
<p>Are these routes clear of obstructions such as signposts, lamp columns etc.?</p>		
<b>Cyclists</b>		
<p>Have cycle routes been provided where required?</p> <p>Do shared facilities take account of the needs of all user groups?</p> <p>Can verge strips dividing footways/cycleways and carriageways be provided?</p> <p>Is specific provision required for special and vulnerable groups? (i.e. the young, older users, mobility impaired?)</p> <p>Have all cycling needs been considered, especially at junctions?</p> <p>Are these routes clear of obstructions such as signposts, lamp columns etc.?</p>	<p>Have the needs of cyclists been considered especially at junctions and roundabouts?</p> <p>Are cycle lanes or segregated cycle tracks required?</p> <p>Does the signing make clear the intended use of such facilities?</p> <p>Are cycle crossings adequately signed?</p> <p>Has lighting been provided on cycle routes?</p> <p>Are any proposed drop kerbs flush with the adjacent highway?</p> <p>Are any parapet heights sufficient? Is tactile paving proposed?</p> <p>Is it specified correctly and in the best location?</p>	<p>Do the following provide sufficient levels of road safety for cyclists on, or crossing the road?</p> <ol style="list-style-type: none"> <li>1. visibility;</li> <li>2. signs;</li> <li>3. guardrails;</li> <li>4. drop kerbing or flush surfaces;</li> <li>5. surfacing;</li> <li>6. tactile paving.</li> </ol>

Stage 1	Stage 2	Stage 3
<b>Equestrians</b>		
<p>Have equestrian needs been considered?</p> <p>Does the scheme involve the diversion of bridleways?</p>	<p>Should bridleways or shared facilities be provided?</p> <p>Does the signing make clear the intended use of such paths and is sufficient local signing provided to attract users?</p> <p>Have suitable parapets/rails been provided where necessary?</p>	<p>Do the following provide sufficient levels of road safety for equestrians?</p> <ol style="list-style-type: none"> <li>1. visibility;</li> <li>2. signs;</li> <li>3. guardrails.</li> </ol>

Table A.5 TRAFFIC SIGNS, CARRIAGEWAY MARKINGS AND LIGHTING

Stage 1	Stage 2	Stage 3
<b>Signs</b>		
<p>Is there likely to be sufficient highway land to provide the traffic signs required?</p> <p>Are sign gantries needed?</p> <p>Have traffic signs been located away from locations where there is a high strike risk?</p>	<p>Do destinations shown align with signing policy? Are signs easy to understand?</p> <p>Are the signs located behind safety fencing and out of the way of pedestrians and cyclists?</p> <p>Is there a need for overhead signs?</p> <p>Where overhead signs are necessary is there sufficient headroom to enable designated walking, cycling and horse riding usage?</p> <p>Has sign clutter been considered?</p> <p>Is junction signing adequate, consistent with adjacent signing and easily understood?</p> <p>Have the appropriate warning signs been provided?</p> <p>Are signs appropriately located and of the appropriate size for approach speeds?</p>	<p>Are the visibility, locations and legibility of all signs (during daylight and darkness) adequate?</p> <p>Are signposts protected from vehicle impact or passively safe?</p> <p>Will signposts impede the safe and convenient passage of pedestrians and cyclists?</p> <p>Have additional warning signs been provided where necessary?</p>

Stage 1	Stage 2	Stage 3
	<p>Are sign posts and sign structures passively safe or protected by safety barriers where appropriate?</p> <p>Are traffic signs illuminated where required and the correct reflectivity provided?</p> <p>Are traffic signs located in positions that minimise potential strike risk?</p> <p>Is the mounting height of sign faces appropriate?</p> <p>Are traffic signs orientated correctly to ensure correct visibility and reflectivity?</p>	
<b>Variable message signs (VMS)</b>		
	<p>Are the legends relevant and easily understood?</p> <p>Are signs passively safe or located behind safety fencing?</p>	<p>Can VMS be read and easily understood at distances appropriate for vehicle speeds?</p> <p>Are they adequately protected from vehicle impact or passively safe?</p>



Stage 1	Stage 2	Stage 3
<b>Lighting</b>		
<p>Is the scheme to be street lit?</p> <p>Has lighting been considered at new junctions and where adjoining existing roads?</p> <p>Are lighting columns located in the best positions? (e.g. behind safety fences)</p>	<p>Has lighting been considered at new junctions and where adjoining existing roads?</p> <p>Is there a need for lighting, including lighting of signs and bollards?</p> <p>Are lighting columns passively safe?</p> <p>Are lighting columns located in the best positions e.g. behind safety fences and not obstructing walking, cycling and horse riding routes?</p>	<p>Does the street lighting provide adequate illumination of roadside features, road markings and non-vehicular users to drivers?</p> <p>Is the level of illumination adequate for the road safety of walkers, cyclists and horse riders?</p> <p>Is lighting obscured by vegetation or other street furniture?</p>
<b>Poles/columns</b>		
<p>Will poles/columns be appropriately located and protected?</p>	<p>Are poles and columns passively safe?</p> <p>Are poles and columns protected by safety fencing where appropriate?</p>	

Stage 1	Stage 2	Stage 3
<b>Carriageway markings</b>		
<p>Are any road markings proposed at this stage appropriate?</p>	<p>Do the carriageway markings clearly define routes/priorities?</p> <p>Are the dimensions of the road markings appropriate for the speed limit/design speed of the road?</p> <p>Have old road markings and road studs been adequately removed?</p> <p>Are road markings appropriate to the location?</p> <ol style="list-style-type: none"> <li>1. centre and edge lines;</li> <li>2. hatching;</li> <li>3. road studs;</li> <li>4. text/destinations;</li> <li>5. approved and/or conform to the Regulations.</li> </ol>	<p>Are all road markings/studs clear and appropriate for their location?</p> <p>Have all superseded road markings and studs been removed adequately?</p> <p>Do the carriageway markings clearly define routes and priorities?</p> <p>Have all superseded road markings and studs been removed adequately?</p>

**Section 2- RSA/C Checklist**

<b>General</b>	<b>Checked</b>
Departures from Standard	<input type="checkbox"/>
Consistency of standards with adjacent road network, especially at tie-ins	<input type="checkbox"/>
Effects of surrounding road network	<input type="checkbox"/>
Road users perception of road layout, including sight lines	<input type="checkbox"/>
Provision for turning traffic	<input type="checkbox"/>
Location and access of lay-bys	<input type="checkbox"/>
Minimise potential conflict points (including number of private accesses)	<input type="checkbox"/>
Arrangements for serving access and maintenance	<input type="checkbox"/>
Check speed limits are appropriate for the road environment in-line with circular 01/2013.	<input type="checkbox"/>

<b>Alignment and Sight Lines</b>	<b>Checked</b>
Horizontal and vertical alignments which may produce hazards due to reduced sight lines	<input type="checkbox"/>
Sight lines obstructed by bridge abutments, parapets, landscaping, structures or street furniture	<input type="checkbox"/>
Conspicuity of junctions on approach, and sight lines from minor road approaches and private accesses	<input type="checkbox"/>

<b>Road Signs and Markings</b>	<b>Checked</b>
Locations of signs and markings to aid, inform, and warn of hazards, without obscuring visibility or misleading drivers	<input type="checkbox"/>
Consistency of signing and marking information	<input type="checkbox"/>
Positioning of signs and markings at junctions. Is there a need for hazard perception warnings?	<input type="checkbox"/>
Suitable mounting height of signs	<input type="checkbox"/>

<b>Vulnerable Road Users</b>	<b>Checked</b>
Location and type of crossing facilities	<input type="checkbox"/>
Adequate visibility provided	<input type="checkbox"/>
Dedicated cycle lane or pedestrian facilities	<input type="checkbox"/>
Provision of facilities for people with mobility impairments	<input type="checkbox"/>

<b>Landscaping</b>	<b>Checked</b>
Potential obstruction to visibility from landscaping, taking into account future growth	<input type="checkbox"/>
Potential for trees to become collision objects: choice of appropriate species	<input type="checkbox"/>
Ability to maintain planted areas safely	<input type="checkbox"/>

<b>Surface Characteristics</b>	<b>Checked</b>
Appropriate surfacing for roads on approach to hazards such as bends and junctions	<input type="checkbox"/>
Potential for flooding due to inadequate drainage	<input type="checkbox"/>

<b>Other</b>	<b>Checked</b>
Positioning of safety barriers and guardrails to protect against vehicle conflicts or roadside objects, without obscuring visibility	<input type="checkbox"/>
Consistency of lighting within the scheme and with the adjacent network	<input type="checkbox"/>
Safe positioning of lighting columns	<input type="checkbox"/>
Lit / unlit bollards on central islands	<input type="checkbox"/>

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### Road Safety Audit Brief Template

Table B.1 Project Summary

Date:	
Design Organisation:	
Overseeing Organisation:	Warwickshire County Council
Project:	
Report title:	
<b>PREPARED BY:</b>	
Name:	
Signed:	
Design Organisation:	
Date:	
<b>I APPROVE THE RSA BRIEF AND INSTRUCT THE RSA TO TAKE PLACE ON BEHALF OF THE OVERSEEING ORGANISATION</b>	
Name:	
Signed:	
Overseeing Organisation:	Warwickshire County Council
Date:	

Table B.2 General Details

<b>General details</b>					
<b>Highway scheme name and road number (A and B roads only)</b>					
<b>Type of Scheme:</b>			Refer to Table 1 of Warwickshire County Council's Road Safety Audit Procedure <b>(QP 321)</b>		
<b>RSA Stage (tick as appropriate)</b>	1	2	3	4	Interim
<b>Design organisation details</b>					
<b>Terms of reference</b>					
e.g. DMRB or Manual for Streets					

Table B.3 Scheme Details

<b>Scheme description/objective</b>
<b>General</b>
Define the extents of the RSA, include a brief scheme description, the scheme objectives, a start date for construction if known and a completion date. In addition, for stage 4 RSAs, confirm when all related traffic management has been removed.
<b>Design standards applied to the scheme design</b>
e.g. DMRB
<b>Design Speeds</b>
<b>Speed limits</b>
<b>Existing traffic flows/queues</b>
<b>Forecast traffic flows</b>
<b>Pedestrian, cyclist and equestrian desire lines</b>
<b>Environmental constraints</b>

Table B.4 Locality

<b>Description of locality</b>
<b>General description</b>
<b>Relevant factors which may affect road safety</b>
Factors known to the design organisation and considered as part of the design. This should also include anything that would not be immediately obvious to the RSA team – such as school crossing patrols and large events, for example.

Table B.5 Analysis

<b>Collision data analysis</b>		
If Warwickshire County Council are carrying out the audit, then Traffic and Road Safety Group will supply collision data.		
For external auditors please ensure that at stages 1, 2, and 3 the designer provides a summary of road traffic collision data covering both the extent of the scheme and the adjoining sections of highway. As a minimum the most recent 36 months of data.		
At stage 4, provide 12 months of post-opening validated road traffic collision data. Raw data should be provided as an appendix.		
<b>Departures from standards</b>		
Include status details, i.e. approved/pending/rejected, and any design strategy records produced for improvements to existing trunk roads and motorways.		
<b>Previous road safety audit stage reports, road safety audit response reports and evidence of agreed actions</b>		
Attach previous reports to the RSA brief, or provide an explanation where these are not available.		
<b>Strategic Decisions</b>		
Includes items outside the scope of this RSA which will not change irrespective of the RSA, for example route choice, junction type, approved departures from standard.		
<b>List of included documents and drawings</b>		
<b>Documents</b>		
<b>Reference and revision</b>	<b>Title</b>	<b>Date</b>
For example: previous RSA reports; design responses; departures; road traffic collision data; walking, cycling and horse riding assessment and reviews. This could include any relevant operational data such as damage-only collision data or incident logs. This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.		
<b>Drawings</b>		
<b>Reference and revision</b>	<b>Title</b>	<b>Date</b>
This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.		

Table B.6 Checklist

<b>Tick all that are included and provide reasons for those that are not included</b>			
Site location plan		Scale layout plans	
Departures and relaxations from standards		Construction/typical details	
Previous RSA reports		Previous RSA response reports and evidence of agreed actions	
Collision data and collision data analysis		Road traffic collision plot	
Traffic signal staging		Traffic counts	
Speed surveys		Pedestrian, cyclist and horse-riding desire lines and volumes	
Walking, cycling and horse-riding assessment and reviews		Items outside the scope of the RSA/ strategic decisions	
Other factors that may impact on road safety		Design speeds/ speed limits	
Design standards used		Adjacent land uses	



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### Road Safety Audit Report Template

### Project Details

Report Title:	Stage Choose an item. [Insert title]
Location:	[Road name, Area]
Date:	Click here to enter a date.
Document reference and revision	RSA [2XXX]
RSA Team Leader:	Name
RSA Team Member:	Name
Other person(s) involved:	Name

Warwickshire County Council  
 Transport and Highways  
 Communities  
 Shire Hall  
 Warwick  
 CV34 4SX  
<http://www.warwickshire.gov.uk/roadsafety>



## 1.0 INTRODUCTION

- 1.1 This report results from a Stage No. Road Safety Audit on the [insert scheme description]. The report was requested by [insert person's name], Choose an item.
- 1.2 No member of the Audit Team has been involved with the design process.
- 1.3 A site visit was carried out on [Click here to enter a date.](#) by both auditors between the hours 10.00 and 12.00. The weather during the site visit was [fine/sunny/light rain/heavy rain] with a [damp/dry/wet] carriageway surface. Traffic flows were noted as being [heavy/light] and varied in type. Pedestrian flows were noted as being [heavy/light].
- 1.4 [Stage 3 only] – The scheme has been [fully/partially] completed with the following items not yet completed; [Insert items].
- 1.5 The drawings and documents supplied for audit are listed in Appendix A. An annotated plan showing the location of any problems identified is located in Appendix B.
- 1.6 The audit has been carried out in accordance with Warwickshire County Council's safety audit procedure Type A (RSA/A), a Road Safety Audit carried out in accordance with GG 119 guidance. – 'Road Safety Audit' of The Highways England's Design Manual for Roads and Bridges.
- 1.7 The Road Safety Audit Team has examined and reported only on the road safety implications of the scheme as presented and has not examined or verified the compliance of the designs to any other criteria. All comments and recommendations are referenced to the design drawings and documents supplied with the brief.
- 1.8 In accordance with Warwickshire County Councils Road Safety Audit procedures, it is a requirement that the Design Team in conjunction with the Project Sponsor prepare a Road Safety Audit Response Report, in response to the recommendations made within this audit. This should be completed and a copy of the final report sent to the Audit Team Leader for their information by [Click here to enter a date.](#) All responses should be submitted using Appendix C only.
- 1.9 For any recommendations that are not being adopted, the Design Team or Project Sponsor should notify the Audit Team Leader and discuss these issues to try to achieve a mutually agreed compromise. If an agreement cannot be reached, the Project Sponsor should then submit an Exception

Report to the Assistant Director for Communities for their decision. If an Exception Report is required, a narrative of the exchanges between the Design Team, Project Sponsor and Audit Team Leader should be detailed and submitted alongside the Road Safety Audit Response Form and Exception Report to the Head of Transport and Highways for their information.

## **2.0 PROPOSALS**

[Description of scheme proposals required]


## **3.0 DEPARTURES FROM STANDARD**


Choose an item.

## **4.0 ITEMS ARISING FROM PREVIOUS STAGE NO. AUDIT**

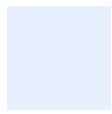
- 4.1** The road safety aspects of the [scheme name] were the subject of comment in the **Click here to enter a date**. Stage NO. Road Safety Audit Report. (Items XXX and XXX) These items remain a problem and are referred to again in the Road Safety Audit Report.
- 4.2** All other issues raised in the Stage NO. Road Safety Audit have been resolved.

## 5.0 ITEMS RAISED AT THIS STAGE NO. AUDIT

5.1 PROBLEM	
<b>Location:</b>	[Insert the location of the problem and reference to a scheme drawing.]
	
<b>Summary:</b>	[Provide a short summary of the problem]
[Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur]	
<b>Recommendation:</b>	
[Provide a proportionate and viable recommendation, based on the RSA stage, to eliminate or mitigate the identified RSA problem]	

<b>5.2 PROBLEM</b>	
<b>Location:</b>	[Insert the location of the problem and reference to a scheme drawing.]
	
<b>Summary:</b>	[Provide a short summary of the problem]
[Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur]	
<b>Recommendation:</b>	
[Provide a proportionate and viable recommendation, based on the RSA stage, to eliminate or mitigate the identified RSA problem]	

## 6.0 AUDIT TEAM STATEMENT

We certify that this road safety audit has been carried out in accordance with GG 119 with some relaxations as per WCC Road Safety Audit procedures.	
Road Safety Audit Team Leader	
Name:	Name
Signed:	
Position:	Choose an item.
Date:	Click here to enter a date.
Road Safety Audit Team Member	
Name:	Name
Signed:	
Position:	Choose an item.
Date:	Click here to enter a date.

**APPENDIX A**

**LIST OF DRAWINGS AND DOCUMENTS PROVIDED FOR AUDIT**

*List of documents e.g. Brief, PIC Data, Traffic Flows, Departures, Previous RSA's, and Designers Responses.*

Drawings	
Drawing Number	Description of Drawing
Other Documents	
Drawing Number	Description of Drawing

**APPENDIX B**

**LOCATION PLAN OF IDENTIFIED PROBLEMS**



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### Road Safety Audit Response Report Template

#### D1 Project details

Table D.1 Project details

<b>Report title:</b>	Include stage of RSA
<b>Date:</b>	Insert date
<b>Document Reference and revision:</b>	Insert unique document reference
<b>Prepared by:</b>	Insert design organisation
<b>On behalf of:</b>	Insert Project Sponsor details

Table D.2 Authorisation sheet

<b>Project:</b>	Insert project title
<b>Report title:</b>	Include stage of RSA
<b>Prepared by:</b>	Name
	Position
	Organisation
	Date
	Signature
<b>Approved by:</b>	Name
	Position
	Organisation
	Date
	Signature

#### D2 Introduction

Include a summary of the scheme, the stage of the RSA and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

#### D3 Key personnel

Table D.3 Key personnel

<b>Overseeing Organisation's Representative(s):</b>	Insert details of the personnel from the Overseeing Organisation responsible for agreeing the actions
<b>Overseeing Organisation's RSA Audit Team Reviewer(s)*:</b>	Insert details of the personnel from the Overseeing Organisation RSA Audit Team responsible for reviewing the response report and advising the OO's Representative
<b>RSA Team:</b>	Insert details of the personnel from the RSA team
<b>Design organisation:</b>	Insert details of the personnel from the design organisation

\* Delete if not applicable

**D4 Road Safety Audit Decision Log**

Table D.3 Road Safety Audit decision log

<b>RSA Problem</b>	<b>RSA recommendation</b>	<b>Design organisation response</b>	<b>Overseeing Organisation's RSA Audit Team review*</b>	<b>Overseeing Organisation's Representative's response</b>	<b>Agreed RSA action</b>
Insert the original problem from the RSA report	Insert the original recommendation from the RSA report	Insert the design organisation's response	Insert the Overseeing Organisation's RSA Audit Team review response	Insert the Overseeing Organisation's Representative's response	Insert the design organisation's and Overseeing Organisation's agreed action to address the problem
Add rows for each problem from the RSA Report					

\* Delete if not applicable

**D5 Other matters considered relevant by the overseeing organisation**

Table D.4 Other matters

<b>MATTER</b>	
<b>Location:</b>	Insert the location of the problem and provide reference to a scheme drawing
<b>Summary:</b>	Provide a summary of the matter of concern
<b>RECOMMENDATION</b>	
Provide a proportionate and viable recommendation to eliminate or mitigate the identified matter. This could include further scheme development to a subsequent RSA stage of further monitoring where insufficient information can be gathered from the available data.	

**D6 Design organisation and Overseeing Organisation statements**

Table D.5 Design organisation statement

On behalf of the design organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table D.6 Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation and will be progressed; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

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## Road Safety Audit Response Report (Planning Applications) Template

**E1. Project details**

Table E.1 Project details

<b>Report title:</b>	Include stage of RSA
<b>Date:</b>	Insert date
<b>Document Reference and revision:</b>	Insert unique document reference
<b>Prepared by:</b>	Insert design organisation
<b>Planning Application ref:</b>	Insert details
<b>On behalf of:</b>	Insert applicant details

Table E.2 Design Organisation's Authorisation sheet

<b>Project:</b>	Insert project title
<b>Report title:</b>	Include stage of RSA
<b>Prepared by:</b>	Name
	Position
	Organisation
	Date
	Signature
<b>Approved by:</b>	Name
	Position
	Organisation
	Date
	Signature

**E2. Introduction**

Include a summary of the scheme, the stage of the RSA and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

**E3. Key personnel**

Table E.3 Key personnel

<b>Overseeing Organisation's Representative(s):</b>	Insert details of the personnel from the Overseeing Organisation responsible for agreeing the actions
<b>Overseeing Organisation's RSA Audit Team Reviewer(s)*:</b>	Insert details of the personnel from the Overseeing Organisation RSA Audit Team responsible for reviewing the response report and advising the OO's Representative
<b>RSA Team:</b>	Insert details of the personnel from the RSA team
<b>Design organisation:</b>	Insert details of the personnel from the design organisation

\* Delete if not applicable

**E4. Road Safety Audit Decision Log**

Table E.4 Road Safety Audit decision log

<b>RSA Problem</b>	<b>RSA recommendation</b>	<b>Design organisation response</b>	<b>Overseeing Organisation's RSA Audit Team review*</b>	<b>Overseeing Organisation's Representative's response</b>	<b>Agreed RSA action</b>
Insert the original problem from the RSA report	Insert the original recommendation from the RSA report	Insert the design organisation's response	Insert the Overseeing Organisation's RSA Audit Team review response	Insert the Overseeing Organisation's Representative's response	Options: 1. Resolved via Response Report 2. To be incorporated into design 3. To be dealt with by Exception Report
Add rows for each problem from the RSA Report					

\* Delete if not applicable

**E5. Other matters considered relevant by the overseeing organisation**

Table E.5 Other matters

<b>MATTER</b>	
<b>Location:</b>	Insert the location of the problem and provide reference to a scheme drawing
<b>Summary:</b>	Provide a summary of the matter of concern
<b>RECOMMENDATION</b>	
Provide a proportionate and viable recommendation to eliminate or mitigate the identified matter. This could include further scheme development to a subsequent RSA stage of further monitoring where insufficient information can be gathered from the available data.	

**E6. Design Organisation and Overseeing Organisation statements**

Table E.6 Design Organisation statement

On behalf of the Design Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed with the Overseeing Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table E.7 Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA process has been undertaken in accordance with the Overseeing Organisation's requirements. The actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed with the Design Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and an exception report is required	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

# Use of Passively Safe Street Furniture on Warwickshire County Council Highways

## 1. Purpose

The purpose of this document is to provide guidance on when and where passively safe street furniture should be installed so that resources are targeted only at those sites where maximum road safety benefits may be achieved for Warwickshire's road users.

## 2. Background

In 2010, UK Roads Ltd produced a report on the use of passively safe street furniture on British roads. UK Roads Ltd is an independent business dedicated to encouraging a better understanding of the current standards, advice and issues relating to the provision and maintenance of features on our roads. The report draws heavily on the requirements of British Standard BS EN 12767:2019 which sets out design standards, where passively safe posts should be used and is referenced in Design Manual for Roads and Bridges (DMRB).

The approach the above document has taken is to prioritise roads by type, class and speed limit, according to collision risk, as follows:

Priority 1	All rural A roads
Priority 2	40mph urban A roads
Priority 3	All rural B roads
Priority 4	40mph urban B roads
Priority 5	30mph urban A roads
Priority 6	30mph urban B roads

Of lower priority are the following roads, which are unlikely to require passively safe infrastructure, unless specific site conditions and/or collision history indicate otherwise:

- roads with 20mph speed limits
- roads usually lined with parked cars
- residential and industrial estate roads where average traffic speeds are unlikely to exceed 25mph
- country lanes and roads with low traffic volumes.

The collision data for Warwickshire over a twelve-month period from October 2018 to September 2019 (pre Covid-19 pandemic) indicates that fatal and serious injury collisions involving street furniture are very rare. In this time period there were a total of 39 fatal and 268 serious injury collisions on Warwickshire's roads. Of these, none of the fatal collisions and just five of the serious collisions involved street furniture.

Speed and location also play their part in the severity of collisions. Within Warwickshire, routes with speed limits of 50mph or over are more prone to serious and fatal accidents. Rural A roads see higher numbers of deaths and serious injury than do urban highways.

Pedestrians and other vulnerable road users such as cyclists must also be considered when developing a policy for the use of passively safe street furniture. The risk to vulnerable road users is largely from falling lighting columns or signposts following impact by vehicles and depends strongly on the numbers exposed.

Current recommendations are that passively safe posts may not be appropriate where there are likely to be pedestrians or other vulnerable road users on a regular basis. This would apply to most of Warwickshire's urban areas. At traffic signal junctions where pedestrian facilities are implemented on certain approaches but not all, and informal crossing points are likely to exist, then it may be appropriate to install non-passively safe poles across the entire site.



### 3. Requirement for Passively Safe Street Furniture

Risk of death or serious injury from collision with street furniture on Warwickshire highways is very low. The widescale introduction of passively safe furniture in line with the recommendations of Roads UK Ltd is therefore not justified throughout the County.

Passively safe posts, signal and lighting columns will not be required where road restraint systems are already in place or proposed to be installed. Justifying the introduction of expensive Road Restraint Systems (RRSs) to reduce risk is a challenge for local highway authorities, especially at a time when funding for maintenance and improvements scheme is already limited. Authorities must therefore be confident that any safety measures taken represent good value for money.

Rural A roads with a speed limit of 50mph or more should be considered suitable for the installation of passively safe street furniture. For the purposes of this policy, rural roads are defined as those where housing and other indications of urban life are generally isolated rather than located together in settlements.

Signage should be compliant with BS EN 12767:2019 (Passive safety of support structures for road equipment) and BS EN 12899-5:2007 (Fixed, vertical road traffic signs) or any subsequent superseding standard. Passively safe street furniture should therefore be the default option for all new and replacement street furniture on rural A roads with speed limits of 50mph or more.

However, before installing passively safe items, consideration must also be given to the overall cost and safety benefits of installing such equipment. This consideration should take into account the risk of serious personal injury collisions involving street furniture by looking at the site's collision history, and the cost of installing and maintaining passively safe equipment for the lifetime of the infrastructure.

Where passively safe equipment is the default position, that is, on 50mph or above speed limits on rural A roads, an engineer must, in all cases, carry out an assessment and document the reasons based on the above factors where a decision not to install passively safe street furniture has been reached.

Information on the collision history of specific locations may be obtained by reference to official collision statistics or to WCC

Safety Engineering colleagues.

For all other roads, all signage should be designed in accordance with best practice design principles and passively safe posts will not be used, unless there are convincing safety reasons where to do so would have a direct and beneficial impact on collision and casualty statistics.

Temporary signage that will be removed within twelve months of installation should be designed in accordance with best practice design principles and passively safe posts will not be used unless there are significant safety reasons to do so.

In emergency situations, where immediate response and action are necessary, there may be insufficient time to procure and install passively safe street furniture. In these situations, to address the immediate public safety concerns, it will be acceptable to use standard, non-passively safe posts.

## 4. Approach summary

Within this policy rural roads are defined as those where housing and other indications of urban life are generally isolated rather than located together in settlements.

### 4.1 Rural A roads with speed limit of 50mph or above

Passively safe street furniture (signposts, street lighting columns and traffic signals) should be installed on all Warwickshire's rural A roads where speed limits are 50mph or above.

**Unless** any of the following apply:

- A road restraint system (RRS) is in place or proposed and the street furniture will be protected by the RRS.
- Street furniture can be installed 4.5 metres or more from the edge of the carriageway.
- Pedestrians and other vulnerable road users may be at risk from secondary collisions with falling lighting columns or posts.

- The risk of injury or death from collisions with street furniture, as assessed by analysing the preceding three-year collision history at the site, shows that the installation of such items is likely to have no effect on personal injury collisions.
- The cost of installing and maintaining passively safe street furniture throughout its lifetime outweighs the cost benefit of reducing personal injury collisions (using the latest figures from DfT “Average value of prevention per reported casualty and per reported road accident” analysis).
- An emergency deployment of non-passively safe street furniture is necessary on pressing public safety grounds.

Passively safe street furniture must be compliant with BS EN 12767:2019 (Passive safety of support structures for road equipment) and BS EN 12899-5:2007 (Fixed, vertical road traffic signs) or any subsequent superseding standard.

#### **4.2 All other roads**

On all other roads for which Warwickshire County Council is the Highways Authority, passively safe street furniture will not be installed, unless a site specific collision history indicates otherwise.

# Landscaping Design – Further Information

## 1. Planning Obligations and Formal Agreements

Local authorities have a duty under Section 197 of the 1990 Planning Act to ensure the preservation or planting of new trees wherever appropriate when granting planning permission.

Section 278 Agreements of the Highways Act 1980 are agreements between the Highway Authority and the developer which describe the modifications to the existing highway network that are required, with the public interest in mind, to accommodate the new development. Compensation for tree losses and monies for tree planting can form part of this agreement.

Section 106 Agreements of the Town and Country Planning Act 1990 are enforceable planning obligations which may require financial contributions to help mitigate a development's local impact. Tree planting or post planting care finances can form part of these agreements.

The Community Infrastructure Levy (CIL) is a planning charge which allows a local highway authority to fund infrastructure projects by charging on new development in their area. Money raised will be put towards the cost of implementing flood defences, transport, educational, medical, sports or recreational facilities. Most new development which creates net additional floor spaces of 100 square metres or more, or creates a new development, is liable for the levy although some developments may be eligible for relief or exemption from CIL.

The Highway Authority has powers under the Highways Act 1980 Section 64 and 96 to plant and maintain trees, shrubs and other vegetation within the verge for amenity value or in the interests of safety. Individual parts of the highway, such as roundabouts, can be enhanced through planting (within the constraints of sight lines) to both improve landscape quality and, sometimes, safety.

Section 141 of the Highways Act 1980 may be used by the Highway Authority to restrict the planting of trees, shrubs or other vegetation in or near the carriageway. The landowner can apply for a licence to plant and maintain trees as part of a planning application. However, any proposed planting within the highway is *prima facie*, an obstruction, and may need to be removed by the Highway Authority.

## 2. Relevant British Standards

British Standard BS5837 Trees in relation to design, demolition and construction (BS 5837 2012). Table A1 set out the minimum distance between young trees or new planting and structure to avoid direct damage to a structure from future tree growth.

Type of structure	Minimum distance between young trees or new planting and structure, in metres (m)		
	Stem dia. <300 mm <sup>A)</sup>	Stem dia. 300 mm to 600 mm <sup>A)</sup>	Stem dia. >600 mm <sup>A)</sup>
Buildings and heavily loaded structures	—	0.5	1.2
Lightly loaded structures such as garages, porches etc.	—	0.7	1.5
Services			
<1 m deep	0.5	1.5	3.0
>1 m deep	—	1.0	2.0
Masonry boundary walls	—	1.0	2.0
In-situ concrete paths and drives	0.5	1.0	2.5
Paths and drives with flexible surfaces or paving slabs	0.7	1.5	3.0

<sup>A)</sup> Diameter of stem at 1.5 m above ground level at maturity

**Table A.1** – Minimum distance between young or new planting and structure to avoid direct damage to a structure from future tree growth (BS 8545:2014)

British Standard BS 8545: 2014 'Trees: from nursery to independence in the landscape' is a key technical document which provides recommendations for all stages of the tree planting process, covering planning, design, production, handling, planting and management. All tree planting proposals should conform to the relevant sections of this British Standard.

### 3. Arboricultural Method Statements

Where planning permission or other statutory controls apply, details might need to be submitted in draft form or heads of terms to allow for changes to the design that might occur after permission has been granted. In these cases, it will be necessary for the project arboriculturist to set out a series of parameters for construction activity (e.g., where service routes and/or construction activity should not occur), based on the Root Protection Area (RPA) and the physiological needs of the tree, to which the finalized specifications and statements will apply.

A precautionary approach towards tree protection should be adopted and any operations, including access, proposed within the RPA (or crown spread where this is greater) should be described within an arboricultural method statement, to demonstrate that the operations can be undertaken with minimal risk of adverse impact on trees to be retained.

The arboricultural method statement should be appropriate to the proposals and might typically address some or all the following, incorporating relevant information from other specialists as required:

- a) removal of existing structures and hard surfacing
- b) installation of temporary ground protection
- c) excavations and the requirement for specialized trenchless techniques
- d) installation of new hard surfacing – materials, design constraints and implications for levels
- e) specialist foundations – installation techniques and effect on finished floor levels and overall height
- f) retaining structures to facilitate changes in ground levels
- g) preparatory works for new landscaping
- h) auditable/audited system of arboricultural site monitoring, including a schedule of specific site events requiring input or supervision.

The arboricultural method statement should also include a list of contact details for the relevant parties.

- A full tree survey that conforms to the requirements of BS 5837:2012, and any associated documents/advice that have been prepared as part of the planning application process.
- Details of any existing trees planned for retention within land that is proposed for highway adoption and any trees proposed for retention on adjacent land where they are within falling distance of land proposed for highway adoption.
- Drawings showing all areas proposed for highway adoption e.g., Section 38 and/or Section 278 drawings.
- The hydrology of the site.
- Existing soil type and pH.
- Tree planting proposals including:
  - a) Proposed planting positions.
  - b) Proposed species.
  - c) Planting stock specifications (including size and root preparation as a minimum but also provenance and any other related detail).
  - d) Tree pit design, dimensions, details, inclusion of any root deflector products and soil specifications, etc.
  - e) Planting methodology.
  - f) Tree support methods, irrigation system, guards, etc.

#### Aftercare plans.

- The calculation of the commuted sum value (per unit) required to cover future management and maintenance costs. (A commuted sum will normally be required for the future management and maintenance of all highway assets regardless of whether or not they have been subjected to the formal technical approval process or case officer assessment).
- Plans at a suitable scale indicating north point, tree survey information, retention, categorisation and root protection areas.
- An Arboricultural Implications Assessment of development detailing trees to be retained or removed together with appropriate protection measures.
- The Arboricultural Method Statement is to be approved by WCC prior to work commencing and must be undertaken by a qualified Arboriculturist.

**Following the granting of technical approval WCC arboricultural officers will also need to give formal approval as part of the final adoption stage. The key points checked at that stage include:**

- That the locations of tree pits, tree species, planting stock size, supports and guards etc., are in accordance with the technical approval.
- That the aftercare plans have been followed and that stakes and guides, guy ropes, tree guards, ties, irrigation systems etc. are not in need of adjustment, replacement or removal.
- Checking the condition of new and existing trees, both vitality and structural condition.
- Checking for any evidence of damage that may have occurred to the trees or their rooting environment.
- Checking the proximity of trees to the 'as built' visibility splays, street furniture and over ground / underground services.
- Checking for root disturbance to pavements or other nearby hard surfacing.
- If any maintenance, change, replacement or remediation is required this will be taken up with the developer and rectified at their cost.



# Process Flowchart

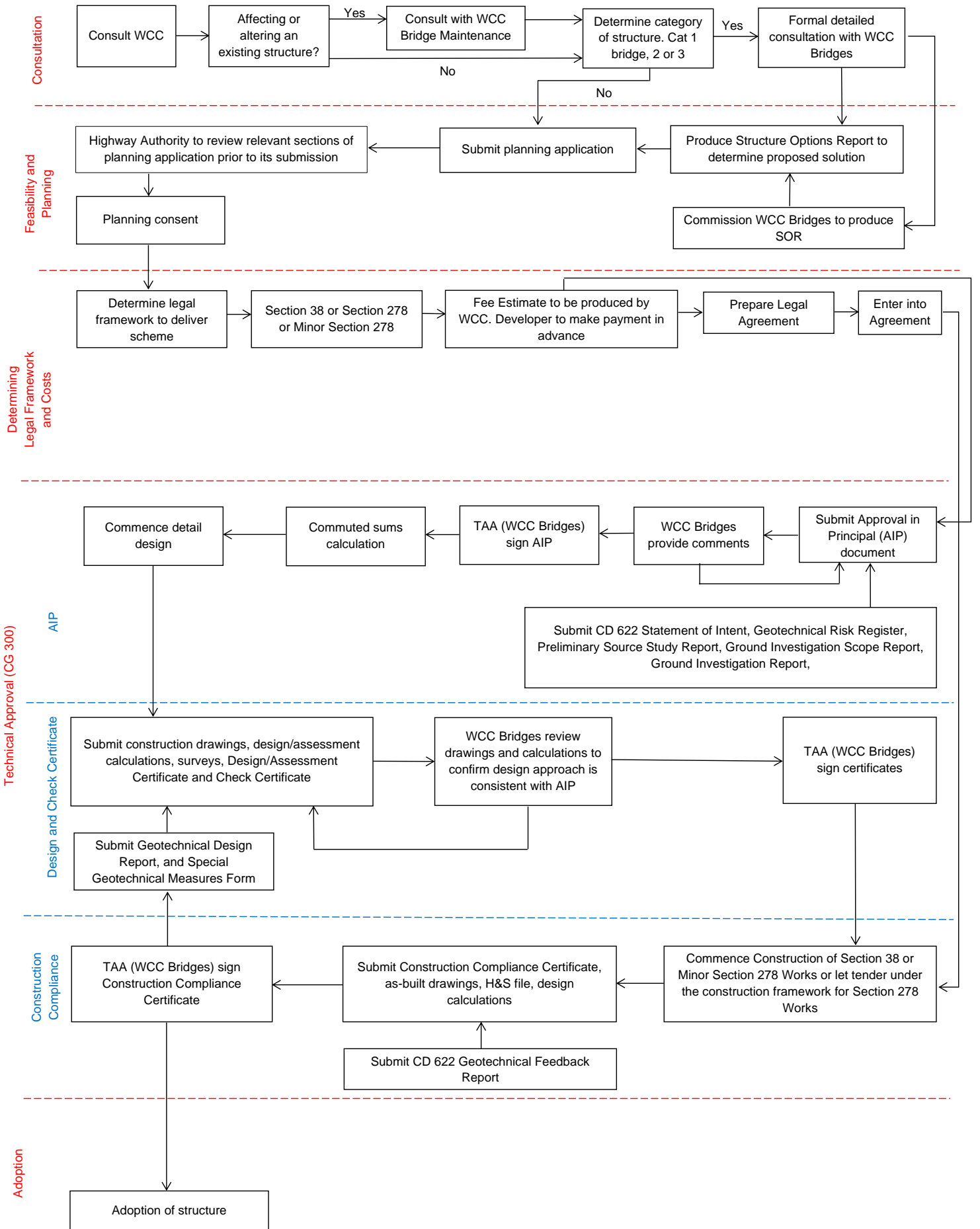


Figure 7.1.1 Process Flowchart

# Relevant Structures

New structures to which this guide shall be applied are determined by the Geometric Criteria set out in CG 300 and summarised below in Table 7.2.1.

Type of Structure	Geometric Criteria
Bridge, buried structure, subway, underpass, culvert and any other structure supporting the highway	Clear span or internal diameter greater than 0.9m
Overhead crossing carrying conveyor or utility service	All
Moveable inspection access gantry, gantry rail and gantry support system	All
Earth retaining structure	The effective retained height, i.e., the level of the fill at the back of the structure above the finished ground level in front of the structure, is greater than 1.5m
Reinforced/strengthened soil/fill structure, with hard facings to be designed and constructed either in isolation or as an integral part of another highway structure	The effective retained height is greater than 1.5m
Reinforced/strengthened soil/fill which is an integral part of another highway structure	All
Portal and cantilever sign and/or signal gantry	All
Cantilever mast for traffic signal and/or speed camera	All
Lighting column	All
High mast	More than 20m in height i.e., the vertical distance from top of post to bottom of flange plate, for lighting
Mast for monitoring equipment. i.e., camera, radio and telecommunication transmission equipment	All
Catenary lighting support system	All

Environmental/noise barrier	All
Proprietary manufactured structure or product	All
Traffic sign/signal posts	More than 7m in height, i.e., the vertical distance from top of post to bottom of flange plate or top of foundation whichever is the lesser
Fitting of M&E apparatus and fixtures to existing structures, including tunnels, either permanent or temporary	All
Design, selection and installation of cathodic protection systems for reinforced concrete structures	All
Safety critical fixings as defined in CD 372 (Ref 3.N)	All

**Table 7.2.1:** Structures subject to Technical Approval Processes

# Table of Structural Categories to CG 300

Type of Structure	Category 0	Category 1	Category 2	Category 3
Any bridge, buried structure, subway, underpass, culvert and any other structure supporting the highway, which is not identified elsewhere on this table	Any other structure with a clear span or internal diameter greater than 0.9m and less than 3m	Any other structure with a clear span or internal diameter greater than 3m and less than 8m	Any other structure with a clear span or internal diameter greater than 8m and less than 20m or with a skew greater than 25°, but less than 45°	Any other structure with a clear span or internal diameter greater than 20m or skew greater than 45°
Single span simply-supported structures having less than 25° skew	Span greater than 0.9m and less than 5m	Span of 5m or greater but less than 20m	Span of 20m or greater but less than 50m	Span of 50m or greater
Single span simply-supported structures having greater than 25° skew, but less than 45° skew	Not Applicable	Span greater than 0.9m and less than 5m	Span of 5m or greater but less than 20m	Span of 20m or greater
Single span simply-supported structures having greater than 45° skew	Not Applicable	Not Applicable	Not Applicable	All
Buried concrete boxes, buried rigid pipes and corrugated steel buried structures having more than 1m cover	A clear span/diameter greater than 0.9m and less than 3m	A clear span/diameter greater than 3m and less than 8m	A clear span/diameter greater than 8m and less than 20m	A clear span/diameter greater than 20m
Buried concrete boxes, buried rigid pipes and corrugated steel buried structures having less than 1m cover	Not Applicable	A clear span/diameter greater than 0.9m and less than 8m	A clear span/diameter greater than 8m and less than 20m	A clear span/diameter greater than 20m
Multi-cell buried structures having more than 1m cover	Cumulative span is greater than 0.9m and less than 5m	Cumulative span is greater than 5m and less than 8m	Cumulative span is greater than 8m and less than 20m	Cumulative span is greater than 20m
Multi-cell buried structures having less than 1m cover	Not Applicable	Cumulative span is greater than 0.9m and less than 8m	Cumulative span is greater than 8m and less than 20m	Cumulative span is greater than 20m
Masonry arches (for assessment only)	Span greater than 0.9m and less than 6.5m	Span greater than 6.5m and less than 8m	Span greater than 8m and less than 20m	Span greater than 20m
Moveable Bridges	Not Applicable	Not Applicable	Not Applicable	All

Type of Structure	Category 0	Category 1	Category 2	Category 3
Bridges with suspension systems	Not Applicable	Not Applicable	Not Applicable	All
Steel orthotropic decks	Not Applicable	Not Applicable	Not Applicable	All
Internal grouted duct form of post tensioned concrete structures	Not Applicable	Not Applicable	Not Applicable	All
Overhead crossing carrying conveyor or utility service	Not Applicable	Not Applicable	Span less than 20m	Span greater than 20m
Moveable inspection access gantry, gantry rail and gantry support system	Not Applicable	Not Applicable	Not Applicable	All
Earth retaining structure	The effective retained height, i.e., the level of the fill at the back of the structure above the finished ground level in front of the structure, is greater than 1.5m  Earth retaining structures with an effective retained height of greater than 1.5m	Earth retaining structures with an effective retained height of 2.5m or greater but less than 7m	Earth retaining structures with an effective retained height of 7m or greater but less than 14m	Earth retaining structures with an effective retained height of 14m or greater
Reinforced/strengthened soil/fill structure, with hard facings to be designed and construction either in isolation or as an integral part of another highway structure	the effective retained height is greater than 1.5m	Effective retained height of 2m or greater but less than 7m	Effective retained height of 7m or greater but less than 14m	Effective retained height of 14m or greater
Portal and cantilever sign and/or signal gantry	Not Applicable	Span of less than 20m	Span greater than 20m, but less than 50m	Span greater than 50m
Cantilever mast for traffic signal and/or speed camera	High masts $\leq 25\text{m}$ and not situated at a very exposed site as defined in CD 354	High masts $> 25\text{m}$ or situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable

Type of Structure	Category 0	Category 1	Category 2	Category 3
Post Top Lighting Columns	Less than 20m nominal height and not situated at a very exposed site as defined in CD 354	Greater than 20m nominal height or situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable
Lighting Columns with brackets	Less than 18m nominal height with bracket projections not exceeding the lesser of 0.25 x nominal height or 3m and not situated at a very exposed site as defined in CD 354	Greater than 18m nominal height or with bracket projections exceeding the lesser of 0.25 x nominal height or 3m or situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable
High mast	Greater than 20m in height i.e., the vertical distance from top of post to bottom of flange plate and not situated at a very exposed site as defined in CD 354	Greater than 20m in height or situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable
Mast for camera, radio and telecommunication transmission equipment	Nominal height less than 25m and not situated at a very exposed site as defined in CD 354	Nominal height greater than 25m and not situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable
Catenary lighting support system	All	Not Applicable	Not Applicable	Not Applicable
Environmental barrier	Less than 3m high and without overhangs	Environmental barriers 3m or more in height or with overhangs	Not Applicable	Not Applicable
Traffic sign/signal posts	More than 7m, but less than 9m in height (i.e., the vertical distance from top of post to bottom of flange plate or top of foundation whichever is the lesser) and not situated at a very exposed site as defined in CD 354	Greater than 7m, but less than 9m in height (i.e., the vertical distance from top of post to bottom of flange plate or top of foundation whichever is the lesser) or situated at a very exposed site as defined in CD 354	Not Applicable	Not Applicable

**Table 7.3.1** Structural Categories to CG 300

# AIP Guidance Notes

**Name of Project** \_\_\_\_\_  
**Name of Bridge or Structure** \_\_\_\_\_  
**Structure Ref No** \_\_\_\_\_

## 1. HIGHWAY DETAILS

- 1.1 Type of highway  
*Please provide the type of highway as per the descriptions in CD 109, e.g., Dual two-lane All-Purpose Road.*
- 1.2 Permitted traffic speed  
*For a bridge, please provide the permitted speed of the road over and/or under.*
- 1.3 Existing restrictions  
*For a bridge, please provide the existing restrictions of the road over and/or under. This should include; weight, height, width and any environmental restrictions at or adjacent to the bridge.*

## 2. SITE DETAILS

- 2.1 Obstacles crossed  
*For a bridge or culvert please provide the road over and the obstacle (Road or Water Course) under.*

## 3. PROPOSED STRUCTURE

- 3.1 Description of structure and design working life  
*Provide a simple physical description of the structure, its constituent principal elements and geometry.*
- For bridges, this will include: the type of bridge, the no. of spans, skew, deck span and width between parapets, details of the deck construction, principal materials, support conditions and geometry of principal elements, the principal materials used and geometry of abutments and intermediate piers and wingwalls.*
- For retaining walls, headwalls and wingwalls, this will include: the type of wall, principal materials, the retained height and dimensions for embedment depth/cantilever base, etc.*
- For culverts and pipes, this will include the type of pipe/culvert, its length and internal dimensions, slab and/or wall thickness the depth of cover beneath the highway.*

*Provide a statement of the design working life.*

*Provide a General Arrangement Drawing with the appendices.*

### 3.2 Structural type

*A detailed technical description of the structure, which informs how it is to be modelled at design stage,*

### 3.3 Foundation type

*A detailed technical description of the foundations, which informs how they will be modelled at design stage.*

### 3.4 Span arrangements

*Only applicable to bridges and culverts. A detailed technical description of each span, their clear and square elevations, including variations according to skew and curvature.*

### 3.5 Articulation arrangements

*Only relevant to bridges. Provide a detailed description of the support conditions for the superstructure, including bearing arrangements, fixed-ends and details of movement joints.*

### 3.6 Classes and levels

#### 3.6.1 Consequence class

*Consequence Class should be in accordance with Table B1 of BS EN 1990:2002, cl. NA 3.2.1 from the associated UK National Annex and Table 7.2 of CD 350. This should be stated in this section.*

#### 3.6.2 Reliability class

*Reliability Class should be in accordance with Table B2 of BS EN 1990:2002 and Table 7.2 of CD 350. This should be stated in this section.*

#### 3.6.3 Inspection level

*The Inspection Level should be in accordance with Table B5 of BS EN 1990:2002 and Table 7.2 of CD 350. This should be stated in this section.*

### 3.7 Road restraint systems requirements

*This should include the road restraint system requirements for the permanent state. It should be determined through a Road Restraint Risk Assessment Process (RRRAP) in accordance with CD 377. A detailed technical description of the restraint system transitions and terminals should be provided, including the principal materials, height, containment class and working width.*

### 3.8 Proposals for water management

*Outline how water management will be integrated within the design of the structure and individual components, in accordance with CD 350.*



### 3.9 Proposed arrangements for future maintenance and inspection

#### 3.9.1 Traffic management

*The Traffic Management (TM) should be that required to gain access for future maintenance and inspection only, not during construction. It should include the type and location of the TM e.g., single lane closure of lane 1. Where appropriate, the TM arrangements should consider specific maintenance activities, e.g., replacement of parapets and waterproofing, concrete/masonry repairs and replenishing the steel corrosion protection system.*

#### 3.9.2 Arrangements for future maintenance and inspection of structure. Access arrangements to structure.

*This should discuss how to gain access for future maintenance and inspection. It should include the type e.g., access to all parts of the structure can be obtained by foot. If specialist equipment is needed e.g., the soffit can be inspected through the use of a mobile elevated working platform (MEWP) then it needs to be stated. If the access requires specialist equipment this needs to be discussed with the Bridge Maintenance team and may need to be reflected in the commutative sum e.g., if the structure is a confined space and should be inspected by a suitably trained team, or the inspection should be carried out by CCTV or drones.*

### 3.10 Environment and sustainability

*A summary of the features of the design which improve the sustainability of the structure. This might include use of recycled/recyclable materials, prefabricated elements, durability and ease of maintenance and ecological features and protections.*

### 3.11 Durability. Materials and finishes

*A detailed description of component materials, their properties and quality of finishes.*

### 3.12 Risks and hazards considered for design, execution, maintenance and demolition. Consultation with and/or agreement from CDM co-ordinator

*A list of the risks and hazards to be considered in the design. Alternatively, the CDM Designer's Risk Register can be appended to the AIP Document.*

### 3.13 Estimated cost of proposed structure together with other structural forms considered (including where appropriate proprietary manufactured structure), and the reasons for their rejection (including comparative whole life costs with dates of estimates)

*This is the Estimated Construction Cost the structural elements subject to Technical Approval. This will also be used as the basis for calculating Commuted Sums for Future Maintenance, where the structure is to be adopted by the Highway Authority. For Category 0 and 1 Structures, provide a simple physical description of any alternative options considered and summary of the options appraisal. For Category 2 and 3 Structures refer to the Feasibility Report approved by the Highway Authority.*

### 3.14 Proposed arrangements for construction

#### 3.14.1 Construction of structure

*An outline construction sequence, including utility diversions, traffic management phasing and temporary works. This is for the purposes of establishing buildability. It is understood that a contractor may employ a different methodology.*

#### 3.14.2 Traffic management

*An outline description of the envisaged traffic management, road closures and diversions*

#### 3.14.3 Service diversions

*A simple description of temporary and permanent service diversions*

#### 3.14.4 Interface with existing structure

*The extents of any modifications and/or protection to existing structures that could be affected by the works*

### 3.15 Resilience and security

*A description of any design features which will improve the resilience and security of the structure i.e. How will the structure be designed to resist and recover from deliberate damage which may arise from the actions of vandals, thieves and terrorists.*

## 4. DESIGN CRITERIA

### 4.1 Actions

#### 4.1.1 Permanent actions

*All permanent actions should be in accordance with BS EN 1991-1-1:2002 and its associated National Annex. Typical densities for materials should be listed here as well, e.g.:*

*Normal weight reinforced concrete = 25 kN/m<sup>3</sup>*

*Carriageway and pavement surfacing = 23 kN/m<sup>3</sup>*

*Compacted granular fill = 19 kN/m<sup>3</sup>*

#### 4.1.2 Snow, Wind and Thermal actions

*Live load surcharge effects will be considered using the same vehicle in accordance with clause NA2.34.3 of the UK National Annex to BS EN 1991-2:2003, or with the loading recommended by clause 7.6 of PD 6694-1:2011.*

#### 4.1.3 Actions relating to normal traffic under AW regulations and C&U regulations

*This should focus on the application of Load Models 1 and 2 (vehicular traffic) in accordance with BS EN 1991-2:2003.*

*Live load surcharge effects associated with the Load Models in Figure NA.6 as defined by clause NA2.34.2 of NA to BS EN 1991-2, or with the loading recommended by clause 7.6 of PD 6694-1:2011.*

#### 4.1.4 Actions relating to General Order traffic under STGO regulations

*This should focus on the application of Load Model 3 will be represented by special vehicle type SV80, SV100 and SV196 will be considered. Application to be in accordance with Table 7.6.2 of CD 350 based on the proposed residential streets being classified as 'other public road'.*

*Live load surcharge effects will be considered using the same vehicle in accordance with clause NA2.34.3 of the UK National Annex to BS EN 1991-2:2003, or with the loading recommended by clause 7.6 of PD 6694-1:2011.*

#### 4.1.5 Footway or footbridge variable actions

*This should focus on the application of Pedestrian (Load Model 4) to BS EN 1991-2:2003, and its UK NA for use in load group gr1a.*

#### 4.1.6 Actions relating to Special Order traffic, provision for exceptional abnormal indivisible loads including location of vehicle track on deck cross-section

*Consult with the Highway Authority in advance to agree the assumptions and parameters used to model Special Order Traffic and Exception Abnormal Load Effects.*

#### 4.1.7 Accidental actions

*Focus on such actions including;*

*Presence of accidental vehicle on the verges will be considered in accordance with BS EN 1991-2:2003 Cl.4.7.*

#### 4.1.8 Action during construction

*Provide a technical description of the construction stages where critical load effects need to be modelled which differ from those included in the permanent design, for example*

- *Staged backfill of bridge abutments prior to deck construction*
- *Supporting wet concrete prior to forming an integral connection between abutment and deck*
- *Support of temporary falsework*

#### 4.1.9 Any special action not covered above

*Such actions might include seismic action, atmospheric icing, floating debris etc.*

#### 4.2 Heavy or high load route requirements and arrangements being made to preserve the route, including any provision for future heavier loads or future widening

*Consult with the Highway Authority in advance for advice about known existing or future heavy or high load requirements or plans for future widening of the highway.*

#### 4.3 Proposed minimum headroom to be provided

*Describe the clearance criteria above the obstacle crossed where this is a highway, railway canal or public right of way. Similarly, where the structure includes overhead bracing or a roof, the headroom provided shall be stated here.*

- 4.4 Authorities consulted and any special conditions required  
*Organisations such as Local Authorities, Statutory Undertakers, National Highways, the Canal and Rivers Trust, Network Rail, Environment Agency etc, with assets which could be potentially affected by the scheme should be consulted prior to submitting the AIP document. Any requirements stipulated by those Authorities such as clearances, protective measures and design details should be recorded here and where appropriate they should be visible on the drawings supplementing the AIP document.*
- 4.5 Standards and documents listed in the Technical Approval Schedule  
*The Technical Approval Schedule can be provided as an appendix based upon the standard National Highways schedule, which is freely available online*
- 4.6 Proposed Departures relating to departures from standards given in 4.5  
*It is recommended that the Highway Authority is consulted on any potential Departures from Standard before submitting an Approval in Principle document. Typically, Departures are only approved where site constraints prohibit compliance with current technical standards. A simple summary of the necessary Departure and its justification are provided here.*
- 4.7 Proposed Departures relating to methods for dealing with aspects not covered by standards in 4.5  
*As Section 4.6*
- 4.8 Proposed safety critical fixings  
*Provide a description of the fixture supports, the location on the structure, the design working life of the fixing, and the future maintenance arrangements.*

## **5. STRUCTURAL ANALYSIS**

- 5.1 Methods of analysis proposed for superstructure, substructure and foundations  
*The Technical Approval Schedule can be provided as an appendix based upon the standard National Highways schedule, which is freely available online*
- 5.2 Description and diagram of idealised structure to be used for analysis  
*The description and appended diagram shall describe the geometry, loading criteria and support conditions of the critical structural section(s) to be designed.*
- 5.3 Assumptions intended for calculation of structural element stiffness  
*Describe the simplified material and section properties to be assumed in the models for different structural elements*
- 5.4 Proposed range of soil parameters to be used in the design of earth retaining elements  
*The appropriate range of soil parameters will depend upon the type of structure being designed. Typically, these will include: the bearing capacity, angle of friction, lateral earth pressure coefficients, spring coefficients and any other variable property or*

*parameter needed for the design process. As well as site specific soil strata, the properties of engineering fill materials incorporated into the works may also be relevant.*

## **6. GEOTECHNICAL CONDITIONS**

- 6.1 Acceptance of recommendations of the ground investigation report (reference/dates) to be used in the design and reasons for any proposed changes

*A statement accepting the recommendations of the GDR providing its unique reference number will suffice. Alternatively, if the GDR is not yet available, provide reference to a Ground Investigation Report supplemented by recommendations based upon interpretations of factual geotechnical data.*

- 6.2 Summary of design for highway structure in the Geotechnical Design Report  
*Summarise the available geotechnical design information presented in the GDR. Alternatively, if a GDR is not yet available*

- 6.3 Differential settlement to be allowed for in the design of the structure  
*Describe the simplified material and section properties to be assumed for different structural elements*

- 6.4 If the Geotechnical Design Report is not yet available, state when the results are expected and list the sources of information used to justify the preliminary choice of foundations  
*Describe the simplified material and section properties to be assumed for different structural elements*

## **7. CHECK**

- 7.1 Proposed Category and Design Supervision Level  
*The Proposed Category shall be determined using the geometric criteria set out in CG 300. The Design Supervision Level shall be in accordance with Table B.4 of BS EN 1990:2002 + A1:2005 & Corr. April 2010 and Table 7.2 of CD 350.*

- 7.2 If Category 3, name of proposed Independent Checker  
*Where applicable, please provide details of the proposed Independent Checker including their name, job title, employer and professional qualifications*

- 7.3 Erection proposals or temporary works for which Types S and P Proposals will be required, listing structural parts of the permanent structure affected with reasons  
*Provide a simple physical description of any Temporary Works which will affect or support the Public Highway including the carriageway, footways and verges or any Public Right of Way and which will require Technical Approval to CG 300.*

## **8. DRAWINGS AND DOCUMENTS**

- 8.1 List of drawings (including numbers) and documents accompanying the submission  
*Include, without limitation:*  
a) *Technical Approval Schedule (TAS).*



**APPENDIX C – AIP DRAWINGS**

*The AIP drawings should be sufficient to give an idea of how the structure will look at the materials used. Generally, there would consist of the General Arrangement Drawings. unless It may include existing as-built drawing information which can be requested by the Reinforcement Drawings are general not required*

**APPENDIX D – IDEALISED MODEL**

*The idealised model should show how the structure will be analysis, either by hand or on a computer analysis software. It should include the application of all key loads, the assignment of section properties and the idealisation of the boundary conditions.*

**APPENDIX E – GEOTECHNICAL INFORMATION**

*The geotechnical information should only include that which is relevant to the structure discussed in the AIP.*

# Table of Procedures to CD 622

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>Statement of Intent To be completed before Preliminary Consultations with the TAA</b>	1. Prepare and Submit the Statement of Intent and prepare Geotechnical Risk Register 2. Agree Geotechnical Category with the TAA at the Planning Stage	1. Prepare and Submit the Statement of Intent and prepare Geotechnical Risk Register 2. Agree Geotechnical Category with the TAA at the Planning Stage	1. Prepare and Submit the Statement of Intent and prepare Geotechnical Risk Register 2. Agree Geotechnical Category with the TAA at the Planning Stage
<b>Preliminary Source Study Report and Ground Investigation Scope Report To be completed during Preliminary Consultations with the TAA</b>	1. Prepare the Preliminary Sources Study Report (PSSR) and Ground Investigation Scope Report and submit to TAA for approval 2. Update and Submit Geotechnical Risk Register	1. Prepare the Preliminary Sources Study Report (PSSR) and Ground Investigation Scope Report and submit to TAA for approval 2. Update and Submit Geotechnical Risk Register	1. Prepare the Preliminary Sources Study Report (PSSR) and Ground Investigation Scope Report and submit to TAA for approval 2. Update and Submit Geotechnical Risk Register
<b>Ground Investigation Report To be completed before submitting the Approval in Principle</b>	1. Review Geotechnical Classification 2. Undertake a Ground Investigation 3. Submit the Ground Investigation Report (GIR) to the Geotechnical Advisor for approval	1. Review Geotechnical Classification 2. Undertake a Ground Investigation 3. Submit the Ground Investigation Report (GIR) to the Geotechnical Advisor for approval. 4. If available, include the Special Geotechnical Measures Form (SGM) or Outline SGM with the AIP Document. 5. If available, include the Geotechnical Design Report (GDR) or Outline GDR with the	1. Review Geotechnical Classification 2. Prepare the Preliminary Sources Study Report (PSSR) and Geotechnical Risk Register and submit to the TAA for approval 3. Undertake a Ground Investigation 4. Submit the Ground Investigation Report GIR) to the Geotechnical Advisor for approval. 5. If available, include the Special Geotechnical Measures Form (SGM) or Outline SGM with the AIP Document. 6. If available, include the Geotechnical Design Report (GDR) or Outline GDR



		AIP Document.	with the AIP Document.
<p><b>Geotechnical Design Report and Special Geotechnical Measures Form</b></p> <p><b>To be completed before submitting the Design and Check Certificates</b></p>	<ol style="list-style-type: none"> <li>1. Review Geotechnical Classification</li> <li>2. Prepare and submit the Geotechnical Design Report (GDR) and accompanying Geotechnical Certificate to the TAA for approval</li> <li>3. If strengthened earthworks are to be designed, submit a Special Geotechnical Measures Form (SGM) or Outline SGM to the TAA for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Review Geotechnical Classification</li> <li>2. Prepare and submit the Geotechnical Design Report (GDR) and accompanying Geotechnical Certificate to the TAA for approval</li> <li>3. If strengthened earthworks are to be designed, submit a Special Geotechnical Measures Form (SGM) or Outline SGM to the TAA for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Review Geotechnical Classification</li> <li>2. Prepare and submit the Geotechnical Design Report (GDR) and accompanying Geotechnical Certificate to the TAA for approval</li> <li>3. If strengthened earthworks are to be designed, submit a Special Geotechnical Measures Form (SGM) or Outline SGM to the TAA for approval</li> </ol>
<p><b>Additional GI during Main Works</b></p> <p><b>Updated AIP and Design and Check Certificates, to be submitted as necessary</b></p>	<ol style="list-style-type: none"> <li>1. On completion of the additional GI, prepare and submit the revised GDR and accompanying Geotechnical Certificate to the TAA for approval</li> <li>2. On completion of the additional GI, prepare and submit the revised GDR and accompanying Geotechnical Certificate to the TAA for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare and submit the revised Annex A to the PSSR and accompanying Geotechnical Certificate to the TAA for approval</li> <li>2. On completion of the additional GI, prepare and submit the revised GDR and accompanying Geotechnical Certificate to the TAA for approval</li> <li>3. If Strengthened Earthworks are to be designed, attach the updated SGM to the GDR</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare and submit the revised Annex A to the PSSR and accompanying Geotechnical Certificate to the TAA for approval</li> <li>2. On completion of the additional GI, prepare and submit the revised GDR and accompanying Geotechnical Certificate to the TAA for approval</li> <li>3. If Strengthened Earthworks are to be designed, attach the updated SGM to the GDR</li> </ol>
<p><b>Geotechnical Feedback Report</b></p> <p><b>To be completed before submitting the Construction Compliance Certificates</b></p>	<ol style="list-style-type: none"> <li>1. Prepare and Submit the Geotechnical Feedback Report (GFR)</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare and Submit the Geotechnical Feedback Report (GFR)</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare and Submit the Geotechnical Feedback Report (GFR)</li> </ol>

Table 7.5.1 Procedures to CD 622

# Specification for the Structural Maintenance Manual

Where a highway structure has been constructed or modified as part of a roadworks scheme, a Structural Maintenance Manual shall be produced as a separate document informed by or incorporating parts of the Health and Safety File that are relevant to the structure. The Structural Maintenance Manual shall be in a format to be agreed and as a minimum contain the following elements:

- a) Cover page, with Structure Name, ECC (Engineering and Construction Contract) Number and date when completed.
- b) List of contents.
- c) Location plan and grid reference.
- d) Copy of accepted Approval in Principle form complete with TA Schedule and Appendix.
- e) Copy of accepted Design and Check Certificates.
- f) Copy of Construction Compliance Certificate.
- g) Description of structure with general arrangement drawing.
- h) Copy of any licenses required for construction.
- i) Plan showing the highway boundary, and any agreement for access for future inspection and maintenance.
- j) Details of any plant running over or under the structure.
- k) Details of construction methods used for the structure where these may have health and safety implications for future work.

- l) Details of materials used in the construction of the structure where these may have health and safety implications for future work.
- m) Details of specific maintenance requirements and procedures for the structure.
- n) Details of access to the structure for inspection.
- o) List of designers, principal designer, principal contractor, subcontractors and suppliers for all work and materials used in the construction of the structure, together with their addresses.
- p) List of As Constructed drawings.
- q) Copies of test results and certificates (cube results, Agreement Certificates etc.) for all materials used in the construction of the structure.
- r) Copies of proprietary products brochures and pamphlets (annotated).
- s) If applicable, a diagram showing minimum headroom over carriageways, footways and central reserve.
- t) Photographs showing the bridge elevations and the road scene.
- u) Copies of the Legal Agreements, Wayleaves and Licences permitting access to private land for future inspection and maintenance activities.
- v) Details of all known utilities' apparatus.
- w) Details of ecological features, specifically mounted on or part of structures.

# Highway Works Agreements

## 10.1 General Introduction

The purpose of this annexure is to provide information for developers about the different, most common types of highway works agreements, when each is applicable, and the procedures to be followed in each case to ensure matters can be dealt with expeditiously.

A condition or conditions imposed on a planning consent may require alterations or improvements to the public highway to be completed before a development is occupied or, in some instances, before it is commenced. For the necessary works to be executed the developer must enter into an appropriate form of highway works agreement with the Highway Authority.

In some cases, where a condition has not been imposed, the requirement may be in the form of a planning obligation contained in an agreement made between the developer and Local Planning Authority under Section 106 of the Town and Country Planning Act 1990 relating to the planning consent.

The highway works agreements discussed are;

- 10.2 Section 38 Highway Agreement
- 10.3 Section 278 Highway Agreement
- 10.4 Section 219/200 Agreement (Advanced Payments Code)
- 10.5 Section 278 Minor Works and Section 184 Agreements

This document also includes details on how commuted sums are calculated.

## 10.2 Section 38 Agreement

Section 38 is a power allowing Highway Authorities to adopt newly constructed roads by agreement with landowners and developers. To facilitate adoption, Warwickshire County Council (WCC) requests that all new roads on developments are constructed to standards suitable for adoption.

Areas for adoption will always include the following elements where these are provided: carriageways; cycleways; footways; verges; service strips, and highway drains where no public sewer is provided. For WCC's requested standards developers should refer to the guidance contained within all parts of the Warwickshire Design Guide and [County Surfacing Strategy](#).

### 10.2.1 Section 38 Submission

To secure the adoption of roads it will be necessary, once the relevant planning consent has been issued, for the developer to apply in writing to the Highway Authority to enter into an agreement under Section 38 of the Highways Act 1980. The application form can be found at [WCC's Estate Roads for Adoption](#).

The developer will be required to deposit a secured bond with the Highway Authority to the value of the highway works. Where a developer deposits a bond or payment with the Highway Authority for the construction of the roads under Section 219 of the Highways Act 1980 - the Advance Payments Code - then such a bond or payment may be transferable to the Section 38 Agreement.

Under the terms of the agreement the Authority will, amongst other things, undertake regular site inspections and issue such instructions as may be appropriate regarding construction materials and procedures. However, it should be noted that design changes should be approved in writing by WCC's Approving Engineer.

A staged release of the bond will be in accordance with the agreement:

- A reduction at completion of binder within the carriageway, subject to satisfactory material testing.
- A reduction at completion of the binder course within the footway.
- A reduction at completion (maintenance period).

At the end of the maintenance period, subject to the satisfactory completion of any remedial works which may in the opinion of the Highway Authority be necessary, the highways will be adopted and therefrom will be maintainable at public expense.

Within your Section 38 submission, you should provide:

- A cheque for £1500.00 made payable to Warwickshire County Council to cover technical approval. Note, a charge of £500 will be made for every set of comments made above the first three.
- A completed application form.
- A copy of the planning permission.
- A coloured layout, using the convention detailed below.
- Results from a full ground investigation, to include, in situ CBR's and Plasticity Index testing. Without this information the submission will not be considered as this information is crucial to ascertaining the 'design' CBR of the roads. Should the PI testing not be carried out, then a sub-base layer of 600mm will need to be specified as per the guidance in County Surfacing and Structural Maintenance Strategy.

WCC require the technical approval drawings to contain the following;

- A coloured layout, using the following colours:

Carriageways (asphalt and blocks)	Brown
Footways and drive crossings	Yellow
Verges and service strips	Green
Cycleways (shared or segregated)	Grey
Highway drains and gully connections	Blue
Land ownership boundary	Edged red
Works within the highway	Edged and hatched pink above carriageway, footway or verge colouring

- The coloured plan should detail chainages, annotated drainage (manholes, pipe runs, etc)
- The coloured drawing should also include a table, detailing the adoptable linear and square metrage of the carriageway, the footway, and the verge

- A drainage plan, clearly marking the difference between highway drainage and Section 104 drainage, and any other drainage within the adoptable highway and its status i.e., Private/Water Authority adopted
- An engineering layout
- A contour plan
- Longitudinal sections, detailing channel levels, horizontal and vertical curves, drainage details etc.
- Construction details
- A manhole schedule
- A kerbing and surfacing plan
- A Stage 2 Road Safety Audit (RSA2) (and accompanying Designer's Response)

### 10.2.2 Technical Approval

Technical approval will not be granted until the various consultations, i.e., street lighting, drainage and highway landscaping have been agreed.

At this stage, the bond will be calculated at 110% of the total cost of works plus commuted sums, using WCC rates. The inspection fees will be calculated as follows:

- 8.5% of the bond (excluding commuted sums) should the developer agree to not commence Section 38 works until technical approval has been granted.
- +1% over and above the 8.5% every calendar month, that the developer wilfully constructs Section 38 works without the benefit of technical approval.

It is possible that a Section 38 inspector may be released to site prior to technical approval being granted, but the following conditions must be met:

- The long sections are required to be approved.
- The construction details are required to be approved.
- CBR's and PI testing are to have been carried out, and the design CBR and construction depths agreed with the Engineer. (N.B. If PI testing has not been carried out then a capping layer of 600mm will be assumed).
- The 8.5% fees will have been paid (with the balance to be paid on signing of the agreement).

Provisional commuted sums will be calculated using the method below, with the final balance to be paid prior to adoption.

### **10.2.3 Site Inspections**

Upon receipt of the inspection fees, a pre-start meeting should be arranged with the relevant site inspector, and then regular inspections will be carried out.

### **10.2.4 Material Testing**

Details for the material testing, along with GI information outlined above, can be found within [WCC's County Road Construction Strategy](#). However, further to the information held within this document, relating to cores (973AR Compaction Requirements), given the large number of singular cul-de-sacs generally within developments, the developer is also required to take three pairs of cores per cul-de-sac.

The core information provided by the developer, should be shown within a full 'Field Test', i.e.

- Nuclear Density readings
- Temperatures (arrival and laid)
- A laying plan showing what material was laid on what day and where. If a different plant was used within a day, then this should be shown on the plan. (If this information cannot be provided, then maximum density's will be required for each core pair).

Subject to satisfactory core results, along with satisfactory highway drainage air testing, the bond will be reduced to 70% of the total bond value.

Following construction of the footway up to binder course, a further 15% of the total bond value will be released.



Upon completion of the development the Provisional Certificate of Completion will be issued and the bond may be reduced further, at the discretion of the engineer. During this time, known as the 'maintenance period', the developer is expected to arrange the adoption of both the foul and storm sewers with the relevant Water Authority. Please note the Provisional Certificate of Completion will only be issued if evidence is provided that the foul and storm sewers have either been adopted or are on maintenance with the Water Authority.

### **10.2.5 Adoption as Highway Maintainable at Public Expense**

Following on from the maintenance period, which shall last a minimum of twelve months, and the developer has secured the adoption of the sewers, the Highway Authority, at the request of the developer, will undertake a final inspection to agree any remediation works required prior to the Final Sign Off. once these works have been completed, and agreed, the developer shall provide:

- A set of as built drawings (both as pdf and Autocad)
- Health and Safety files
- Street light test certificates
- Confirmation from Warwickshire Fire and Rescue, that they have approved the firefighting provisions (in line with the Section 38 agreement)
- CCTV of any (if applicable) highway drainage
- A Stage 3 Road Safety Audit (RSA3)

At this point, the Final Certificate of Completion will be issued, the remainder of the bond released, and the scheme will be considered as Highway maintainable at public expense.

Unless the Section 38 Agreement has been sealed, then it is not acceptable for the developer to use this agreement as a means of accessing the development. A separate Section 184 Agreement must be entered into, details of which can be found below.

Dedicated parking areas for residents, businesses and visitors will not be adopted, but defined on- street parking spaces for all users will.

### **10.3 S278 Agreement**

Section 278 of the 1980 Highways Act is a power allowing Highway Authorities to secure improvements to existing roads by agreement with landowners and developers. This type of agreement will be required where the execution of the highway works will have a significant impact on the day-to-day operation of the public highway either during the construction of the works or upon completion of the development. Typical examples are where road widening, roundabouts or traffic signals are proposed, or where construction requires significant temporary traffic management.

Before making an application to enter into an Agreement, the developer or their consultant should be entirely satisfied as to the scope of the works involved. If required, they may request a meeting at a mutually acceptable time and location with an appropriate County Council Officer and/or engineer to discuss such matters. Fees will not normally be charged for this service but, where a meeting is particularly protracted or more than one meeting is requested, the Highway Authority reserve the right to consider their Officer's or engineer's attendance as part of the design process and will advise the developer in writing that fees may as such be retrospectively levied.

It is recommended therefore, where a developer considers time to be of the essence, they request a pre-Agreement meeting with an appropriate Highway Officer and/or engineer at the earliest practicable date to enable the legal formalities and technical review to proceed as expeditiously as possible.

#### **10.3.1 Section 278 Submission**

Detailed requirements for developers required to enter into a Section 278 Agreement with the Authority are contained within [WCC's S278 Developer Guidance Document](#) which can be found on [www.warwickshire.gov.uk/roaddesigns](http://www.warwickshire.gov.uk/roaddesigns).

## **10.4 Section 219/220 Agreements (Advanced Payments Code) (Highways Act 1980)**

Under Part XI of the Highways Act 1980, the Advanced Payment Code (APC), Section 219/220 requires that anyone proposing to build houses served by a private street must deposit enough money with the Highway Authority, to cover the eventual cost of making up the street to an adoptable standard.

The aim of this is to relieve house buyers fronting these streets of road charge liabilities under the Private Street Works Code, should the developer default.

A street is considered to be private until such time as it is adopted as public highway, or subject of a legal agreement which provides for it to become highway maintainable at public expense.

The Highway Authority is required to serve the appropriate Notice, detailing the sum required under Section 220, within six weeks of formal notification of Building Regulation Approval being granted.

Where a charge has been issued, it is an offence to do work in contravention of the Code, which is to start building the houses before depositing the funds or securing a bond.

The Highway Authority will use the appropriate legal system to recover the outstanding monies.

### **10.4.1 Section 219/220 Exemptions**

There are certain exemptions to the operation of the APC, one of which is an agreement under Section 38 of the Highways Act.

The Highway Authority encourages developers to enter into a Section 38 agreement as an alternative to the deposit of money required by Section 219. However, the Highway Authority is aware that the sealing of the Section 38 agreement can often far exceed the timeframe of the APC, and the developer should be aware that they would be in breach of the APC should building work commence prior to the Section 38 agreement being sealed.

Where it is the applicant's or developer's intention not to offer roads for adoption this should be made clear when submitting the planning application in order that appropriate conditions can be recommended to the Local Planning Authority. It is still recommended that roads are constructed to adoptable standards to ensure that durability will be guaranteed for both public and private roads and mitigate the need at a later date for the Authority to use powers under the Private Street Works Code. Developers must note that the APC will still apply.

#### **10.4.2 Section 219/220 Submission**

As part of the APC process, the developer is encouraged to have early discussions with the engineer. The developer is required to pay inspection, administration and legal fees, as part of the appraisal in line with the current rate.

To reduce the on-going APC liability, the requirements are as follows:

1. All drawings, specifications etc must be submitted to the Highway Authority for technical approval.
2. The construction, on site, to be in accordance with the approved drawings, inspected and approved by the relevant Highway Authority Inspector.
3. Provisions for the on-going maintenance of the street to be considered, and details of the legal mechanism, or management company will be required, along with the planned maintenance regime, including an Operations and Maintenance Schedule.
4. Details of the legal mechanism to prevent the developer/Management Company/Resident from asking the Highway Authority to adopt the road via Section 37 of the Highways Act 1980.
5. An APC appraisal fee of 8.5% of the estimated cost of the works will be charged for these services. Should the highway works commence on site prior to technical approval being granted, then an appraisal fee of 10% will be charged.
6. An exemption notice under 219 (4)e will be served once the roads have been certified acceptable by the Highway Authority, and the appropriate legal mechanisms are in place to secure its future maintenance. Any secured monies will be returned, or if bonded, this will be cancelled. Part refund of the deposits will not be permitted.

## **10.5 Section 278 Minor Works and Section 184 Agreements**

This type of agreement will be required where the execution of the highway works will not have a significant impact on the day-to-day operation of the public highway either during the construction of the works or upon completion of the development.

Section 184 clauses may be incorporated into a Minor Highway Works Agreement where the construction of, or improvements to, the site access or accesses is included as part of the works.

Section 38 clauses may be incorporated into a Minor Highway Works Agreement where the developer is dedicating land as highway maintainable at public expense in connection with the works, such as making provision for a public highway footway to be constructed outside the limits of the existing highway.

### **10.5.1 Section 278 Minor Works and/or Section 184 Submission**

The developer should appoint a qualified consultant to produce a full suite of drawings to include:

1. An Ordnance Survey based land plan to a suitable standard scale to clearly show:
  - The name and number of the relevant public highway.
  - All relevant land within the developer's ownership edged red.
  - Any land proposed to be dedicated by the developer as highway maintainable at public expense shaded pink.
  - Any areas of the existing public highway required to be stopped up to enable the works hatched red.
  - The route and number of any public right of way affected or adjacent to the proposed works.
  - A north point.
  - The name of the site, name of the applicant, date and scale in a title box.

2. A topographical survey to an appropriate scale to clearly show:
  - All surface details of the relevant highway and adjacent land including existing ground levels extending beyond the proposed limits of the works for a sufficient distance in all relevant directions to ensure horizontal and vertical carriageway alignments can be checked appropriate to the design speed along all approached.
  - The locations and details of all piped ditches, culverts, voids and underground watercourses.
  - The locations and details of all underground and over-ground services, cables, ducts, inspection chambers and manholes etc.
  - The positions and details of all sewers and drains including gullies and manholes and invert level information.
  - Survey control information.
  - A north point.
  
3. A layout plan to clearly show the following proposals or information:
  - The horizontal design of the highway works including carriageway, cycleway and footway alignments together with tie-in details.
  - Verges and landscaping.
  - Carriageway markings, traffic signs and other street furniture.
  - Street, footway and footpath lighting.
  - Highway drainage including gully, interceptor, catch-pit and manhole positions, gully connections, pipe runs and outfalls.
  - Alterations required to existing sewers and underground or over-ground services and equipment.
  - Works required to any public rights of way including gates, stiles, surfacing etc.
  - A north point.

4. A vertical section drawing or drawings clearly showing the following proposals or information:
  - The longitudinal vertical design of the highway works including carriageway, cycleway and footway alignments providing both existing and proposed level information, together with tie in details.
  - The longitudinal vertical design of underground sewers including manhole locations, invert levels and ground cover details.
  - Cross sectional vertical design of the highway works including carriageway, cycleway and footway cross falls.
  
5. Full construction details including:
  - Carriageway, cycleway, footway and verge, kerbing, gullies and manholes (in compliance with the Highway Authority's standard construction details, and material specification).

The following additional information should also be provided:

- All trial pits and survey details.
- An independent RSA Stage 2, with accompanying designer's response.
- Copies of correspondence with STATS detailing costs of relocating both underground and overground services, plant or other equipment.
- A draft bill of quantities.
- Copies, where appropriate, of any application made to the Government Office for the West Midlands, and related correspondence to stop-up any areas of existing public highway under Section 274 of the 1980 Highways Act which is required to enable the proposed highway works.
- Copies, where appropriate, of any application made to the LPA (Local Planning Authority) and related correspondence to stop-up or divert any existing public right of way under Section 257 of the 1980 Highways Act which is required to enable the proposed highway works.
- A cheque for £1500.00, made payable to Warwickshire County Council, to cover technical review. Note, a charge of £500 will be made for every set of comments made above the first three.

This submission, along with the payment (to cover the technical review), a copy of the relevant planning permission and a completed application form, should be forwarded to:

Planning, Development and Flood Risk Group  
Warwickshire County Council  
Shire Hall  
Market Place  
Warwick  
CV34 4RL

## 10.6 Commuted Sums

Committed sums are financial contributions made by third parties to Highway Authorities as compensation for taking on the future maintenance responsibility for newly created highways or highway improvements. Section 38 (Highways Act 1980) (sub-section 6) and Section 278 (sub-section 3) provides for making payments to the Highway Authority for maintaining the works the relevant agreement relates to.

Circular 1/97 Planning Obligations refers to the payment of committed maintenance sums where specifically provided for in legislation (the Highways Act 1980).

### 10.6.1 Calculation

A committed sum is a single payment that is invested over an agreed period. From this sum, the cost of maintenance is drawn down and at the end of the agreed period the committed sum is £0.



WCC has adopted the generally accepted application and method of calculation.

$$\sum Mp/(1+D/100)^T$$

Mp = Estimated periodic maintenance cost

D = Discount rate (effective annual interest rate) (%)

T = Time period before expenditure will be incurred (years)

- Maintenance unit costs (Mp) - Maintenance unit costs are based on contract rates current at the time of calculation and the frequency of treatment or intervals of replacement, based on planned frequencies or historic information. A sum of 10% of the works costs will be added to cover our design and supervision costs.
- Discount rate (D) - The discount rate (effective annual interest rate) is worked out as follows:
- $D = (1.045/1.0225) - 1 = 2.2\%$   
where 1.045 is the interest rate (4.5% based on long-term neutral base rate) 1.0225 is the inflation rate (2.25% based on RPI-X that is RPI excluding mortgage payments)
- Time period (T) There is a case for using a time period equal to the expected life of the development in the case of development roads. However, for the time being, a time period of 60 years (maximum) will be used to calculate the commuted sums, with the exception of highway structures when a 120-year period will apply, in accordance with the standard design life requirement. The 60 year period reflects the recommendation of the CSS publication 'Commutated Sums for Maintaining Infrastructure Assets'.

Developers must be aware that items considered as 'non-standard' by WCC may incur requirement for commuted sums.

For the avoidance of doubt, the following items are considered to be 'standard' items by WCC and will not incur requirements for commuted sums.

<b>Standard Items</b>
Carriageways surfaced in accordance with WCC's County Road Construction Strategy, excludes block/modular and tegula paving and high friction/psv paving
Footway surfaced in accordance with WCC's County Road Construction Strategy, excludes block/modular and tegula paving
Cycleways surfaced in accordance with WCC's County Road Construction Strategy
Pre-cast concrete kerbing
Gully drainage and connection pipes
Standard highway lighting layouts, columns and lanterns
Standard illuminated and non-illuminated highway signs
Passively safe sign posts where required for road safety
Road markings
Grass verges

**Table 10.1.1** - WCC 'Standard' Items

The following items within Warwickshire that incur requirement for commuted sums are:

<b>Traffic Signals</b>	<b>Commuted Sum</b>
Traffic signal junction	Actual sum depends upon detail but will be based upon 50% of the annual maintenance cost over a 20 year life together with a full refurbishment after 15 years. A provisional estimate of £85,600 can be used for budget purposes
Vehicle Activated Signs	Whole life costs including replacement
Puffin and Toucan crossings	Actual sum depends upon detail but will be based upon 50% of the annual maintenance cost over a 20 year life together with a full refurbishment after 15 years. A provisional estimate of £36,750 can be used for budget purposes
CCTV camera infrastructure	Actual sum depends upon detail. A provisional estimate of £14,000 can be used for budget purposes
Counting device	Actual sum depends upon detail. A provisional estimate of £6,500 can be used for budget purposes
<b>Traffic and Road Safety</b>	<b>Commuted Sum</b>
Gateway features	To be determined on a site by site basis
Raised Tables	To be determined on a site by site basis
Chicane	To be determined on a site by site basis
Speed Cushion	To be determined on a site by site basis
Safety Inspections	To be determined on a site by site basis
Sign Cleaning	To be determined on a site by site basis
Vehicle Activated Signs (VAS)	Whole life costs including replacement To be determined on a site by site basis
<b>Drainage</b>	<b>Commuted Sum</b>
Attenuated highway drainage system	Annual maintenance costs over a 60 year period
Soakaways	Annual maintenance costs over a 60 year period
Retention ponds	Annual maintenance costs over a 60 year period
Other SuDs features (subject to adoption)	Annual maintenance costs over a 60 year period

Connection to highway drains	Additional annual maintenance costs to reflect increased liability
Highway carrier drains	Annual maintenance costs over a 60 year period
Highway drainage chambers	Annual maintenance costs over a 60 year period
Jetting	To be determined on a site by site basis
Gully Emptying	To be determined on a site by site basis
Combined Kerb Drainage	To be determined on a site by site basis
<b>Green Landscaping</b>	<b>Commuted Sum</b>
Tree	To cover cost of pruning per tree
Tree grille	To cover cost of replacement
Hedges	Annual maintenance cost per sqm
Soft Landscaping	Annual maintenance cost per sqm
Verge Maintenance	Annual maintenance cost per sqm
Weed Spraying	To be determined on a site by site basis
<b>Bridges and Structures</b>	<b>Commuted Sum</b>
Bridges	Whole life costs including replacement after 120 years
Culverts and trash screens	Whole life costs including replacement after 120 years
Subways	Whole life costs including replacement after 120 years
Retaining Walls	Whole life costs including replacement after 120 years
Head Walls	Whole life costs including replacement after 120 years
Sign/signal gantries and cantilever road signs	60 year life – maintenance and replacement
<b>Street Lighting</b>	<b>Commuted Sum</b>
Non-standard columns	Dependent upon type
Non-standard fixings	Dependent upon type
Illuminated street furniture	Dependent upon type
High lighting mast	Dependent upon type
Street Lighting Bulk Lamp Cycle	Dependent upon type
<b>Surfacing</b>	<b>Commuted Sum</b>
Surface Dressing	Overlay per sqm
Hot or cold applied coloured surfacing	Overlay per sqm

and high friction surfacing	
Modular/Tegula paving	To be determined on a site by site basis
<b>Footways</b>	<b>Commuted Sum</b>
Modular/Tegula paving	To be determined on a site by site basis
<b>Fencing and barriers</b>	<b>Commuted Sum</b>
Vehicle Restraint System (VRS)	Replacement
Acoustic Fencing	Dependent on type
Pedestrian guard railing	Dependent on type
Knee rail fencing	Replacement
Boundary fencing	Dependent on type
<b>Street furniture</b>	<b>Commuted Sum</b>
Bollards	Dependent on type
Retro reflective bollards and marker posts	Dependent on type
<b>Public Transport</b>	<b>Commuted Sum</b>
Bus Shelters	To be determined on a site by site basis
RTI equipment	To be determined on a site by site basis
<b>Transport Monitoring</b>	<b>Commuted Sum</b>
ATC, ANPR or Active Travel/AI monitoring equipment	Actual sum depends upon detail. A provisional estimate of £8,000 per monitoring site can be used for budget purposes, to cover 10 years maintenance, communications and support costs. Transport monitoring infrastructure requirements should be scoped prior to submission of Section 278 Technical Review

**Table 10.1.2** - WCC 'Non-Standard' Items

This list is not exhaustive, but it reflects the most common occurrences of commuted sums being required. The developer/consultant is advised to approach the Highway Authority at an early stage to agree when a commuted sum will be required.

It may be that we do not know the full cost implications of the site at this stage; therefore, we will calculate the final value immediately before we adopt the development. The agreement will contain provision for re-calculating commuted sums based on actual quantities used, and a price fluctuation factor specified within the agreement.

The 'provisional' commuted sum will be included in the bond requirement under the Section 38/Section 278 but will be taken out of the inspection fee calculation.

The actual commuted sum will be payable before the Highway Authority agree to issue the Final Certificate.

## Cabinet

25 January 2022

### Establishment of WPDG Subsidiary

#### Recommendation(s)

That Cabinet:

1. Approves the establishment of a subsidiary company by Warwickshire Property and Development Group Limited (**WPDG**) for the delivery of estate management services.
2. Authorises the Strategic Director for Resources to undertake any arrangements he considers necessary to implement the above approval.

#### 1. Executive Summary

- 1.1 On the 8 July 2021 Cabinet decided to transfer the estate management services to WPDG and:
  - (a) *Approve[d] the transfer of estate management services in relation to those properties leased to tenants by the County Council, and identified in this report as being within scope, to the Warwickshire Property and Development Group (WPDG).*
  - (b) *Approve[d] the operating arrangements as set out in Section 4 of this report*
  - (c) *Authorise[d] the Strategic Director for Resources to take such steps as he considers necessary to implement these arrangements and, in consultation with the Portfolio Holder for Finance and Property, to increase the scope of estate management services provided by WPDG where he considers that this will deliver further benefit to the Council.*
- 1.2 As per the Cabinet report dated 28 January 2021 and the Business Plan appended thereto, WPDG proposes to provide the estate management services through a subsidiary company. The establishment of WPDG envisaged that subsidiary companies could be established as part of the company's operating model. The proposal to establish a separate subsidiary company through which estate management services would be provided back to the Council is considered to be the most tax efficient way for WPDG to provide these services and provides the opportunity for the subsidiary to expand its business in this area over time in line with the company's business

plan as new developments come on stream and are built out. The provision of services to the Council via the subsidiary does not materially impact the Council as the arrangement would still be subject to a contract for services which would set out the Council's requirements. In addition, the establishment of the subsidiary does not prejudice the ability of the Council to rely on the Teckal exemption which allows the Council to make a direct award to WPDG to provide these services back to WCC through its subsidiary.

- 1.3 In accordance with the Shareholder's Agreement between the Council and WPDG, any decision relating to WPDG "*Forming any subsidiary or acquiring shares in any other company or participating in any partnership or incorporated joint venture vehicle*" is a 'Reserved Matter', which requires Cabinet approval.
- 1.4 In establishing WPDG, the Council established an additional company to safeguard a particular company name. Now that WPDG has been established, this company is now redundant and the proposal is that subject to Cabinet approval, this company would be transferred to WPDG and established as its subsidiary with a name change to reflect the nature of the services to be provided by it. The alternative option would be for WPDG to establish its own separate company however this is not considered to be a cost effective or efficient approach given the Council has a redundant company for which it no longer has use.

## **2. Financial Implications**

- 2.1 There will be limited financial implications in establishing and transferring the subsidiary to WPDG. These will be limited to the costs associated with officer time in relation to preparing the necessary documents and nominal fees to register the transaction with Companies House.
- 2.2 There are no additional financial implications for receiving services by way of the subsidiary rather than WPDG.

## **3. Environmental Implications**

- 3.1 None

## **4. Supporting Information**

- 4.1 None

## **5. Timescales associated with the decision and next steps**

- 5.1 **January 2022**



## 5.1.1 Transfer of subsidiary to WPDG

**5.2 March 2022**

## 5.2.1 Subsidiary operational and providing estate management services to WCC

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The report was circulated to the following prior to publication:

The Chair and Party Spokes of the Resources and FRS Overview and Scrutiny Committee

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