

Title of Report:	Resource Management Select Committee - Terms of Reference	Item 4
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To set out the Terms of Reference for the Resource Management Select Committee for the 2009/10 Municipal Year.

Recommended Action: To note the Terms of Reference.

Key background documentation: New Scrutiny structures – proposed method of operation (Overview and Scrutiny Management Commission report – 16 June 2009)

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel 01635 47391
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Contact Officer Details	
Name:	Stephen Chard
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Terms of Reference

1. Introduction

- 1.1 At the full Council meeting of 12 May 2009, Members agreed that a new structure should be established for the operation of overview and scrutiny. The structure agreed is that all scrutiny activity (policy development and review, holding the Executive to account and external scrutiny) is now carried out within a unified structure.
- 1.2 This is through the direction of the Overview and Scrutiny Management Commission (OSMC) to which report 5 select committees. The Resource Management Select Committee (RMSC) (formerly the Resource Management Panel) is one of these select committees.

2. Purpose

- 2.1 The RMSC will:
- (1) Have an overview of the practice and policy in relation to the use of Council resources.
 - (2) Identify areas of service practice and implementation of policy that cause concern to members of the public and Councillors and report these to the OSMC to determine what action should be taken.
 - (3) Receive internal and external inspection reports on the services and challenge the action plans drawn up in response to problems that have been identified; monitor progress in implementing the action plans.
 - (4) Ensure that the communities of West Berkshire and specific users of services are able to be involved in and inform the work of the Select Committee.
 - (5) Promote the work of the Select Committee, including through the local media.
 - (6) Develop focussed programmes of work and identify the most appropriate means of progressing such work including the use of task groups.
 - (7) Scrutinise the work of the Local Strategic Partnership and its Sub-Partnerships, specifically the performance of the Sub-Partnerships in relation to the Local Area Agreement.
 - (8) Scrutinise the effectiveness of the Council's representatives in regional/sub regional and national forums.

3. Activity

- 3.1 The activity of the RMSC will focus on:
- (1) Council's revenue and capital budgets.
 - (2) Annual budget outturn.
 - (3) Council Plan priorities and objectives.
 - (4) Targets for efficiency savings.
 - (5) The Council's responsibility to deliver value for money.
 - (6) The impact on services, clients and performance.
 - (7) Medium Term Financial Strategy (MTFS) and the Gershon efficiency programme.

- (8) Quarterly Establishment Reports.
- (9) The procurement strategy and its implementation.

4. Criteria

4.1 In order to provide structure and method for the selection of suitable subject material for scrutiny reviews, it is proposed that the RMSC must satisfy itself that any subject nominated meets at least one of the following criteria:

- (1) It is a key activity as identified through Local Area Agreement (LAA) priorities and targets.
- (2) The issue is an area of key public concern (e.g. as identified through Members surgeries, constituents' concerns, the Annual Satisfaction Survey, raised in the local media, etc).
- (3) There is evidence of poor performance within the activity (i.e. through performance indicator data, experience of Members, etc).
- (4) It is a budgetary area in need of examination to ensure value for money is being obtained.
- (5) There has been a pattern of budgetary overspends in service delivery.
- (6) It is a corporate priority for the Council as published within the Council Plan.
- (7) It is an area where the Council or its partners are considered weak (e.g. as measured against Comprehensive Area Assessment criteria, identified by the Audit Commission, etc).
- (8) It is a Central Government priority area.
- (9) It is an area of new Government legislation that has significant implications for the Council or its partners.
- (10) It is the subject of a 'Councillor Call for Action' and has exhausted all other avenues of conflict resolution.
- (11) It is at the request of the West Berkshire Partnership or any of its sub-partnerships.
- (12) It is at the request of a Portfolio Holder.
- (13) Underpinning these criteria, as a principle, the proposal must be outcome focussed, with a probability of scrutiny being able to make a difference.

5. Meetings

5.1 Meetings will be held quarterly.

6. Membership

6.1 The RMSC will consist of 6 non-Executive Members of Council. The Chairman is represented on the OSMC.

6.2 Operation is to be supported by the Head of Finance and Finance Manager.

7. Reporting arrangements

7.1 To report quarterly to the OSMC with minutes attached as an appendix.

7.2 Submit reports to the OSMC both to gain approval for the terms of reference of scrutiny reviews and for endorsement of reports prior to submission to the Executive.

8. Work Programme

8.1 The proposed work programme is detailed within agenda item 10.

Appendices

There are no Appendices to this report.

Consultees

Local Stakeholders: N/A

Officers Consulted: Policy and Scrutiny Manager

Trade Union: N/A

Title of Report:	Care Home Payments	Item 5
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To receive a report on the arrangements in place for residents to defer care home payments by not selling their home and placing a charge against their property.

Recommended Action: To note the information and seek further clarity if required.

Resource Management Select Committee Chairman	
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Supporting Information

1. Introduction

- 1.1 Concerns were raised at the Resource Management Panel on 21st January after it was reported that there was an increase in the number of people choosing not to sell their homes when admitted into a care home and consequently deferring their care home payments, with the charge being placed against their property. As a result the item was placed on the Work Programme for future discussion.
- 1.2 Attached at Appendix A is a briefing note giving some additional information on the arrangements in support of the Deferred Payments Scheme Policy at Appendix B.
- 1.3 The Client Financial Services Manager will be in attendance at the meeting to provide further information and answer any questions.

Appendices

Appendix A – Deferred Payments – briefing notes
Appendix B – The Deferred Payments Scheme Policy

APPENDIX A

DEFERRED PAYMENTS – BRIEFING NOTES FOR 30 JUNE 2009

BACKGROUND

- Regulations made under the Health and Social Care Act 2001 (Section 55) enable local authorities to operate a Deferred Payments Scheme to allow people to defer the sale of their home where it is needed to fund care home fees.
- It also allows the Deferred Payment Scheme to be offered to people who decide to sell their home but it is unlikely that the home will be sold quickly enough to meet the full cost of the care home fees.

ELIGIBILITY CRITERIA

- That the individual must have received an assessment under the NHS and Community Care Act 1990 that shows that the individual has needs that can only be met by permanent placement within a Residential/nursing care home.
- None of the mandatory or discretionary disregards stated in Charging for Residential Accommodation Guidance (CRAG) apply and the service user becomes responsible for full fees under CRAG on or after 1 October 2001, and
- The service user has insufficient income and other assets, other than the value of their house, to meet the full costs of their care, and
- The service user, for whatever reason, does not wish to sell the property or is unable to sell it quickly enough to meet the full cost of their care, and
- The service user owns a property, either all or part, and
- EITHER, the value of the property is sufficient, together with other income and assets, to meet the criteria for self-funding and there is no outstanding mortgage.
- OR, there is an outstanding mortgage on the property and the outstanding amount leaves sufficient value to meet the criteria for self-funding and the service user has sufficient resources to meet the mortgage payments as they fall due.

Where an individual lacks capacity to manage their finances we deal with their legal financial representative ie their Lasting or Enduring Power of Attorney or their Financial Deputy as appointed by the Court of Protection.

NUMBER OF USERS

In January 2008 we had 8 individuals on Deferred Payments. As at 17 June 2009 we currently have 16 individuals on Deferred Payments.

Until last year Deferred Payments were normally only used for a short period of time until the property was sold. When the accrued debt was cleared an individual became self funding or full cost if they were in a West Berkshire Council residential home. Only 2 of the individuals who were on Deferred Payments in January 2008 are still on Deferred Payments.

In the last year we have seen an increase in the numbers as it is taking longer to sell properties or individuals don't want to sell in the current market.

LEVEL OF DEBT

The current amount accrued in Deferred Payments against these 16 individuals is £168396.85. £65012.26 of this debt relates to 3 individuals who have been on deferred payments for over a year.

VALUING PROPERTIES

Once a year the initial value of the property is compared to the amount of debt that has accrued to date and if necessary a new valuation of the property would be undertaken. As yet we have not had to do this as individuals have not remained on Deferred Payments long enough for the whole of the equity to be used. Individuals or their financial representatives are written to to let them know what the current accrued debt is.

Currently this process currently sits with the Finance Team at Faraday Road but this is currently being reviewed.

APPENDIX B



THE DEFERRED PAYMENTS SCHEME POLICY

COMMUNITY CARE AND HOUSING

[Contents](#)

Approved: 2002
Next Review Date: March 2010
Document owner: Jo England
Version: 1.3

Document History:

Version 1.0 2002
Version 1.1: July 2006 amended capital limits (set by Dept of Health), confirmed policy current up to date
Version 1.2 August 2008 amended capital limits
Version 1.3 April 2009 increased capital limits

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INTRODUCTION

This Policy is based on the Good Practice Guide produced by the National Association of Financial Assessment Officers and outlines the departmental policy and procedures regarding the Deferred Payments Scheme (DPS).

1. BACKGROUND

- 1.1 Regulations made under the Health and Social Care Act 2001 (Section 55) enable local authorities to operate a Deferred Payments Scheme to allow people to defer the sale of their home where it is needed to fund care home fees.
- 1.2 It also allows the Deferred Payment Scheme to be offered to people who decide to sell their home but it is unlikely that the home will be sold quickly enough to meet the full cost of the care home fees.

2. ABBREVIATIONS AND DEFINITIONS

DPS – Deferred Payment Scheme

CRAG – Charging for Residential Accommodation Guidance

HASSASSA – Health and Social Services and Social Security Adjudication Act 1983.

Relevant Contribution – The sum deferred.

3. ELIGIBILITY CRITERIA

- 3.1 That the individual has received an assessment under the NHS and Community Care Act 1990 with the outcome being that the individual has needs that can only be met by permanent placement within a residential/nursing care home.
- 3.2 None of the mandatory or discretionary disregards stated in CRAG apply and the service user becomes responsible for full fees under CRAG on or after 1 October 2001, and
- 3.3 The service user has insufficient income and other assets, other than the value of their house, to meet the full costs of their care, and
- 3.4 The service user, for whatever reason, does not wish to sell the property or is unable to sell it quickly enough to meet the full cost of their care, and
- 3.5 The service user owns a property, either all or part, and
- 3.6 EITHER, the value of the property is sufficient, together with other income and assets, to meet the criteria for self-funding and there is no outstanding mortgage.

- 3.7 OR, there is an outstanding mortgage on the property and the outstanding amount leaves sufficient value to meet the criteria for self-funding and the service user has sufficient resources to meet the mortgage payments as they fall due.
- 3.8 Care Managers should take advice on the above, where necessary, from Finance/Legal Team.

4. INFORMATION FOR SERVICE USERS

- 4.1 Local authorities are required to ensure that people considering entering residential/nursing home care are made aware of the DPS.
- 4.2 People wishing to take advantage of the scheme should be advised **in writing** to seek independent financial advice.

5. OPTIONS WHERE A SERVICE USER HAS A PROPERTY

5.1 Deciding to sell and use the DPS

- 5.1.1 If the service user meets the eligibility criteria in Section 3 above refer to Section 6 of this guide. This is the stage of the process where a valuation of the property needs to be obtained.

5.2 Deciding not to sell and use the DPS

- 5.2.1 If the service user meets the eligibility criteria in Section 3 above refer to Section 6 of this guide. A valuation of the property should be obtained at this stage.

5.3 Deciding not to sell and not to access the DPS

- 5.3.1 If the service user does not want to sell, but chooses not to take advantage of the scheme, then consideration should be given to placing either a legal charge or a caution on the property under existing statutory provisions. Refer case to the Legal Department.
- 5.3.2 If the service user does not meet the eligibility criteria (e.g. because they have other capital resources over the maximum savings) for the scheme then the normal criteria for admission to residential/nursing home care must be applied.

5.4 Explaining Legal Charges

A legal charge is applied to a property when someone other than the registered owner has a financial interest in the property. The most common form of charge is a mortgage. The legal charge prevents the property being sold without that financial interest being repaid. In each case where the Council agrees to a DPS, a

legal charge on the property will be required as security for the period of the interest free loan.

Responsibility for preparing and registering a legal charge will be as stated in paragraph 7 below (Legal steps to be taken).

6. VALUATION OF PROPERTY

6.1 There are a number of ways of establishing the approximate value of a property, i.e.:-

- From an Estate Agent if it has been put on the market
- Ask the service user or their family for an approximate value
- The local authority's own Valuation Team
- Local knowledge of property values

6.2 Finance will ensure that an appropriate valuation is obtained. In the event that this valuation appears to be incorrect, it will be the responsibility of Finance to pursue a correct valuation.

6.3 Finance will be responsible for writing to the service user confirming the approximate value that is being taken into account in their financial assessment.

6.4 If the value of the property is minimal or the outstanding equity value after the remaining mortgage is taken into account is minimal, consideration should still be given to a request to access the DPS.

7. LEGAL STEPS TO BE TAKEN

Care Manager should provide Legal Section with the full address of the property, the full name of the Owner(s), details (from Owner) of where Title Deeds are held and contact person for accessing Deeds.

7.1 Legal Section will then carry out an ownership search and report back to Finance.

7.2 Subject to the satisfactory outcome of the ownership search, Finance to instruct Legal Section to prepare the DPS and Legal Charge and supply any outstanding information, including the date when it is desired that the DPS should commence.

7.3 The Legal Department will notify the service user that a charge has been placed.

7.4 Finance will be responsible for notifying the service user of the assessed contributions (previously notified) and the weekly rate that the debt will grow at (the Relevant Contribution) and any other costs that will be added to the eventual total.

7.5 The service user will be notified by Finance of the intervals at which they will be informed of the current outstanding debt. (See 10.2 below).

7.6 It is the responsibility of the Service User (as a Party to the DPS) to ensure that they fully understand the terms of the DPS which they are entering into.

- 7.7 Guidance on the mandatory 12 week disregard is separately available and this should also be referred to.

8. THIRD PARTY AND SERVICE USER TOP-UPS

Third party contributions are additional payments over and above the amount the Council considers appropriate to pay.

8.1 *Formal Agreements/Contracts*

Third Party contributions are allowed, provided the person making that contribution enters into a formal agreement/contract with the Home. It must be made clear to the Provider that the Third Party contribution and any change to that level of contribution must be agreed with West Berkshire Council. The agreement will include a clause to the effect that West Berkshire Council may determine to move the service user in the event the additional contribution is discontinued.

8.2 *Service Users Making Top-Ups*

- 8.2.1 From 1 October 2001, service users themselves are able to make top-up contributions if they have accessed the 12 week property disregard period or if they have entered into a DPS. This is so someone who would previously have been self-funding and therefore have been able to exercise personal choice, may continue to use their own resources to pay for a place which would otherwise be above the Council's ceiling. The level of this contribution is limited to the funds the service user has available which are disregarded under CRAG. These include the disregarded capital amount (currently £23000). It should be noted, however, that this does NOT affect the capital tariff calculation. In other words the capital tariff on capital between £14000 and £23000 will not be reduced even though this capital amount diminishes through making top-ups.
- 8.2.2 These additional payments can be made in one of two ways. The service user can use other capital resources, e.g. savings in a building society and pay the top-up directly. Alternatively it can be added to the DPS and the Council will recover this amount along with the Council's cost of placement.

8.3 *Failure to Make Top-Ups:-*

Service users making their own top-up and any person making a third party contribution must be advised by the Social Worker/Care Manager that failure to maintain these additional contributions is likely to result in the service user being moved to a placement at the appropriate ceiling cost.

8.4 Free Nursing Care:-

Service users who are responsible for meeting the full cost of their care, but have opted to enter the DPS, will not be responsible for any part of the cost which is assessed as being in respect of NHS funded nursing care. Finance will be responsible for notifying of any DPS service users for whom they are responsible for meeting the nursing cost.

9. LETTING THE PROPERTY

- 9.1 The circumstances in which this might be considered are, if the service user does not want the property sold during their lifetime and the property would otherwise be empty. The rental income which is generated (along with any other income) must be paid to the Council in order to reduce the accruing debt.
- 9.2 Service users should be advised that no letting agreement should be entered into or keys given to a prospective tenant, before the DPS and legal charge has been entered into.
- 9.3 A copy of any proposed Tenancy Agreement must, in all cases, be approved by the Council's Legal Department.
- 9.4 If the property is already let, legal advice should be sought before proceeding any further with the DPS.

10. ONGOING ADMINISTRATION

- 10.1 Finance will be responsible for recording DPS legal charges and the amount of debt covered by the charges. Finance will inform the Group Accountant in order that use of the grant can be monitored.
- 10.2 The service user will be informed at annual intervals of the current level of the outstanding debt, reminded of the rate at which it is growing and given an estimate of the length of time their remaining assets will be sufficient to fund the full cost of their care.
- 10.3 When the remaining equity value reduces to the upper capital limit for self-funding a re-assessment of the service user contribution will be carried out under CRAG. The service user will be informed of this revised contribution and be advised that this charge must be settled on an on-going basis.
- 10.4 When the remaining equity falls to the Income Support upper limit, then a claim for Income Support should be made. Finance will notify the Social Worker/Care Manager when this situation arises.
- 10.5 In the event of an Income Support claim being rejected on the grounds that the property is not being marketed for sale a request for reconsideration should be made immediately that the refusal of benefit notification is received.

- 10.6 It may be that the Welfare Benefits Officer or Age Concern can help in this circumstance. The Social Worker/Care Manager should consider whether a referral would be of benefit to the service user.

11. ONGOING MAINTENANCE OF THE PROPERTY

- 11.1 Increased Personal Needs Allowance – the costs involved in maintaining the property, e.g. insurance and repairs, must be met by the service user. This could be achieved by an increase in the personal needs allowance though this could lead to a financial loss to the authority. In circumstances where the property needs to be maintained to avoid depreciation of the asset, it will be appropriate to make an allowance to cover basic costs of maintenance, including insurance of property.

12. SALE OF PROPERTY BEFORE DEATH

- 12.1 If the service user has placed the property for sale on admission to long-term care, or chooses to sell at a subsequent date, the accrued debt will be repaid upon the sale in order to remove the charge. The removal of the charge will be arranged by the Legal Department. If the debt is not repaid immediately then interest will be payable at 0.5% for the first 6 months and after 6 months interest will be charged at the Bank of England base rate.
- 12.2 In this event the DPS Agreement will be terminated and the service user may become self-funding, depending on balance of funds available after clearing the charge. If the service user is not able to make their own arrangements, then it may be necessary to arrange Deputyship.

13. SALE OF PROPERTY AFTER DEATH

- 13.1 Calculating the Debt – Finance will be responsible for calculating the accrued debt.
- 13.2 Lodging a Claim – the Executor of the estate should be notified, no later than 28 days after the death is notified to the Finance Team, with the actual or provisional debt. At this stage it would be reasonable to seek information on the approximate value of the estate to confirm previous financial assessment declarations. It would also be good practice to explain the requirement to charge interest on the debt and the 56 day period. The opportunity should be taken to express condolences for the bereavement.
- 13.3 Notifying Final Debt – if it has not already been notified, Finance will confirm the final debt in writing no later than 6 weeks after death. Failure to do so could lead to a challenge should interest be charged after 56 days.
- 13.4 Debt Collection – if the debt has not been cleared within 4 weeks of the expiry of the 56 day period, a reminder should be sent by the Income Team confirming the rate of growth of the debt and requesting a progress report.

- 13.5 Calculating the Interest – the rate to be charged will be the 0.5% interest rate for the first 6 months and after 6 months the interest will be charged at the Bank of England base rate.

WEST BERKSHIRE - THE DEFERRED PAYMENTS SCHEME – Information for Service Users

The Government regulations on charging for care in a residential care or nursing home requires local councils to assess the amount that you can afford to contribute to the cost of the care. This has often required the sale of a service user's home.

From 1st October 2001 the Government introduced a new scheme that allows you to put off the sale of your home during your lifetime. This new scheme is called the Deferred Payments Scheme.

The rules for taking advantage of the scheme are as follows:-

- You become responsible for meeting the full costs of your residential care on a permanent basis on or after 1st October 2001.
- You do not have other income or savings over £23000, other than the value of your home to meet the cost of your care.
- You do not wish to sell your home or if you do it may take some time and the funds will not be available quickly enough to meet the costs of your care.
- You have a beneficial interest in the property (i.e. you own or part-own the property).
- Your property is worth enough to meet the criteria to fund the cost of your care – in 2009 this means over £23000.
- There is no outstanding mortgage, or the outstanding mortgage will leave sufficient money to meet the criteria to fund the cost of the care.
- You agree to a legal charge being placed on your property, in favour of West Berkshire Council.

Please note that if you do not meet this criteria, but still want to consider the scheme, there may be ways that the Council can help you and you should talk to the member of staff who is dealing with your case.

If you wish to take advantage of the scheme, you will need to agree to the Council placing a legal charge on the property (this is like a mortgage) and the Council will loan you the money to pay the costs that would have been met from the sale of your property.

The money that has been loaned must be repaid when your estate is administered and when your property is sold and before your will is dealt with. There will be no interest charges if the property is sold within 56 days of your death.

You may also take advantage of the scheme if you want to sell your property and it will take some time until it is sold. The Council will loan you the money to pay the costs which would have been met from the sale during this period.

There are some things that you may want to think about before considering the scheme, such as:-

- A legal charge will be secured against your property giving the Council the right to reclaim the loan against the eventual sale.
- You will need to maintain the empty property; pay for insurance on the building and contents; pay heating bills to save the property from damp and frost.
- If you rent out the property, the income will have to be used to contribute towards your care home costs but will reduce the amount of the loan.
- By not selling your property you will probably not qualify for as much Income Support which will increase the amount of the loan.
- When a legal charge is placed you will not be able to sell the property or transfer ownership until the amount loaned has been repaid.

The Council has limited funds to give these loans, but will always try to help if you wish to use the scheme.

As it is an important decision for you to take, you should talk to your family or seek independent financial advice.

The person who is carrying out the financial assessment will be able to explain the scheme in more detail and answer any questions that you may have.

Title of Report:	Property Services to Schools	Item 6
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To review the efficiency and effectiveness of Property Services in relation to contracts with and contractors in schools

Recommended Action: For Information

Reason for decision to be taken: None

Other options considered: None

Key background documentation: None

The proposals contained in this report will help to achieve the following Council Plan Priority(ies):	
<input type="checkbox"/>	CPP1 – Support our communities through the economic recession – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
<input checked="" type="checkbox"/>	CPP2 – Raise levels of educational achievement – improving school performance levels
<input type="checkbox"/>	CPP3 – Reduce West Berkshire’s carbon footprint – to reduce CO ₂ emissions in West Berkshire and contribute to waste management, green travel, transportation and energy efficiency
The proposals will also help achieve the following Council Plan Theme(s):	
<input type="checkbox"/>	CPT1 - Better Roads and Transport
<input type="checkbox"/>	CPT2 - Thriving Town Centres
<input type="checkbox"/>	CPT3 - Affordable Housing
<input type="checkbox"/>	CPT4 - High Quality Planning
<input type="checkbox"/>	CPT5 - Cleaner and Greener
<input type="checkbox"/>	CPT6 - Vibrant Villages
<input type="checkbox"/>	CPT7 - Safer and Stronger Communities
<input type="checkbox"/>	CPT8 - A Healthier Life
<input checked="" type="checkbox"/>	CPT9 - Successful Schools and Learning
<input type="checkbox"/>	CPT10 - Promoting Independence
<input type="checkbox"/>	CPT11 - Protecting Vulnerable People
<input type="checkbox"/>	CPT12 - Including Everyone
<input type="checkbox"/>	CPT13 - Value for Money
<input type="checkbox"/>	CPT14 - Effective People
<input type="checkbox"/>	CPT15 - Putting Customers First
<input type="checkbox"/>	CPT16 - Excellent Performance Management

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
 Ensuring that the school premises remains a safe and pleasant learning environment for its staff, pupils and visitors. Provide and help maintain school buildings in good condition, which are sufficient and suitable to meet the curriculum.

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	

Contact Officer Details	
Name:	Steve Broughton
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Implications

Policy: None

Financial: None

If there are any financial implications contained within this report this section **must** be signed off by a West Berkshire Group Accountant. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.

Personnel: None

Legal/Procurement: None

Property: None

Risk Management: None

Equalities Impact Assessment: None

For advice please contact Principal Policy Officer (Equalities) on Ext. 2441.

Executive Summary

1. Introduction

- 1.1 The maintenance upkeep of schools and the delivery of the Capital Programme form a large proportion of Property Services business and, as there is with all areas of business, there are stringent statutory and regulatory requirements that must be met. Property Services offers help, advice, guidance and a range of services pertaining to each individual school or project.
- 1.2 The report sets out the main interactions and services provided to schools and the Education Asset Team by the Property Maintenance and Project Teams.

Executive Report

1. Introduction

1.1 Property Service is responsible for all property matters relating to the Council. Responsibilities include:

- (1) The disposal and acquisition of property; property valuations; rent reviews and reviewing the Council's Asset Management Plan.
- (2) Managing capital projects on behalf of the Council.
- (3) Preparing and implementing maintenance programmes.
- (4) Buy back maintenance scheme for schools.
- (5) Providing facilities management support for the Council's corporate buildings.

1.2 Property Service is made up of the teams set out below with the majority of services to schools being provided by the Maintenance and Project Management Teams.

- (1) Assets and Development
- (2) Facilities
- (3) Maintenance
- (4) Project Management
- (5) Management and Administration

2. Maintenance Team

2.1 Maintenance and upkeep of schools forms a large proportion of Property Services business and, as there is with all areas of business, there are stringent statutory and regulatory requirements that must be met. Property Services offers advice and guidance on the regulation pertaining to each individual school or project. Through our 'buy-back' services the responsibilities for meeting these regulations can be shared to ensure that the school premises remains a safe environment for its staff, pupils and visitors.

2.2 The service provided by the Council's Maintenance Term Contractor (MTC) Kier Facilities Services Ltd (KFS) forms the back bone of the maintenance buy back service to schools. The service provided for WBC comprises of:

- (1) Urgent/Responsive/Make Safe repair service.
- (2) Planned Preventative Maintenance - for the statutory servicing of plant and equipment such as boilers and fire alarms.
- (3) Minor works service for alterations and refurbishment of school buildings.

- 2.3 Appendices B and C of this document outline the details of the service offered to schools by the Property Maintenance Team. Additionally Appendix A provides details of schools which have brought back in to the service.
- 2.4 In 2003 KFS were awarded the MTC for West Berkshire Council.
- 2.5 The contract was originally set up for a period of 5 years from 1st May 2003, with the option exercisable by the Council to extend for a period not exceeding a further 5 years. In 2008 the contract was extended by a further 3 years to run in parallel with a new 3 year buy back service to schools, which ends in 2011 and provides a suitable timescale to consider a new contract.
- 2.6 There is no doubt that the expectations and needs of the customer have changed since the contract was originally conceived, customer's questions over value for money from Property Services most often relate to the performance of the MTC contractor KFS. Complaints in some cases refer to high costs disproportionate to the size of project. This has led to clients obtaining alternative quotes that may not include the specification of service offered by KFS.
- 2.7 Utilising the MTC allows the Property Maintenance team to deliver the capital maintenance programme, a programme which has been successfully completed for a number of years, by using the facility to place single tender actions up to £150k. However, WBC does not guarantee any value of work to the MTC and reserves the right to tender all works above £25k. With the drive to improve performance and ensure value for money, a higher proportion of the capital maintenance programme in 2009/10 is being competitively tendered. It is important in order to maintain the integrity of the MTC that KFS retains a proportion of the work and as such they are encouraged to tender competitively.
- 2.8 The Property Maintenance Team provides the raw data on each property via condition surveys, site visits and contractor inspections, to formulate and develop in consultation with the Education Assets Team, the annual Education Capital Maintenance Programme shown in Appendix D of this document. The Education Asset Team will consult with schools and agree the programme, once approved the Maintenance Team will manage the procurement and construction process as outlined in Appendix E of this document.
- 2.9 The Maintenance Team also provide services to schools relating to:

(1) Fire Risk Assessments

The Team have completed the procurement and managed centrally funded fire risk assessments at all schools. Resulting remedial works have been incorporated within a fire year remedial works programme to tackle issues such as the upgrade and replacement of fire detection and emergency lighting systems.

(2) Legionella Assessments

Following the completion of centrally funded legionella risk assessments, the Property Maintenance Team working with our MTC contractor offer a service for schools to undertake remedial works and complete weekly/monthly/annual statutory requirements. Additionally the team offer training in legionella for the responsible person.

(3) Display Energy Certificates

A central contract was procured to provide Display Energy Certificates and Energy Advisory Reports to schools and other WBC buildings over 1000m². The central contract offered a very cost effective solution to the requirement for each building to have an energy certificate. Nevertheless some schools did opt to make their own arrangements for this.

(4) Asbestos Surveys

Update asbestos reports, organise surveys and removal/remedial works for schools.

3. Developments in Service for Schools

- 3.1 The Property Helpdesk, which is managed by the Customer Services Team, handles the first point of contact for schools and other service areas requiring urgent/responsive/make safe repair service. The Helpdesk logs the request with the MTC and provides a guide to the cost of the work requested. There are occasions on which quoted cost will vary from the amount charged. This is often due to requests for work being inaccurate or actual work needed being more complex than originally known.
- 3.2 The MTC struggles to offer a cost effective solution to very minor works such as shelf fixing, door hinge repair and tap washer repair. Accordingly a handyperson service was introduced to assist corporate buildings. This has now been extended to schools on a trial basis to try and reduce costs and provide VFM. The take up on the offer of this service to schools will be monitored until the end of the summer term 2009 and analysed to determine future provision of this service. Accordingly customers have been advised to ensure best value for money and not to use the urgent/responsive/make safe repair service as a substitute for carrying out works normally more suited for a handyperson role. A list of duties that can be undertaken by the handyperson is shown in Appendix G.
- 3.3 A framework agreement for minor works between all Berkshire Unitary Authorities is currently out to tender and should be in place by October 2009. This will allow WBC to use contractors on the framework to undertake small refurbishments and alteration projects. This will provide for a range of benefits to WBC and schools such as:
- (1) Legally compliant procurement process.
 - (2) Simpler and quicker procurement process.
 - (3) Improving predictability of time, cost and quality through centrally managed contracts and projects.
 - (4) Buying gains and economies of scale.
 - (5) Standard and streamlined processes.
 - (6) Performance improvement from regular feedback from customer.
 - (7) Using resources more efficiently.

- (8) Sharing skills and knowledge.
- (9) Early supplier involvement and reducing aborted work.
- (10) More meaningful and consistent engagement of the whole supply chain.
- (11) Higher visibility of oncoming workflow.

3.4 The Property Maintenance Team issue a monthly newsletter dedicated to schools which as well as property matters incorporates information and updates provided by the Education Asset Team and the Councils' Health & Safety Team.

4. Projects Team

4.1 Construction projects for schools form a large proportion of the Projects Team work programme and is driven by the Councils' Capital Programme. See Appendix H. Property plans the resources required to deliver the programme therefore can only incorporate additional requests subject to resource availability. An example of this happening is when a school has opted out of Property Services support however still want to engage us when they need help.

4.2 Other projects are introduced to Property through Seed Challenge funding (also from the Capital Programme) where the school has the option to use our services and advice or undertake the project themselves.

4.3 Property Services Project Officer (PO) acts as the Councils'/Schools' expert construction representative. The PO provides advice and guidance on the regulation pertaining to each individual school or project; coordinates, consultant services, ensuring interaction between sponsors and end users.

4.4 West Berkshire Council's Project Management Methodology (PMM) illustrates the stages of Project Management responsibility. See Appendix 'E' Relationship of West Berks PM in Process Map.

4.5 The PO takes on the role of Project Management however Property does not proceed with a project until a correctly populated brief and budget are available. For the concept stage of a project (Project Initiation) the client undertakes PM actions necessary to provide a brief therefore PM responsibility varies.

4.6 PO's provide a PM role at stages during a project but work at a high level during the design and construction stages. A key role of the PO is client representation, an interface between the sponsor/end user and external consultants. The client representative interface ensures roles and responsibilities are defined to achieve clear and recorded communication between parties.

4.7 PO's roles and responsibilities are summarised below and further detail can be found in Appendix 'F' Roles and Responsibilities:

- A significant function of the PO responsibility is the coordination role, organizing consultant services, ensuring interaction between sponsors and end users. Awareness of current trends, Government guidelines and legislation is essential. It is the experience and specialist knowledge the PO brings, that ensures the successful delivery of projects.

- The use of the PMM documentation ensures a tracked and managed project. The organisational structure demonstrates a Project Team arrangement. Through PMM and reference to the roles and responsibilities of Project Team members we can ensure consistency in the management and delivery of projects.
- The PO (client representative) has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the board.
- The prime responsibility of the PO role is to ensure that the project produces the required products to the required standard of quality and within the specified constraints of time and cost.
- All projects are reported using PMM documentation such as 'Highlight or Exception Reports' this is a recognised process and our reports are issued to suit the timing, size or stage of each project on an individual basis.
- PO's prepare and monitor budgets in accordance with Council policy, and ensure that the delegated budgets are managed effectively through Cost Trackers.

4.8 West Berkshire Council has adopted an operating model such that specialist staff such as Architects, Designers, Mechanical and Electrical Engineers and Quantity Surveyors are not retained within Property Services and accordingly must be procured through individual contracts. This does reduce the ability to provide immediate information and guidance to queries and has cost implications.

4.9 The Projects Team is better at being able to apply the appropriate level of skill/specialist input to meet individual need. The ability to turn on and off the skill supply like a tap aids the service delivery to manage a broad range of projects as required. Project pricing where specialist advice is required also needs to reflect this additional expenditure.

4.10 This operating model was considered within the recent Service Review of the Property Unit. However it was not considered appropriate to change the model given the current economic climate

4.11 In summary the Projects Team offer:

- An expert interface between the Sponsor and the Contractor.
- PO ensures intelligent client representation – asking the right questions to ensure Council interests are protected.
- Ensuring value for money by competitive tendering and recognising the benefits of 'Whole Life Costs' associated with Sustainability, BREEAM etc.
- Awareness of PMM, also having expert knowledge of current construction standards and techniques.
- Projects are undertaken meeting current regulations ensuring WBC premises remain a safe environment for its staff, pupils and visitors.

4.12 Projects Team Organisation Structure - see Appendix 'F'.

5. School Funded Projects (projects not managed by Property)

5.1 Where for example schools intend to undertake 'School Funded Projects' without direct support from the Projects Team a 'School Building Works Notice' is required. The Projects Team is invited to comment through Education Assets otherwise Property does not get involved. An application from the school is sent to Education Assets triggering a notice procedure. The Projects Team give advice based on the details known at the 'Initiation Stage'. To ensure necessary consideration has been given to the points raised by the Projects Team the forms ensure a checking procedure, monitored by Education Assets.

6. Feasibility Studies

6.1 Feasibility Studies (FS) coordinated by the Projects Team is an essential piece of work that we recommend project sponsors undertake. Within the Projects Team we have identified one person to oversee the feasibility work ensuring a consistent and robust approach. With every study completed, and as a result of lessons learned from customer feedback, we are beginning to see an improved service.

6.2 The benefit of carrying out a (FS) is to reduce the risk of proceeding to a Design Stage, wasting time and money. The (FS) is based on the necessary surveys and investigations to allow an outline design proposal to be produced that can be properly calculated by a Quantity Surveyor.

6.3 Most projects require planning consent which can be a lengthy process. Planning & Trading Standards and the Projects Team have adopted the use of a pre-application form to enable planned discussions about future projects. This process allows the WBC planner time to comment at an early stage in the design process and steer the design concept in the right direction. Planning consultation at the feasibility stage is essential as proceeding without it would be a high risk.

Appendices

Appendix A – Schools Buy Back Information

Appendix B – Property-School Service Level Agreement

Appendix C – Property-Schools Brochure

Appendix D – Education-Fire Capital Maintenance Programme 2009/10

Appendix E - West Berks PS Process Maps

Appendix F - Roles and Responsibilities & Projects Team Organisational Structure

Appendix G - Handyperson Service Procedures

Appendix H – Capital Programme 2009-2014

SCHOOLS BUY BACK INFORMATION

APPENDIX A

Cost Centre	School name	Surveyor	PPM	HD Make safe	Minor works	Caretaker property	Contact Number	Address
91000	Aldermaston C E Primary	MM	√	√	√		01189 713362	Wasing Lane, Aldermaston, Reading RG7 4LX
91100	Basildon C E Primary	MM	√	√	√		01491 671445	Beckfords Lane, Upper Basildon, Reading RG8 8PD
91300	Beedon C E (Cont) Primary	MM	√	√	X		01635 248284	Stanmore Road, Beedon, Newbury RG20 8SL
91400	Beenham Primary	MM		X	X		01189 713397	Beenham, Reading RG7 5NN
91200	Birch Copse Primary	MM	X	X	X	90041	01189 427442	Wittenham Avenue, Tilehurst, Reading RG31 5LN
91500	Bradfield C E Primary	MM	√	X	X		01189 744304	Cock Lane, Southend, Bradfield, Reading RG7 6HR
91600	Brightwalton C E Aided Primary	SR	√	√	√		01488 638337	Common Lane, Brightwalton, Newbury RG20 7BN
91700	Brimpton C E Primary	MM	√	√	X		01189 712311	Brimpton Lane, Brimpton, Reading RG7 4TL
91800	Bucklebury C E Primary	MM	√	√	√		01635 862965	Blacklands Road, Upper Bucklebury, Reading RG7 6QP
91900	Burghfield St. Mary's C E Primary	MM	√	√	X		01189 832957	Theale Road, Burghfield, Reading RG30 3TX
92000	Calcot Infant School and Nursery	MM	√	√	√		01189 418189	Curtis Road, Calcot, Reading RG31 4XG
92100	Calcot Junior School	MM	√	√	X	90041	01189 428727	Curtis Road, Calcot, Reading RG31 4XG
92400	Chieveley Primary	SR	√	√	√		01635 248281	School Road, Chieveley, Newbury RG20 8TY
92200	Compton C E Primary	MM	√	√	√		01635 578240	School Road, Compton, Newbury RG20 6QU
92300	Curridge Primary	SR	√	√	X		01635 200486	Curridge, Thatcham RG18 9DZ
92500	Downsway Primary	MM	X	x	√	90041	01189 421362	Warbreck Drive, Tilehurst, Reading RG31 6FE
92800	Enbourne C E Primary	SR	√	√	X		01635 40569	Enbourne, Newbury RG20 0JU
92900	Englefield C E	MM	√	X	X		01189 302337	The Street, Englefield, Reading RG7 5ER
93000	Falkland Primary	SR	√	√	√	90041	01635 44949	Andover Road, Newbury RG14 6NU
93100	Fir Tree Primary School/Nursery	SR	√	√	X	90041	01635 42129	Fir Tree Lane, Newbury RG14 2RA
93200	Francis Baily Primary	SR	x	X	X	90041	01635 862188	Skillman Drive, Thatcham RG19 4GG
93400	Garland Junior	MM	X	x	X	90041	01189 832776	Clayhill Road, Burghfield Common, RG7 3HG
98700	The Willows Primary	SR	√	√	√	90041	01635 42155	Pyle Hill, Greenham, Newbury RG14 7SJ
93500	Hampstead Norreys C E Primary	MM	√	√	X		01635 201371	Newbury Hill, Hampstead Norreys, Thatcham RG18 0TR
93600	Hermitage Primary	MM	√	√	√		01635 200355	Hampstead Norreys Road, Hermitage RG18 9SA
93700	Hungerford Primary	SR	√	√	X		01488 682230	Fairview Road, Hungerford RG17 0BT
93800	Inkpen Primary	SR	√	√	√		01488 668219	Weavers Lane, Inkpen, Hungerford RG17 9QE
93900	John Rankin Infant and Nursery	SR	√	√	√		01635 42376	Garford Crescent, Newbury RG14 6EX
94000	John Rankin Junior	MM	x	X	√	90041	01635 42859	Henshaw Crescent, Newbury RG14 6ES
94100	Kennet Valley Primary	MM	√	√	X	90041	01189 414410	Carter's Rise, Calcot, Reading RG31 7YT

SCHOOLS BUY BACK INFORMATION

APPENDIX A

Cost Centre	School name	Surveyor	PPM	HD Make safe	Minor works	Caretaker property	Contact Number	Address
94300	Lambourn C E	SR	√	√	√		01488 71479	Greenways, Lambourn, Hungerford RG17 7LJ
94400	Long Lane Primary	MM	x	x	X	90041	01189 427187	Long Lane, Tilehurst, Reading RG31 6YG
94500	Mrs Bland's Infant	MM	X	√	X	90041	01189 832332	Jordan's Lane, Burghfield Common Reading RG7 3LP
94600	Pangbourne Primary	MM	√	√	√	90041	01189 842315	Kennedy Drive, Pangbourne, Reading RG8 7LB
94700	Parsons Down Infant and Nursery	SR	√	√	X		01635 862475	Paynesdown Road, Thatcham RG19 3TE
94800	Parsons Down Junior	SR	√	√	√	90041	01635 866700	Herons Way, Thatcham RG19 3SR
94900	Purley C E Infant	SR	X	x	x		01189 842384	Purley Village, Purley on Thames, Reading RG8 8AF
95000	Robert Sandilands Primary/Nursery	SR	√	x	X	90041	01635 40318	Digby Road, Speen, Newbury RG14 1TS
95100	Shaw-cum-Donnington C E	SR	√	√	√		01635 40971	Love Lane, Donnington, Newbury RG14 2JG
95200	Shefford C E	SR	√	√	√		01488 648657	Wantage Road, Great Shefford, Hungerford RG17 7DB
95300	Speenhamland Primary	SR	√	√	√		01635 41077	Pelican Lane, Newbury, RG14 1NU
95400	Springfield Primary	MM	x	x	x	90041	01189 421797	Barton Road, Tilehurst, Reading RG31 5NJ
95500	Spurcroft Primary	SR	√	√	√		01635 871541	Spurcroft Road, Thatcham RG19 3XX
95600	Chaddleworth St. Andrew's C E	SR	√	√	√		01488 638261	Chaddleworth, Newbury RG20 7DT
95700	St. Finian's Catholic Primary	SR	√	√	X		01635 865925	The Ridge, Cold Ash, Thatcham RG18 9HU
95800	Mortimer St. Johns C of E School	MM	√	√	√		01189 332242	West End Road, Mortimer, Reading RG7 3SY
46900	St. John the Evangelist C E	SR	X	x	x		01635 41281	Old Newtown Road, Newbury, Berkshire RG14 7DE
46910	St. Joseph's Catholic Primary	SR	√	x	X		01635 43455	Newport Road, Newbury RG14 2AW
95900	Cold Ash St. Mark's C E	SR	√	X	x		01635 862600	Cold Ash Hill, Cold Ash, Thatcham RG18 9PT
94200	Kintbury St. Mary's C E	SR	√	√	√		01488 658336	Gainsborough Ave., Kintbury, Hungerford RG17 9XN
97500	Mortimer St. Mary's C E Junior	MM	x	x	X		01189 332491	The Street, Mortimer, Reading RG7 3PB
96200	St. Nicolas C E	SR	x	x	x		01635 41282	"Eastfields" Link Road, Newbury RG14 7LU
96100	St. Paul's Catholic Primary	MM	√	√	X		01189 422003	City Road, Tilehurst, Reading RG31 4SZ
96300	Stockcross C E	SR	√	X	x		01488 608356	Chapel Road, Stockcross, Newbury RG20 8LD
96400	Streatley C E Voluntary Controlled	MM	√	√	X		01491 872399	The Coombe, Streatley, Reading RG8 9RD
96500	Sulhampstead and Ufton Nerve	MM	√	√	X		01189 832223	Church Lane, Ufton Nerve, Reading RG7 4HH
99700	Thatcham Park C E Primary	SR	√	X	√	90041	01635 870950	Park Avenue, Thatcham RG18 4NP
92700	The Ilsleys Primary	MM	√	√	√		01635 281225	Church Hill, East Ilsley, Newbury RG20 7LP
99400	The Winchcombe School	SR	√	X	√	90041	01635 232780	Maple Crescent, Shaw, Newbury RG14 1LN
96600	Theale C E Primary	MM	√	x	X	90041	01189 302239	Church Street, Theale, Reading RG7 5BZ

SCHOOLS BUY BACK INFORMATION

APPENDIX A

Cost Centre	School name	Surveyor	PPM	HD Make safe	Minor works	Caretaker property	Contact Number	Address
96700	Welford & Wickham Primary	SR	X	x	x	90041	01488 608306	Welford Road, Wickham, Newbury RG20 8HL
96800	Westwood Farm Infant School	MM	√	√	X		01189 426113	Fullbrook Crescent, Tilehurst, Reading RG31 6RY
96900	Westwood Farm Junior School	MM	√	√	√		01189 425182	Fullbrook Crescent, Tilehurst, Reading RG31 6RY
97000	Whitelands Park Primary	SR	x	x	X	90041	01635 862517	Sagecroft Road, Thatcham RG18 3FH
97300	Woolhampton C E Primary	MM	√	x	x	90041	01189 712270	Woolhampton Hill, Upper Woolhampton, RG75TB
97400	Yattendon C E Primary	MM	√	√	√		01635 201397	Yattendon, Thatcham RG18 0UR

Secondary Schools

46920	Denefield	MM	x	x	X		01189 413458	Long Lane, Tilehurst, Reading RG31 6XY
46930	The Downs	MM	x	x	x		01635 270000	Manor Crescent, Compton Newbury RG20 6NU
99000	John O'Gaunt Comm. Tech. College	SR	√	√	√	90041	01488 682400	Priory Road, Hungerford RG17 0AN
99100	Kennet	SR	x	x	X		01635 862121	Stoney Lane, Thatcham RG19 4LL
99200	Little Heath	MM	X	x	x		01189 427337	Little Heath Road, Tilehurst, Reading RG31 5TY
99300	Park House	SR	√	√	x		01635 573911	Andover Road, Newbury RG14 6NQ
46940	St. Bartholomew's	SR	x	x	X		01635 521255	Andover Road, Newbury RG14 6JP
99500	Theale Green Community School	MM	√	√	√	90041	01189 302741	Church Street, Theale, Reading RG7 5DA
99900	Trinity	SR	√	x	X		01635 510505	Love Lane, Newbury RG14 2DU
99600	The Willink	MM	x	x	x	90041	01189 832030	School Lane, Burghfield Common, Reading RG7 3XJ

Nursery Schools

98200	Hungerford Nursery School	SR	√	√	√		01488 682628	The Croft, Hungerford RG17 0HY
98300	Victoria Park Nursery School	SR	√	√	√		01635 41296	Victoria Park, Newbury RG14 1EH

Special Schools

98100	Brookfields	MM	√	√	√	90041	01189 421382	Sage Road, Tilehurst, Reading RG31 6SW
98000	The Castle	SR	√	√	√	90041	01635 42976	Love Lane, Donnington, Newbury RG14 2JG

Education Units

90041	Bridgeway PRU	SR	√	√	√		01635 49397	Newtown Road, Newbury RG14 7BQ
90041	Badgers Hill PRU	MM	√	√	√		01189 416636	22 Highview, Calcot, Reading RG31 4XD
90041	The Oaks PRU	SR	√	√	√		01635 877114	Foxglove Way, Thatcham RG18 4DH
90041	Education Centre		√	√	√			

SERVICE LEVEL AGREEMENT

PROPERTY SERVICES

PARTIES TO THE AGREEMENT:-

1. ("the School")
2. West Berkshire Council ("WBC")

PERIOD OF AGREEMENT

- This agreement shall commence on the 1st April 2008 and end on the 31st March 2011
- Three months notice is required to terminate this agreement on either side to allow for the smooth transfer of the service either back to the school or to another provider.

OUTLINE OF SERVICE

Provision of a comprehensive and high quality service which represents good value for money. Property Services will provide whole range of professional property services and functions, which includes planned preventative maintenance (PPM), Helpdesk-make/safe emergencies, and planned minor works

WBC PROPERTY SERVICES RESPONSIBILITIES

1. Urgent maintenance repairs reported via the property helpdesk will be logged and the appropriate contractor dispatched. Make safe/ emergency repairs **only** will be carried out within **4 working hours** (from receipt of the helpdesk call) by the contractor.
2. Other maintenance works will be undertaken in a time scale agreed with the school and may be depend upon lead in times for plant, material and labour resources.
3. On attending urgent maintenance call outs the contractor will inform the school of actions taken and inform both the School and Property Services helpdesk of any permanent repairs that are required. The urgent maintenance order will then be closed as complete.
4. Once a urgent maintenance repair has been undertaken the full repair specification will be added to the schools Asset Management Plan condition survey identifying this work as a planned maintenance item

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5. A specific Maintenance Surveyor will be assigned to your school. This will provide you with the opportunity to obtain technical support and advice from them. This can be done in via telephone/email. If the situation demands, the Surveyor will attend a site visit to ascertain the extent of the problem.
6. The Maintenance Surveyor will liaise with the school to arrange a termly formal meeting to discuss all aspects of the contract and the service provided by Property Services.
7. The hours of operation of Property Services are 08.30 to 17.00 Monday-Thursday, 08.30-16.30 Friday.
8. Customer satisfaction survey will be used to ascertain and measure the key performance indicators on which the contract with KBSE and service by Property Services is measure. These will include:

% of category A faults attended to by Contractor within 4 hours of receipt of call by help desk
% of category B faults attended to by Contractor within 2 days of receipt of call by help desk
% of category C faults attended by Contractor within 7 days of receipt of call by help desk
Score achieved from survey of Service Users rating the help desk facility as 'good or 'very good'.
Score achieved from survey of Service Users rating the Service provided by contractors as 'good' or 'very good'

9. All contractors are CRB checked.
10. All employees and contractors utilised by KBSE are fully qualified, trained and carry the appropriate level of insurance
11. All employees and contractors utilised by KBSE are trained in current health & safety legislation and requirements.

SCHOOL RESPONSIBILITIES

1. On completion of maintenance works the school will be handled a customer satisfaction card which they will be required to complete and return. The survey will endeavour to measure the school's opinion of the quality of the service overall. These will be evaluated and will contribute to the review of the service delivery.
2. The school will provide reasonable access for Property Services and appointed contractors.
3. Once a make safe/emergency maintenance repair has been undertaken the schools will be encouraged to use their devolved capital and/or other funds where

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possible or appropriate, to cover the cost of any additional work. Whilst the contractor will not be in a position to give a fully quoted price at this time, the Contractor should be able to give the school a budget price. The school will then need to decide if they want to proceed with the works, if so the school will then be required to identify a budget cost centre and account code to finance the job/works. The school will need to contact Property Services helpdesk to enable an order to be raised for the work to be undertaken, this will need to be followed up in writing via e-mail.

- 4. The school must arrange for the appropriate make urgent and reactive maintenance regime and the statutory testing of equipment and plant to be in place. Full details of schools responsibilities and statutory obligations can be found in the *Property Services Handbook 2007-2009*.
- 5. The school will provide such information and make such decisions as are necessary to enable the production of planned minor works programme within the agreed timescale.
- 6. Schools should provide sufficient detail at the time of urgent maintenance repair request to enable Property Services helpdesk to dispatch the appropriate contract service to the property.

VARIATIONS TO SERVICE

The School shall notify WBC in advance of any substantial changes required to the service provided. WBC will then discuss with the School whether this will result in any change to the cost of the service.

COMPLAINTS

In the event of the School being dissatisfied with the service provided by WBC they will initially raise the issue with the Maintenance Manager. If the issue cannot be resolved at the first instance then the matter will be referred to the Head of Property Services to resolve.

COST OF SERVICE

Please see attached pricing documentation

Signed:

Date:

Name:

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Chair of Governors, School

Signed: Date:

Name:

Position: West Berkshire Council



Property Services

The aim of our Property Service is to provide a comprehensive and high quality offering that represents good value for money. Property Services provide a whole range of professional property services and functions, which include planned preventative maintenance, helpdesk and technical support and project management for minor works projects.

Inclusions

We offer a fully managed service that, depending on your requirements, includes

1. Planned Preventative Maintenance (PPM)

Regular inspection and servicing of plant & equipment through the use of maintenance contracts. The management of this aspect of maintenance can be undertaken on behalf of school by Property Services.

Our objective is to provide the appropriate level of maintenance in a safe and well-managed approach, whilst also offering the advantage of economies of scale.

It is intended to utilise the skills and services of KBSE to undertake PPM under this contract where appropriate. However, where skills and expertise are not available within the Contractors workforce he shall be required to manage service suppliers to provide an effective level of service support to schools.

A full list of statutory and non-statutory contracts can be found within the pricing documentation schedule A and b respectively-Appendix 1

A full description of each PPM contract can be found in Appendix 2.

Schedule A Appendix 1 has been compiled in accordance with data from 2007/8 if you are aware of increase or decrease in items to be serviced please contact Robin Spicer on 01635 519831 who will arrange for an amended schedule to be issued.

Schedule B Appendix 1, has been compiled in accordance with data from 2007/8 and a number of new contracts have been added if you are aware of increase or decrease in items to be serviced or require any of the new contracts please contact Robin Spicer on 01635 519831 who will arrange for an amended schedule to be issued.

Any recommendations for remedial works arising out of PPM service visit will be quoted and forward to the school for their consideration. Schools buying the Helpdesk-urgent maintenance service can if required utilise this service to order these works.

2. Helpdesk-Urgent Maintenance Repairs

Provision of Helpdesk and technical maintenance support. Urgent maintenance repairs are requested via Property Services helpdesk during office hours on **01635 519869** (08.30 to 17.00 Mon-Thurs, 08.30-16.30 Fri) utilising the Authority's appointed Contractor Kier Building Service Engineers (KBSE)

Outside of normal working hours an emergency out of hour's telephone support service is provided on **0871 703 0882**. Requests for urgent maintenance repairs should **NOT** include items of improvement or items, which can be planned for such as:

- Brick work pointing
- Roads and Path resurfacing
- Roof covering patch repairs or replacement
- Replacement of sanitary fixture and fittings
- External window/Door replacement
- Fencing replacement

Urgent Maintenance repairs will be carried out within **4 working hours**

Example of Urgent Maintenance Repair

If a property is experiencing problems with a roof leak, the contractor will respond and make safe, isolate any electrics coming into contact with the water, assess requirements of the leak to roof and either cover with a plastic sheet or material, or apply a suitable form of temporary sealant.

Typical urgent maintenance repairs cover the following items:

- Burst water pipe – repair to prevent water damage
- Roof Covering – temporary repair to damaged roof to prevent the ingress of water.
- Guttering – re-fix of damaged guttering
- External Window/Doors – temporary repairs to prevent intruder access.
- Waste plumbing – repair to damage pipe work
- Walls & Fences – Make safe fallen or damaged areas with temporary repair.
- Boiler - repair faults to remedy lack of heating or hot water
- Gas safety – Trace gas leak and make safe
- Electrical - safety due to water damage
- Fire alarm – to remedy fault to system
- Intruder alarm – to remedy fault in system
- Lifts - to remedy fault in system
- Electrical Switches & Sockets – Make safe damaged switches sockets to prevent electrocution.
- Roads and Paths – Infill potholes causing trip hazards

On attending urgent maintenance call outs the contractor will inform the school of actions taken and inform both the School and Property Services Helpdesk of any permanent repairs that are required. This order will then be closed as complete. If requested by the school the contractor will be able to provide a quotation for the permanent fix.

In some cases the contractor may be able to undertake the permanent fix whilst still on site. Whilst the contractor will not be able to give a fully quoted price at this time,

Property-Schools Brochure

APPENDIX C

they should be able to give the school a budget price. The school can decide whether it wants to proceed with the permanent fix.

Best Value

To ensure best value for money DO NOT use this service as a substitute for carrying out works normally more suited for handyman role such as:

- Replacement light bulbs/tubes
- Erecting shelving & cupboards
- Small internal/external decoration works
- Moving furniture
- Minor fabric repairs such as loose door handles

Maintenance Repairs are categorised according to the following priorities:

Urgent/Emergency – will be carried out within **FOUR** working hours and arrangements made for full completion of work

Important – will be carried out within **TWO** working days

General – will be carried out within **SEVEN** working days

3. Planned minor works

Property Services offers schools the opportunity to benefit from planned minor works service. The project management of planned minor works can be managed for the school

The Maintenance Surveyor will manage the schools planned minor works projects from production of work schedules and specifications to the payment of invoices. Any work identified and agreed with the school will be ordered against the school's own budget.

This service will include:

1. Produce work schedules and specification
2. Produce cost estimates and tendered quotations.
3. Appoint Contractor.
4. Monitor performance and quality
5. Monitor health & safety
6. Provide budgetary control
7. Agree completion of works
8. Agree final account.
9. Process and payment of invoices

Full details of schools responsibilities and statutory obligations can be found in the *Property Services Handbook 2007-2009*.

Exclusions

- For planned minor works any additional hours worked over the 10 hours will be agreed with the school prior to being carried out and logged for record purpose. Additional hours will be charged at a non-discounted rate. These rates are available on the pricing sheet, Appendix 1.
- The cost of planned minor works service excludes other professional fees such as CDM Co-ordinator, Structural Engineer

Pricing Mechanism

Planned Preventative Maintenance (PPM)

- Our prices will be calculated on a cost per service item basis and will remain fixed for the 3 year period.
- PPM contractors costs are shown in Appendix 1 and the cost per item will remain fixed for a 3 year period. Please note the overall annual servicing cost may vary due to an increase or decrease in number of items to be serviced.
- Schools will only be charged for servicing once the scheduled test and inspection has been completed

Helpdesk-Urgent Maintenance Repairs

- Our prices have been calculated on a cost per school basis and will remain fixed for the 3 year period.

Planned minor works

- This service is based on a discounted fee which includes for 10 hours annually of project management service and will be fixed for 3 years.
- The fee for this service includes disbursements

Agreement

We will enter into an agreement with you that will specify the service level you should expect to receive along with clearly defined roles and responsibilities.

If you wish to discuss any aspect of our Service please contact

Robin Spicer
Maintenance Manager
Telephone Number: 01635 519891
E-mail Address: rspicer@westberks.gov.uk

Appendix D

Education-Fire Capital Maintenance Programme 2009-10

<i>Property</i>	<i>Location</i>	<i>Description</i>	<i>Programme</i>	<i>Service Area</i>	<i>Sponsor</i>	<i>Year</i>	<i>Budget Nr</i>	<i>Estimate Budget</i>
Aldermaston School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£15,000
Ampere Road Site	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£5,000
Avonbank/Northcroft House	Main Building	Fire Remedial Works	FRA	CE	Nick Carter	2009/10	87190	£20,000
Badgers Hill PRU	Main Building	Roof replacement and make good internal decoration	CMP	Education	Mark Lewis	2009/10	87131	£30,000
Beedon School	Block A	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£40,000
Beenham School	Main Building	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£10,000
Birch Copse Primary School	MAIN BLOCK	Roof replacement-Strip gutters, de- chip insulate where possible and overlay flat roofs. Replace skylights	CMP	Education	Mark Lewis	2009/10	87131	£60,000.00
Brookfields School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£50,000
Bucklebury School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£55,000
Building 150-Museum Store	Main Building	Fire Remedial Works	FRA	Cultural	David Appleton	2009/10	87190	£5,000
Calcot Infants School	Main Building	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£40,000
Chaddleworth School	Block A	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£40,000
Compton Primary		Roof Replacement	CMP	Education	Mark Lewis	2009/10	87131	£60,000.00
Curridge School	Block A	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£30,000
Denefield School	Throughout	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£150,000
Downs School	Main Building	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£100,000
Downs School	Main Building	Kitchen refurbishment	CMP	Education	Amerie Bailey	2009/10	87131	£100,000
Downsway Primary School	Caretakers	Replace Boiler	C/T	Education	Mark Lewis	2009/10	87131	£2,000.00
Faraday Road Offices	Block A	Fire Remedial Works	FRA	CE	Nick Carter	2009/10	87190	£10,000
Flooding Works-to be determined			CMP	Education	Mark Lewis	2009/10	87131	£25,000
Francis Baily Primary School	Brick/pitched roofs	replacement of existing timber windows with upvc or similar this applies to all	CMP	Education	Mark Lewis	2009/10	87131	£80,000.00
Francis Baily Primary School	Main Building	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£60,000
John O Gaunt School	Caretakers	Dilapidation works	C/T	Education	Mark Lewis	2009/10	87131	£20,000.00
John O'Gaunt School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£60,000
Kennet Leisure Centre	Hall	Fire Remedial Works	FRA	Cultural	David Appleton	2009/10	87190	£6,000
Kennet School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	60,000
Kennet Valley Primary School		Replace windows, at high level as per capita	CMP	Education	Mark Lewis	2009/10	87131	£75,000.00
Kennet Valley Primary School	Caretakers	Replace fencing	C/T	Education	Mark Lewis	2009/10	82044	£1,500.00
Lambourn Library	Main Building	Fire Remedial Works	FRA	Cultural	David Appleton	2009/10	87190	£5,000

Appendix D

Education-Fire Capital Maintenance Programme 2009-10

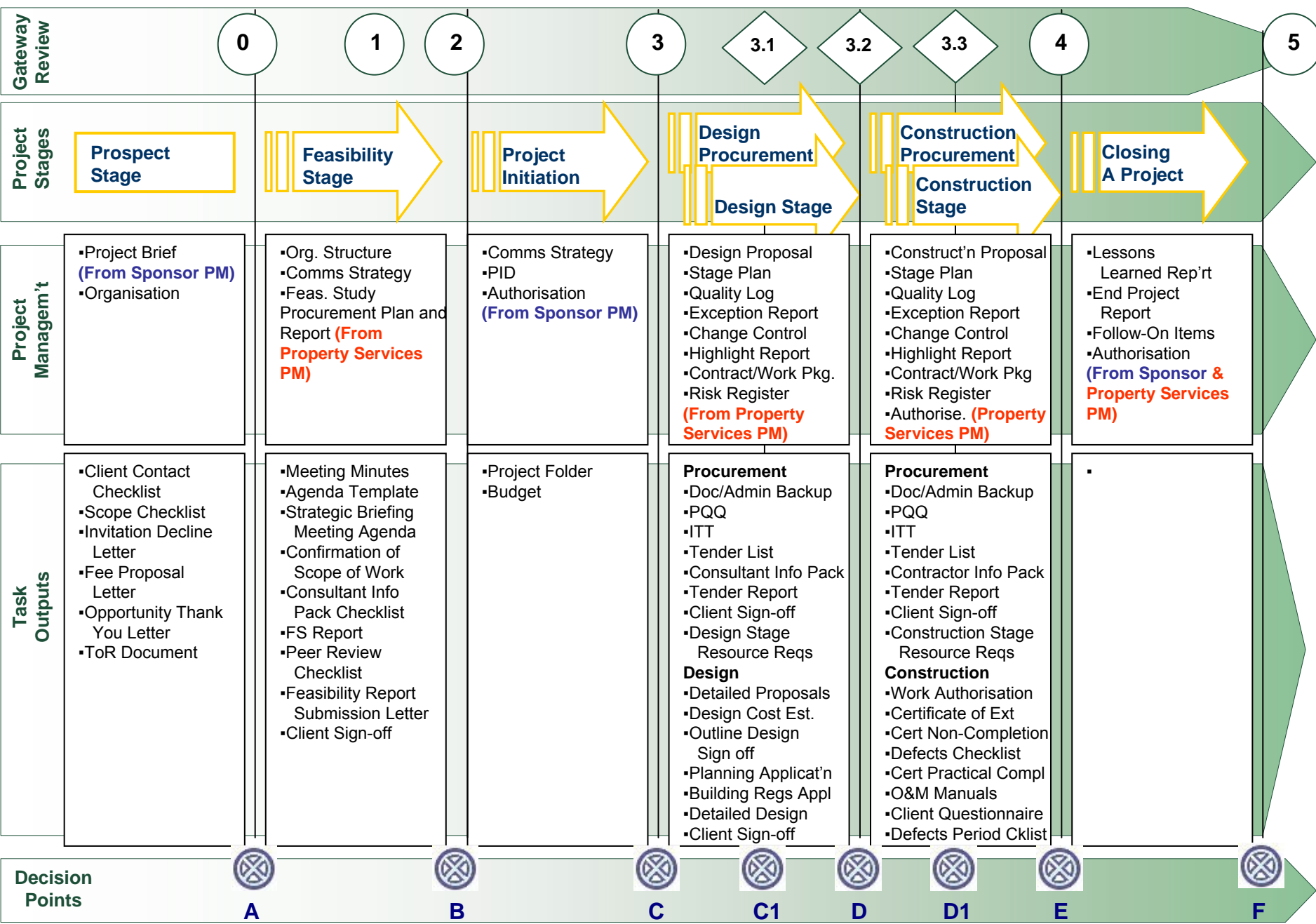
<i>Property</i>	<i>Location</i>	<i>Description</i>	<i>Programme</i>	<i>Service Area</i>	<i>Sponsor</i>	<i>Year</i>	<i>Budget Nr</i>	<i>Estimate Budget</i>
Lambourn School	Main Building	Replace damaged external retaining wall adjacent fire escape	CMP	Education	Mark Lewis	2009/10	87131	£45,000
Market Street	Main Building	Fire Remedial Works	FRA	CE	Nick Carter	2009/10	87190	£275,000
Merchant House	Main Building	Fire Remedial Works	FRA	Children's	Karen Reeve	2009/10	87190	£25,000
Mrs Blands School	Main Building	Kitchen refurbishment	CMP	Education	Amerie Bailey	2009/10	87131	£30,000
Mortimer St John's Infant School		Flat roof replacement	CMP	Education	Mark Lewis	2009/10	87131	£75,000.00
Newtown Road Flats	Main Building	Fire Remedial Works	FRA	Housing	June Graves	2009/10	87190	£10,000
Northcroft Leisure Centre	Main Building	Fire Remedial Works	FRA	Cultural	David Appleton	2009/10	87190	£55,000
Pangbourne Primary School		Upgrade heating and services	CMP	Education	Mark Lewis	2009/10	87131	£60,000.00
Park House School	Main Building	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£100,000
Professional Fees		Fire Remedial Works	FRA		Nick Carter	2009/10	87190	£ 43,000.00
Robert Sandilands School	Main Building	Fire Remedial Works	CMP	Education Services	Mark Lewis	2009/10	87131	£60,000
Shaw-cum Donnington School	Block A	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£40,000
Speenhamland School	Main Building	Fire Remedial Works	CMP	Education Services	Mark Lewis	2009/10	87131	£40,000
The Castle School	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£60,000
The Castle School	Block 1	Complaints of roof leaks from head teacher	CMP	Education	Mark Lewis	2009/10	87131	£100,000.00
The Castle School	Block 1	Phased Window replacement throughout school	CMP	Education	Mark Lewis	2009/10	87131	£50,000.00
The Willows Primary School	Block 1	Re-Roof	CMP	Education	Mark Lewis	2009/10	87131	£75,000.00
Theale CE Primary School		Roof replacement	CMP	Education	Mark Lewis	2009/10	87131	£75,000.00
Theale Green School	Block A	Fire Remedial Works	CMP	Education Services	Mark Lewis	2009/10	87131	£30,000
Theale Green School		Main Electrical upgrades	CMP	Education	Mark Lewis	2009/10	87131	£125,000.00
Theale Green School	Caretakers	Refurbish & upgrade kitchen incl flooring & decoration	C/T	Education	Mark Lewis	2009/10	87131	£8,000.00
Theale Green School	Caretakers	Refurbish & upgrade bathroom incl flooring & decoration	C/T	Education	Mark Lewis	2009/10	87131	£8,000.00
Theale Green School	Caretakers	Repalce and update heating system	C/T	Education	Mark Lewis	2009/10	87131	£3,000.00
Trinity School	Kitchen	The existing extract air and gas installation does not comply with current requirements and should be replaced.	CMP	Education	Mark Lewis	2009/10	87131	£50,000.00
Trinity School	Maths/PA	Flooding prevention works to roof and external grounds	CMP	Education	Mark Lewis	2009/10	87131	£70,000.00

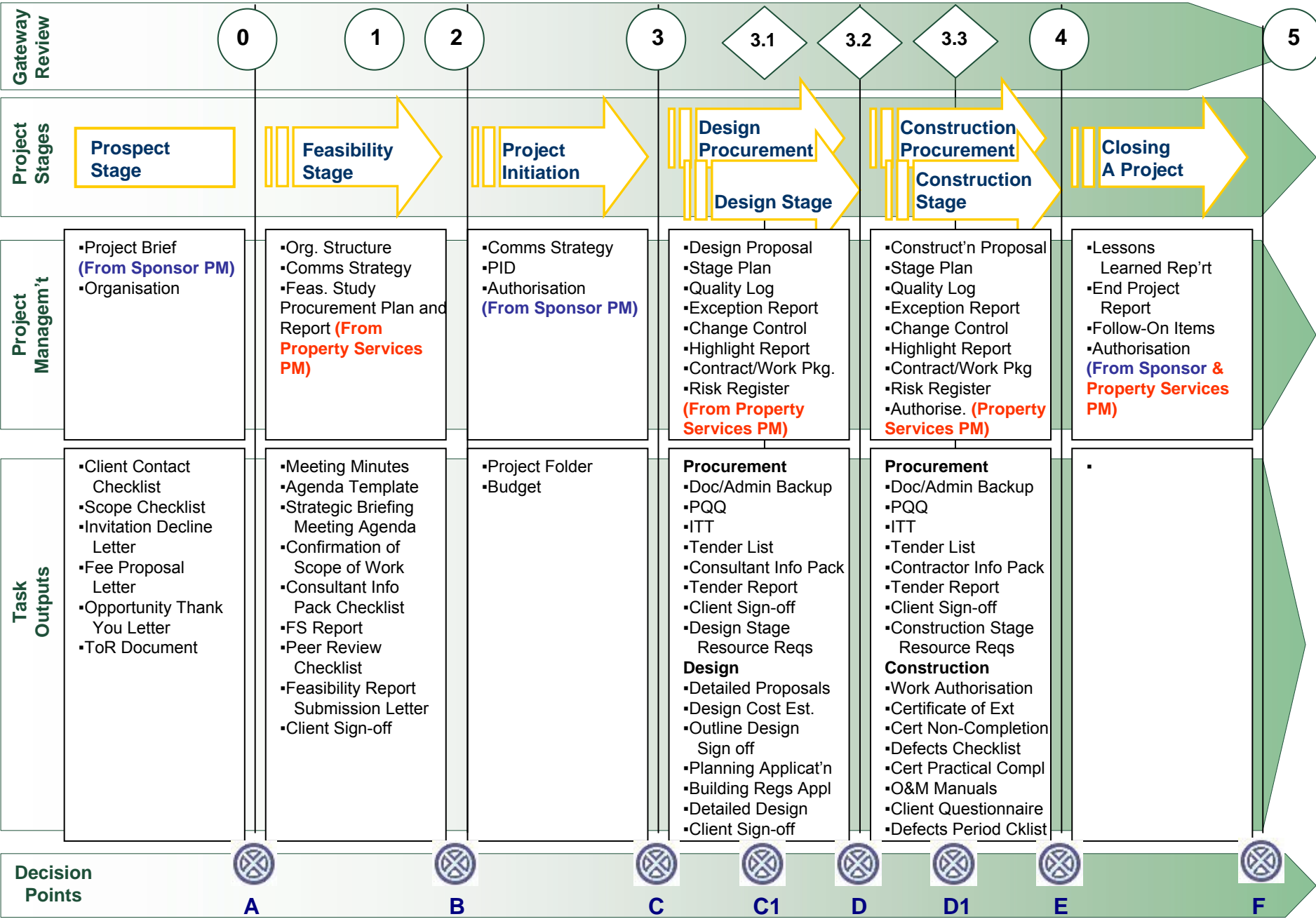
Appendix D

Education-Fire Capital Maintenance Programme 2009-10

<i>Property</i>	<i>Location</i>	<i>Description</i>	<i>Programme</i>	<i>Service Area</i>	<i>Sponsor</i>	<i>Year</i>	<i>Budget Nr</i>	<i>Estimate Budget</i>
Trinity School	Main Building	Replace/repair damage gas main	CMP	Education	Mark Lewis	2009/10	87131	£100,000.00
Victoria Park Nursery	Main Building	Fire Remedial Works	FRA	Education	Mark Lewis	2009/10	87190	£40,000
Waterside Centre	Main Building	Fire Remedial Works	FRA	Children's	Karen Reeve	2009/10	87190	£50,000
Welford & Wickham	Whole School	Roof Replacement	CMP	Education	Mark Lewis	2009/10	87131	£150,000.00
Welford & Wickham School	Block A	Fire Remedial Works	CMP	Education	Mark Lewis	2009/10	87131	£40,000
Westwood Farm Juniors School	Main Block	The existing extract air and gas installation does not comply with current requirements and should be replaced.	CMP	Education	Mark Lewis	2009/10	87131	£50,000.00
Whitelands Park Primary School	Main building	Replace remaining existing flat roof covering and large skylights (Applies to the whole flat roof)	CMP	Education	Mark Lewis	2009/10	87131	£75,000.00
Whitelands Park Primary School	Caretakers	Replace windows Incl soffits	C/T	Education	Mark Lewis	2009/10	87131	£7,000.00
Whitelands Park Primary School	Main building	Complete replacement of windows	CMP	Education	Mark Lewis	2009/10	87131	£50,000.00
Willink School		Window replacement to Block A as per capita report	CMP	Education	Mark Lewis	2009/10	87131	£100,000.00

3,388,500.00





Decision Points

A

B

C

C1

D

D1

E

F

APPENDIX F

West Berkshire Council Property Services

*Establishing a Structured Project Management Approach for
Managing Capital Programme and Capital Maintenance projects*

ORGANISATION STRUCTURE

THE PROJECT MANAGEMENT TEAM

*Prepared by Paul Bradley
5th July 2008*



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Background

Property Services at West Berkshire Council are establishing a structured approach for managing Capital Programme projects and Capital Maintenance projects. Consultation has begun to review the following:

- Organisation Structure
 - Roles within a project management structure
 - Roles and establishing responsibilities for each
 - Role of other interested parties (stakeholders)
- Processes & Procedures
 - Current processes, techniques and documentation
 - How current processes can be used in a PRINCE2 framework to demonstrate relationships between controls, documentation, etc
 - The IT PMM Handbook for adaptation to Property Services

A workshop was held on Wednesday 25th June to:

- discuss the roles within the project management team in Property Services
- design an organisation structure to be used by Property Service
- discuss responsibilities for each role

This document is a result of the workshop, and to clearly define the responsibilities related to each of the roles.

Quality Criteria

When using the project organisation structure outlined in this document, the following Quality Criteria should be used to ensure that the roles and responsibilities are appropriate to the needs of the project.

- Is the Project Organisation Structure complete, with names and titles?
- Have all the roles been considered?
- Is the project organisation structure backed up by agreed and signed job definitions?
- Are the relationships and lines of authority clear?
- Does the project organisation structure indicate to whom the Project Board reports?

Recommendation

To assist the process of establishing and understanding the roles and responsibilities outlined in this document, I recommend that presentation is made to the Heads of Service and individuals who will take on Project Board roles. Establishing these roles using a bottom-up approach can result in frustration within the project teams when there is little support and direction from the Project Board layer. This lack of support and direction is often a result of simply misunderstanding of the role.

Next Steps

The roles and responsibilities in this document should be reviewed and approved by Property Services and other service departments. Following this, work can then start on reviewing the project processes and procedures within Property Services that will support the effective use of a structured project management framework. This should include:

- Establishing criteria to define the levels and nature of projects within Property Services
- Mapping current project standards and techniques to the PRINCE2 framework
- Developing a clear, concise and usable project management handbook for Property Services

Paul Bradley

SPOCE Project Management Limited

Purpose of the Project Organisation

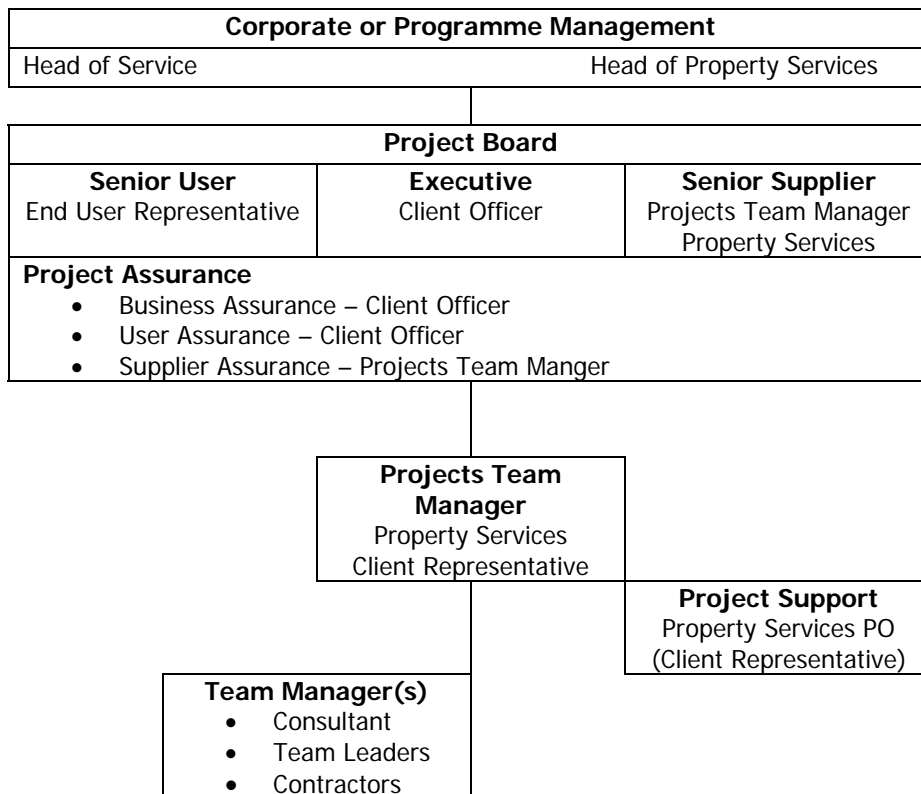
The project needs the right people in place with the authority, responsibility and knowledge to make decisions in a timely manner. The Project Management Team needs to reflect the interests of all parties who will be involved, including representation from the Business, User and Specialist interests. These three interests will be represented as follows:

- Business (Executive) – Client Officer
- User (Senior User) – End User Representative
- Supplier (Senior Supplier) – Sean Tye, Property Services

The Project Manager role will be undertaken by the Property Services Client Representative, and has responsibility (in consultation with the Client Officer) for designing the Project Organisation Structure. Appointments will be made by the Client Officer, assisted by the Property Services Client Representative. Head of Property Services will appoint the Senior Supplier (Sean Tye), who will assist with the recommendation and appointments of Team Leaders and Contractors (architects, etc).

The Organisation Structure for each Management Stage, in particular the Team Leaders and Contractors should be reviewed at the end of each stage of the project prior to the approval of each successive Stage.

Organisation Structure



Roles & Responsibilities:

Project Board

The Project Board is responsible to the Heads of Service for the overall direction and management of the project and has responsibility and authority for the project within the remit (the Project Mandate) set by the Heads of Service.

The Project Board is the project's 'voice' to the outside world and is responsible for any publicity or other dissemination of information about the project.

The Project Board approves all major plans and authorises any major deviation from agreed Stage Plans. It is the authority that signs off the completion of each stage and authorises the start of the next stage. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Property Services Client Representative and any delegation of responsibilities.

The Project Board has the following responsibilities. It is a general list and will need tailoring for a specific project.

At the beginning of the project:

- Approve the start of the project via acceptance of the Project Brief. This may have been created outside the project by the Client Officer with support from Sean Tye
- Agree with the Property Services Client Representative on that person's responsibilities and objectives
- Confirm project tolerances with Heads of Service
- Specify external constraints on the project, such as quality assurance
- Approve an accurate and satisfactory Project Initiation Document, ensuring it complies with relevant customer standards and policies, plus any associated contract with the supplier. This may have been created prior to the appointment of the Property Services Client Representative's appointment, but with support and input from Sean Tye.
- Delegate any Project Assurance roles
- Commit project resources required for the next Stage Plan

As the project progresses:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints
- Review each completed stage and approve progress to the next
- Review and approve Stage Plans and any Exception Plans
- 'Ownership' of one or more of the identified risks, as allocated at plan approval time – that is, be responsible for monitoring the risk and advising the Property Services Client Representative of any change in its status and taking action, if appropriate, to ameliorate the risk
- Approve changes
- Ensure compliance with Local Authority or programme management directives.

At the end of the project:

- Provide assurance that all products have been delivered satisfactorily
- Provide assurance that all Acceptance Criteria have been met
- Approve the End Project Report
- Approve the Lessons Learned Report and the passage of this to the appropriate standards group to ensure action. This includes the various departments involved in the project.
- Decide on the recommendations for follow-on actions and ensure passage of these to the appropriate authorities. This may result in identifying additional future projects, which should be referred back to Heads of Service.
- Approve, where appropriate, a Post-Project Review Plan
- Send project closure notification to Heads of Service and other stakeholders

The Project Board is ultimately responsible for assurance that the project remains on course to deliver the desired outcome of the required quality to meet the Business Case defined in the Project Initiation Document. Responsibilities of specific members of the Project Board are described in the respective sections that follow.

Client Officer (Project Board Executive Role)

The Client Officer (Project Board Executive) is ultimately responsible and accountable for the project, and is supported by other members of the Project Board. The Client Officer must ensure that the project is focused throughout its life cycle on achieving its objectives and delivering a product that will achieve the forecast benefits. The Client Officer has to ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of business, user and supplier.

The Client Officer undertaking the Project Board Executive role has the following responsibilities. It is a general list and will need tailoring for a specific project.

- Oversee the development of the Project Brief, Business Case and Project Initiation Document
- Appoints the Senior Supplier from Property Services
- Ensure that there is a coherent project organisation structure and logical set of plans
- Authorise customer expenditure and set stage tolerances
- Monitor and control the progress of the project at a strategic level, in particular reviewing the Business Case continually (for example, at each end stage assessment)
- Ensure that any proposed changes of scope, cost or timescale are checked against their possible effects on the Business Case
- Ensure that risks are being tracked and mitigated as effectively as possible
- Brief the Head of Service about project progress
- Organise and chair Project Board meetings
- Recommend action on the project to the Head of Service if the project tolerance is exceeded
- Approve the End Project Report and Lessons Learned Report and ensure that any outstanding Project Issues are documented and passed on to the appropriate body
- Approve the sending of the project closure notification to the Head of Service
- Ensure that the benefits have been realised by holding a post-project review and forward the results of the review to the appropriate stakeholders. This will be in association with the End Client Representative.

In addition to the above responsibilities, the Client Officer also has Project Assurance responsibilities for Business and User areas. These responsibilities are detailed under the Project Assurance section of this document.

The Project Board is not a democracy controlled by votes. The Client Officer is the key decision maker and has ultimate responsible to the Council, supported by the other Project Board members.

End User Representative (Senior User Role)

The End User Representative is responsible for specifying the needs of those who will use the final product(s), for user liaison with the project team and for monitoring that the solution will meet those needs within the constraints of the Business Case in terms of quality, functionality and ease of use.

The role represents the interests of all those who will use the final product(s) of the project, those for whom the product will achieve an objective or those who will use the product to deliver benefits. The Senior User role commits user resources and monitors products against requirements. This role may require more than one person to cover all the user interests.

For the sake of effectiveness the role should not be split between too many people. For projects with a need to communicate to stakeholders (i.e. Members, Governors, etc.) a User Committee may be considered with an elected Chairperson representing that committee on the Project Board.

The End User Representative undertaking a Senior User role on the Project Board has the following responsibilities. It is a general list and will need tailoring for a specific project.

- Ensure the desired outcome of the project is specified
- Make sure that progress towards the outcome required by the users remains consistent from the user perspective
- Promote and maintain focus on the desired project outcome
- Ensure that any user resources required for the project are made available
- Approve Product Descriptions for those products that act as inputs or outputs (interim or final) from the supplier function or will affect them directly
- Ensure that the products are signed off once completed
- Prioritise and contribute user opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Resolve user requirements and priority conflicts
- Provide the user view on Follow-on Action Recommendations
- Brief and advise user management and external organisations on all matters concerning the project

Project Assurance for the End User Representative will be carried out by the Client Officer. These responsibilities are detailed under the Project Assurance section of this document.

Sean Tye, Property Services (Senior Supplier Role)

Appointed by the Client Officer in conjunction with the Head of Property Services, the Senior Supplier represents the interests of those designing, developing, facilitating, procuring, implementing, and possibly operating and maintaining the project products. This role is accountable for the quality of products delivered by the supplier(s). The Senior Supplier role must have the authority to commit or acquire supplier resources required.

It should be noted that in some projects the End Client Representative might share design authority or have a major say in it. If necessary, more than one person may be required to represent the suppliers. In the case where a project involves many suppliers, then Sean Tye will be responsible for coordinating the interests of these suppliers.

- Agree objectives for supplier activities
- Ensure that progress towards the outcome remains consistent from the supplier perspective
- Promote and maintain focus on the desired project outcome from the supplier perspective
- Ensure that the supplier resources required for the project are made available
- Approve Product Descriptions for supplier products
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Resolve supplier requirements and priority conflicts
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts
- Brief non-technical management on supplier aspects of the project

Project Assurance for the Senior Supplier will be carried out by Sean Tye, Property Services. These responsibilities are detailed under the Project Assurance section of this document.

Project Assurance

Assurance covers all interests of a project, including business, user and supplier.

Project Assurance has to be independent of the Property Services Client Representative, therefore the Project Board cannot delegate any of its assurance responsibilities to the Property Services Client Representative.

It is not enough to believe that standards will be obeyed. It is not enough to ensure that a project is well set up and justified at the outset. All the aspects listed below need to be checked throughout the project as part of ensuring that it remains consistent with, and continues to meet, a business need and that no change to the external environment affects the validity of the project. Project Assurance must therefore monitor Stage and Team Planning, Work Package preparation and quality review preparation.

Client Officer (Business Assurance)

The Client Officer is responsible for overall business assurance of the project – that is, that it remains on target to deliver products that will achieve the expected business benefits, and that the project will be completed within its agreed tolerances for budget and schedule. Business assurance covers:

- Validation and monitoring of the Business Case against external events and against project progress
- Keeping the project in line with customer strategies
- Monitoring project finance on behalf of the customer
- Monitoring the business risks
- Monitoring any supplier and contractor payments
- Monitoring changes to the Project Plan to see whether there is any impact on the needs of the business or the project Business Case
- Assessing the impact of potential changes on the Business Case and Project Plan
- Constraining user and supplier excesses
- Informing the project team of any changes caused by a programme of which the project is part (this responsibility may be transferred if there is other programme representation on the project management team)
- Monitoring stage and project progress against the agreed tolerances

If the project warrants it, the Client Officer may delegate some responsibility for the business assurance functions.

Client Officer (User Assurance)

The user assurance responsibilities of the End User Representative will be undertaken by the Client Officer. Responsibilities are to check that:

- Specification of the user's needs is accurate, complete and unambiguous
- Development of the solution at all stages is monitored to ensure that it will meet the user's needs and is progressing towards that target
- Impact of potential changes is evaluated from the user point of view
- Risks to the users are frequently monitored
- Quality checking of the product at all stages has the appropriate user representation
- Quality control procedures are used correctly to ensure products meet user requirements
- User liaison is functioning effectively

Where the project's size, complexity or importance warrants it, the Senior User may delegate the responsibility and authority for some of the assurance responsibilities.

Sean Tye, Property Services (Supplier Assurance)

Sean Tye is responsible for the specialist integrity of the project. The supplier assurance role responsibilities are to:

- Advise on the selection of development strategy, design and methods
- Ensure that any supplier and operating standards defined for the project are met and used to good effect
- Monitor potential changes and their impact on the correctness, completeness and integrity of products against their Product Description from a supplier perspective
- Monitor any risks in the production aspects of the project
- Ensure quality control procedures are used correctly, so that products adhere to requirements

If warranted, some of this assurance responsibility may be delegated to separate supplier assurance personnel. Depending on the project, the End Client Representative may also wish to appoint people to carry out assurance on supplier products.

Team Leaders/Architects (Team Manager Role)

The role of the Team Manager carries responsibility to ensure that production of those products defined by the Property Services Client Representative are to an appropriate quality, in a timescale and at a cost acceptable to the Project Board. The Team Manager reports to and takes direction from the Property Services Client Representative.

- Prepare plans for the team's work and agree these with the Property Services Client Representative
- Receive authorisation from the Property Services Client Representative to create products (via a Work Package or other form of contracts)
- Manage the specialist team
- Direct, plan and monitor the team's work
- Take responsibility for the progress of the team's work and use of team resources, and initiate corrective action where necessary within the constraints laid down by the Property Services Client Representative
- Advise the Property Services Client Representative of any deviations from plan, recommend corrective action and help prepare any appropriate Exception Plans
- Pass back to the Property Services Client Representative products that have been completed and approved in line with the agreed Work Package requirements
- Ensure all Project Issues are properly reported to the person maintaining the Issue Log
- Ensure the evaluation of Project Issues that arise within the team's work and recommend action to the Property Services Client Representative
- Liaise with any Project Assurance roles
- Attend any end stage assessments as directed by the Property Services Client Representative
- Arrange and lead team checkpoint meetings and produce Checkpoint Reports as agreed with the Property Services Client Representative
- Ensure that quality controls of the team's work are planned and performed correctly
- Ensure that the appropriate entries are made in the Quality Log
- Maintain, or ensure the maintenance of, team files
- Identify and advise the Property Services Client Representative of any risks associated with a Work Package
- Ensure that all identified risks are entered in the Risk Log
- Manage specific risks as directed by the Property Services Client Representative

Property Services Project Officer, also known as Client Representative (Project Manager Role)

Appointed by the Senior Supplier, Property Services, the Property Services Client Representative has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the board.

The prime responsibility of this role is to ensure that the project produces the required products to the required standard of quality and within the specified constraints of time and cost. This role is also responsible for the project producing a result capable of achieving the benefits defined in the Business Case.

- Manage the production of the required products
- Direct and motivate the project team
- Plan and monitor the project
- Agree any delegation and use of Project Assurance roles required by the Project Board
- Create and maintain the Project Initiation Document. In some cases this is created by the Client Officer, with the support of Sean Tye within a separate project or feasibility study.
- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers and appointed Project Assurance roles, and agree them with the Project Board. It may be the case that the Project Plan would be created in a separate project or feasibility study by the Client Officer with the assistance of Sean Tye.
- Manage the risks, including the development of contingency plans
- Liaise with Heads of Property Services if the project is part of a programme to ensure that work is neither overlooked nor duplicated
- Take responsibility for overall progress and use of resources and initiate corrective action where necessary
- Be responsible for change control and any required configuration management
- Prepare and report to the Project Board through Highlight Reports and End Stage Reports
- Liaise with the Project Board, in particular Sean Tye (Senior Supplier) to assure the overall direction and integrity of the project
- Agree technical and quality strategy with Sean Tye, Senior Supplier, as well as other appropriate members of the Project Board
- Prepare the Lessons Learned Report
- Prepare any Follow-on Action Recommendations required
- Prepare the End Project Report
- Identify and obtain any support and advice required for the management, planning and control of the project
- Be responsible for project administration
- Liaise with any suppliers, team leaders or contractors
- May also perform Team Leader and Project Support roles

Project Support

The provision of any Project Support on a formal basis is optional. Tasks need to be done by the Property Services Client Representative, or delegated to a separate body and this will be driven by the needs of the individual project and Property Services Client Representative.

Project Support could be in the form of advice on project management tools, guidance, administrative services such as filing, and the collection of actuals, to one or more related projects. Where set up as an official body, Project Support can act as a repository for lessons learned and a central source of expertise in specialist support tools.

The Project Support role is not currently carried out by a dedicated team, and therefore the Property Services Client Manager is responsible for carrying out the following tasks.

- Administer change control
- Set up and maintain project files
- Establish document control procedures
- Compile, copy and distribute all project management products
- Collect actuals data and forecasts
- Update plans
- Administer the quality review process
- Administer Project Board meetings
- Assist with the compilation of reports
- Specialist knowledge (for example, estimating, risk management)
- Specialist tool expertise (for example, planning and control tools, risk analysis)
- Specialist techniques
- Standards

HANDYPERSON SERVICE PROCEDURES APPENDIX G

Schools Handyperson Service

Service Requests

The service is requested as a single job and ordered via Property Services – Facilities Team during office hours on **01635 519 812** (08.30 to 17.00 Mon-Thurs, 08.30-16.30 Fri).

Requests for service should **NOT** include items of urgent or emergency make safe works.

Service Users should provide sufficient detail at the time of request to enable Facilities Team to ensure that work items are within the scope of the Handyperson service. This should also include the cost centre and account code the school wish to charge the works against.

Typical Handyperson Service covers the following items:

- Drilling, fixing and mounting of shelving/cupboards.
- Lighting tube/bulb replacement.
- Lighting starter motor replacement.
- Moving furniture.
- Painting, decorating and tiling.
- Heating Controls-advice on and setting of control system.
- Litter clearance and moving waste bins.
- Footpath and playground cleansing.
- Temperature reading checks at water outlet points and temperature checks of water tanks in lofts and tank rooms (subject to safe access).
- Provide help and support with access towers and ladders in a number of areas where two-person task are prevalent, for instance clearing out guttering and roof outlets.

The Process

1. On receipt of a request for service the Handyperson will pre arrange a visit to site to view the proposed works ensuring the appropriate materials are available and undertake a risk assessment.
2. On attending the site the Handyperson will inform the school of actions that are to be taken and agree a suitable time to undertake the work.
3. The Handyperson will not be able to give a fully quoted price at this time but should be able to give some indication to the school of the hours required to complete the work.
4. Once the work is completed a worksheet will be required to be certified by the school. A copy of this worksheet will be left at the school.
5. An invoice will be generated and forwarded to the school via e-mail for approval. Once approved by the school an internal transfer will be arrange for the approved invoice amount against the cost centre and account code previously provided.

HANDYPERSON SERVICE PROCEDURES APPENDIX G

Rates

The handyperson service will be charged at £27 per hour the cost of any materials will be charged over and above the hourly rate.

Cost Centre	Service Grouping	Project Title	Budget Manager	Description of Project	2008/9			MRP %age	MRP £	2009/10			MRP %age	MRP £	2010/11			MRP %age	MRP £	2011/12			MRP %age	MRP £	2012/13			MRP %age	MRP £	2013/14			MRP %age	MRP £	All Years - current budget			All Years - initial council approved budget		
					Council	External	Total			Council	External	Total			Council	External	Total			Council	External	Total			Council	External	Total			Council	External	Total			Council	External	Total	Council	External	Total
Education Services					Central Government Funding - SCE(R)/SCE(C)					(2,707,000) (8,090,000)					(2,090,000) (11,266,000)					(1,056,000) (15,345,000)																				
82044	CYPES	Improving Sen Access	Mark Lewis	To increase the accessibility of schools to children with disabilities and special education needs. To ensure schools are accessible to staff, visitors and parents, To assist with compliance under the DDA and SEN & Disability Act 2001.	96,560		96,560	4%	3,862	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	346,560	0	346,560	346,560	0	346,560
82103	CYPES	Education Capital Sals - rationalised (includes Capital Development Officer - 82215)	Mark Lewis	Management of the Education Capital Programme	137,000		137,000	4%	5,480	179,300		179,300	4%	7,172	185,000		185,000	4%	7,400	192,800		192,800	4%	7,712	202,600		202,600	4%	8,104	206,600		206,600	4%	8,264	1,103,300	0	1,103,300	1,103,300	0	1,103,300
82115	CYPES	Seed Challenge	Mark Lewis	Continuation of a previous Government Scheme. Bids by schools assessed against identified key outcomes to improve school accommodation.	201,950		201,950	4%	8,078	225,000	262,647	487,647	4%	9,000	203,000	135,750	338,750	4%	8,120	250,000		250,000	4%	10,000	250,000		250,000	4%	10,000	250,000		250,000	4%	10,000	1,379,950	398,397	1,778,347	1,379,950	398,397	1,778,347
82143	CYPES	School Security	Mark Lewis	To address school security issues arising from security audits and as per Security Strategy	91,030		91,030	4%	3,641	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	341,030	0	341,030	341,030	0	341,030
82153	CYPES	The Downs School	Mark Lewis	Completing the Basic Need and suitability works and replacing the sports centre, which will extensively modernise and expand areas of the school to provide suitable and sufficient accommodation to meet existing and future needs.	0		0	4%	0		280,000	280,000	4%	0	110,070	1,400,000	1,510,070	4%	4,403	2,400,000		2,400,000	4%	96,000		0	4%	0		0	4%	0	2,510,070	1,680,000	4,190,070	2,510,070	1,680,000	4,190,070		
82161	CYPES	Catering	Mark Lewis	A planned programme of equipment upgrades set over 5 years based upon identified needs including upgrade to electrical infrastructure in schools.	80,000		80,000	4%	3,200	100,000		100,000	4%	4,000	150,000		150,000	4%	6,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	50,000		50,000	4%	2,000	480,000	0	480,000	480,000	0	480,000
82166	CYPES	Secondary School Accommodation Strategy Feasibility Study	Mark Lewis	Create state of the art learning and community facilities across the district through the development of a strategy to reprovide, remodel or refurbish all secondary schools by 2015.	73,760		73,760	4%	2,950				4%	0				4%	0					4%	0		4%	0		4%	0	73,760	0	73,760	73,760	0	73,760			
82176	CYPES	Hands On Support	Andy Tubbs			5,220		5,220	4%	0			4%	0				4%	0				4%	0		4%	0		4%	0		5,220	0	5,220	5,220	0	5,220			
82184	CYPES	Thatcham Park Remodelling	Mark Lewis		622,060		622,060	4%	24,882				4%	0				4%	0				4%	0		4%	0		4%	0	622,060	0	622,060	622,060	0	622,060				
82188	CYPES	The Winchcombe School	Mark Lewis	The remodelling/rebuild of the Winchcombe buildings and site to create a fully amalgamated 1.5 form of entry (315 place) primary school with a 52 place nursery on a single site (approved 2008/09 LYR).		100,000	100,000	4%	0	300,000	183,630	483,630	4%	12,000	700,000	1,800,000	2,500,000	4%	28,000					4%	0		4%	0		4%	0	1,000,000	2,083,630	3,083,630	1,000,000	2,083,630	3,083,630			
82192	CYPES	Inkpen Primary - School Workforce Remodelling	Mark Lewis	To address the accommodation needs in order to support School Workforce Remodelling, which is a DCSF programme that is designed to remodel teaching practice in schools and to provide teaching staff with adequate time and facilities for planning, preparation and assessment.	55,520		55,520	4%	2,221				4%	0				4%	0					4%	0		4%	0		4%	0	55,520	0	55,520	55,520	0	55,520			
82196	CYPES	Streatley Primary School - Internal Remodelling	Mark Lewis		679,000	191,190	870,190	4%	27,160				4%	0				4%	0					4%	0		4%	0		4%	0	679,000	191,190	870,190	679,000	191,190	870,190			
82207	CYPES	Castle Secondary Co-location post 16	Mark Lewis	To integrate the Post-16 element of Castle School onto the Newbury College site.	3,000		3,000	4%	120	250,000	830,000	1,080,000	4%	10,000	937,000	430,000	1,367,000	4%	37,480					4%	0		4%	0		4%	0	1,190,000	1,260,000	2,450,000	1,190,000	1,260,000	2,450,000			
82208	CYPES	Calcot Infant School - Children's Centre	Mark Lewis			200,000	200,000	4%	0				4%	0				4%	0				4%	0		4%	0		4%	0	200,000	0	200,000	200,000	0	200,000				
82209	CYPES	Pangbourne - Children's Centre	Mark Lewis			80,000	80,000	4%	0				4%	0				4%	0				4%	0		4%	0		4%	0	80,000	0	80,000	80,000	0	80,000				
82210	CYPES	North Thatcham - Children's Centre	Mark Lewis			450,000	450,000	4%	0	150,000	439,684	589,684	4%	6,000				4%	0				4%	0		4%	0		4%	0	150,000	889,684	1,039,684	150,000	889,684	1,039,684				
82211	CYPES	The Willows - Children's Centre	Mark Lewis			80,000	80,000	4%	0				4%	0				4%	0				4%	0		4%	0		4%	0	80,000	0	80,000	80,000	0	80,000				
82212 - Feasibility Study 2008/9 to 2009/10	CYPES	Speenhamland Primary School	Mark Lewis	The expansion, remodelling, refurbishment or re-build of the accommodation to meet the impact from multiple housing developments and to address condition and suitability issues		200,000	200,000	4%	0	185,000		185,000	4%	7,400		1,800,000	1,800,000	4%	0	0	335,000	335,000	4%	0		4%	0		4%	0	185,000	2,335,000	2,520,000	185,000	2,335,000	2,520,000				
82213	CYPES	The Willows - Remodelling Phase 1	Mark Lewis		44,710	750,000	794,710	4%	1,788				4%	0				4%	0				4%	0		4%	0		4%	0	44,710	750,000	794,710	44,710	750,000	794,710				
82216	CYPES	Victoria Park - Children's Centre	Mark Lewis		100,000	295,507	395,507	4%	4,000				4%	0				4%	0				4%	0		4%	0		4%	0	100,000	409,999	509,999	100,000	409,999	509,999				
82217	CYPES	Hungerford - Children's Centre	Mark Lewis			15,000	15,000	4%	0				4%	0				4%	0				4%	0		4%	0		4%	0	15,000	0	15,000	15,000	0	15,000				
82219	CYPES	Mobile Working Grant	Bob Thiele			0	0	4%	0				4%	0				4%	0				4%	0		4%	0		4%	0	0	0	0	0	0					
82221	CYPES	Chieveley Primary School	Mark Lewis	Remodelling and expansion of accommodation to address suitability issues and current inability to meet impact of growth in the area.	12,000		12,000	4%	480	108,000	1,000,000	1,108,000	4%	4,320	160,000	2,370,000	2,530,000	4%	6,400					4%	0		4%	0		4%	0	280,000	3,370,000	3,650,000	280,000	3,370,000	3,650,000			
82223 - Feasibility Study 2009/10	CYPES	John O'Gaunt School	Mark Lewis	The implementation of Secondary School Accommodation Strategy, focusing on the removal from temporary modular accommodation and expansion of 6th Form Accommodation, the implementation of the 14-19 agenda and addressing urgent suitability needs.	40,000		40,000	4%	1,600	110,000	150,000	260,000	4%	4,400	300,000	1,150,000	1,450,000	4%	12,000	750,000	1,000,000	1,750,000	4%	30,000		4%	0		4%	0	1,200,000	2,300,000	3,500,000	1,200,000	2,300,000	3,500,000				
82224 - Feasibility Study 2010/11	CYPES	Little Heath School	Mark Lewis	Provision of new accommodation to enable the removal of temporary modular accommodation and the enhancement and expansion of 6th form provision to meet the impact of increasing 6th form pupil numbers	0		0	4%	0		0	0	4%	0	200,000	200,000	4%	0	500,000	458,000	958,000	4%	20,000	350,500		4%	14,020		4%	0	850,500	658,000	1,508,500	850,500	658,000	1,508,500				
82225 - Feasibility Study 2008/9	CYPES	Theale Green School	Mark Lewis	Expansion of 6th Form Accommodation to provide suitable and sufficient places for an expanding 6th form population	0		0	4%	0	680,000	680,000	680,000	4%	0	1,406,000	1,406,000	4%	0						4%	0		4%	0		4%	0	2,086,000	0	2,086,000	2,086,000	0	2,086,000			
82230 - Feasibility Study 2009/10	CYPES	South Thatcham - Children's Centre	Mark Lewis	Phase 3 Children's Centre				4%	0		672,708	672,708	4%	0				4%	0				4%	0		4%	0		4%	0	672,708	0	672,708	672,708	0	672,708				
82228 - Feasibility Study 2008/9	CYPES	Downlands - Children's Centre	Mark Lewis	Phase 3 Children's Centre				4%	0		200,000	200,000	4%	0				4%	0				4%	0		4%	0		4%	0	200,000	0	200,000	200,000	0	200,000				
82229 - Feasibility Study 2008/9	CYPES	Burghfield & East - Children's Centre	Mark Lewis	Phase 3 Children's Centre				4%	0		300,000	300,000	4%	0				4%	0				4%	0		4%	0		4%	0	300,000	0	300,000	300,000	0	300,000				
82229 - Feasibility Study 2008/9	CYPES	Tilehurst - Children's Centre	Mark Lewis	Phase 3 Children's Centre				4%	0		300,000	300,000	4%	0				4%	0				4%	0		4%	0		4%	0	300,000	0	300,000	300,000	0	300,000				
TBC	CYPES	Trinity School Sports Centre	Mark Lewis	Final phase of the Shaw House project and is mainly funded from Capital Receipts (ring-fenced reserves)				4%	0				4%	0	400,000	400,000	4%	16,000					4%	0		4%	0		4%	0	400,000	0	400,000	400,000	0	400,000				
N/A	CYPES	Implementation of Secondary School Accommodation Strategy Feasibility Study	Mark Lewis	WBC funding to supplement the modernisation programme for secondary and special schools.				4%	0				4%	0				4%	0	600,000	600,000	4%	24,000	600,000	TBC	600,000	4%	24,000	1,200,000	#VALUE!	#VALUE!	1,200,000	#VALUE!	#VALUE!						
N/A	CYPES	Implementation of Primary Strategy for Change	Mark Lewis	WBC funding to supplement the modernisation programme for primary schools.				4%	0				4%	0				4%	0	600,000	600,000	4%	24,000	600,000	TBC	600,000	4%	24,000	1,200,000	#VALUE!	#VALUE!	1,200,000	#VALUE!	#VALUE!						
82800	CYPES	EMS Software Module Upgrade	Bob Thiele	To upgrade each module within EMS over a 4-year period																																				

Cost Centre	Service Grouping	Project Title	Budget Manager	Description of Project	2008/9			MRP			2009/10			MRP			2010/11			MRP			2011/12			MRP			2012/13			MRP			2013/14			MRP			All Years - current budget			All Years - initial council approved budget					
82238 New Project - Feasibility Study - 2009/10 - 82239	CYPES	The Willows Primary School	Mark Lewis	The expansion of provision on site to meet the impact from the proposed Racecourse housing development.							15,000		15,000				200,000																					15,000	200,000	215,000	15,000	200,000	215,000						
82240 New Project - Feasibility Study - 2009/10 - 82241	CYPES	Springfield Primary School	Mark Lewis	The expansion of provision to meet the impact from the proposed Pincents Lane housing development.							15,000		15,000				200,000																					15,000	200,000	215,000	15,000	200,000	215,000						
82242 New Project - Feasibility Study - 2009/10 - 82241	CYPES	Kennet Valley Primary School	Mark Lewis	Project scope yet to be confirmed							15,000		15,000				215,000																					15,000	215,000	230,000	15,000	215,000	230,000						
82195 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Kintbury St Mary's Primary School	Mark Lewis	Project scope yet to be confirmed							15,000		15,000				215,000																					15,000	215,000	230,000	15,000	215,000	230,000						
82195 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Parsons Down Infant School	Mark Lewis	Project scope to be reviewed	0		0	4%		0			0	4%		0	15,000		4%	#REF!			4%		0			4%		0			0	4%		0	0	15,000	15,000	0	15,000	15,000							
82195 New Project - Feasibility Study - 2010/11 - 82242	CYPES	The Willink Secondary School	Mark Lewis	The re-provision of school accommodation onto adjacent site																															0	0	0	0	0	0									
82242 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Calcot Schools	Mark Lewis	Project scope yet to be confirmed													15,000																		0	15,000	15,000	0	15,000	15,000									
82242 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Compton Primary School	Mark Lewis	Project scope yet to be confirmed							15,000																								15,000	0	15,000	15,000	0	15,000									
82242 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Brimpton Primary School	Mark Lewis	Project scope yet to be confirmed													5,000																		0	5,000	5,000	0	5,000	5,000									
82242 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Welford and Wickham Primary School	Mark Lewis	Project scope yet to be confirmed													5,000																		0	5,000	5,000	0	5,000	5,000									
82242 New Project - Feasibility Study - 2010/11 - 82242	CYPES	Long Lane Primary School	Mark Lewis	Project scope yet to be confirmed													15,000																		0	15,000	15,000	0	15,000	15,000									
					3,242,560	2,366,917	5,609,477				129,702	3,450,640	6,038,669	9,489,309				116,626	6,472,410	15,711,899	22,184,309				#REF!	6,464,140	4,183,000	10,647,140				258,566	3,099,440	0	3,099,440				123,978	2,692,940	0	2,692,940	107,718	25,422,130	#VALUE!	#VALUE!	25,422,130	#VALUE!	#VALUE!

Title of Report:	2008/09 Revenue Outturn	Item 8
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To receive the revenue outturn report and consider any areas of concern.

Recommended Action: To note the report and recommend further action as appropriate.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 This report sets out the 2008/09 revenue outturn report which has been considered by Management Board. The outturn by directorate and service is attached as an appendix.
- 1.2 The Finance Manager will attend the Resource Management Select Committee to provide further information and answer any questions.

Appendices

Appendix A – 2008/09 revenue outturn report.

Title of Report:	Provisional Revenue Outturn; financial year 2008-09	Appendix A
Report to be considered by:	Executive	
Date of Meeting:	28 th May 2009	
Forward Plan Ref:	EX1615	

Purpose of Report: To update the Executive on the provisional outturn of the revenue budget for 2008-09

Recommended Action: To note this report

Reason for decision to be taken: n/a

Other options considered: n/a

Key background documentation: Papers held in accountancy

The proposals will also help achieve the following Council Plan Theme:
 CPT13 - Value for Money
 The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Portfolio Member Details	
Name & Telephone No.:	Councillor Keith Chopping (0118) 9832057
E-mail Address:	kchopping@westberks.gov.uk
Date Portfolio Member agreed report:	18 th May 2009

Contact Officer Details	
Name:	Andy walker
Job Title:	Head of Finance
Tel. No.:	01635 519433
E-mail Address:	awalker@westberks.gov.uk

Implications

Policy: None
Financial: As set out in the report
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None
Equalities Impact Assessment: Not required

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input type="checkbox"/></p> <p>Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months <input type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p>		

Executive Summary

1. Introduction

1.1 This report summarises the provisional outturn position for West Berkshire Council (WBC) for the financial year 2008-09

1.2 The report is provisional as there is further work to be completed in accountancy in order to compile the Council's financial statements in line with professional requirements (CIPFA's SORP). There might well be further adjustments to go through the accounts, but these are unlikely to be material to the figures listed for the services in this report. The financial statements will be presented to the Governance and audit Committee on the 29th June 2009.

2. Proposals

2.1 For the Executive to comment on, and note, this report

3. Conclusion

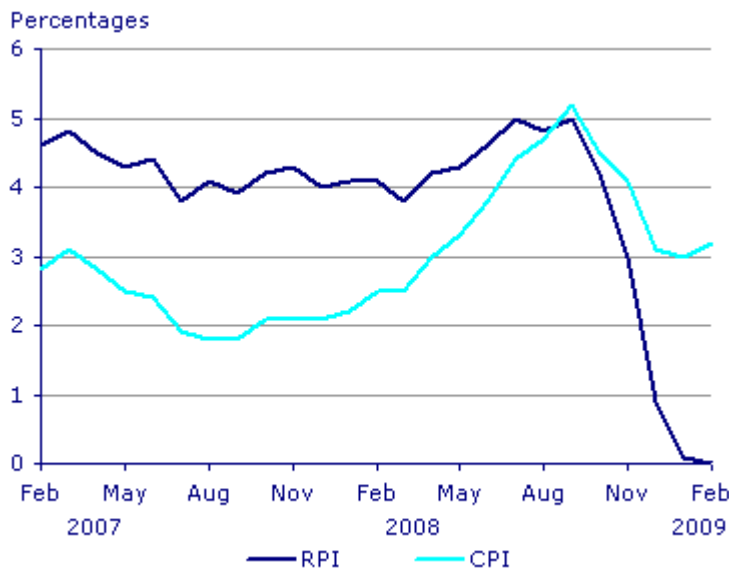
3.1 To note the final year end outturn position of £351k overspent, excluding any transfer from the risk fund.

Executive Report

1. Introduction

- 1.1 The Council’s net budget for the financial year 2008-09 was £108.505m, inclusive of the Area Based Grant.
- 1.2 The provisional outturn position for the Council is an overspend of £351k. This represents an overspend of 0.32% of the net Council budget for 2008-09. The Council identified the potential overspend earlier in the financial year and set aside £350k of the risk fund to help fund some of the pressures from, specifically, the Older People service.
- 1.3 The financial year saw a very changeable macro-economic climate, with a significant change to inflation occurring during the year, and a rapid increase in the number of unemployed people across the country. Inflation was especially variable during the year, which had an impact on our investment returns, borrowing costs and the cost of goods that were procured by the authority.

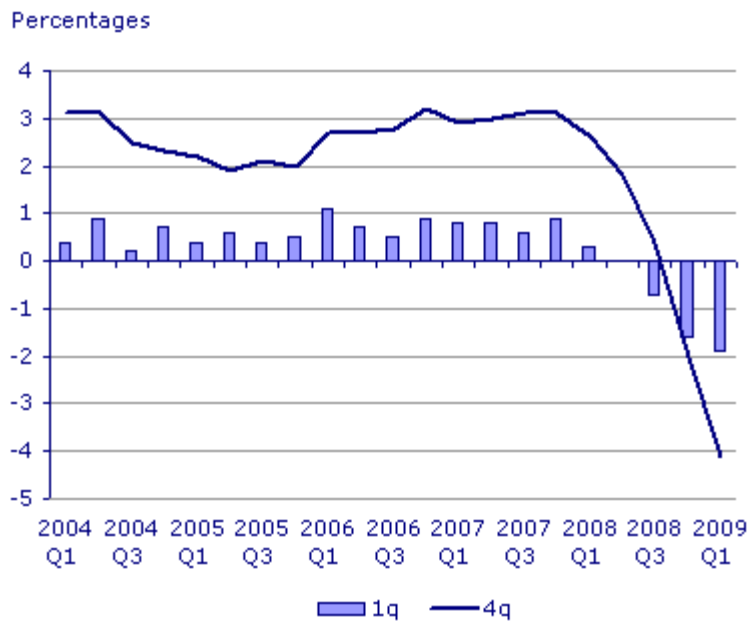
Table 1.1 – Inflation (RPI and CPI)



Source: ONS

- 1.4 Over the Summer and Autumn of 2008 a number of financial institutions faced grave problems, including a number of Icelandic banks. A number of local authorities held deposits with Icelandic banks (of over £900m), and are still in negotiations to recover some of these millions. West Berkshire Council did not hold any deposits with Icelandic banks during this period. The economy is now in recession, and the growth forecasts from the treasury have been significantly revised in light of this. At the end of the financial year, the macro-economy is facing many more problems that were not widely known at the start of the financial year.

Table 1.2 – Gross domestic Product 2004-2009



Source: ONS

- 1.5 The council faced a number of pressures during the financial year, partially due to the macro-economic position. Income streams were affected, with car parking affected most, to the extent of a £396k pressure emerging during 2008-09. The Council has also been affected by a decline in the capital available from adult social care clients, and there has been additional pressure on this area of the budget. In March, the Local Government pay award was finalised following arbitration, and this resulted in a pay award of 2.75%, 0.25% above assumption, and so a pressure of approximately £130k for the Council.

2. The outturn

- 2.1 Appendix 1 demonstrates the provisional outturn against directorate and service budgets for 2008-09, and identifies the variance to this budget.
- 2.2 The overall outturn shows an overspend of £351k. It should be noted that at month 9, the council released £350k of the total £600k from the risk fund to reduce the older people's service overspend. Including the £350k transfer from the risk fund, results in an overspend of £1k.
- 2.3 In summary, the Children and Young People (CYP) underspent by £103k, the Community Services directorate overspent by £567k, the Environment directorate overspent by £352k and the Chief executive's directorate underspent by £115k. The outturn position was significantly improved by additional investment income of some £350k.

3. Responses to the outturn

- 3.1 Budget monitoring throughout the year has predicted a likely overspend. Excluding the investment income position, directorates predicted an overspend of £345k at month 3, just over £800k for months 6 and 9, with a final outturn position of £701k.
- 3.2 A variety of actions were taken during the year to mitigate forecast overspend position:

- (1) £350k from the risk fund was released at month 9 to reduce the forecast overspend in the Older People's service
- (2) Individual directorates and budget managers responded to the overspend in a variety of means; for example a freeze on consultancy and professional fees in the CYP directorate.
- (3) The introduction of the recruitment panel in November 2008. The recruitment panel was created to 'slow down' the organisation by sometimes restricting recruitment to new or existing posts, and by looking at established posts that had vacant for over a six month period.

4. Conclusions

- 4.1 An overspend has occurred for the 2008-09 financial year of just above £350k. The overspend itself is not significant in terms of the overall budget, as a decision was taken earlier in the financial year for a transfer to be made from the risk fund of £350k to address the overspend, and the risk fund will be replenished as part of the 2009-10 budget proposal. The overall level of the Council's general reserve balance remains healthy.
- 4.2 It is possible that there will be further adjustments to this provisional outturn, but they are unlikely to materially affect the provisional figure in this report. If these do change significantly, then this will be brought to members' attention as soon as is practicably possible.
- 4.3 As noted above, the final outturn position is presented to the Governance and audit Committee on the 29th June as part of the financial statements. The presentation of the financial statements is markedly different to the presentation of the budget monitoring reports due to the Council having to comply with CIPFA's SORP which presents the accounts in a much for detailed and prescriptive manner.

Appendices

Appendix 1 – Provisional outturn per directorate and service

Consultees

Local Stakeholders: Not consulted
Officers Consulted: Corporate Board
Trade Union: Not consulted

Appendix 1 – outturn by directorate and service area

West Berkshire Council Provisional Revenue Outturn Report 2008/09			
	<i>2008/09 Budget</i>	<i>2008/09 Actual to date</i>	<i>Variance to date £</i>
Dedicated Schools Grant	-559,850	-559,850	0
Corporate Director - CYP	310,000	183,891	-126,109
Children's Commissioning & Quality	1,182,570	1,113,852	-68,718
Education Services	8,151,230	8,342,617	191,387
Children's Services	12,242,480	12,107,930	-134,550
Customer Services	989,790	1,024,519	34,729
Total Children & Young People	22,316,220	22,212,959	-103,261
Corporate Director - CS	293,980	122,437	-171,543
Housing & Performance	2,301,320	2,287,705	-13,615
Older Peoples Services	18,602,120	19,941,791	1,339,671
Community Care & Well Being	13,710,050	13,214,211	-495,839
Cultural Services	4,434,640	4,343,433	-91,207
System Transformation	18,400	18,400	
Total Community Services	39,360,510	39,927,976	567,466
Corporate Director - ENV	169,770	144,808	-24,962
Countryside & Environment	15,225,220	15,618,096	392,876
Highways & Transport	8,713,980	9,027,477	313,497
Planning & Trading Standards	2,343,160	2,013,674	-329,486
Total Environment	26,452,130	26,804,055	351,925
Chief Executive	606,540	580,088	-26,452
Human Resources	1,315,910	1,279,598	-36,312
ICT	2,860,320	2,892,803	32,483
Legal & Electoral	871,910	868,061	-3,849
Policy and Communication	3,861,480	3,780,047	-81,433
Property	1,363,980	1,360,292	-3,688
Benefits and Exchequer	1,147,160	1,148,823	1,663
Finance	2,965,950	2,968,576	2,626
Total Chief Executive's Department	14,993,250	14,878,288	-114,962
Below the Line	5,382,850	5,032,842	-350,008
Total Below the line	5,382,850	5,032,842	-350,008
Report Total	108,504,960	108,856,121	351,161*

* Note 1: Please refer to paragraph 2.2; this figure excludes the transfer from the risk fund. Including this transfer, which has happened, results in an overspend of £1k overall.

APPENDIX B(a)**Year End Directorate Outturn**

All analysis completed in £'k

Directorate: Children and Young People

Table 1: Year end position (by service):

Service	Budget	Outturn	Variance / £	Variance / M9 to outturn prediction
Director's	310	184	-126	-36
Education Services	8,151	8,342	191	14
Children's Services	12,242	12,108	-135	-217
CCQ	1,183	1,114	-69	-58
Customer Services	990	1,025	35	-14
DSG	-560	-560	0	0
	22,316	22,212	-103	-311

Explanation of the outturn position, by service: Corporate Director

1. Why was there an over/under spend

£116k underspend on professional fees and consultancy consolidated here. Since the autumn the Directorate has put in place a series of management actions to realise savings which can offset overspends elsewhere. The main focus of these actions was an almost total freeze on professional fees and consultancy.

£10k late repayment of contribution towards the Director of Public Health post in the PCT (the post was unfilled in 2008.09).

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further Explanation of outturn

Employee Costs £13k Overspent; salaries are slightly above target, due to being fully staffed and unable to meet the Managed Vacancy Factor, plus the contribution towards Avonbank post room staff which was not budgeted in 2008.09.

Supplies and Services - £140k Underspent; expenditure on all supplies and services was reigned in from Sept 2008, following the request from Management Board to reduce spend. In 2009.10 it will not be possible to make the same levels of savings as a number of projects have just been deferred and cannot be delayed indefinitely.

The underspend here is mainly on professional fees and consultancy for the reasons identified above.

4. Any changes to budgets in 2009/10 that will affect the above

No changes made to date.

Explanation of the outturn position, by service: Education Services

1. Why was there an over/under spend

Overspend £191k (2.2% of £8,733k budget).

The main reason for the overspend was Home to School Transport which was £185k over budget, slightly better than the most recent forecast of £200k over budget.

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further explanation of outturn

Transport £216k Overspent; transport overspend is almost entirely a result of the extra costs on Home to School Transport.

Supplies and Services £94k Underspent; expenditure on all supplies and services was reigned in from Sept 2008, following the request from Management Board to reduce spend. In 2009.10 it will not be possible to make the same levels of savings as a number of projects have just been deferred and cannot be delayed indefinitely.

4. Any changes to budgets in 2009/10 that will affect the above HtST budgets have received an extra £150k budget from the risk fund.

Explanation of the outturn position, by service: Children's Services

1. Why was there an over/under spend

Underspend £149k (1.2% of £12,258k budget). The main areas are:-

- 1) £143k underspend on Residential Care due to fewer children than forecasted
- 2) £233k underspend on In-house Fostering, again due to fewer than forecasted children.
- 3) £212k overspend on unaccompanied asylum seeking children.

2. Explanation of variances between month 9 and outturn of over £50k

Forecasting for placements includes at Month 9 the possibility of children being placed at short notice and their associated costs for the remaining months of the Financial Year. One particular child remained at high risk of needing a residential placement for the remainder of the financial year, and has subsequently had to be placed. At month 9 these costs would be approx £55k.

In March costs were re-negotiated for one child in residential care, and a repayment of £50k was agreed.

3. Further explanation of outturn

Supplies and Services £367k underspent; supplies and services include the savings on placement costs identified above.

As well as the placement savings, expenditure on all supplies and services was reigned in from Sept 2008, following the request from Management Board to reduce spend. In 2009.10 it will not be possible to make the same levels of savings as a number of projects have just been deferred and cannot be delayed indefinitely.

Employee Costs £82k overspent; although £82k overspent this amounts to 1.15% of the Children's Services budget for employee costs (£7,060k). Further the MVF is £326k.

There are overspends on agency countered by savings on salary costs, but ignoring this, the main areas of overspends are on Recruitment Advertising (£46k), car allowances (£35k) and Police / CRB checks (£7k).

Premises Costs £65k overspent; corporate repair and maintenance costs to Youth Services are £25k more than budgeted.

Castlegate costs on contract cleaning and corporate repairs and maintenance account for a further £17k over budget.

Family Resource Service is also £11k over budget due to higher than budgeted utility costs and repair and maintenance costs.

4. Any changes to budgets in 2009/10 that will affect the above
UASC received £170k from the council's risk fund.

Explanation of the outturn position, by service: Children's Commissioning and Quality

1. Why was there an over/under spend

Underspend achieved due to extra grant income received late in the Financial Year.

2. Explanation of variances between month 9 and outturn of over £50k

At Month 9 there were still concerns over achieving MVF, and lack of clarity regarding extra grant income.

Note M11 is within £6k of the final out-turn once these issues were resolved.

3. Further explanation of outturn

Employee Costs £57k Overspent; MVF of £47k was achieved and there were further savings against salaries of £34k. However, employees costs are overspent by £57k due to £18k overspend on recruitment advertising and £73k overspend on Agency staff.

Supplies and Services £31k Underspent; expenditure on all supplies and services was reigned in from Sept 2008, following the request from Management Board to reduce spend. In 2009.10 it will not be possible to

make the same levels of savings as a number of projects have just been deferred and cannot be delayed indefinitely.

Grants £91k Underspent; extra grant income was received from Children's Workforce Reform Council and for Every Child Matters Funding.

4. Any changes to budgets in 2009/10 that will affect the above

None

Explanation of the outturn position, by service: Customer Services

1. Why was there an over/under spend

The overspend of £34k is the result of a stable establishment in the Service throughout the year which did not allow for the achievement of the £44k Managed Vacancy Target.

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further explanation of outturn.

As explained above, salaries are overspent due to stable establishment not allowing for achievement of MVF

4. Any changes to budgets in 2009/10 that will affect the above

None.

APPENDIX B(b)

All analysis completed in £'k

Directorate: Community Services

Table 1: Year end position (by service):

Service	Budget	Outturn	Variance	Variance / M9 to outturn prediction
Corporate Director	294	122	-172	-57
Housing & Performance	2,301	2,288	-14	-28
Older People's Service	18,602	19,942	1340*	227
Community Care & Wellbeing	13,710	13,214	-496	-281
Cultural services	4,435	4,343	-91	-104
Systems Transformation	18	18	0	0
Total	39,361	39,928	567	-243

* N.B this excludes the £350k transfer from the risk fund

Corporate Director

1. Why was there an over/under spend

The overall position for the budgets held by the Corporate Director at Month 13 is currently being reported as under spent by £171,543.

The saving against 71801 is largely due to delays in recruitment to the Director of Public Health and Health Improvement Manager, posts which the Council jointly funds with Berkshire West NHS.

Planned spending against 72700 did not proceed, to help mitigate pressures elsewhere in the Directorate.

2. Explanation of variances between month 9 and outturn of over £50k

Budgets are managed to a Directorate position and therefore decisions were taken to curtail activity and reduce spend, to offset overspending budgets elsewhere, most significantly in Older Persons Services.

3. Further explanation of outturn

n/a

4. Any changes to budgets in 2009/10 that will affect the above

Discussions are underway as to how the public health functions will be managed and costs shared in future with Berkshire West PCT. (71801)

Proposals were made and agreed for there to continue to be a small contingency held centrally to be used against increased demand on volatile social care budgets as necessary (72700)

Housing & performance

1. Why was there an over/under spend

The small under spend resulted from actions taken to reduce a predicted overspend at Period 9 by reducing expenditure on training.

2. Explanation of variances between month 9 and outturn of over £50k

N/A, Variance is less than £50K for Housing and Performance.

3. Further explanation of outturn

N/A

4. Any changes to budgets in 2009/10 that will affect the above

None identified.

Older People's service

1. Why was there an over/under spend

Overspend of £1340k due to a number of factors, which have also been subject to a review overseen by the Chief Executive:

There was an increase in demand for residential care for older people from clients leaving hospital. The service focus is to look after people in their homes and use residential care as a last resort, which requires an intensive period of care after the clients leave hospital to help build confidence for people to continue living as independently as possible. An investigation into this increase in demand has highlighted that individuals have made decisions before care management teams had a chance to assess and work with the clients. Work is underway with health colleagues to ensure individuals do not make long term decision whilst they are still in hospital, to allow care management teams to carry out the intensive rehabilitation work.

Other pressures emerged due to the growing numbers of people who have depleted their capital and therefore can no longer make a full contribution towards their care costs. Many of these people were self funders who would not have been known to us before.

There was an increase in the use of agency staff to cover sickness absence in care homes, particularly over the winter months, due to the norovirus and flu. It is evident from the review following the increased overspend at Month 9 that some pressure was also due to a carry forward of unfunded pressures from previous years as a result of unmet savings targets. The System Transformation Programme has been introduced to implement radical

changes to services to ensure they are even better value for money as well as meeting the new context of personal budgets.

2. Explanation of variances between month 9 and outturn of over £50k

Variance of £227k can be explained by:-

- Unpredictability of service user base – sudden deaths, access to NHS funding due to complexity of need
- New adaptations contract over performing
- Use of agency staff November – March due to significant levels of illness
- Invoice processing being delayed

3. Further explanation of outturn

- Specific grants; Stroke and MCA for 2008/09 were not fully spent and not rolled over 2009/10
- Late presentation of NHS invoices
- Increase take up lease cars not funded

4. Any changes to budgets in 2009/10 that will affect the above

A number of actions:-

- New investment in 2009/10 has been directed to commissioning budgets to offset demographic demand
- Budget management has been delegated to team managers for salaries
- New salary spreadsheet rolled out
- Finance support to integrate finance and activity data systems to support Resource Panel

Community Care & Wellbeing

1. Why was there an over/under spend

The Learning Disability Service is reporting an under spent position of £496k which is largely due to anticipated demand not materialising. Last year the Learning Disabilities Service had carried out a detailed exercise to identify transitional clients coming through from Children Services. Accordingly, estimated budgets were set aside to meet the anticipated increase in demand. However, during 2008/09, clients have either made different choices (staying in their educational establishments longer), and for some other clients the Council has applied for 50% and 100% health funding to meet the cost of services for those clients where the need appears to be health related rather than social care. There has also been some unforeseen savings in staff costs.

2. Explanation of variances between month 9 and outturn of over £50k

Variance of £301k lower than m9

- 10 deaths in Q4, some with substantial care packages
- Assumption of a roll over of LD Valuing People grant
- Unforeseen vacancies
- Systems required to accurately monitor agency spend
- Expected transition costs not materialising

3. Further explanation of outturn

- New contracts agreed achieving greater value for money
- Shift of service users from traditional domiciliary care services to supported living

4. Any changes to budgets in 2009/10 that will affect the above

- MTFs has included substantial disinvestment targets including £110k in posts, £315k Preparing for the Future
- Budget management has been delegated to team managers for salaries
- Contract monitoring responsibilities now overseen by Contracts & Commissioning Manager
- New salary spreadsheet rolled out
- Finance support to integrate finance and activity data systems to support Resource Panel

Cultural Services

1. Why was there an over/under spend

The overall position for Cultural Services at month 13 is currently being reported as an under spend of £91k.

A significant amount of this underspend can be attributed to higher than anticipated month 13 recharges to Parish and Town Councils, and the Education Service, for shared costs at the dual use leisure sites.

The other significant saving has been in the overall cost of the new leisure management contract. The delayed introduction of the West Berkshire Card resulted in a number of start up costs being deferred into the 2009/10 financial year. Liabilities for receipts in advance of the transfer of the 3 non core sites to Parkwood have been lower than expected. Negotiations continue on the transfer of the Jubilee Centre in Kintbury meaning that the final contract sum is not yet confirmed.

Concerns about the way in which challenging income targets for Shaw House would be achieved had led to mid year forecasts of a significant overspend at this site. However, significant savings on the budget provision for premises costs and better than anticipated income generation from conferencing and training reduced the month 9 prediction by £41,000 at month 13.

2. Explanation of variances between month 9 and outturn of over £50k

Arts & Leisure

The main reasons for the variance in under spend reported at period 9 (£10,646) to month 13 month are:-

- Final discussions with Parkwood Leisure on the financial implications of the new West Berkshire Card resulted in lower costs than initially envisaged. These additional savings amounted to £34,210. In addition some costs have been deferred to 2009/10. This has in the main effected the Contractor Variation budget in 30241 but also the Lambourn (30247), Downland (30230) and Theale (30246) budgets
- The end of year education charges have resulted in income being re-charged at a higher figure than predicted. Education services are re-charged 37% of a collection of expenditure headings. The calculation is not undertaken until month 13 and this year some expenditure has been greater than in previous years e.g. repairs and maintenance. This has had the effect of expenditure being re-charged to education services at a higher figure this year than levied in previous years

Heritage and Tourism

30400 Museum

Month 9 reported £34k under
Month 13 ended £43k under

Explanation of Month 9 to Month 13 variances

- £3500 less spend on Agency and Temporary staff than expected at Month 9
- Overspend on Supplies and Services reduced by £3600 from that predicted at Month 9. This followed instruction from Head of Service to stop spending where possible to help overspend in other areas.
- Income £1000 better at year end than expected at Month 9.

30480 Shaw House

Month 9 reported £62k over
Month 13 ended £21k over

Explanation of Month 9 to Month 13 variances

- Employee costs £5k less than expected at Month 9
- Premises costs £27k less than expected at Month 9. This includes £2k on water and £3k on waste both of which have obviously been received in 2008-09 but invoices/utility bills which are sent directly to other departments of WBC have not been processed and/or coded correctly. Had to presume at Month 9 that this would be resolved by year end. Insurance costs at Month 13 £5k less than budget, again had to presume full budget allocation of £21k would be required.
- Income at Month 13 £8k better than expected at Month 9 but bookings made for room hire and catering mean this figure inevitably changes month by month.

3. Further explanation of outturn

Although overall library spending was only £8,943 under the allocated budget, when examined at cost centre level there are significant overspends at all static libraries. This is explained in part by the budget for relief staff being held centrally but the costs being allocated at branch level. The other element contributing to this situation are the inflated income targets allocated to each site. These targets have not been achieved for some years. One off savings in the library systems budget has balanced the situation in 2008/09 due to the introduction of new library management software.

4. Any changes to budgets in 2009/10 that will affect the above

The planned savings identified in the MTFS for both 2009/10 and 2010/2011 will further reduce the budgets for the operation of the leisure centres to take account of the savings from the new contract.

The completion of all outstanding restoration and interpretation works at Shaw House was achieved during April 2009. The architect's certificate of practical completion has been issued and the completion report is being considered by HLF prior to release of the final instalment of grant. 2009 – 2010 should therefore be the first full year of operation with all aspects of the business plan contributing to income generation. Although this should help to stabilise the budget position, the outstanding fire safety concerns have still to be fully resolved.

The expectation of £50,000 in year savings from a value for money review of Library Services is likely to further limit any budget flexibility in 2009/10.

Systems Transformation

1. Why was there an over/under spend

There was none.

2. Explanation of variances between month 9 and outturn of over £50k

Not applicable.

3. Further explanation of outturn

Most of the funding for the System Transformation service comes from a ring fenced grant, which does not appear on the Council's bottom line.

4. Any changes to budgets in 2009/10 that will affect the above

None – the funding arrangements will continue as currently.

APPENDIX B(c)**Year End Directorate Outturn Report****Directorate: ENVIRONMENT****Table 1: Year end position (by service):**

Service	Budget	Outturn	Variance	Variance / M9
	£000	£000	£000	to outturn prediction
				£000
Corporate Director	170	145	-25	-25
Countryside and Environment	15,225	15,618	393	106
Highways and Transport	8,714	9,027	313	96
Planning and Trading Standards	2,343	2,014	-329	-9
Total	26,452	26,804	352	168

Explanation of the outturn position, by service

1. Corporate Director

- 1.1 The Director's budget was underspent because there was no charge from the PCT in 2008/09 for the post of the Director of Public Health. In addition the charge for this post for 2007/08 was refunded retrospectively because the post has been vacant for some time.
- 1.2 This variance was not reflected in the period 9 forecast, as we were only informed by the PCT in March 2009 about the underspend on this post over the last two years.
- 1.3 We do not yet know when this post is likely to be filled, so it is likely that this budget will be underspent to some extent in 2009/10 also. Any saving from this source in 2009/10 would help to meet the managed vacancy target for Environment.

2. Countryside and Environment

- 2.1 Within the Waste Management service, the budget for Pinchington Lane Recycling centre was overspent by approximately £250,000. This was due to the impact of the necessary health and safety changes at Pinchington Lane and an increase in cost associated with the treatment of waste. In addition, the dog warden service was overspent by £23,000 because the authority is now legally required to provide a 24 hour service. Vacancy savings for the service as a whole also fell short of the managed vacancy target for the service (£80,000) by approximately £36,000.
- 2.2 The final outturn is £106,000 higher than with the forecast at period 9 mainly because it also includes £90,000 consultants' costs on waste. These costs were originally charged to capital, but advice received from the auditors is that this should be charged to revenue.

3. Highways and Transport

- 3.1 Car park income was £396,000 short of the budget due to the closure of some town centre car parks and the effect of the economic downturn. In addition, highways maintenance was overspent by approximately £264,000. This was because of the cost of winter maintenance and emergency highways works due to the prolonged sub-zero weather conditions in February. However, these costs were offset by a planned reduction in spend of £150,000 in highways maintenance and signs and markings.

- 3.2 In addition the new concessionary fares scheme was underspent by £173,000 and income from highways licenses exceeded the budget by £36,000.
- 3.3 The outturn was approximately £96,000 higher than the forecast at period 9 mainly because of the cost of winter maintenance and emergency works and emergency highway repairs, offset by higher than expected savings on concessionary fares and licensing income.
- 3.4 The target for car park income in 2009/10 has been reduced by £360,000 to allow for the continuing effects of the economic recession.

4. Planning and Trading Standards

- 4.1 The Planning and Trading Standards service was underspent mainly because of vacancy savings in Development Control, Building Control and Trading Standards and because of additional income from Development Control and Building Control fees.
- 4.2 The outturn is in line with the forecast at month 9.
- 4.3 One post in Trading Standards has now been deleted in anticipation of the efficiency savings to be delivered through the shared services project. The deletion of this post achieves a saving of £40,000 in 2009/10 and the implementation of the project in 2010/11 is expected to deliver a further £30,000.
- 4.4 The budget for development control fees for 2009/10 was increased by £100,000 to reflect the national increase in the rate of planning fees from April 2008. However income from development control is now expected to decrease in 2009/10 due to the economic climate. Three planning posts have been held vacant since September 2008 to compensate for the expected reduction in income and one of these has now been deleted. However, it is anticipated that the budget for planning consultants will be overspent in 2009/10 as more technical reports now require assessment.

APPENDIX B(d)**Proforma for year end directorate outturn**

All analysis completed in £'k

Directorate: Chief Executive

Table 1: Year end position (by service):

Service	Budget	Outturn	Variance	Variance / M9 to outturn prediction	
Chief Executive		607	580	-27	-2
HR		1,316	1,280	-36	-22
ICT		2,860	2,892	32	41
Legal		872	868	-4	-59
Policy		3,861	3,780	-81	8
Property		1,364	1,360	-4	-62
Benefits		1,147	1,149	2	2
Finance		2,966	2,969	3	1
Total		14,993	14,878	-115	-93

Explanation of the outturn position, by service

Chief Executive:

1. Why was there an over/under spend

The underspend is due to a reduced demand for contingency funding and a reduction in corporate management costs which are outside the Chief Executive's direct control.

2. Explanation of variances between month 9 and outturn of over £50k

There is very little variance (£2k) between the two. They are due to lower than expected expenditure on Newbury 2025 and the Staff Suggestion Scheme.

3. Further explanation of outturn

The underspend of just over £26k is as predicted and is accounted for in the answer to the first question.

4. Any changes to budgets in 2009/10 that will affect the above

Not expected although the contingency budget has been reduced by £20k.

Human Resources:

1. Why was there an over/under spend

Human Resources was under-spent by £36k for the following reasons: the Recruitment Panel prevented HR from filling a senior post in January; HR advertised for external organisations to use WBC as an umbrella organisation for CRB checks and the income stream came on line more quickly than anticipated; spending in Occupational Health is unpredictable and the budget under-spent; we planned to spend money from the recruitment budget on an event which took place in April 2009 but this had to be covered from the 09/10 budget which caused an under-spend in the 08/09 budget for recruitment,

2. Explanation of variances between month 9 and outturn of over £50k

Not applicable.

3. Further explanation of outturn

See (1) above

4. Any changes to budgets in 2009/10 that will affect the above

Staff allowances have been cut in 09/10 to reflect the fact that a number of staff have chosen not to join the LGPS. This will reduce the likelihood of a significant under-spend at the end of 09/10.

ICT:

1. Why was there an over/under spend

The overspend in ICT was primarily due to a larger than anticipated shortfall in income in the Print Room. Whilst anticipated to be below the target set, the year end figures were worse than predicted. The Print Room income has suffered due to the success in certain areas of the Council's less paper initiative, whereby less corporate agendas are now printed. With the change of the waste contract from Biffa to Veolia the Print Room also lost income for work they used to perform for Biffa.

2. Explanation of variances between month 9 and outturn of over £50k

N/A Variance between Month 9 and Year end < £50k

3. Further explanation of outturn

Most Cost Centres were returned in line with prediction. There were some difficulties with the newly centralised budget for Print Consumables as a number of Service areas had charged costs to the wrong cost centre codes which were then vired back to 48626 at month 12. These anomalies are now dealt with and shouldn't be repeated in year 2009/10.

4. Any changes to budgets in 2009/10 that will affect the above

We are confident that we can manage within our 2009/10 budget and should not overspend again. We will monitor Print Room income more closely this year and will be more proactive in seeking external fee-earning work if our internal demand is insufficient to allow us to meet our targets

Legal and Electoral:

1. Why was there an over/under spend

A number of savings have helped to offset the land charges pressure. These savings were mainly in the areas of staff costs and extra income on births, deaths and marriages.

2. Explanation of variances between month 9 and outturn of over £50k

At month 9 we were predicting an overspend of £54k largely due to land charges income pressures. The land charges pressure has not changed since month 9 but a number of savings were realised between month 9 and year end to bring the service area to a £3,856 underspend. These savings were as follows:

£20,000 extra income on Birth, Death and Marriages
£15,000 extra income on Register of Electors
£11,000 additional saving on coroner service and removal of Ufton Nerve provision
£7,000 additional saving on staff costs
£6,000 savings on citizenship and parish elections not identified at month 9

These savings total the £59k variance since month 9.

3. Further explanation of outturn

4. Any changes to budgets in 2009/10 that will affect the above

Policy and Communications:

1. Why was there an over/under spend

The Unit identified a number of pressures and savings very early on in the budget cycle. The variance between Month 9 and year end was only £8k against a budget of £3,861k. There was not one single predicted saving which led to the minor underspend but additional income from Roundabout Sponsorship, money owed from Vodafone for CCTV and the cancellation of member training were factors. Relatively late pressures included a greater contribution to the Berkshire Show and the purchase of a Committee Management System.

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further explanation of outturn

I have no further comments to make on the outturn given that the budget was monitored and managed in an effective way leading to an underspend of only £81,436 which was predicted very early on in the budget process.

4. Any changes to budgets in 2009/10 that will affect the above

The savings required to be made by the Unit will only impact on capacity and no adverse financial implications are known or expected at this stage.

Property:

1. Why was there an over/under spend

The under spend is very minimal for the overall budget size, it would be very difficult to come in exactly at zero

2. Explanation of variances between month 9 and outturn of over £50k

A pressure was identified at month 9 of £58k which included the costs of use of temporary agency staff and over spends on overtime payments particularly within the Facilities team. Overtime costs have been accounted for and all deemed necessary to operate the corporate buildings including attendance for meetings that extended beyond the usual building closure times. Further pressure was brought about with the acquisition and delivery of the Eastern Area Office (Turnhams Green) where no budget provision had been made.

The use of agency staff at the time was unavoidable as difficulty was experienced with recruitment of permanent staff, mainly within the Maintenance and Projects teams. This was compounded with the set up of Special Projects which seconded staff from Property leaving a need to backfill the resulting vacancies. Use of temporary/agency staff has now been stopped with permanent employees now in post.

A historical income objective existed within the budget without any source identified and a suitable and realistic source for this income target remains unknown. It has been added to the income target for rent but, given the current economic climate meeting that target remains unlikely.

Income from Wayleaves was also significantly under achieved and following investigation it was found to have been miscoded. A similar amount was feared to be a pressure due to an anticipated insurance claim but having been re designated as a risk rather than a liability this pressure has also been cancelled.

It was necessary to seek savings elsewhere within the Property Budgets. Reactive Maintenance was an area indicating under spend across the buildings however by its very nature it is an area difficult to predict final outturn and accordingly there was a reluctance to use these budget areas too early to offset the pressures.

Further savings on energy costs were also realised but are again difficult to predict early in the year. At the time the costs of energy were expected to increase and potentially to a high level and therefore could not be offered to offset pressures until quite late in the year.

The variations can be summarised as follows:

Difference to period 9

	R&M	-22k	saving
	Turnhams Green	19k	pressure
	Energy	-19.5k	saving
	Training	-4k	saving
	IT	-19k	saving
	Savings made on rental income target	-4.8k	saving
	Additional income on Wayleaves	-6k	saving
	Insurance claim now considered a 'risk' item not liability	-6k	saving
		<u>-62.3k</u>	

3. Further explanation of outturn

No further comment

4. Any changes to budgets in 2009/10 that will affect the above

Hungerford Area Office has now closed therefore this budget area will no longer appear

It is anticipated that a budget to cover the ongoing maintenance of the Eastern Area Office (Turnhams Green) will be provided partly sourced from the Closure of Brewery Court and The Priory

Benefits and Exchequer:

1. Why was there an over/under spend

Overspend was only 0.12% of budget and was caused by higher than expected Council Tax court costs in month 12

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further explanation of outturn

N/A

4. Any changes to budgets in 2009/10 that will affect the above

No

Finance:

1. Why was there an over/under spend

Overspend was only 0.1% of budget and was highlighted at month 9. It was largely due to the extra 0.3% increase on salary costs, totalling a £6k pressure.

2. Explanation of variances between month 9 and outturn of over £50k

N/A

3. Further explanation of outturn

N/A

4. Any changes to budgets in 2009/10 that will affect the above

No

Title of Report:	2008/09 Capital Programme Outturn	Item 9
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To receive the capital programme outturn report and consider any areas of concern.

Recommended Action: To note the report and recommend further action as appropriate.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 This report sets out the 2008/09 Capital Programme outturn report which has been considered by Management Board. The detailed Capital outturn report by cost centre and the funding statement for 2008/09 are attached as appendices.
- 1.2 The Finance Manager will attend the Resource Management Select Committee to provide further information and answer any questions.

Appendices

Appendix A – 2008/09 Capital Monitoring outturn report.

Title of Report:	Capital Programme 2008/09 - Outturn	Appendix A
Report to be considered by:	Executive	
Date of Meeting:	28 May 2009	
Forward Plan Ref:	EX1616	

Purpose of Report: To report on the Capital Outturn for West Berkshire Council for Financial Year 2008/09.

Recommended Action: To note the report.

Reason for decision to be taken: None - statutory report.

Other options considered: None

Key background documentation: Capital Programme 2008/09 - 2012/13.

The proposals contained in this report will help to achieve the following Council Plan Priorities:

- CPP1 – Support our communities through the economic recession** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- CPP2 – Raise levels of educational achievement** – improving school performance levels
- CPP3 – Reduce West Berkshire’s carbon footprint** – to reduce CO₂ emissions in West Berkshire and contribute to waste management, green travel, transportation and energy efficiency

The proposals will also help achieve the following Council Plan Themes:

- CPT1 - Better Roads and Transport**
- CPT2 - Thriving Town Centres**
- CPT3 - Affordable Housing**
- CPT4 - High Quality Planning**
- CPT5 - Cleaner and Greener**
- CPT6 - Vibrant Villages**
- CPT7 - Safer and Stronger Communities**
- CPT8 - A Healthier Life**
- CPT9 - Successful Schools and Learning**
- CPT10 - Promoting Independence**
- CPT11 - Protecting Vulnerable People**
- CPT12 - Including Everyone**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT15 - Putting Customers First**
- CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
 Ensuring the Council's available Capital Financing is utilised in the most efficient manner in order to maximise the benefit to the West Berkshire community and in line with the agreed Council Themes and Outcomes.

Portfolio Member Details

Name & Telephone No.:	Councillor Keith Chopping (0118) 983 2057
E-mail Address:	kchopping@westberks.gov.uk
Date Portfolio Member agreed report:	18 May 2009

Contact Officer Details

Name:	Simon Freeman
Job Title:	Finance Manager
Tel. No.:	01635 519249
E-mail Address:	sfreeman@westberks.gov.uk

Implications

- Policy:** Report on Capital Outturn is in accordance with the Council's policy and procedures.
- Financial:** Funds available for re-profiling to later years are identified in this report.
- Personnel:** None
- Legal/Procurement:** None
- Property:** None
- Risk Management:** If funds are not reprofiled there is a risk that projects will not complete or will have to be funded at the expense of future projects.
- Equalities Impact Assessment:** Not required

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

Executive Summary and Report

1. Introduction

- 1.1 During 2008/09 the approved Capital Programme was budget of £40.470 m and incurred expenditure of **£36.208 m** on Capital Works and Assets. Major areas of expenditure were:
- 1.1.1 Highways Capital Programme. In 2008/09 Highways Capital Programme expenditure amounted to £8.343 m. There was an impact on the delivery of the highways programme due to the diversion of resources to other council initiatives such as the Waste Site acquisition and flood remediation/ prevention works.
- 1.1.2 Education Capital Programme. A total of £9.777 m was spent on the Education Capital Programme. Major investment in St Bartholomew's School continued, resulting the construction contract being agreed in March 2009 with the bulk of the expenditure (funded under the BSF programme) likely to be incurred in 2009/10.
- 1.2 Analysis of expenditure by Service Area is shown at Appendix A.

2. Funding

- 2.1 During 2008/09, the Capital Programme applied £14.101 m of external grants and contributions to schemes. Where permitted, any grants and contributions received in 2008/09 but unspent in year have been carried forward to support the 2009/10 Capital Programme. Developers' contributions utilised in-year amounted to £4.378m.
- 2.2 The Council made £1.201m of direct revenue contributions to the programme during 2008/09. These included the Avonbank lease, Leisure Core Sites Investment and Highways works.
- 2.3 A funding statement for 2008/09 is at Appendix B.

3. 2009/10 Programme

- 3.1 Following the Council's Transformational Efficiency Programme (TEP), there will be a revised governance structure for the Capital Programme. This is in the process of being finalised and will be instrumental in monitoring the current programme and setting future programmes in an affordable, sustainable and prudent manner.
- 3.2 Requests for re-profiled council funded schemes totalled £2.857m (7.1%) at the end of 2008/09. The majority of these schemes will be delivered as part of the 2009/10 programme although a small number of projects have been deferred to later years in the programme. All re-profiled projects will be monitored in year to ensure the funding is utilised in accordance with the original Council approval.
- 3.3 The level of re-profiled schemes identified in para 3.2 is significantly lower than in prior years (£9.340m in 07/08 and £7.634m in 06/07). This has been achieved as a consequence of the work carried out under the Root and Branch review which has improved project management and financial control.

Appendices

Appendix A - Detailed Capital Outturn report by Cost Centre for FY 2008/09
Appendix B - Funding Statement 2008/09

Consultees

Local Stakeholders: Not consulted

Officers Consulted: Capital Group; Group Accountant Capital and Treasury
Management

Trade Union: Not consulted

Capital Funding Statement 2008/09

	<u>£</u>
Government Grants applied in year	8,326,670.14
Highways SCE(C) applied indirect	439,000.00
Other Grants	52,273.39
Developers Contributions	4,377,942.53
School Contributions	388,803.60
Other Contributions	516,124.56
Sub Total External Contributions	14,100,814.22
Revenue contributions	647,534.23
Internal Funds set aside	553,295.04
Sub-Total – Direct Funding	1,200,829.27
Indirect Capital Receipts Applied	645,859.41
Earmarked Capital Receipts applied (Shaw House/Trinity Sports Hall)	543,863.66
Financing Requirement by borrowing	19,716,325.69
Sub-total – Indirect Funding	20,906,048.76
Total Capital Funding	36,207,692.25

West Berkshire Capital Programme: 2008/09

Appendix A1

Outturn position - Summary by Service Area

07/05/2009

Service Area	Budget for 2008-09	Expenditure 2008-09	Variance	Re-Profiling to cover existing commitments	Additional Re-Profiling requested
<u>Chief Executive's Directorate</u>					
Property	4,825,560	4,298,406	527,154	274,940	208,380
Special Projects	1,931,090	1,884,171	46,919	0	24,350
ICT	1,450,950	1,272,979	177,971	47,400	108,379
Benefits and Exchequer	4,930	3,884	1,046	0	0
Finance	1,059,450	620,332	439,118	26,910	359,310
Policy & Communication	1,224,090	814,471	409,619	6,060	177,550
<u>Total for Chief Executive's Directorate</u>	10,496,070	8,894,244	1,601,826	355,310	877,969
<u>Community Services Directorate</u>					
Community Care	115,450	111,314	4,136	0	0
Housing & Performance	3,265,160	3,155,531	109,629	40,310	4,840
Cultural Services	1,547,400	1,201,233	346,167	13,300	99,140
<u>Total for Community Services Directorate</u>	4,928,010	4,468,079	459,931	53,610	103,980
<u>Environment Directorate</u>					
Countryside & Environment	4,353,560	4,233,620	119,940	24,050	30,000
Highways & Transport	9,494,090	8,342,680	1,151,410	386,040	164,370
Planning & Trading Standards	162,360	127,578	34,782	0	34,270
<u>Total for Environment Directorate</u>	14,010,010	12,703,877	1,306,132	410,090	228,640
<u>Children's and Young People Directorate</u>					
Education Services	10,650,050	9,776,991	873,059	347,300	480,280
Children's Services	383,410	361,920	21,490	0	0
Children's Commissioning & Quality	2,580	2,582	-2	0	0
Customer Services	0	0	0	0	0
<u>Total for Children's and Young People Directorate</u>	11,036,040	10,141,492	894,548	347,300	480,280
Council Totals	40,470,130	36,207,692	4,262,437	1,166,310	1,690,869
				2,857,179 (7.1%)	

West Berkshire Capital Programme: 2008/09 Outturn report as at 28th February 2009

Detailed Expenditure by Service Area 08/09

Service Grouping	Project Title	Cost Centre	Budget Manager	Budget	Expenditure	Variance	Slippage	
							To cover commitment	Additional requested
Property								
CXDPRO	Bldg Mtce Total Prov	87103	GEDDY	159,460.00	159,464.98	-4.98	0.00	
CXDPRO	Feasibility Studies	87105	STYE	169,380.00	117,675.42	51,704.58	51,700.00	
CXDPRO	Cap Sal Property	87115	STYE	747,330.00	617,686.76	129,643.24	14,750.00	
CXDPRO	Cond/Asb/Meas Surveys	87119	AGREEN	92,550.00	92,545.22	4.78	0.00	
CXDPRO	Asset Disposal Prog	87125	MPOWERS	0.00	79,525.50	-79,525.50	0.00	
CXDPRO	Access Works/Disabled	87126	SLBROUGHTON	204,470.00	87,811.40	116,658.60	300.00	116,350.00
CXDPRO	Asbestos - Pmp	87129	AGREEN	48,150.00	35,994.04	12,155.96	0.00	12,150.00
CXDPRO	Flexible Working-Ph3Ac	87159	NCARTER	0.00	364.66	-364.66	0.00	
CXDPRO	Avonbank Lease	87163	MPOWERS	349,350.00	349,353.07	-3.07	0.00	
CXDPRO	Fire Risk Assessment	87185	AGREEN	178,120.00	178,116.50	3.50	0.00	
CXDPRO	Control of Legionnaires Disease	87186	AGREEN	50,640.00	50,643.77	-3.77	0.00	
CXDPRO	Fire Risk Remedial Works	87190	SLBROUGHTON	611,610.00	423,885.91	187,724.09	187,720.00	0.00
CXDPRO	CPO of Play Area in Tilehurst	87192	AGREEN	5,000.00	0.00	5,000.00	0.00	
CXDPRO	Market St Solar Photovoltaics	87212	ASLAUGHTER	55,000.00	54,651.92	348.08	0.00	
CXDPRO	Capital Maintenance Programme Public Protection East of Area (Turnhams Green)	87515	SSOUDEN	3,700.00	238.96	3,461.04	0.00	
CXDPRO		87526	JJORDAN	2,150,800.00	2,050,447.99	100,352.01	20,470.00	79,880.00
Sub Total				4,825,560	4,298,406	527,154	274,940	208,380

Special Projects

CXDSP	Tilehurst Learning Campus	82194	LGAULTON	168,550.00	168,548.03	1.97	0.00	
CXDSP	St Barts - BSF Pathfinder	82206	LGAULTON	1,441,950.00	1,441,947.05	2.95	0.00	
CXDSP	Newbury Library refit	87195	COWEN	37,030.00	37,025.99	4.01	0.00	0.00
CXDSP	Project Timelord	87527	JJORDAN	171,560.00	147,209.99	24,350.01	0.00	24,350.00
CXDSP	Special Projects Team Resource	87700	LGAULTON	112,000.00	89,440.27	22,559.73	0.00	
Sub Total				1,931,090	1,884,171	46,919	0	24,350

ICT

CXDICT	Geographic Info.System	87066	KGRIFFIN	9,580.00	9,581.17	-1.17	0.00	
CXDICT	Corp It Replacement	87110	KGRIFFIN	344,530.00	340,353.31	4,176.69	230.00	
CXDICT	Wan Upgrade	87152	KGRIFFIN	18,730.00	20,503.42	-1,773.42	0.00	
CXDICT	Business Continuity	87157	KGRIFFIN	44,020.00	39,004.58	5,015.42	0.00	5,020.00
CXDICT	HR/Payroll System	87172	SDUFFIN	34,430.00	34,426.81	3.19	0.00	
CXDICT	Business System Development Fund	87179	KGRIFFIN	133,430.00	69,589.58	63,840.42	36,000.00	27,840.00
CXDICT	Implementing Elec Gov	87214	DLOWE	120.00	124.50	-4.50	0.00	
CXDICT	Server and Storage consolidation	87220	KGRIFFIN	34,890.00	34,889.00	1.00	0.00	
CXDICT	EDRMS - Phase 1 (Scoping)	87221	DLOWE	204,710.00	204,713.92	-3.92	0.00	
CXDICT	Internet Security Enhancements	87250	KGRIFFIN	4,890.00	4,888.83	1.17	0.00	
CXDICT	Cash Management: Citizen Web Payments	87252	SDUFFIN	14,680.00	14,684.00	-4.00	0.00	
CXDICT	Government Gateway	87254	KGRIFFIN	0.00	0.00	0.00	0.00	
CXDICT	Local Land Charges Data System	87257	DHOLLING	3,300.00	331.00	2,969.00	0.00	2,969.00
CXDICT	VMWare Consolidated Backup scheme	87262	KGRIFFIN	12,030.00	12,030.00	0.00	0.00	
CXDICT	Business Continuity & Disaster Recovery	87263	KGRIFFIN	76,100.00	3,553.27	72,546.73	0.00	72,550.00
CXDICT	Internet Bandwidth Management	87264	KGRIFFIN	33,800.00	21,755.19	12,044.81	0.00	
CXDICT	Network Access Control Service	87265	KGRIFFIN	14,800.00	0.00	14,800.00	0.00	
CXDICT	ICT Project Development	87266	KGRIFFIN	100,000.00	88,825.61	11,174.39	11,170.00	
CXDICT	Timelord - Phase 2	87267	JJORDAN	0.00	0.00	0.00	0.00	
CXDICT	SIP (Windows File & Print)	87511	KGRIFFIN	61,380.00	61,383.36	-3.36	0.00	
CXDICT	ICT Capital Salaries	87512	KGRIFFIN	290,820.00	297,620.02	-6,800.02	0.00	
CXDICT	Members ICT Project	87516	KGRIFFIN	970.00	981.59	-11.59	0.00	
CXDICT	Desktop Rebuild	87518	JJORDAN	10,240.00	10,240.25	-0.25	0.00	
CXDICT	Resource Booking Project	87519	PBARTLETT	3,500.00	3,500.00	0.00	0.00	
Sub Total				1,450,950	1,272,979	177,971	47,400	108,379

Benefits and Exchequer

CXDBAE	DIP System Upgrade	87120	SDUFFIN	4,930.00	3,884.00	1,046.00	0.00	
Sub Total				4,930	3,884	1,046	0	0

Finance

CXDFIN	All Offices Health&Saf	87104	IPRIESTLEY	25,000.00	2,852.30	22,147.70	0.00	
CXDFIN	Cap Sal Capital Acct	87114	AWALKER	78,560.00	83,813.12	-5,253.12	0.00	
CXDFIN	Office Accommodation Provision	87522	AWALKER	710,890.00	429,216.63	281,673.37	26,910.00	254,760.00
CXDFIN	Members Bids	87610	BWATSON	245,000.00	104,450.00	140,550.00	0.00	104,550.00
Sub Total				1,059,450	620,332	439,118	26,910	359,310

Policy & Communication

CXDPAE	Cctv Newbury Upgrade	83065	SPOWELL	410.00	40.50	369.50	0.00	
CXDPAE	CCTV Control Room	83087	SPOWELL	259,820.00	12,657.83	247,162.17	0.00	
CXDPAE	CCTV - St John's Roundabout	83094	SPOWELL	29,600.00	29,574.66	25.34	0.00	
CXDPAE	Provision of CCTV within WB	83095	SPOWELL	240,000.00	56,384.70	183,615.30	6,060.00	177,550.00
CXDPAE	Shop Mobility	87072	LMCQUADE	7,500.00	7,273.00	227.00	0.00	
CXDPAE	Town Centre Developmnt	87149	NCARTER	450,000.00	471,979.41	-21,979.41	0.00	
CXDPAE	Parish Planning	87154	CRUSE	67,640.00	67,642.95	-2.95	0.00	
CXDPAE	Vibrant Villages	87184	MHARRIS	35,000.00	34,977.00	23.00	0.00	
CXDPAE	SEEDA Market Towns (SERTP)	87187	LMCQUADE	83,000.00	82,821.00	179.00	0.00	
CXDPAE	Safer Stronger Communities Fund - Capital Allocat.	87188	RCRAGGS	31,120.00	31,120.00	0.00	0.00	
CXDPAE	Capital Strategic Funding Allocation	87525	SPOWELL	20,000.00	20,000.00	0.00	0.00	
Sub Total				1,224,090	814,471	409,619	6,060	177,550

Highways & Transport

ENVHT	Kennet Centre MSCP - Roof Deck Repair	81050	MCOLE	11,260.00	11,260.60	-0.60	0.00	
ENVHT	Village Speed Limits	81051	MCOLE	33,880.00	33,696.76	183.24	0.00	
ENVHT	Local Sfty Acc Reduct	81103	MCOLE	129,800.00	102,262.59	27,537.41	1,750.00	
ENVHT	Network Signing	81109	MCOLE	29,790.00	6,147.61	23,642.39	0.00	23,640.00
ENVHT	Ftwy Imp Existing &New	81149	JWINSTANLEY	98,520.00	91,123.35	7,396.65	7,400.00	
ENVHT	Newbury Residents Park	81156	JWINSTANLEY	17,160.00	16,506.90	653.10	500.00	

Service Grouping	Project Title	Cost Centre	Budget Manager	Original Budget	Actual Expenditure	Variance	Forward commitment	Additional requested
COMCUL	Adventure Dolphin Replacement	82090	KDENNIS	86,110.00	86,266.88	-156.88	0.00	
CYPCS	Replacement of MIS	82091	KDENNIS	14,200.00	12,419.64	1,780.36	0.00	
CYPCS	Youth Capital Fund	85174	MPHILLIPS	217,160.00	217,159.89	0.11	0.00	
CYPCS	Greenham Capital Project	85176	MVERNON	1,880.00	1,883.00	-3.00	0.00	
CYPCS	Moorside Music Project	85177	LLAY	300.00	296.17	3.83	0.00	
CYPCS	Theale Y&C Capital Fund	85178	MATHOMAS	11,770.00	11,773.00	-3.00	0.00	0.00
CYPCS	Waterside YCF	85179	KDENNIS	15,200.00	15,196.44	3.56	0.00	
CYPCS	Building Work :Fosteri	86013	LHUNT	36,790.00	16,925.00	19,865.00	0.00	
Sub Total				383,410	361,920	21,490	0	0

Children's Commissioning & Quality

CYPCQ	Play Strategy Grants from BLF	85175	DHOOG	2,580.00	2,581.74	-1.74	0.00	
Sub Total				2,580	2,582	-2	0	0

Customer Services

CYPCUS	CRM	87520	IHAGGETT	0.00	0.00	0.00	0.00	
Sub Total				0	0	0	0	0

Community Care

COMCC	Improving the Care Home Environment	80020	JEVANS	0.00	1,190.54	-1,190.54	0.00	
COMCC	O/T Equipment	86008	PLEAVEY	115,450.00	111,173.60	4,276.40	0.00	
COMCC	Nby Day Ctr - Replacmt	86015	ALOVE	0.00	-1,050.00	1,050.00	0.00	
Sub Total				115,450	111,314	4,136	0	0

Housing & Performance

COMHP	Home Repair Assist Grt	80001	MBRAIN	120,360.00	120,363.12	-3.12	0.00	
COMHP	Dicret. Renovation Grt	80002	MBRAIN	139,190.00	139,194.05	-4.05	0.00	
COMHP	Disabled Facilities Gr	80003	MBRAIN	1,476,450.00	1,478,036.78	-1,586.78	0.00	
COMHP	Empty Homes Policy	80006	MBRAIN	11,390.00	11,389.38	0.62	0.00	
COMHP	Housing and Performance	80090	MBRAIN	950,850.00	950,850.00	0.00	0.00	
COMHP	Improving Info Mngmnt	86011	JGRAVES	109,070.00	109,070.18	-0.18	0.00	
COMHP	It System Replacement	86016	JGRAVES	117,800.00	99,475.63	18,324.37	18,320.00	
COMHP	Temp Accommodation Refurbishment	86020	JGRAVES	2,170.00	-9,847.08	12,017.08	0.00	
COMHP	Gypsy & Traveller Grant	86022	THENDREN	37,140.00	36,694.44	445.56	0.00	
COMHP	Waring House - Site Clearance	86023	TFORSTER	120,000.00	92,386.18	27,613.82	0.00	
COMHP	Social Services - Pmp	87132	DBUTLAND	103,970.00	59,767.18	44,202.82	18,220.00	
COMHP	Capital Maintenance (One-off) CS	87189	JGRAVES	76,770.00	68,151.13	8,618.87	3,770.00	4,840.00
Sub Total				3,265,160	3,155,531	109,629	40,310	4,840

Cultural Services

COMCUL	Shaw Hs Construction	85129	DAPPLETON	292,000.00	37,202.58	254,797.42	1,960.00	
COMCUL	Shawhs Lottery Bid St2	85132	DAPPLETON	0.00	10,571.70	-10,571.70	0.00	
COMCUL	Shawhs/Trinity Dlpt	85133	DAPPLETON	543,860.00	543,863.66	-3.66	0.00	
COMCUL	Shawhouse Mansion Mtce	85134	DAPPLETON	62,560.00	735.06	61,824.94	0.00	
COMCUL	Shaw House - Archaeology	85135	ALOARING	0.00	5,520.00	-5,520.00	0.00	
COMCUL	Shaw House - Interpretation	85137	ALOARING	0.00	54,263.91	-54,263.91	0.00	
COMCUL	Shaw House - Signage	85138	ALOARING	3,110.00	3,105.00	5.00	0.00	
COMCUL	Shaw House - Fitting Out	85139	ALOARING	0.00	16,098.63	-16,098.63	0.00	
COMCUL	Museum Maint & Repair	85143	ALOARING	52,730.00	45,718.03	7,011.97	2,500.00	
COMCUL	G'Ham Court Prim Sch	85162	AJONES	19,960.00	19,840.00	120.00	0.00	
COMCUL	Core Sites Essential Investment	85180	DAPPLETON	55,600.00	55,597.23	2.77	0.00	
COMCUL	Culture&Youth - Pmp	87133	DAPPLETON	192,830.00	184,286.48	8,543.52	8,540.00	
COMCUL	Libraries Pmp	87139	DAPPLETON	8,050.00	7,183.70	866.30	0.00	
COMCUL	Hungerford Library	87156	COWEN	1,770.00	1,767.33	2.67	0.00	
COMCUL	Library Management System Replacement	87182	COWEN	300,850.00	201,401.92	99,448.08	300.00	99,140.00
COMCUL	Pangbourne Library Refurbishment	87194	COWEN	14,080.00	14,078.24	1.76	0.00	
Sub Total				1,547,400	1,201,233	346,167	13,300	99,140

Grand Total of All Service Areas				40,470,130	36,207,692	4,262,437	1,166,310	1,690,869
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Title of Report:	Resource Management Select Committee Work Programme	Item 10
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	30 June 2009	

Purpose of Report: To consider and prioritise the Work Programme of the Resource Management Select Committee for the 2009/10 Municipal Year.

Recommended Action: To consider the current items and agree any future areas for scrutiny.

Key background documentation: Resource Management Select Committee Terms of Reference.

Resource Management Select Committee Chairman	
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Supporting Information

1. Introduction

- 1.1 At its meeting on 16 June the Overview and Scrutiny Management Commission agreed the Work Programme of the Commission and that of the Scrutiny Select Committees for the 2009/10 Municipal Year.
- 1.2 Members are requested to consider the latest Resource Management Select Committee Work Programme at Appendix A, prioritise the items listed and agree any future areas for scrutiny.

Appendices

Appendix A – Resource Management Select Committee Work Programme

Consultees

Local Stakeholders: Overview and Scrutiny Management Commission

Officers Consulted: Policy and Scrutiny Manager, Finance Manager

Trade Union: N/A