

Title of Report:	Community Services budget monitoring	Item 5
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	24 November 2009	

Purpose of Report:

To discuss the overspend reported in the Community Services Directorate, consider the actions being put in place to address issues and suggest, where appropriate, areas for improvement.

Recommended Action:

To suggest, where appropriate, areas for improvement in managing the Community Services Directorate budget.

Key background documentation:

Minutes of Resource Management Select Committee: 22 September 2009.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jeff.brooks@westberkslibdems.org.uk
Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 At the Resource Management Select Committee held on 22 September 2009 a detailed discussion was held in respect of the pressures being felt across Adult Social Care budgets.
- 1.2 This was held in two parts. The first covered the position in the 2008/09 financial year and the changing variance that was reported. The second part looked at the in year budget position, the pressures being felt that are causing the overspend and the actions being taken to address the situation.
- 1.3 This report provides further information requested at the meeting on 22 September 2009 and highlights area of discussion for this meeting.

2. Information requested at 22 September 2009

- 2.1 The Interim Head of Adult Services was asked to provide further information, which is provided below:
- 2.2 The reasons behind the variance to the projected overspend between month 3 and month 4 were:
 - (1) Older people's residential care reported as a £107k underspend in month 3 instead of as an overspend. This amounts to a £214k increase.
 - (2) Increase in older people's nursing home purchasing - £50k.
 - (3) Budget reporting deadline missed by a Service Manager accounting for £180k.
 - (4) Reduction of income in care homes - £50k
 - (5) This accounts for approximately £487k.
- 2.3 The budget pressures are included in the Council's strategic risk register.

3. Discussion points for this meeting

- 3.1 It was resolved at the September meeting that further discussion was required across the Community Services Directorate and as a result the Corporate Director (Community Services) and the Interim Head of Adult Services have been invited to the meeting to discuss the overspend reported and describe the actions being put in place to address issues. Councillor Joe Mooney, Portfolio Holder, will also be in attendance for the item.
- 3.2 The month 6 position is detailed within item 7 of the agenda and includes a comparison of the position between month 4 and 6.

4. Recommendation

- 4.1 The Select Committee is asked to consider the information provided and suggest, where appropriate, areas for improvement in managing the Community Services Directorate budget.

Appendices

There are no Appendices to this report.

Title of Report:	Environment budget monitoring	Item 6
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	24 November 2009	

Purpose of Report: To discuss the overspend reported in the Environment Directorate, consider the actions being put in place to address issues and suggest, where appropriate, areas for improvement.

Recommended Action: To suggest, where appropriate, areas for improvement in managing the Environment Directorate budget.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jeff.brooks@westberkslibdems.org.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
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Executive Report

1. Introduction

- 1.1 At the Resource Management Select Committee held on 22 September 2009 the month 4 budget position was discussed and Members highlighted concerns regarding the overspend within the Environment Directorate. In particular this was due to the income from development and building control being approximately £260k below budget and parking income being £150k below target.
- 1.2 It was resolved at the September meeting that further discussion was required across the Environment Directorate and as a result the Corporate Director (Environment) and the Head of Planning and Trading Standards have been invited to the meeting to discuss the overspend reported and describe the actions being put in place to address issues.
- 1.3 The month 6 position is detailed within item 7 of the agenda, this includes a comparison of the position between month 4 and 6.

2. Recommendation

- 2.1 The Select Committee is asked to consider the information provided and suggest, where appropriate, areas for improvement in managing the Environment Directorate budget.

Appendices

There are no Appendices to this report.

Title of Report:	Month 6 Revenue Budget Monitoring Report	Item 7
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	24 November 2009	

Purpose of Report: To receive the revenue budget monitoring report for month 6 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:	jeff.brooks@westberkslibdems.org.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 2009/10 month 6 revenue budget monitoring which has been considered by Management Board and is on the next Executive agenda. The report and appendices are included within Appendix A. These detail the summary of forecasts by service and directorate, and directorate commentary.
- 1.2 A comparison of forecasts between month 4 and 6 is provided at Appendix B.
- 1.3 The Finance Manager will be in attendance at the Select Committee to provide further information and answer any questions.

Appendices

Appendix A – Financial Performance Report – Quarter 2

Appendix B – Comparison of forecasts – month 4 to 6

Title of Report:	Financial Performance Report - Quarter 2	Appendix A
Report to be considered by:	Executive	
Date of Meeting:	19 November 2009	
Forward Plan Ref:	EX1848	

Purpose of Report: To make the Executive aware of the latest financial position of the Council.

Recommended Action: To note the report.

Reason for decision to be taken: To ensure that the Executive is aware of the financial position of the Council.

Other options considered: None

Key background documentation: Budget monitoring returns held in Accountancy

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

CPP2 – Raise levels of educational achievement – improving school performance levels

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:
Monitoring the Council's Revenue budgets.

Portfolio Member Details	
Name & Telephone No.:	Councillor Keith Chopping - (0118) 983 2057
E-mail Address:	kchopping@westberks.gov.uk
Date Portfolio Member agreed report:	09 November 2009

Contact Officer Details	
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Implications

Policy: None
Financial: As set out in the report
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None
Equalities Impact Assessment: None

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 is the second report brought to the Executive as part of the 2009/10 budget monitoring programme. Reports will be presented to Executive on a quarterly basis throughout the 2009/10 financial year.
- 1.2 The budget monitoring timetable is designed to give the Executive financial information as quickly as practicably possible after the end of the quarter, whilst ensuring that the financial information is robust.
- 1.3 As at the end of month 6, the Council is forecasting an overspend of £1,036k for the 2009/10 financial year. Further detail is provided in appendix 1. Appendices 2a to 2d highlight reasons for significant variances from budget by each directorate.

2. Proposals

- 2.1 For Executive to note this report

3. Conclusion

- 3.1 The current position is a forecast overspend of £1,036k at the end of the 2009/10 financial year. The Council is taking action to reduce this overspend for the year end outturn position.

Executive Report

1. Introduction

- 1.1 The budget monitoring timetable has been designed to ensure that decision makers receive robust financial information as soon as practicably possible after the end of each month. Budget holders are asked to forecast their year end position on a monthly basis, and these forecasts are then reviewed by senior management before being presented to decision makers.

2. The current forecast position

- 2.1 At present, the Council is forecasting an overspend of £1,036k.
- 2.2 The directorate with the most significant overspend prediction is Community Services, with a prediction of £957k overspent by the end of the financial year. Further analysis of this is provided in appendix 2b. The other directorates combined are predicting an overspend of £71k.
- 2.3 The current corporate position is being assisted by a significant underspend forecast in CYP of some £200k.
- 2.4 Community Services, and specifically the Older People and Community Care and Wellbeing services, has seen a new pressure emerging following the closure of care placements and the need to relocate clients to other care placements, as well as pressure from continuing care commitments.

Appendices

Appendix 1 – Summary of forecasts by service and directorate
Appendix 2a to 2d – Directorate commentary

Consultees

Local Stakeholders: N/a
Officers Consulted: Management Board, Corporate Board
Trade Union: Not consulted

Appendix 1

	Cum. Budget to 30/09/2009 £	Cum Exp/Inc to 30/09/2009 £	Actual Variance to date £	Outstanding Commitment for the year £	Expenditure Budget for 2009/10 £	Under/Over £	Forecast Expenditure £
DEDICATED SCHOOLS GRANT	44,738,661	39,562,085	-5,176,576	566,448	-567,010	0	-567,010
CORPORATE DIRECTOR - CYP	134,809	90,369	-44,440	1,831	294,710	-30,000	264,710
CHILDREN'S COMMISSIONING & QUALITY	557,280	244,047	-313,233	14,919	1,227,120	-38,000	1,189,120
EDUCATION SERVICES	6,859,758	2,991,333	-3,868,425	3,124,690	13,858,520	60,710	13,919,230
CHILDREN'S SERVICES	5,071,564	4,863,190	-208,374	607,468	11,530,690	-221,490	11,309,200
CUSTOMER SERVICES	469,271	490,638	21,367	1,871	994,570	28,953	1,023,523
CHILDREN AND YOUNG PEOPLE DIRECTORATE	57,831,343	48,241,661	-9,589,681	4,317,227	27,338,600	-199,827	27,138,773
CORPORATE DIRECTOR - CS	210,411	53,953	-156,458	1,182	406,080	-385,000	21,080
HOUSING & PERFORMANCE	2,368,619	1,064,985	-1,303,634	114,468	2,566,710	34,600	2,601,310
OLDER PEOPLES SERVICES	8,215,661	10,967,555	2,751,894	386,075	19,589,890	790,290	20,380,180
COMMUNITY CARE & WELL BEING	5,315,877	9,158,229	3,842,352	67,950	13,208,500	482,349	13,690,849
CULTURAL SERVICES	2,180,960	2,350,419	169,458	482,600	4,552,730	34,761	4,587,491
SYSTEM TRANSFORMATION	2,068	-257,753	-259,820	17,833	18,400	0	18,400
COMMUNITY SERVICES DIRECTORATE	18,293,597	23,337,388	5,043,791	1,070,109	40,342,310	957,000	41,299,310
CORPORATE DIRECTOR - ENV	84,517	75,590	-8,927	53	172,560	0	172,560
COUNTRYSIDE & ENVIRONMENT	6,850,220	7,397,133	546,914	366,628	16,781,540	-36,510	16,745,030
HIGHWAYS & TRANSPORT	4,337,221	4,331,612	-5,609	1,860,356	10,020,230	350	10,020,580
PLANNING AND TRADING STANDARDS	824,613	1,279,233	454,620	67,341	2,133,020	201,220	2,334,240
ENVIRONMENT DIRECTORATE	12,096,570	13,083,568	986,998	2,294,378	29,107,350	165,060	29,272,410
CHIEF EXECUTIVE	311,514	284,279	-27,234	1,578	648,700	-20,200	628,500
HUMAN RESOURCES	564,341	469,064	-95,278	65,933	1,191,580	-8,754	1,182,826
ICT	1,273,944	1,406,920	132,976	185,555	2,901,230	-520	2,900,710
LEGAL & ELECTORAL	393,499	443,257	49,758	26,576	891,820	138,417	1,030,237
POLICY AND COMMUNICATION	1,713,029	1,863,621	150,592	235,003	3,803,850	-66,255	3,737,595
PROPERTY	821,264	816,823	-4,441	191,173	1,577,150	75,180	1,652,330
BENEFITS AND EXCHEQUER	-4,170,884	-3,010,113	1,160,771	177,910	1,278,880	0	1,278,880
FINANCE	1,148,789	845,838	-302,950	324,596	2,809,210	-12,130	2,797,080
CHIEF EXECUTIVE'S DEPARTMENT	2,055,496	3,119,689	1,064,193	1,208,325	15,102,420	105,738	15,208,158
LEVIES AND INTEREST	-1,671,473	-1,941,852	-270,378	0	995,880	7,630	1,003,510
Grand Total	88,605,533	85,840,455	-2,765,077	8,890,038	112,886,560	1,035,601	113,922,161

CHILDREN AND YOUNG PEOPLE POSITION AS AT MONTH 6

The month 6 forecasting is predicting a Directorate underspend of £200k at year end. At present there are savings of £259k forecast in Children's Services and Children's Commissioning and Quality (CCQ) but this is partly offset by overspends forecast in Education and in Customer Services.

Directorate position:

CYP	Month 6 forecast / £k
Director	-30
CCQ	-38
Education Service	61
Children's Service	-221
Customer services	29
Total	-200

Current position

The month 6 forecasting is predicting a Directorate underspend of £200k at year end. At present there are savings of £259k forecast in Children's Services and CCQ (mainly due to underspends on in-house fostering allowances and support, adoption placements/allowances and residential care). This is partly offset by overspends forecast in Education (mainly £40k Speech and Language Therapy - demography pressure). Youth Services income is anticipated to be £75k under budget due to Adventure Dolphin being in a temporary location, and the current economic climate.

It should be noted, however, that the number of Care Proceedings is set to increase significantly during November and December, and this will have an impact on the Children's Services budget.

Action taken

Although, the Directorate as a whole is reporting an underspend, Heads of Service are looking across all budgets to find savings to meet the overspends in their area. Grants are being reviewed to see whether additional costs could be grant funded. It is difficult to reduce the pressure on Speech and Language therapy, as this is a statutory requirement. The pressure was originally £80,000, but has been reduced by £40,000 due to one-off savings elsewhere. The pressure will revert back to the higher level for 2010/11 and has been put forward as a bid for Service investment.

COMMUNITY SERVICES DIRECTORATE POSITION AS AT MONTH 6

	Month 6 Variance £000
CORPORATE DIRECTOR - CS	-385
HOUSING & PERFORMANCE	35
OLDER PEOPLES SERVICES	790
COMMUNITY CARE & WELL BEING	482
CULTURAL SERVICES	35
SYSTEM TRANSFORMATION	0
Total	957

Director's Summary: The demographic demand on adult social care has risen beyond previous national predictions across the whole of the South East, with West Berkshire in particular experiencing above average growth in the over 65 population.

This pressure is one of the key factors behind the projected overspend, along with changes in NHS Continuing Care funding contributions and the unexpected closure of a care home (Trafalgar Court). The client commissioning budgets are approximately 70% of the budget for adult social care. As the projected overspend for the Directorate has now reached £957k, measures are being introduced to bring down pressures, including:

- negotiations with the PCT to mitigate the impact of the changes in NHS funding this year
- a freeze on all Directorate non-commissioning budgets, including staffing budgets
- a review of all client commissioning budget spend

It is hoped that these measures will reduce the projected overspend.

ENVIRONMENT DIRECTORATE POSITION AS AT MONTH 6

	Month 6 Forecast Variance £000
Corporate Director	0
Countryside and Environment	-36
Planning and Transportation	201
Highways and Transport	0
Total	165

Forecast expenditure for the Environment Directorate as a whole is £29.3 million, a forecast overspend of £165,000. The main reasons for the overspend are:

- Income from Development Control is forecast to be approximately £270,000 below budget mainly because of the economic downturn. This pressure on income is offset by vacancy and other non pay savings across the service and by limited service reductions for the remainder of the financial year.
- Parking income is forecast to be £240,000 below target because of a combination of economic factors (as in 2008/09) with fewer visitors to car parks, and a shortfall in on street parking income.

These pressures are offset by lower than expected expenditure on concessionary fares of at least £100,000 due to lower than expected take up of the scheme. In addition limited service reductions and some additional vacancy and efficiency savings have been achieved in Countryside and Environment to help reduce the directorate overspend.

The remaining overspend is broadly in line with the increase in the Development Control income target in 2009/10 which is now felt to be unachievable in the current economic climate. However further savings will be sought by managing vacancies and reducing spend wherever possible with a view to further reducing the overspend.

CHIEF EXECUTIVE DIRECTORATE POSITION AS AT MONTH 6:

Chief Executive	Month 6 forecast / £k
Director	-20
Human Resources	-9
ICT	0
Legal & Electoral	138
Property	75
Policy & Communications	-66
Benefits & Exchequer	0
Finance	-12
Total	106

Current Position

The Chief Executive directorate is currently forecasting an overspend of £106k at year end. Both the Legal and Property Service Reviews have resulted in redundancy and early retirement costs of £142k which were not built into the 2009/10 budget. Significant pressures have also emerged in respect of unmet Land Charges income of £90k due to the economic climate affecting the housing market. Savings have been identified across the Directorate amounting to £126k at month 6 largely from vacancy savings and the Beacon Project.

MVF for all service areas is on track with only Property not fully meeting its target by Month 6; however this is expected to be met by year end. Savings targets are progressing well.

Action Taken

Further savings are anticipated in both Legal and Property to help bring down their predicted overspends. All service areas are actively looking for savings in all areas of their budgets. It is anticipated that management action over the next few months will bring the Directorate position close to the original budget at outturn.

Appendix B

Comparison of forecasts - month 4 to 6

	Month 4	Month 5	Month 6
DEDICATED SCHOOLS GRANT	0	0	0
CORPORATE DIRECTOR - CYP	0	0	-30,000
CHILDREN'S COMMISSIONING & QUALITY	-16,110	-28,000	-38,000
EDUCATION SERVICES	3,942	13,222	60,710
CHILDREN'S SERVICES	-138,560	-250,810	-221,490
CUSTOMER SERVICES	35,500	32,096	28,953
CHILDREN AND YOUNG PEOPLE DIRECTORATE	-115,228	-233,492	-199,827
CORPORATE DIRECTOR - CS	-399,690	-400,000	-385,000
HOUSING & PERFORMANCE	101,416	69,600	34,600
OLDER PEOPLES SERVICES	508,624	671,618	790,290
COMMUNITY CARE & WELL BEING	281,285	281,141	482,349
CULTURAL SERVICES	26,985	-36,619	34,761
SYSTEM TRANSFORMATION	0	0	0
COMMUNITY SERVICES DIRECTORATE	518,620	585,740	957,000
CORPORATE DIRECTOR - ENV	360	0	0
COUNTRYSIDE & ENVIRONMENT	10,540	9,760	-36,510
HIGHWAYS & TRANSPORT	150,730	150,320	350
PLANNING AND TRADING STANDARDS	259,910	260,370	201,220
ENVIRONMENT DIRECTORATE	421,540	420,450	165,060
CHIEF EXECUTIVE	-9,700	-9,700	-20,200
HUMAN RESOURCES	-11,158	-11,158	-8,754
ICT	20,400	19,480	-520
LEGAL & ELECTORAL	40,000	117,000	138,417
POLICY AND COMMUNICATION	-28,370	-64,295	-66,255
PROPERTY	0	75,300	75,180
BENEFITS AND EXCHEQUER	0	0	0
FINANCE	-9,740	-12,130	-12,130
CHIEF EXECUTIVE'S DEPARTMENT	1,432	114,497	105,738
LEVIES AND INTEREST	0	0	7,630
GRAND TOTAL	826,364	887,195	1,035,601

Title of Report:	Month 6 Capital Programme Monitoring Report	Item 8
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	24 November 2009	

Purpose of Report: To receive the capital programme monitoring report for month 6 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:	jeff.brooks@westberkslibdems.org.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 2009/10 month 6 capital programme report which has been considered by Management Board and is on the next Executive agenda. The report and appendices are included within Appendix A. These detail capital budget monitoring summarised by service area and directorate reports.
- 1.2 The Finance Manager will be in attendance at the Select Committee to provide further information and answer any questions.

Appendices

Appendix A – Capital Programme monitoring report – month 6

Title of Report:	Capital Programme Monitoring Report	Appendix A
	Month 6 - Financial Year 2009/10	
Report to be considered by:	Executive	
Date of Meeting:	19 November 2009	
Forward Plan Ref:	EX1851	

Purpose of Report: To report the progress on the Capital Programme for the first six months of Financial Year 2009/10.

Recommended Action: To note the report and any remedial action that is being taken.

Reason for decision to be taken: NA - Information report.

Other options considered: None

Key background documentation: Capital Strategy and Programme 2009/10 – 2013/14.

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**
- CPT5 - Cleaner and Greener**
- CPT6 - Vibrant Villages**
- CPT7 - Safer and Stronger Communities**
- CPT9 - Successful Schools and Learning**
- CPT10 - Promoting Independence**
- CPT13 - Value for Money**

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:	19 October 2009

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

Implications

- Policy:** The Capital Programme is developed and approved to align with the Council's policies and priorities.
- Financial:** Corporate Directors have provided updates which are detailed in the appendices to this report. At the end of Period 6 over 80% of the approved programme has been spent or committed which compares favourably with previous years.
- Personnel:** None
- Legal/Procurement:** None
- Property:** None
- Risk Management:** The Capital Programme represents a significant element of Council expenditure, which should be monitored and controlled accordingly.
- Equalities Impact Assessment:** None

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

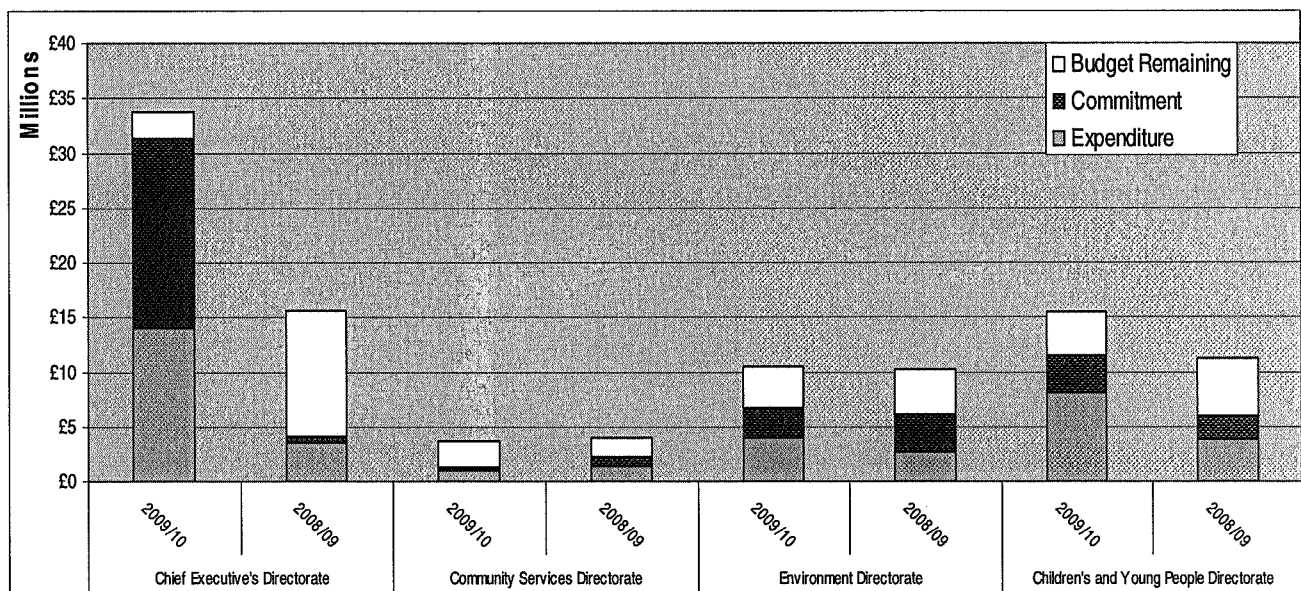
1. Background

1.1 This report highlights the progress that has been made with implementing the Council's Capital Programme for 2009/10. It relates to the first six months (Quarter 2) of the financial year and encompasses the following:

- a budget summary for each service area (Appendix A);
- Directorate reports on scheme progress and highlighting any project issues (Appendices B1-B4);

2. Summary of Performance

2.1 The total budget for 2009/10, which includes funding carried over from 2008/09, is currently set at £63.264m. To date (30th September 2009) £27.059m (42.77%) has been spent compared to £11.389m (27.81%) at the same period last year. A further £23.732m has been committed (orders placed on the Council's procurement system, but not yet delivered and paid for).



2.2 Each Directorate has provided a summary report, and these are at Appendices B1-B4.

Appendices

- Appendix A - Capital Budget Monitoring - Summarised by Service Area.
- Appendix B - Directorate Reports for Capital Programme to Period 6.

Consultees

Local Stakeholders:

Officers Consulted: All Capital Budget Managers

Trade Union:

West Berkshire Capital Programme: 2009/10 Budget Monitoring

Appendix A

Month 6 - period ending 30th September 2009 - Summary by Service Area

01/10/2009

Service Area	Budget for 2009-10	Expenditure 2009-10 to date	Committed (order placed, not yet paid)	Budget Remaining to be Committed 2009-10	%age of Budget remaining to be committed
<u>Chief Executive's Directorate</u>					
Property	3,908,430	1,534,020	2,125,410	249,000	6.37%
Special Projects	21,342,030	7,371,722	14,471,394	-501,086	0.00%
ICT	1,795,360	534,933	642,048	618,379	34.44%
Finance	6,356,650	4,560,462	26,908	1,769,280	27.83%
Policy & Communication	326,250	29,000	5,217	292,033	89.51%
Total for Chief Executive's Directorate	33,728,720	14,030,136	17,270,977	2,427,607	7.20%
<u>Community Services Directorate</u>					
Community Care	85,420	0	88,740	-3,320	0.00%
Housing & Performance	2,477,480	819,831	76,623	1,581,026	63.82%
Cultural Services	1,064,170	172,072	168,028	724,070	68.04%
Total for Community Services Directorate	3,627,070	991,903	333,391	2,301,776	63.46%
<u>Environment Directorate</u>					
Countryside & Environment	1,272,740	1,145,926	217,185	-90,371	0.00%
Highways & Transport	9,181,040	2,804,596	2,408,653	3,967,792	43.22%
Planning & Trading Standards	38,190	16,798	25,431	-4,040	0.00%
Total for Environment Directorate	10,491,970	3,967,320	2,651,269	3,873,381	36.92%
<u>Children's and Young People Directorate</u>					
Education Services	13,964,870	7,608,043	2,054,612	4,302,215	30.81%
Children's Services	1,292,240	286,950	1,262,878	-257,588	0.00%
Children's Commissioning & Quality	0	174,224	0	-174,224	0.00%
Customer Services	159,090	0	158,583	507	0.32%
Total for Children's and Young People Directorate	15,416,200	8,069,216	3,476,073	3,870,910	25.11%
Council Totals	63,263,960	27,058,575	23,731,710	12,473,674	19.72%
		42.77%	37.51%		

Notes re Outstanding budgets to be Committed -

Finance - Accommodation has now been purchased and the refit works for West St House will be committed during period 7. Westpoint House will be purchased during Month 7

Housing and Performance - budget remaining to be committed relates to Disabled Facilities Grants (DFG) and Temporary Accommodation Refurbishment. DFG will be allocated during the year and the delays in the Temporary Accommodation projects have been highlighted in the Directors report

Highways and Transport - there are a number of major schemes planned to start later in the current year which will significantly reduce the budget remaining.

Education - the programme has seen an increased spend during the summer period as works in schools are carried out during the Summer holiday period. The major schemes may need some reprofiling after project briefs have been refined as outlined in the Directors report. School allocation of DFC (c.£4m) has been paid during Period 6.

**Chief Executive
Director's Report
Capital Budget Monitoring 2009/10 : Period 6**

Overview

At Period 6 capital projects in Chief Executive's Directorate are as planned In the capital programme.

Project Issues

Timelord – The ICT Capital Programme in 2009/10 comprises mainly Timelord Programme costs which will be spent in year. It is also anticipated that the Corporate Replacement Programme allocation will also be spent in year but there is likely to be more expenditure on back-end servers and on Telecoms equipment upgrades to support the move to Mobile and Flexible Working (MFW) and less on PCs than in previous years. ICT expects to spend all of its capital budget allocation and will make bids against the Corporate Allocation to cover GCSx and Business Continuity issues.

Finance capital budgets will be spent as planned when current accommodation proposals have been completed.

Fire risk - remedial works. The current budget is under significant pressure. The work to Denefield has escalated beyond initial estimates following results of the more detailed survey and this is becoming typical for other buildings being inspected. The costs associated with the Denefield School are being looked at in more detail and alternative funding sources explored. If alternative funds are identified further progress can be achieved with the wider fire remedial work programme. Some smaller remedial projects may need to be deferred if alternative funding is not identified

Parish Planning/Vibrant Villages – spend here is dependent upon the number of applications made by Parish Councils linked to their approved Parish Plans. Budget expected to be spent.

Special Projects – The major area of expenditure in the current financial year relates to the Ad Lucem (St Bartholomew's School) project and the construction of the new school is progressing well and slightly ahead of schedule at present.

Planned use of uncommitted Capital

As detailed above, there will be further expenditure incurred in the coming months mainly in relation to the Timelord programme and planned accommodation expenditure. These schemes will utilise the majority of the remaining capital budget in the Chief Executive's allocation and therefore it is anticipated at this stage that all capital resources will be used before the end of the financial year.

Community Service
Director's Report
Capital Budget Monitoring 2009/10 : Period 6

Overview

The current year programme covers spend associated with housing grants, the completion of the Shaw House Project, provision of OT equipment, planned maintenance programme for the community services property portfolio, and the ongoing modernisation programme in adult social care. Additional funds are also allocated within the scheme to complete the refurbishment of council owned temporary accommodation.

Project Issues

SSE Pole Store - There are ongoing issues associated with identifying a suitable alternative site for the owner of a parcel of land currently housing the SSE Pole store, which is essential for Phase 2 of the Shaw House Project to commence.

Officers in the Estates Team of the Council's Property Services are working closely with cultural services to investigate potential sites for the relocation of the pole store and report has been presented to Management Board.

Planned Maintenance - Estimates for the total cost of the all planned maintenance works across the community services portfolio of properties are likely to result in the need for some works being reprogrammed for the next financial year.

Community Services are in the process of agreeing the PMP programme priorities to ensure that services are safeguarded in building fit for purpose, while remaining within the planned annual budget allocation.

Housing/Temporary Accommodation Refurbishment - The final phase of the programme for refurbishment of temporary accommodation is currently delayed due to the need to wait for planning decisions on a site in Newbury and for other development projects to complete, before refurbishment works on one site can commence

TA refurbishment funding will be re-profiled into the next financial year to cover costs of potential redevelopment of existing units and improvement of existing provision

The Housing Service is working with Property Service to establish scope of refurbishment work required to maximise number of units on the site in Newbury.

The overall programme of works will continue through this year to continue to make improvements to a number of council owned dwellings to bring them up to decent homes standard in line with the 2010 target.

Modernising Adult Social Care - The ongoing work of modernising Adult Social Care will include work to integrate information systems more closely with Health and implementing the resulting system changes which will occur as a consequence of Putting People First and the personalisation agenda.

Planned use of uncommitted Capital

The outstanding issues highlighted above in relation to the Temporary Accommodation refurbishment are likely to result in the deferral of this scheme into 2010/11

Children And Young People
Director's Report
Capital Budget Monitoring 2009/10 : Period 6

Overview

The 2009/10 capital programme budget is approximately £15.4m, of which approximately £14 is education and £1.3m is Children's Services. Based on current information there are five projects within the 2009/10 programme that are over £3m, two live projects (Chieveley and Theale Green schools) currently in the design phase and a further three in feasibility (The Winchcombe, The Downs and John O'Gaunt).

There are two very large education projects (St Bartholomew's rebuild) that is being managed and reported on by Special Projects and St Finian's rebuild that is being managed by the Portsmouth Diocese and the school.

A decision has been taken not to proceed with the Tilehurst Learning Campus and the Project Board was wound up at the meeting on the 13th July. Work is underway to establish new project briefs that will deliver significant capital investment across two school sites – Denefield and Brookfields.

The other significant projects within the capital programme are Castle Special school Post-16 co-location, which is in design and Speenhamland, Kennet, Kintbury St Mary's, Compton, Kennet Valley, Burghfield St Mary's, Lambourn, The Willows and Springfield that are in feasibility.

Project Issues

There are also some projects within the programme where there are some issues around budget and delivery, namely:

- **Theale Primary** – the revised feasibility costing exercise is almost complete and as previously reported the budget has been re-allocated and the S106 element re-profiled to 2011/12. Discussions will need to be had once again, during the capital programme refresh, with the agents for the developers of the South Lakeside site to establish likely timescale for development. Previous discussions have indicated that the developer is in no hurry to progress this development.

Possible re-profiling of the budget further into the future or, given the possible impact on capital funding as a result of the economic climate, it might be necessary to reallocate the non-S106 element of the budget, which currently stands at approx £1.4m, to another project. All of the above to be carried out during the capital programme refresh

- **St Finian's** – land acquisition negotiations are continuing but due to current market conditions establishing an agreed land value and timescales for selling will be problematic. We have recently commissioned a valuation on the land for disposal, which has indicated a of £1.3m based on our agent's view of current market conditions for developable land value. This figure is approximately £550k in excess of the current 10/11 budget allocation.

The agent for the FMM has also intimated that they might not be prepared to sell till market conditions improve but this was verbal / e-mail and hasn't been confirmed formally in writing.

As reported previously full planning permission has been given and the Portsmouth Diocese is leading on the discussions with the DCSF regarding the provision of funding.

Work will continue around land acquisition and continued support to the school and Diocese with rebuild project. Possible representation to DCSF required for funding should Diocesan approach not be successful. Work is underway to establish impact and accommodation requirements if the governors are unsuccessful in obtaining DCSF funding. Funding for land acquisition currently in capital programme but will need to be reviewed during capital programme refresh due to recent valuation.

- **The Porch PRU** – the proposed disposal of The Priory site means that the PRU requires re-location. Further to the previous report an offer (subject to certain conditions) was made and accepted on Richmond House.

We are currently negotiating on the purchase price following the results of the intrusive building surveys. The purchase price (excluding Stamp Duty and VAT) will be covered from the existing capital budget and additional funding from the Schools Funding Forum. However, additional to the purchase price will be the works required to bring the property up to a satisfactory / compliant standard and to make it fit for purpose for a PRU. If negotiations are successful the majority of those works could be funded from within the current budget however if not additional budget will have to be found from within the Education capital programme.

Negotiations will continue with the vendor to reduce the purchase price following the results of the intrusive surveys. Subject to a successful negotiation an Executive report will be written to seek approval to purchase Richmond House. However, given the scale of the proposed reduction in the asking price work is continuing look for other possible properties.

- **Castle school Post-16 co-location** – size of building and site has increased during the refinement of the project brief and review of previous feasibility study. Further to previous report the estimated impact on budget is that there will be a modest pressure in 10/11 of around £75k. However, since that report it has been identified that a sprinkler system is required and the financial and planning impact of this is currently being investigated, which will result in a further pressure.

Since the previous report an issue has been raised by Planners regarding the need to satisfy Planning policy ENV.27. Work is ongoing to establish a justification but this could create delays in the project.

Work is continuing on design and financial and planning impact of having to install a sprinkler system being investigated. 2010/11 budget pressure to be considered during capital programme refresh in the autumn term.

- **Capital Maintenance Programme** – there has been significant pressure on capital maintenance this year and spend will exceed the current budget allocation. Part of the decision to proceed with urgent maintenance this year over and above the budget was based on the government's Fiscal Stimulus drive to bring forward projects for delivery in 2009/10. The capital maintenance

programme had the greatest capacity to increase output during 2009/10 but the additional spend this year will impact on the level of funding available in 2010/11. This impact will now be potentially even more severe with the possibility of having to reduce by a third the WBC funded element of the 10/11 programme.

The programme will be fully reviewed and in the meantime no further orders will be placed for work to minimise overspend in light of recent events.

Planned Use of Uncommitted Capital

As previously reported there are a number of major schemes in the planning or early implementation stages. The projects will significantly increase the committed capital budget once they are in a position to progress to live schemes. Other projects commenced during the main school holiday period which again have further reduce the uncommitted capital budget during periods 6 and into period 7 when the works will have been completed. Work is continuing with Accountancy to review the current Education programme.

There have been some unexpected cost increases during the recent periods combined with unexpected expenditure commitments. There has also been the requirement to spend the £1m Modernisation grant advance from 2010/11. Whilst there has been some slippage on certain projects in-year surplus funding will be used to cover additional expenditure elsewhere in the programme and current estimates are that there will be a minimal reprofiling of 2009/10 budgets.

Environment
Director's Report
Capital Budget Monitoring 2009/10 : Period 6

Overview

The 2009/10 programme covers spend associated with delivery of highway projects and maintenance works as outlined in the Local Transport Plan (LTP2), land drainage and flood prevention works as detailed in the Flooding Review Action Plan and the Enabling Works Contract associated with development of the Padworth Sidings Waste Transfer Station.

Project Issues

Waste - Work is proceeding on the site remediation for the Padworth IWMF. The off site highway works to improve Padworth Lane and the junction with the A4 have also commenced, along with the provision of a footway to the new site.

Town Centre - Work is continuing on the Broadway Improvements in Newbury Town Centre, however due to unforeseen circumstances and delays to the Parkway Sewer diversion works (as part of the Parkway development); the Broadway scheme will now not be complete before Christmas. The majority of the scheme will be completed including the Broadway area around the clock tower. However it will be necessary to return in the New Year to complete the southern section of the scheme around West Street. Members are aware of this.

As with the Broadway improvements the Market St/Cheap St scheme has been delayed by work over-running on the adjacent development. Sisk (working on behalf of the cinema developer) are 2 weeks late completing their external works to the cinema and it has not been possible for our contractor (Volker) to take possession of the footway. Volker have reprogrammed accordingly and the work will be complete before the cinema opens in November.

Highways - The £2.3m extended highway maintenance programme is on schedule with schemes complete on the A4 in Hungerford, Speen, the A4 in Newbury between Skylings and Newbury Business Park, Long Lane and Cotswold Way in Tilehurst and Shaw Hill in Newbury.

A commission has been placed with consultants WSP to review the operation of the A339/Bear Lane junction with a view to using a similar traffic signal operating system as the Robinhood junction. Consideration will also be given to linking the junctions to improve flow along the A339.

The major improvement to the junction of the A4 and Harts Hill Road in Thatcham is now complete. This improvement includes a redesign of the signal junction and improvements for pedestrians and cyclists, along with general environmental improvements to complement the aims of the Thatcham Vision. Resurfacing of the A4 between The Moors and Floral Way was also incorporated into the project as part of the planned extended maintenance programme. The scheme has been well received by Thatcham Town Council and Local Ward Members.

Bridge Maintenance - The annual bridge inspection programme of 450 structures is now substantially complete.

Designs have been progressed for the Hungerford Canal Footbridge and the new plans were unveiled at a public meeting on 4th September. A public consultation exercise will follow and from this the architect will finalise his design to take forward to English Heritage and Planning for approval.

Road Safety - The Pangbourne Road Safety Improvement Scheme was completed on 2 October. The scheme involves a number of road safety measures and improvements for pedestrians including the provision of a 20mph zone throughout the village centre. As with the Harts Hill scheme the opportunity was taken to combine this project with planned maintenance to minimise disruption to the travelling public.

The annual school safety and accident reduction programmes are underway. To date this year flashing school signs have been installed at 18 schools throughout the District. Local safety schemes have been implemented on the A340 near Theale and a road safety scheme has commenced in Long lane, Purley.

Also this year Speed limit reviews have been undertaken and implemented in East Garston and Hungerford and District Boundary signs have been erected on the major approaches to West Berkshire.

Work started in September on construction of a footway between Burghfield Village and the Kennet & Avon Canal. This is a jointly funded footway with the AWE and should be complete in October. Work also continued in September on implementing the proposals from the Lambourn Traffic Study with road safety schemes in Hungerford Hill and Baydon Rd, with work starting on footway improvements in Edwards Hill.

Drainage/Flood Alleviation - the final draft of the Thatcham Surface Water Management Plan is now complete and has been issued. WSP presented the findings to an internal group of WBC Officers and Members in September. Comments are awaited from other partners to the SWMP before wider consultation is undertaken. The design for the new drainage system in Shaw Rd, Newbury is almost complete and the works order will be placed with the Council's term contractor in September and the scheme will start on site early in the New Year.

Works are continuing on issues raised in the flood action plan and in August 50% of the ditching problems identified for 2009/10 have been resolved with the riparian owners.

2009/10 Outturn Position

At the end of month 6, 58% of the £8.2m Highways and Transport Capital programme has either been spent or committed and it is anticipated that the budget will be fully spent at year end.

Orders will shortly be placed for the remaining extended maintenance schemes including Fishers Lane Cold Ash, Park Lane Thatcham, A4 Sulhamstead and on the A340 at Tidmarsh. Other large areas of spend include the annual bridge maintenance budget (which is 50% spent/committed), major flood prevention & drainage schemes in Hungerford and Shaw Rd and Footway/Cycleway improvements throughout the district. All these schemes are currently being programmed for completion by year end.

Title of Report:	Resource Management Select Committee Work Programme	Item 9
Report to be considered by:	Resource Management Select Committee	
Date of Meeting:	24 November 2009	

Purpose of Report: To consider and prioritise the work programme for the remainder of 2009/10.

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

Resource Management Select Committee Chairman	
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Supporting Information

1. Introduction

- 1.1 At its meeting of 16 June 2009 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 work programme at Appendix A, prioritise the items listed and discuss 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

APPENDIX A: RESOURCE MANAGEMENT SELECT COMMITTEE WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/50	Section 106 contributions To establish where funds have remained unspent and gain a fuller understanding of the reasons why.	Information supplied by, and questioning of, lead officer and service area representatives via time limited task group	To identify any trends in delaying expenditure to order to improve processes.	RMSC	Start: 30/06/2009 End: 19/01/2010	Gary Lugg - 2617 Planning & Trading Standards	Councillor Alan Law	This was raised following recent public interest in the S106 contributions left unspent by the Council. Terms of reference for a task group review have been approved by the Management Commission. A review was concluded on this subject in April 2008 and recommendations were formed.
OSMC/09/49	Property contracts and contractors in schools Review of the efficiency and effectiveness of Property Services in relation to contracts and the use of contractors in schools.	Information supplied by, and questioning of, lead officers and other expert witnesses via in meeting review	To suggest improvements to the efficiency and effectiveness of Property Services within schools.	RMSC	Start: 30/06/2009 End: 27/04/2010	Steve Broughton - 2837 Property	Councillor Anthony Stansfeld	This was discussed at the last meeting and will be reviewed in further depth at the October meeting with additional witnesses invited, including Headteachers.
OSMC/09/60	Older Peoples Services budget monitoring To discuss variances in budget reporting in the service area in order to avoid significant changes in future.	In meeting review with information supplied by, and questioning of, officer.	Identify improvements to processes.	RMSC	Start: 22/09/2009 End: 24/11/2009	Jan Evans - 2736 Older Peoples Services	Councillor Joe Mooney	As requested by RMSC on 30th June. To combine with item 61.
OSMC/09/61	Community Care and Wellbeing budget monitoring To discuss variances in budget reporting in the service area in order to avoid significant changes in future.	In meeting review with information supplied by, and questioning of, lead officer.	Identify improvements to processes.	RMSC	Start: 22/09/2009 End: 24/11/2009	Jan Evans - 2736 Community Care and Wellbeing	Councillor Joe Mooney	As requested by RMSC on 30th June. To combine with item 60.
OSMC/09/53	Accommodation Strategy/Asset Management Plan To receive and consider the Strategy and Plan and give particular consideration to issues surrounding Council properties and accommodation moves.	Information supplied by, and questioning of, lead officers via in meeting review	To understand more fully the plans in place in respect of Council accommodation.	RMSC	Start: 22/09/2009 End: 19/01/2010	Steve Broughton - 2837 Property	Councillor Anthony Stansfeld	To incorporate issues surrounding Council properties and accommodation moves.
OSMC/09/64	Environment budget monitoring To identify ways to resolve the overspend in the Directorate.	In meeting review with information supplied by, and questioning of, lead officer.	Identify improvements to processes.	RMSC	Start: 24/11/2009 End: 24/11/2009	John Ashworth - 2870 Environment		As requested by RMSC on 22nd September.

APPENDIX A: RESOURCE MANAGEMENT SELECT COMMITTEE WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/51	Annual Employment Report To receive and consider the Annual Employment Report.	Information supplied by, and questioning of, lead officer via in meeting review	To note the report.	RMSC	Start: 19/01/2010 End: 19/01/2010	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	Review in line with item 52.
OSMC/09/52	Results of the Employee Survey Review of the action plans in place following the Staff Attitude Survey.	Information supplied by, and questioning of, lead officer via in meeting review	A review of the action plans.	RMSC	Start: 19/01/2010 End: 19/01/2010	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	Review in line with item 51.
OSMC/09/57	2009/10 revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 22/09/2009 End: 27/04/2010	Simon Freeman - 2249 Finance	Councillor Keith Chopping	May lead to areas for in depth review.
OSMC/09/63	2009/10 Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 19/10/2009 End: 27/04/2010	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	May lead to areas for in depth review.
OSMC/09/55	Value for Money Consideration of the work undertaken by the Council to assess and ensure value for money.	Information supplied by, and questioning of, lead officer via in meeting review	Consider work undertaken to assess and ensure value for money and make suggestions for improvement.	RMSC	Start: 27/04/2010 End:	John Ashworth - 2870 Environment	Councillor Keith Chopping	An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009.
OSMC/09/56	Exit interview To receive an update on progress with the exit interview process.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 27/04/2010 End: 27/04/2010	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	
OSMC/09/54	Modern working practices To review the effectiveness of the Council's modern working practices.	Information supplied by, and questioning of, lead officer via in meeting review	To consider whether the Council's modern working practices including Timelord are adequate.	RMSC	Start: End:	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	