

# Notice of Meeting

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## Overview and Scrutiny Management Commission

**Tuesday, 30th June, 2015 at 6.30 pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Monday, 22 June 2015

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Charlene Myers / Rachel Craggs on (01635) 519817 / 519695 / 5194

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Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 30  
June 2015 (continued)**

**To:** Councillors Anthony Chadley, James Fredrickson, Dave Goff,  
Clive Hooker, Mike Johnston (Vice-Chairman), Rick Jones,  
Alan Macro, Ian Morrin, Richard Somner, Virginia von Celsing,  
Emma Webster (Chairman) and Laszlo Zverko

**Substitutes:** Councillors Peter Argyle, Paul Bryant, James Cole, Lee Dillon,  
Billy Drummond, Mollie Lock and Tim Metcalfe

## Agenda

### Part I

**Page No.**

13. **Revenue and capital budget reports** 5 - 16  
Purpose: To receive the latest period revenue and capital budget reports.

Andy Day  
Head of Strategic Support

If you require this information in a different format or translation, please contact  
Moira Fraser on telephone (01635) 519045.



**West Berkshire**  
C O U N C I L

## Environment Directorate Provisional Outturn Report

All analysis completed in £/k

**Table 1: Year End Position by Service:**

Service	Net Budget	Forecast (under)/over spend				Change from last quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
Corporate Director	166	0	0	0	(5)	(5)
Highways & Transport	7,422	(84)	(18)	(13)	(199)	(186)
Planning & Countryside	3,867	29	30	(4)	(65)	(61)
Culture & Environmental Protection	21,393	53	76	(3)	(55)	(52)
<b>Total</b>	<b>32,848</b>	<b>(2)</b>	<b>88</b>	<b>(20)</b>	<b>(324)</b>	<b>(304)</b>

### Overview of the 2014/15 Financial Year

#### Directorate Summary

The year end position for the Directorate for 2014/15 was a £324k under spend, approx 1% of the total net budget. This was a change of £304k from the reported Quarter Three under spend of £20k.

Throughout the first six months there were a range of small pressures within the Directorate which were offset by a saving from concessionary fares plus additional income from car parking.

At Quarter Three, pressures had been further mitigated by a reduction in the cost of the tree safety works, reduced gritting, and salary savings due to increasing staff turnover.

In the last quarter Directorate expenditure was slowed, particularly in Highways and Transport, in order to assist the Council's overall budget position.

## Review of Individual Service Outturns 2014/15

### Corporate Director

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	0	0	(5)

The year end position was a £5k under spend.

### Highways & Transport

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	(84)	(18)	(13)	(199)

The year end position was an under spend of £199k.

The majority of the under spend arose as a result of additional income in the Car Parking Service, a lower payment to the concessionary fares operators together with a saving in winter maintenance as a result of the mild winter. In year pressures included a reduction in the forecast income from S278 supervision fees and additional emergency work due to the flooding in the spring of 2014.

In quarter four in order to assist the Council's overall budget position expenditure was slowed.

### Planning & Countryside

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	29	30	(4)	(65)

The year end position was an under spend of £65k.

In year pressures included additional tree safety works and insurance claims. Under spends came from increased income at Henwick Worthy and reduced expenditure on advertising.

### Culture & Environmental Protection

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	53	76	(3)	(55)

The year end position was an under spend of £55k.

In year pressures within the Service were managed through a combination of savings in the Museum budget due to the fact that it was only opened part way through the year, reduced expenditure on carbon reduction commitment purchase and salary savings.

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## Resources Directorate Provisional Outturn Report

All analysis completed in £/k

**Table 1: Year End Position by Service:**

Service	Net Budget	Forecast (under)/over spend					Change from last quarter
		Quarter One	Quarter Two	Quarter Three	Month Eleven	Year End	
	£000	£000	£000	£000	£000	£000	£000
Chief Executive	519	0	0	(36)	(36)	(38)	(2)
Customer Services	1,890	0	(55)	(58)	(45)	(49)	9
Finance	2,206	0	0	0	0	0	0
Human Resources	1,223	(14)	(2)	0	(23)	(40)	(40)
ICT and Corporate Support	2,757	0	6	(25)	(43)	(43)	(18)
Legal	946	0	62	53	44	53	0
Public Health	(214)	0	0	0	0	0	0
Strategic Support	3,551	(86)	(93)	(122)	(120)	(155)	(33)
<b>Total</b>	<b>12,878</b>	<b>(100)</b>	<b>(82)</b>	<b>(188)</b>	<b>(223)</b>	<b>(272)</b>	<b>(84)</b>

\*Note – The Public Health budget is fully funded via the Public Health Grant. The total grant funded budget is £4,819k. The net budget represents an £80k contribution towards services which support Public Health and an under spend of £134k which has been transferred to the Public Health Reserve.

### Overview of the 2014/15 Financial Year

#### Directorate Summary

The Directorate achieved a year end position for 2014/15 of £272k under spend which is approximately 2% of the total net budget.

The final position was an increased under spend of £85k from the reported Quarter Three position. The main changes were a £40k increased under spend in HR due to funding from Public Health for mental health services and additional training income; £32K additional savings across Strategic Support and £18k within ICT due to supplier issues.

#### Review of Individual Service Outturns 2014/15

##### Chief Executive

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	0	(36)	(38)

The service was £38K under budget due to supplies and services savings across the Service. There was also little call on the contingency budget.

**Human Resources**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	(14)	(2)	0	(40)

Human Resources were £40K below budget. The majority of this is from salary savings due to vacancies and maternity leave.

The increased under spend from Quarter Three to outturn was mainly due to increased income from training courses together with some additional funding from Public Health for mental health services.

**ICT and Corporate Support**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	6	(25)	(43)

Savings in ICT arose mainly as a result of the continuing programme of renegotiating contracts and cancelling contracts no longer required.

The change from quarter three was due to supplier issues regarding billing which were not resolved until Month 12.

**Legal & Electoral**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	62	53	53

Increased costs for the Coroners Service and reduced fee income have resulted in an over spend of £53k.

**Strategic Support**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	(86)	(93)	(122)	(155)

The savings in Strategic Support are the result of increased income from local land charges, savings in Members' NI and expenses and salary savings due to vacancies.

In the final quarter small additional savings were made in all areas of the service including an increased saving in Members' car allowances.



**Customer Services**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	(55)	(58)	(49)

The £49k under spend is mainly due to a one off saving within IT costs and increased income in the Registrar's Service.

**Finance**

	Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000
Variance to budget	0	0	0	0

One-off pressures in agency and consultancy costs have been managed within the Service utilising savings from increased rental income and charitable rates relief which is now not accounted for within the Service.

**Public Health**

The Public Health budget was under spent by £134k which was transferred to the Public Health Reserve in accordance with the conditions of the Public Health grant. The under spend was due mainly to several projects starting later than had previously been anticipated and project funding allowed for more than one year creating one off under spends, together with a reduction in the expenditure for Sexual Health services and a lower settlement of 2013/14 NHS invoices.

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Service	2014/15 Original Capital Programme £000	2014/15 Revised Capital Programme £000	Amount spent/ committed to Quarter Three £000	Forecast spend in year £000
Chief Executive	56	106	114	133
ICT and Corporate Support	848	2,519	2,840	2,409
Finance	105	295	125	265
Strategic Support	61	105	75	105
<b>Total</b>	<b>1,070</b>	<b>3,025</b>	<b>3,154</b>	<b>2,912</b>

Service	2014/15 Original Capital Programme £000	2014/15 Revised Capital Programme £000	Amount spent/ committed to Quarter Three £000	Forecast spend in year £000
Adult Social Care	323	463	264	463
Care Commissioning, Housing & Safeguarding	1,454	2,229	915	2,199
Children's Services	20	33	29	33
Education	15,840	12,635	15,032	10,767
<b>Total</b>	<b>17,637</b>	<b>15,360</b>	<b>16,240</b>	<b>13,462</b>

Service	2014/15 Original Capital Programme £000	2014/15 Revised Capital Programme £000	Amount spent/ committed to Quarter Three £000	Forecast spend in year £000
Highways & Transport	11,908	14,328	15,951	12,468
Planning & Countryside	135	521	516	521
Culture & Environmental Protection	693	2,005	1,272	2,005
<b>Total</b>	<b>12,736</b>	<b>16,854</b>	<b>17,739</b>	<b>14,994</b>

<b>Total all services</b>	<b>31,443</b>	<b>35,239</b>	<b>37,133</b>	<b>31,368</b>
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<b>Forecast under/over spend in year</b>
<b>£000</b>
27
(110)
(30)
0
<b>(113)</b>

104.3% |

<b>Forecast under/over spend in year</b>
<b>£000</b>
0
(30)
0
(1,868)
<b>(1,898)</b>

105.7% |

-1868420

<b>Forecast under/over spend in year</b>
<b>£000</b>
(1,860)
0
0
<b>(1,860)</b>

105.3% |

<b>(3,871)</b>
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105.4% |

-5.4%    -3,371

## West Berkshire Capital Programme: 2014/15 Outturn

Service Area	Original Budget 2014/15	13/14 Slippage	Other Agreed Changes to 2014/15 Budget (2)	Revised Budget for 2014/15 (1)	Total Expenditure 2014/15	Variance from Revised Budget	
	£	£	£	£	£	£	%
<b>Resource Directorate</b>							
Chief Exec	56,450	49,910	0	106,360	109,011	-2,651	-2.5%
Finance	105,000	240,090	-50,320	294,770	87,544	207,226	70.3%
ICT and Corporate Support	848,000	401,820	1,269,220	2,519,040	2,182,822	336,218	13.3%
Strategic Support	61,000	15,000	29,380	105,380	75,348	30,032	28.5%
<b>Total for Resource Directorate</b>	<b>1,070,450</b>	<b>706,820</b>	<b>1,248,280</b>	<b>3,025,550</b>	<b>2,454,726</b>	<b>570,824</b>	<b>18.9%</b>
<b>Communities Directorate</b>							
Adult Social Care	323,320	28,640	111,270	463,230	233,240	229,990	49.6%
Care Commissioning, Housing & Safeguarding	1,453,500	559,290	216,010	2,228,800	907,644	1,321,156	59.3%
Childrens Services	20,000	12,680	0	32,680	29,481	3,199	9.8%
Education Services	15,840,420	1,032,790	-4,238,530	12,634,680	11,866,820	767,860	6.1%
<b>Total for Communities Directorate</b>	<b>17,637,240</b>	<b>1,633,400</b>	<b>-3,911,250</b>	<b>15,359,390</b>	<b>13,037,185</b>	<b>2,322,205</b>	<b>15.1%</b>
<b>Environment Directorate</b>							
Culture & Environmental Protection (CEP)	693,050	1,522,470	-210,030	2,005,490	1,067,277	938,213	46.8%
Highways & Transport	11,907,620	904,530	1,515,650	14,327,800	13,562,184	765,616	5.3%
Planning & Countryside	135,000	149,600	236,190	520,790	367,361	153,429	29.5%
<b>Total for Environment Directorate</b>	<b>12,735,670</b>	<b>2,576,600</b>	<b>1,541,810</b>	<b>16,854,080</b>	<b>14,996,822</b>	<b>1,857,258</b>	<b>11.0%</b>
<b>Council Totals</b>	<b>31,443,360</b>	<b>4,916,820</b>	<b>-1,121,160</b>	<b>35,239,020</b>	<b>30,488,733</b>	<b>4,750,287</b>	<b>13.5%</b>

(1) Revised budget includes additional grants and contributions received and/or allocated in 2014/15, less funds reprofiled into 2015/16 broken down as follows:

(2) **Resources**

Contingency Budget transferred to Communities	-50,320
Superfast Broadband Council funded budget reprofiled to 2015/16	-150,000
Superfast Broadband grant funding added to expenditure budget	1,374,910
Funding transferred from charges to various service revenue to enable Server & Storage Co.	44,310.00
Greenham Common Trust Grant applied to match spending	27,850
Seeda Grant applied to match spending	1,530
	<b>1,248,280</b>

**Communities**

Maintenance Budget transferred to Environment & ASC	-200,000
Education Budget reprofiled to 2015/16	-4,088,850
Additional S106 for Housing and Performance	216,010
Maintenance Budget transferred to ASC	100,000
Additional S106 for Adult Social Care	11,270
Contingency funds transferred from Resources re West Street House and Market	50,320
	<b>-3,911,250</b>

**Environment**

Additional Highways Grant received for post winter repairs	1,489,480
Council contribution to post winter repairs approved by Executive 8/5/14	522,000
Additional Highways Grant from Environment Agency and DfT	1,100,000
Adjustments to Highways S106 contributions	-70,270
Highways Budget reprofiled to 15/16	-1,525,560
Additional S106 Contributions - Public Open Spaces	196,770
Budget for Kintbury St Mary's wall funded by parish contribution	39,420
Adjustment to museum Budget	-314,030
Additional S106 for Libraries	4,000
CEP Maintenance Budget transferred from Communities	100,000
	<b>1,541,810</b>

**Total Budget changes approved by Capital Strategy Group** **-1,121,160**

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