

Notice of Meeting



Scan here to access the public documents for this meeting

Executive

Thursday 27 July 2017 at 5.00pm

**in the Council Chamber, Council Offices,
Market Street, Newbury**

Note: The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcasted, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: Thursday 20 July 2017

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Democratic Services Team on (01635) 519462

e-mail: executivecycle@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

To: Councillors Dominic Boeck, Anthony Chadley, Keith Chopping,
Jeanette Clifford, Hilary Cole, Lynne Doherty, Marcus Franks,
James Fredrickson, Graham Jones and Rick Jones

Agenda

Part I

Page(s)

1. **Apologies for Absence**

To receive apologies for inability to attend the meeting (if any).

2. **Minutes**

7 - 12

To approve as a correct record the Minutes of the meeting of the Committee held on 15 June 2017.

3. **Declarations of Interest**

To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).

4. **Public Questions**

Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(a) **Question submitted by Mrs Diana Pattenden to the Portfolio Holders for Children, Education & Young People and Culture & Environment**

"Could you please tell me what the Council's intentions are for the future of the Waterside Youth and Community Centre in relation to its use and the current state of the building's repair?"

(b) **Question submitted by Mr Simon Pike to the Portfolio Holder for Highways and Transport**

"What is the cost to the Council of the survey on public transport and roads, undertaken on its behalf by Ipsos Mori?"

5. **Petitions**

Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.



Items as timetabled in the Forward Plan

	Page(s)
<hr/> 6. Key Accountable Performance 2016/17: Quarter Four (EX3112) (CSP: BEC, BEC1, BEC2, SLE, SLE1, SLE2, P&S, P&S1, HQL, HQL1, MEC, MEC1) Purpose: (1) To report quarter four outturns for the Key Accountable Measures which monitor performance against the 2016/17 Council Performance Framework. (2) To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. (3) To present, by exception, those measures that are RAG rated 'red' (not achieved) and provide information on any remedial action taken and the impact of that action. (4) To recommend changes to measures / targets, as requested by services.	13 - 18
<hr/> 7. A339/Bear Lane Improvements (EX3318) (CSP: SLE & SLE2) Purpose: To report the results of the public consultation into the proposed highway improvement project and approve an appropriate way forward.	19 - 24
<hr/> 8. Prospect Place - Land Disposal (EX3351) Purpose: To obtain authority to dispose of the freehold of land at Prospect Place Newbury.	25 - 26
<hr/> 9. Purchase of accommodation for the purpose of providing temporary accommodation (EX3355) (CSP: P&S & SLE1) Purpose: To seek approval for the purchase of residential property for the purpose of providing temporary accommodation to meet statutory housing duties.	27 - 30
<hr/> 10. Extra Care Services Tender Award (EX3356) (CSP: HQL) Purpose: This paper seeks to inform the Executive of the tender process and seeks delegated authority to award the contract from the Executive.	31 - 34



11. Members' Questions

Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(a) Question to be answered by the Portfolio Holder for Children, Education and Young People submitted by Councillor Lee Dillon

"As the planned catchment area for Highwood Copse means that pupils have to walk past the Willows School first will the Council review the boundaries of both of these schools to address that?"

(b) Question to be answered by the Portfolio Holder for Community Resilience and Partnerships submitted by Councillor Lee Dillon

"What plans do the Council have to enable the housing of large amounts of residents after a emergency situation?"

(c) Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Lee Dillon

"There has been a reduction in homelessness across the district according to recent reports. Are the Council now more selective about how they classify someone as homeless?"

12. Exclusion of Press and Public

RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Rule 8.10.4 of the Constitution refers.](#)

Part II

13. Prospect Place - Land Disposal (EX3351) 35 - 38

(Paragraph 3 – information relating to financial/business affairs of particular person)

Purpose: The presents an opportunity to complete the sale of surplus land for a capital receipt of £350,000.

14. Purchase of Accommodation for the Purpose of Providing Temporary Accommodation (EX3355) 39 - 42

(Paragraph 3 – information relating to the financial/business affairs of a particular person)

(CSP: P&S & SLE1)

Purpose: To seek approval for the purchase of residential property for the purpose of providing temporary accommodation to meet statutory housing duties



15. Extra Care Services Tender Award (EX3356)

43 - 46

(Paragraph 5 – information relating to legal privilege)

(CSP: HQL)

Purpose: Further to Commercial Board approval to consolidate suppliers of Extra Care Schemes, this paper seeks to inform the tender process and seek delegated authority to award the contract.

Andy Day

Head of Strategic Support

West Berkshire Council Strategy Aims and Priorities

Council Strategy Aims:

- BEC** – Better educated communities
- SLE** – A stronger local economy
- P&S** – Protect and support those who need it
- HQL** – Maintain a high quality of life within our communities
- MEC** – Become an even more effective Council

Council Strategy Priorities:

- BEC1** – Improve educational attainment
- BEC2** – Close the educational attainment gap
- SLE1** – Enable the completion of more affordable housing
- SLE2** – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy
- P&S1** – Good at safeguarding children and vulnerable adults
- HQL1** – Support communities to do more to help themselves
- MEC1** – Become an even more effective Council

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



This page is intentionally left blank

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 15 JUNE 2017

Councillors Present: Dominic Boeck, Keith Chopping, Jeanette Clifford, Hilary Cole, Lynne Doherty, Marcus Franks and Graham Jones

Also Present: Nick Carter (Chief Executive), Sarah Clarke (Acting Head of Legal Services), Melanie Ellis (Chief Accountant), Kevin Griffin (Head of ICT & Corporate Support), Gary Lugg (Head of Planning & Countryside), Peta Stoddart-Crompton (Public Relations Officer), Rachael Wardell (Corporate Director - Communities), Desre Wicks (Exchequer Services Manager), Stephen Chard (Principal Policy Officer), Councillor Lee Dillon, Councillor Billy Drummond, Councillor Mollie Lock, Councillor Alan Macro and Gabrielle Mancini (Group Executive - Conservatives)

Apologies for inability to attend the meeting: Councillor Anthony Chadley, Councillor James Fredrickson and Councillor Rick Jones

PART I

4. Minutes

Councillor Graham Jones opened the meeting by welcoming Councillor Keith Chopping back to the Executive as Portfolio Holder for Corporate Services.

Councillor Jones also took the opportunity to wish Councillor Dominic Boeck a happy birthday.

The Minutes of the meeting held on 4 May 2017 and the special meeting held on the 25 May 2017 were approved as true and correct records and signed by the Leader.

5. Declarations of Interest

There were no declarations of interest received.

6. Public Questions

There were no public questions submitted.

7. Petitions

There were no petitions presented to the Executive.

8. Financial Performance 2016-17 Provisional Outturn (EX3138)

The Executive considered a report (Agenda Item 6) which set out the provisional financial outturn of the Council for 2016-17.

Councillor Graham Jones introduced the report and explained that the provisional revenue outturn was an overspend of £7,487 against a net revenue budget of £116.8m, which equated to 0.006% of the net budget. Councillor Jones also reported that 95% of the 2016/17 savings programme was achieved in year.

Councillor Jones felt that these were commendable achievements during difficult financial times. This was particularly so when considering the difficulties being experienced by some near neighbour local authorities. By way of an example, Councillor Jones referred to Reading Borough Council whose provisional outturn was an overspend of £7.3m.

EXECUTIVE - 15 JUNE 2017 - MINUTES

Councillor Lynne Doherty stated her pleasure at the underspend reported for Children and Family Services. This was particularly commendable when considering that the service had undergone an improvement journey. A number of measures had been implemented successfully in order to achieve this, whilst still meeting demand. There had therefore been no need to utilise the service risk fund.

Councillor Doherty added that there had been a reduced need for agency staff in the service and therefore cost, with the use of agency staff having reduced from 29% to 12% of the workforce. Placement costs had also been well managed.

Councillor Lee Dillon referred to Adult Social Care. He noted that the overspend in this service had reduced from Quarter Three and this was partly due to client care packages not commencing as previously forecast. He queried whether this was due to some clients having a less acute need than originally anticipated.

Councillor Dillon also noted that there had been less use of direct payments and queried whether there was a need to educate residents on the use of this funding to encourage them to make use of it.

There had also been a lower demand for carer support. Councillor Dillon queried whether this was due to the needs of residents being less complex or whether there was a stricter assessment process in place for this support.

In response to these points, Rachael Wardell explained that a high cost scenario was forecast for care packages. Actual costs became clearer towards year-end and some lower cost packages had been achieved. It was also the case that not all packages would continue for a full year as, sadly, some clients died.

Direct payments were discussed with clients as part of social work reviews when consideration was given to the expenditure of this funding and whether the needs of clients were being sufficiently met. This was alongside seeking to encourage independence of service users.

Rachael Wardell agreed to explore with the service whether there was an identifiable reason for the reduced demand for carer support and to confirm that in writing, but confirmed that the service did take steps to ensure carers were made aware of support available.

Turning to the Education Service, Councillor Dillon noted that savings had been achieved in Property due to a reduction in reactive and planned maintenance. He queried whether this related to corporate buildings or schools, and whether reductions to planned maintenance could lead to higher building costs in future years.

Councillor Doherty explained that this related to both corporate buildings and schools. She added that savings to planned maintenance were due to works not being required currently and this would not therefore impact on future years.

In the Capital Programme, the Superfast Broadband project had underspent by £740k as one of the main contractors, Gigaclear, had not invoiced the Council by year end. Councillor Dillon queried whether it was also the case that the project was behind schedule.

Councillor Dominic Boeck advised that Phase Two of the Superfast Broadband project would be completed by year end, whilst acknowledging that the project had suffered some delay. By that time, the necessary invoices would have been received and paid, with the 2016/17 underspend carried into 2017/18 to meet these costs.

Councillor Alan Macro noted that the weekly cost of residential and nursing care home beds had increased by 12% and 14% respectively. He was concerned should this level of

EXECUTIVE - 15 JUNE 2017 - MINUTES

increase continue and queried whether this was budgeted for in the 2017/18 financial year.

Rachael Wardell explained that an increase in care home beds was budgeted for and added that prices were reviewed on an ongoing basis to ensure funds were adequate. Whilst there had been no need to utilise the Adult Social Care Risk Fund in 2016/17, it continued to be available to meet pressures.

Councillor Macro then queried the grant received from the European Social Fund. This helped to achieve a underspend in the Education Service, but Councillor Macro queried why this had not already been included in the budget. Councillor Doherty gave her understanding that this grant, which served to provide support to young people for costs relating to 2015/16, was based on the number of eligible young people in a Census count and the number of young people, and therefore the level of grant, was not known in advance of the grant being received.

Councillor Macro next made reference to the fact that a payment from Kennet School for Kennet Leisure Centre of £43k was still in dispute. He queried how long this had been an issue and whether efforts were being made to resolve it. Councillor Hilary Cole agreed to provide a written response on this point, but gave an assurance that efforts continued to resolve this matter.

Income on interest on investments was £113k below target due to factors including the low level of interest rates currently available in the market and a lower cash fund balance in 2016/17 because of use of balances in 2015/16. Councillor Macro queried why this had not been identified earlier. Melanie Ellis agreed to provide a written response to this query that would contain a detailed breakdown of why this target was not achieved.

Councillor Billy Drummond noted that pressures had arisen in Highways and Transport in relation to street lighting energy. It was explained in the report that this was a result of the new corporate energy contract, but Councillor Drummond queried the reason for this pressure developing. Councillor Jeanette Clifford explained that while expenditure on street lighting had reduced, this was not at the level forecast earlier in the year, hence the pressure.

Councillor Drummond also noted that high consultancy costs for large planning applications was another pressure within Highways and Transport. He queried whether it would be preferable and more affordable for the Council to have in-house staff able to perform this work. Councillor Clifford responded that these were exceptional projects which required additional resource. Councillor Cole added that it was standard practice for the highways modelling team, in West Berkshire and other areas, to buy in consultants for specialist work on major applications.

Councillor Dillon accepted the point around exceptional cases, however with a view to ongoing and further large planning applications, he queried whether it would be more efficient for the Council to have its own in-house team for this purpose. Councillor Cole responded that this was not felt to be the case. She assured Members that effort was always given to deliver the most efficient and effective service, and a decision to bring in external expertise was always carefully considered first, with the merits of doing so carefully weighed up. In some cases this was felt to be the appropriate way forward as it reduced the risk of the Council being challenged on its decision making for major planning applications.

RESOLVED that:

1. the outturn position be noted and that the service specific risk funds would not be called upon, due to under spends in other areas across the Council.

EXECUTIVE - 15 JUNE 2017 - MINUTES

2. the budget movements processed in year and detailed in Appendix E had been reviewed.

Reason for the decision: The report forms part of the Council's financial monitoring framework.

Other options considered: None— factual report for information only.

9. **West Berkshire Council ICT & Digital Services Strategy 2017-2020 (EX3267)**

The Executive considered a report (Agenda Item 7) which provided a high level overview of the various sections of the Council's new three year ICT and Digital Services Strategy.

Councillor Dominic Boeck introduced the report and explained that the time had come to replace the existing three year Strategy with this new Strategy that would cover the period 2017 to 2020.

Councillor Boeck explained that there were a number of opportunities arising for West Berkshire from the new Strategy. This was particularly the case when considering the excellent superfast broadband coverage that was being introduced by Gigaclear, with coverage close to 100% being achieved by year end. Only a small number of homes would be without superfast access (in the tens).

It was also the case that four out of five residents owned and regularly used a smart phone and/or other digital asset.

The above two points would enable residents to perform more digital transactions.

ICT was also the catalyst for many changes, and would greatly aid the Council in providing more efficient and effective services.

Councillor Lee Dillon referred to discussions held at the Resources Select Committee in January 2017 on the Strategy. At that time he raised the potential to procure ICT systems etc jointly with other local authorities. He noted that there was concern with doing so as a result of contracts in different areas ending at different times, but he felt that this was something that Officers should be asked to explore further and should be a consideration as part of the Strategy. Cost effectiveness and potential for savings did feature within the Strategy, but this did not specifically cover joint procurement.

Councillor Dillon was pleased to note the customer centric focus of the Strategy. As stated in the Strategy, this would benefit internal and external customers, including residents. However, access was a key component of this focus with more services moving online and it was important to not lose sight of residents without internet access, i.e. the elderly and vulnerable residents, to ensure they could access services. There was a potential role for the voluntary and community sector to assist/train these residents.

Councillor Boeck stated that these were good points. He would continue to work closely with the ICT Service and the potential for joint procurement would be an element of that. Councillor Boeck added his agreement to the need to be conscious of people who were unable to access services online to ensure their service delivery was not negatively affected.

Councillor Alan Macro was disappointed at the lack of reference to specific digital developments. He also raised concerns with the search facility on the Council's website, but the Strategy did not propose any improvements in that respect.

Councillor Macro then queried whether the costs of Gigaclear, in comparison to other providers, i.e. Virgin, were a barrier to developments. Gigaclear cost £12 more per month per individual contract than Virgin. Councillor Boeck explained that this was not a straight

EXECUTIVE - 15 JUNE 2017 - MINUTES

forward comparison. Gigaclear was a new organisation who were working on today's prices, whereas the costs for Virgin, a long established organisation, were based on a legacy network.

Councillor Macro raised a concern in relation to 4G 'not-spots' in areas without a strong signal. This would be a barrier to digital services. Councillor Boeck explained that this was beyond the Council's control.

Councillor Macro noted that an ICT Cloud would be used for back up purposes. He encouraged enhancing this for storage. Councillor Boeck noted this good point.

Councillor Macro felt there was a need to manage expectation levels, specifically an expectation that online Council services could be accessed anytime/anywhere. This level of response would not be possible and could be compromised by ICT upgrades. Councillor Boeck stated that a 24/7 type response had never been promoted and there was not therefore an expectation that this would be available.

Councillor Billy Drummond explained that superfast broadband coverage did not include Greenham. This was a concern for Greenham residents.

Councillor Graham Jones commended the Strategy. The Council needed a robust Strategy that enabled good digital access, balanced with a robust security network. He agreed however with the importance of ensuring services remained available for residents without access to online services.

RESOLVED that the West Berkshire Council ICT & Digital Services Strategy 2017-2020 be approved.

10. **Members' Questions**

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

- (a) **Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Mollie Lock**

A question standing in the name of Councillor Mollie Lock on the subject of the progress made with the process of decanting the residents of Four Houses Corner was answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure.

- (b) **Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Mollie Lock**

A question standing in the name of Councillor Mollie Lock on the subject of the procedure for the residents of Four Houses Corner that owned their own homes was answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure.

- (c) **Question to be answered by the Portfolio Holder for Children, Education and Young People submitted by Councillor Mollie Lock**

A question standing in the name of Councillor Mollie Lock on the subject of the arrangements in place for the children of Four Houses Corner to continue in their current place of education was answered by the Portfolio Holder for Children, Education and Young People.

EXECUTIVE - 15 JUNE 2017 - MINUTES

- (d) **Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Alan Macro**

A question standing in the name of Councillor Alan Macro on the subject of unallocated Section 106 funding for off site affordable housing was answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure.

- (e) **Question to be answered by the Portfolio Holder for Culture and Environment submitted by Councillor Alan Macro**

A question standing in the name of Councillor Alan Macro on the subject of the number of volunteers recruited to man public libraries during the current year was answered by the Portfolio Holder for Culture and Environment.

11. **Exclusion of Press and Public**

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 1, 2 and 7 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

12. **Request for Debt Write Off (EX3312, EX3313, EX3314)**

(Paragraph 1 – information relating to an individual)

(Paragraph 2 – information identifying an individual)

(Paragraph 7 – action taken in relation to crime prevention)

The Executive considered an exempt report (Agenda Item 10) which sought approval to write off debts.

It was agreed, in the Part II debate, that the total figure proposed to be written off should be included within these minutes. The total debt proposed to be written off was £65,577.43.

RESOLVED that the recommendations in the exempt report be agreed.

Reason for the decision: as outlined in the exempt report.

Other options considered: as outlined in the exempt report.

(The meeting commenced at 5.00pm and closed at 5.45pm)

CHAIRMAN

Date of Signature

Key Accountable Performance 2016/17: Quarter Four

Committee considering report:	Executive on 27 July 2017
Portfolio Member:	Councillor Keith Chopping
Date Portfolio Member agreed report:	26 June 2017
Report Author:	Catalin Bogos / Jenny Legge
Forward Plan Ref:	EX3112

1. Purpose of the Report

- 1.1 To report quarter four outturns, for the Key Accountable Measures which monitor performance against the 2016/17 Council Performance Framework.
- 1.2 To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively.
- 1.3 To present, by exception, those measures that are RAG rated 'red' (not achieved) and provide information on any remedial action taken and the impact of that action.
- 1.4 To recommend changes to measures / targets, as requested by services.

2. Recommendations

- 2.1 To note progress against the Key Accountable Measures and the key achievements in all service areas.
- 2.2 To review those areas reported as 'red' to ensure that appropriate action is in place. In particular, to consider and refer for further analysis at the Overview and Scrutiny Management Commission (OSMC) the results and improvement actions for:
 - (a) the percentages of Council Tax and Business Rates collection,
 - (b) the timeliness of reviews for the long term adult social care clients and the 'front door' pressures for Adult Social Care service.
- 2.3 To note the actions and progress made to reduce the delayed transfer of care from hospital (DTC) and decide if this should be scrutinised again by the OSMC.
- 2.4 To task Strategy Board to assess if additional solutions could be adopted to improve housing affordability in the District.

3. Implications

- 3.1 **Financial:** Financial implications relating to performance results (above or below targets) are highlighted and managed by each service. The impact of not achieving the required collection rates for both Council Tax and Business Rates will have an

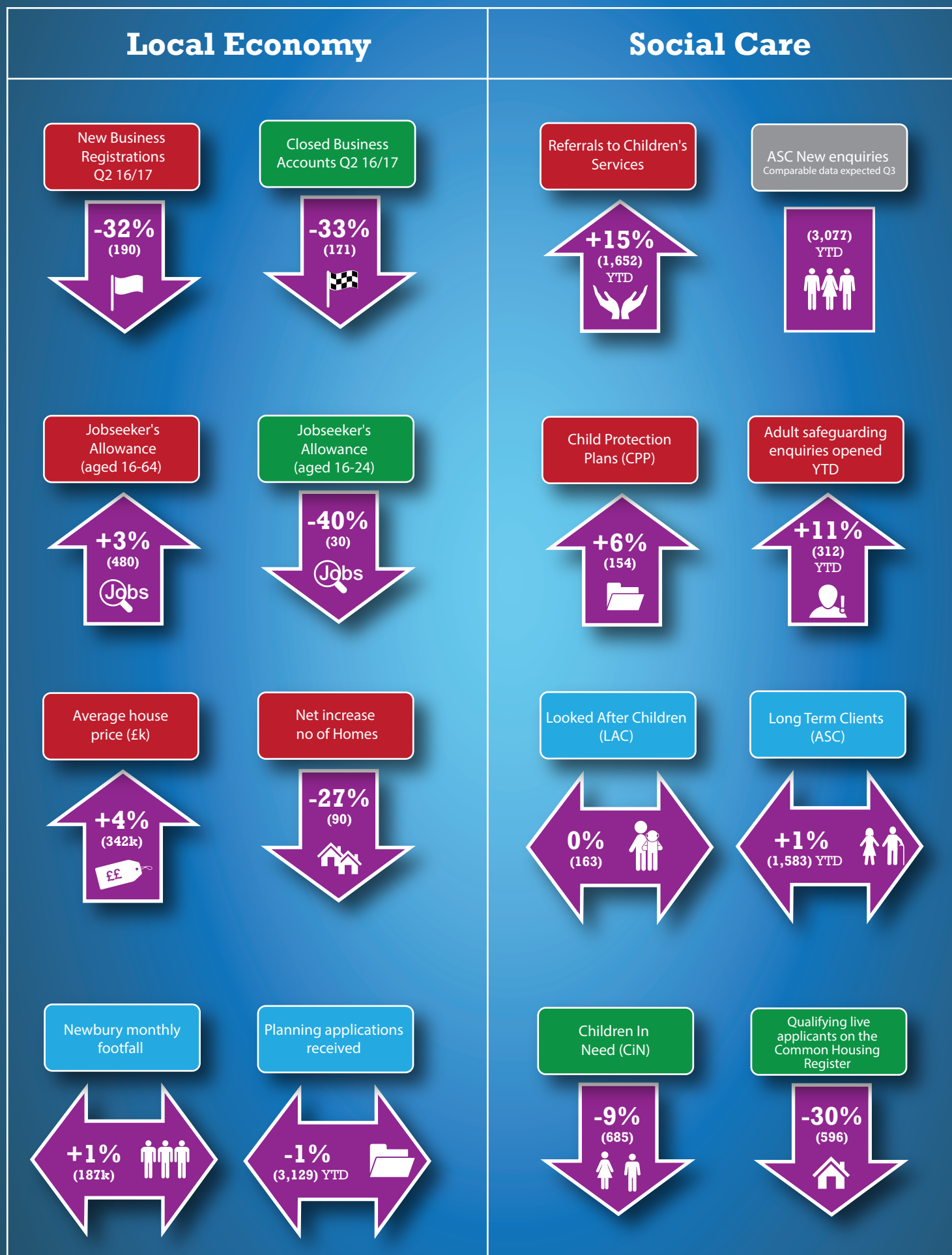
impact on the income generated for the Council. The higher levels of delayed transfer of care from hospital could also result in costs to the Council.

- 3.2 **Policy:** Policy implications are highlighted and managed by each service accordingly. To note that revised recovery and write off policies are being produced to look at different ways of collecting outstanding debt relating to Council Tax collection.
- 3.3 **Personnel:** Personnel implications are highlighted and managed by each service accordingly.
- 3.4 **Legal:** Legal implications are highlighted and managed by each service accordingly.
- 3.5 **Risk Management:** Risk management implication are highlighted and managed by each service accordingly.
- 3.6 **Property:** Property implications are highlighted and managed by each service accordingly.
- 3.7 **Other:** There are no other known direct implications as a result of this report.

4. Other options considered

- 4.1 None

Measures of Volume Dashboard Q4 2016/17



Arrows indicate direction of travel (DoT) latest quarter versus same period last year unless otherwise stated

Council Strategy 2015-2019: Performance Scorecard

Summary of Performance Quarter 4 2016/17

Council Strategy

Priorities for Improvement

RAG* Status

Core Business

Educational Attainment **A**

G/R Protecting our Children

Close the Attainment gap **A**

G Bin Collection & Street Cleaning

More Affordable Housing **R**

R Providing Benefits

Key Infrastructure Improvements **G/R**

R Collecting Council Tax & Business rates

Safeguarding Children & Adults **G**

G/R Older People & vuln. Adults wellbeing

Communities Help Themselves **G**

G Planning and Housing

More Effective Council **G/R**



Corporate Programme

RAG* Status

Asset Management **G**

G Commercialisation

Resilient Communities **G**

G Service Reviews

Demand Management **A**

A Staffing Arrangements

Corporate Health

Net budget for 2016/17: **£116.8m**

Staff turnover (of 1,421.1 F.T.E)

Q1 forecast over spend: **£1,277k**

14% Q1 Staff Turnover

Q2 forecast over spend: **£698k**

14% Q2 Staff Turnover

Q3 forecast over spend: **765k**

15% Q3 Staff Turnover

Year End outturn (provisional): **7k**

16% Q4 Staff Turnover



* RAG (Red, Amber, Green) performance measured over Strategy Lifetime for PRIORITIES and against Year End targets for Core Business and Corporate Programme.



Executive Summary

5. Introduction / Background

- 5.1 This report provides the Executive with a summary of the Council performance during 2016/17. Performance is shown against the priorities for improvement as set out in the Council Strategy, core business activity, progress with the Corporate Programme and the main corporate health indicators. The overall position is summarised in the Council Performance Scorecard.

6. Synopsis

- 6.1 In terms of priorities for improvement, progress with regard to educational attainment and closing the educational gap remains slightly behind target. The challenging affordable housing target is also behind where it would be expected to be although progress is being made. The 'More effective council' aim, reflects that a minority of measures/milestones have not achieved their targets (see exception reports Appendix E).
- 6.2 Performance in relation to child protection is good. Performance in relation to processing benefit claims has been a challenge over the past year, although they have been close to the national average. Performance in relation to Council Tax and NNDR (business rates) collection remain high but are narrowly below target this year due to a combination of factors (see the exception reports Appendix E).
- 6.3 In terms of the Corporate Programme, good progress has been made across all areas of activity. Some temporary delay has been experienced with regard to the demand management and staffing arrangements themes.
- 6.4 High level corporate health indicators are generally positive. The revenue budget outturn will be just £7k above the £117m net budget set by Council in March 2016 and staffing turnover remains stable at around 15% (See Council Performance Scorecard).

7. Conclusion

- 7.1 Given the major financial challenges that faced the Council in setting the 2016/17 budget, the past year's performance has remained good. Some elements of the Council Strategy remain challenging – but then challenging targets were set from the outset. The Corporate Programme remains largely on track with some of the areas of work now being adopted as 'business as usual'. Resource management remains strong, most notably in relation to the budget.
- 7.2 Whilst there is no evidence that performance concerns raised as part of this report are not being managed the Executive might wish to consider asking the Overview and Scrutiny Management Commission to consider further the following areas:
- more affordable housing in the District,
 - delayed transfers of care (DTC) due to demand levels and capacity issues in the home care and residential/nursing placements
 - Council Tax and Business Rates collection

- Long term clients' reviews (where a proportional approach based on the needs of the clients is considered) and also the 'front door' pressures in Adult Social Care

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Key Accountable Measures of Volume
- 8.4 Appendix D – Key Accountable Measures by Strategic Priority
- 8.5 Appendix E – Exception Reports
- 8.6 Appendix F – Technical background and conventions used to report performance

A339/Bear Lane Improvements

Committee considering report:	Executive on 27 July 2017
Portfolio Member:	Councillor Jeanette Clifford
Date Portfolio Member agreed report:	6 July 2017
Report Author:	Neil Stacey
Forward Plan Ref:	EX3318

1. Purpose of the Report

- 1.1 To report the results of the public consultation into the proposed highway improvement project and approve an appropriate way forward. The public consultation proposed the following:
- (1) making Bear Lane one-way eastbound between Wharf Road and the A339;
 - (2) replacing the traffic signals at the A339/Bear Lane junction with new more efficient equipment;
 - (3) adding a third lane to the northbound approach to the A339/Bear Lane junction for the benefit of traffic intending to turn right into Kings Road/Mill Lane;
 - (4) constructing a new signal controlled junction from the A339 into Cheap Street to allow traffic travelling from the north and east to access the town centre;
 - (5) removing the central reserve on the A339 between Bear Lane junction and the new Cheap Street junction to provide a right turn lane;
 - (6) restricting parking on Cheap Street (south) to accommodate the additional flow of traffic;
 - (7) introducing a new pedestrian crossing on Cheap Street (south); and
 - (8) introducing a new mini roundabout at the Market Street and Cheap Street junction.

2. Recommendations

- 2.1 It is recommended that the A339/Bear Lane Improvements and associated highway improvement works are progressed, albeit with some changes to the proposals advertised in the consultation. The amended scheme is described as “Option 3” in Appendix A to this report, and involves:
- (1) Retaining the on-street parking on Cheap Street (south);

- (2) Replacing the “give way” priority junction at the Cheap Street/Market Street junction with a new traffic signal controlled junction incorporating controlled pedestrian crossings on all arms and a “no-entry” restriction which prevents access (except cycles) to Cheap Street (south);
- (3) Removing the existing pedestrian crossings on Cheap Street (north) and Market Street (these will be replaced by the crossings at the above junction);
- (4) Not implementing the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

2.2 It is recommended that Traffic Regulation Orders to give effect to the various traffic restrictions required to deliver the project are taken to statutory advertisement and consultation, with any objections received being reported to the Executive Member for Highways and Transport for Individual Decision.

2.3 It is recommended that, if approved, the revised proposal detailed in Paragraph 2.1 is assessed by the VISSIM traffic modelling software prior to construction to check that the benefits are similar to the benefits of the original proposals.

2.4 It is recommended that, if approved, an assessment of the air quality implications of the revised scheme is carried out.

3. Implications

- | | | |
|-----|-------------------------|--|
| 3.1 | Financial: | The recommended option will cost in the region of £1.5 million and will be funded from the 2017-18 and 2018-19 capital programmes. |
| 3.2 | Policy: | None |
| 3.3 | Personnel: | None |
| 3.4 | Legal: | Traffic Regulation Orders will be processed by Legal Services. |
| 3.5 | Risk Management: | The project will be managed in accordance with the Transport and Countryside Service’s approach to risk. |
| 3.6 | Property: | None. The project will be delivered entirely within the boundary of the existing public highway. |
| 3.7 | Other: | A public and media relations strategy for the project will be developed in conjunction with the Council’s Communications Manager. |

4. Other options considered

Option 1

- 4.1 Implement the proposals unaltered.

Option 2

- 4.2 Implement the proposals, with the following amendments:

- (1) Retain the on-street parking on Cheap Street (south);
- (2) Retain the current “give way” priority junction at the Cheap Street/Market Street junction but implement a “no-entry” restriction which prevents access (except cycles) to Cheap Street (south);
- (3) Do not implement the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

Option 4

4.3 “Do minimum”:

- (1) Replace the traffic signals at the A339/Bear Lane junction with new equipment and implement a new control strategy;
- (2) Add the third lane to the northbound approach to the A339/Bear Lane junction;
- (3) Do not implement any of the other proposals

Executive Summary

5. Introduction / Background

- 5.1 On 2nd May 2017, the Council began a consultation into a proposed major highway improvement project in Newbury town centre. The project involves:
- (1) making Bear Lane one-way eastbound between Wharf Road and the A339;
 - (2) replacing the traffic signals at the A339/Bear Lane junction with new more efficient equipment;
 - (3) adding a third lane to the northbound approach to the A339/Bear Lane junction for the benefit of traffic intending to turn right into Kings Road/Mill Lane;
 - (4) constructing a new signal controlled junction from the A339 into Cheap Street to allow traffic travelling from the north and east to access the town centre;
 - (5) removing the central reserve on the A339 between Bear Lane junction and the new Cheap Street junction to provide a right turn lane;
 - (6) restricting parking on Cheap Street (south) to accommodate the additional flow of traffic;
 - (7) introducing a new pedestrian crossing on Cheap Street (south); and
 - (8) introducing a new mini roundabout at the Market Street and Cheap Street junction.
- 5.2 The proposals are shown in Appendix C, in the form of a preliminary design drawing and a consultation leaflet.
- 5.3 The consultation closed on 4th June and the purpose of this report is to summarise the responses received, address the issues raised, consider alternatives to the proposals where appropriate and recommend a course of action.

6. Proposal

- 6.1 In view of the consultation responses and the Officer comments in Appendix D, four distinct options have been identified:

Option 1

- 6.2 Implement the proposals unaltered.

Option 2

- 6.3 Implement the proposals, with the following amendments:

- (1) Retain the on-street parking on Cheap Street (south);

- (2) Retain the current “give way” priority junction at the Cheap Street/Market Street junction but implement a “no-entry” restriction which prevents access (except cycles) to Cheap Street (south);
- (3) Do not implement the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

Option 3

6.4 Implement the proposals with the following amendments:

- (1) Retain the on-street parking on Cheap Street (south);
- (2) Replace the “give way” priority junction at the Cheap Street/Market Street junction with a new traffic signal controlled junction incorporating controlled pedestrian crossings on all arms and a “no-entry” restriction which prevents access (except cycles) to Cheap Street (south);
- (3) Remove the existing pedestrian crossings on Cheap Street (north) and Market Street (these will be replaced by the crossings at the above junction);
- (4) Do not implement the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

Option 4

6.5 “Do minimum”:

- (1) Replace the traffic signals at the A339/Bear Lane junction with new equipment and implement a new control strategy;
- (2) Add the third lane to the northbound approach to the A339/Bear Lane junction;
- (3) Do not implement any of the other proposals

6.6 For Options 2 and 3, a small number of parking bays may have to be removed to accommodate design changes to the junctions at either end of Cheap Street but these would be kept to a minimum.

6.7 Options 2 and 3 satisfy the main concern raised in the consultation in that they enable the on-street parking to be retained on Cheap Street (south). There is a risk that under Option 2, traffic would have difficulty in exiting Cheap Street (south), particularly turning right towards the Wharf. Option 3 gives a greater degree of control, as the configuration of the traffic signals can be varied to accommodate the needs of vehicles approaching from each direction and pedestrians wishing to cross the roads. Option 3 would, however, increase the cost of the project by around £100,000.

6.8 Option 4 would reduce the cost of the project to around £400,000, be less disruptive to build and would enable further improvements to be carried out at a later date. It would, however, not offer the same overall benefits as the other options.

7. Conclusion

- 7.1 It is clear from the consultation and parking survey that Option 1 is not popular with road users and business owners in Cheap Street and removes a well used parking facility. Officers consider that Option 3 is an acceptable compromise, subject to it being checked by the traffic model and a more detailed air quality analysis being carried out.
- 7.2 The delivery of Option 3 will require new Traffic Regulation Orders, to give effect to the various traffic restrictions which form part of the project. Statutory consultations must therefore be held, with any objections received being reported back to the Executive Member for Highways and Transport for Individual Decision.

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Plans and drawings of the options for improvement; Frequently Asked Questions from the consultation process
- 8.4 Appendix D – Consultation responses and Officer Comments

Prospect Place - land disposal

Committee considering report: Executive on 27 July 2017

Portfolio Member: Councillor Dominic Boeck

Date Portfolio Member agreed report: 6 July 2017

Report Author: Richard Turner

Forward Plan Ref: EX3351

1. Purpose of the Report

- 1.1 To obtain authority to dispose of the freehold of land at Prospect Place Newbury.

2. Recommendation

- 2.1 That West Berkshire Council disposes of its freehold interest in the land at Prospect Place Newbury.

3. Implications

- 3.1 **Financial:** Capital receipt in lieu of annual rental.
- 3.2 **Policy:** No identified impact on policy.
- 3.3 **Personnel:** No identified impact on personnel.
- 3.4 **Legal:** Required to transfer title.
- 3.5 **Risk Management:** No identified risks with the disposal.
- 3.6 **Property:** Prepare instructions for WBC Legal Services conveying the terms of the sale.
- 3.7 **Other:** None identified.

4. Other options considered

- 4.1 Continue to lease the site and consider selling the adjoining plot separately.

This option is unlikely to be attractive to prospective purchasers due to the proximity to an adjacent sub station and unlikely to realise a capital receipt any greater than that offered.

- 4.2 Sovereign Housing Association has been approached to establish if there is any interest in developing the land adjacent to the sub-station. Sovereign has confirmed the site is too small for them to develop.

Executive Summary

5. Introduction / Background

- 5.1 The Scheme of Delegation within the Constitution (s. 3.13.13) allows delegated authority for the Head of Legal Services to authorise the sale of property up to a specified threshold. This report recommends the disposal of the freehold of a property at an amount which is beyond this threshold, requiring Executive approval.
- 5.2 West Berkshire Council owns the freehold of a site which it has leased to a private organisation since the early 1990's.
- 5.3 The tenant approached the Council with a proposal to acquire the freehold of the land they lease and the adjacent piece of land also owned by WBC.

6. Proposal

- 6.1 The site is comprises 989 sq m (0.25 acres).
- 6.2 The land has no current operational use by WBC and has remained largely unused for a number of years. We have fenced off the land to prevent unlawful access or use.
- 6.3 The tenant approached the Council with an initial proposal to purchase the freehold of the site. The offer made was considered to be inadequate and following negotiations an increased figure has provisionally been agreed for the freehold interest, subject to there being a 40 year claw back provision whereby if any planning consent is obtained that enhances the value of the site, 50% of any increase will be payable to WBC.
- 6.4 In order to verify the deal, local commercial agents were requested to undertake a valuation of the site and the report received supports the proposed disposal figure.

7. Conclusion

- 7.1 If the Council continues to lease the land it will only receive the current low levels of rental income with the nature of the site meaning marketing and general sale of the site would be limited in scope and expected capital outcome.
- 7.2 It is recommended that the sale of the freehold interest to the current tenant should proceed.

8. Appendices

- 8.1 Appendix A – Site plan

Purchase of Accommodation for the Purpose of Providing Temporary Accommodation

Committee considering report: Executive on 27 July 2017

Portfolio Member: Councillor Hilary Cole

Date Portfolio Member agreed report: 12 June 2017

Report Author: Mel Brain

Forward Plan Ref: EX3355

1. Purpose of the Report

- 1.1 To seek approval for the purchase of residential property for the purpose of providing temporary accommodation to meet statutory housing duties.

2. Recommendation

- 2.1 It is recommended that Executive approve the purchase of identified accommodation.

3. Implications

- 3.1 **Financial:** Please see Part II report.
- 3.2 **Policy:** The Council has an adopted Temporary Accommodation Policy which has a number of options to increase the supply of temporary accommodation, including purchase on the open market and purchase through planning contributions.
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** Part VII of the Housing Act 1996, local housing authorities have a statutory duty to ensure that households they may have reason to believe to be eligible, homeless and in priority need are provided with interim accommodation. Following enquiries, the Council may accept a statutory duty to find settled accommodation for that household. Temporary accommodation is the accommodation provided by the Council, either on an interim basis when enquiries are being undertaken, or where it has accepted a homeless duty until such time as it is able to discharge that duty. The Council may also exercise its discretion and continue to accommodate households that are appealing a negative homelessness decision, or, for a limited time period, those families that may have been found intentionally homeless. Bed & Breakfast may only be used

in emergencies and then not for longer than 6 weeks.

Legal input would be required for conveyancing. These costs could be capitalised as part of the project.

3.5 **Risk Management:** Please see Part II report

3.6 **Property:** Please see Part II report.

3.7 **Other:** N/A

4. Other options considered

4.1 The Council withdraws from the purchase. This is not the preferred option as the Council needs to replace temporary accommodation that is due to be redeveloped. [Please see Part II Report]. It will be difficult to source alternative freehold units and housing management costs will be higher in dispersed units.

Executive Summary

5. Introduction / Background

- 5.1 On 28th July 2016, Executive approved a capital fund of £3 million to allow the purchase of 21 units of accommodation for temporary accommodation to replace units that are due to be lost. The approval included consent to purchase an identified accommodation.
- 5.2 On 24th November 2016, Executive approved the intention for the Council to become a Registered Provider. The Council became a Registered Provider on 7th December 2016.
- 5.3 An existing use valuation was carried out by the District Valuer Service on 4th May 2017. Please see Part II report.

6. Proposal

- 6.1 It is proposed that the Council proceeds with the purchase for the purpose of providing temporary accommodation to meet statutory housing duties.

7. Conclusion

It is recommended that Executive approve the purchase. Please see Part II report for full recommendation.

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment

This page is intentionally left blank

Extra Care Services Tender Award

Committee considering report: Executive on 27 July 2017

Portfolio Member: Councillor Rick Jones

Date Portfolio Member agreed report: 6 July 2017

Report Author: Robert Bradfield

Forward Plan Ref: EX3356

1. Purpose of the Report

- 1.1 This paper seeks to inform the Executive of the tender process and seeks delegated authority to award the contract from the Executive.

2. Recommendation

- 2.1 This paper seeks delegated authority to award the contract.

3. Implications

- 3.1 **Financial:** Tender prices are an increase on previously tendered prices as of 2012, but remain under inflation (CPI measure). Contract prices also protect the Council against the next 5 years of inflation and National Living Wage increases.
- 3.2 **Policy:** Extra Care Schemes remain cost effective in comparison to residential care services, and domiciliary care services. There is scope to increase the offer of extra care services throughout the life of this contract.
- 3.3 **Personnel:** TUPE will apply for those employed by existing services, and the appointed provider will follow due process in relation to new arrangements for staff.
- 3.4 **Legal:** The procurement exercise should be in accordance with Public Contracts Regulations 2015 and a written contract would need to be in place before the commencement of services.
- 3.5 **Risk Management:** Financial risk is outlined in more detail in the part 2 paper. It is proposed that the prices received are competitive in the market at the time of submission.
- 3.6 **Property:** Providers will work in existing Extra Care Scheme properties in West Berkshire: Alice Bye Court, Audrey Needham House and Redwood House.
- 3.7 **Other:** n/a

4. Other options considered

- 4.1 Not award contract and seek alternative arrangements, would be challenging given the notice period given to incumbent providers and lack of alternative provision for residents.

Executive Summary

5. Introduction / Background

- 5.1 There are 3 extra care schemes in West Berks operated by three different registered social landlords - A2 Dominion, Housing 21 and Sovereign Housing. The care and support services are delivered by 3 different care agencies - Mears, Allied and Carewatch. These services were commissioned by the Council at different times over the last few years as the schemes came into operation.
- 5.2 The tender exercise has concluded, and award letters are being drafted. However, pricing schedules have been evaluated and are detailed in the Part 2 appendix.

6. Proposal

- 6.1 The Executive resolves to delegate authority to Head of Commissioning, in consultation with Head of Legal Services, to award and enter into an agreement with successful bidder.

7. Conclusion

- 7.1 The provision at 3 existing extra care schemes has been tendered as 1 service. It was anticipated that consolidating suppliers for the 3 schemes would reduce overall costs to WBC.
- 7.2 It is proposed that the model offered to the market has kept prices to a minimum, in comparison to tendering each individual site as one offer, which would have the potential impact of 3 different providers with separate management overheads.

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank