

Notice of Meeting

Resource Management Select Committee

Thursday, 11 November, 2010 at 6.30pm
in Committee Room 2 Council Offices
Market Street Newbury

Date of despatch of Agenda: Wednesday, 3 November 2010

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462
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Agenda - Resource Management Select Committee to be held on Thursday, 11 November 2010 (continued)

To: Councillors Jeff Brooks (Chairman), Richard Crumly, Dave Goff, David Holtby, David Rendel and Laszlo Zverko (Vice-Chairman)

Substitutes: Councillors Jeff Beck, Tony Linden, Keith Lock and Julian Swift-Hook

Agenda

Part I	Page No.
1. Apologies To receive apologies for inability to attend the meeting (if any).	
2. Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 13 September 2010.	1 - 10
3. Declarations of Interest To receive any Declarations of Interest from Members.	
4. Actions from previous Minutes <i>Purpose: To receive an update on actions following the previous Committee meeting.</i>	11 - 22
5. Property contracts and contractors in schools <i>Purpose: To update the Committee on the action undertaken since the last meeting and to propose a revised survey of schools.</i>	23 - 30
6. Chief Executive Directorate budget <i>Purpose: To investigate the underspend in the Directorate budget in previous financial years and to consider the current position.</i>	31 - 32
7. Financial Performance report (Month 5) <i>Purpose: To inform the Select Committee of the latest financial performance of the Council.</i>	33 - 50
8. Work Programme <i>Purpose: To consider and prioritise the work programme for the remainder of 2010/11.</i>	51 - 54

Andy Day
Head of Policy and Communication

**Agenda - Resource Management Select Committee to be held on Thursday, 11 November
2010 (continued)**

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

RESOURCE MANAGEMENT SELECT COMMITTEE

**MINUTES OF THE MEETING HELD ON
MONDAY, 13 SEPTEMBER 2010**

Councillors Present: Jeff Brooks (Chairman), Richard Crumly, Dave Goff, David Holtby, David Rendel, Laszlo Zverko (Vice-Chairman)

Also Present: Nick Carter (Chief Executive), Jan Evans (Head of Adult Social Care), David Hogg (Head of Youth Services and Commissioning), Jackie Jordan (Timelord Programme Co-ordinator), Robert O'Reilly (Head of Human Resources), Ian Pearson (Head of Education Service), Shiraz Sheikh (Solicitor), Mike Sullivan (Contracts and Procurement Officer), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

PART I

17. Minutes

The Minutes of the meeting held on 12 July 2010 were approved as a true and correct record and signed by the Chairman.

18. Declarations of Interest

There were no declarations of interest received.

19. Actions from previous Minutes

The Committee considered a report providing the information requested at the last meeting (Agenda Item 4).

Newbury Cinema Subsidy

Andy Walker advised that it had yet to be confirmed by the operators whether the £16k saved from the 2009/10 financial year would need to be contributed within 2010/11. The Chief Executive was due to meet the operators later in September 2010 and an update would be reported at November's Select Committee.

Quarterly Budget Reports

At the last meeting, Members requested that the potential for quarterly reports to come to the Select Committee prior to the Executive, in order to make recommendations for improvement and comments etc, be given consideration. Andy Walker had since discussed this with Councillor Keith Chopping, the Portfolio Holder for Finance, and Councillor Chopping's view was that quarterly reports should be presented to the Executive prior to scrutiny.

This was felt to be inconsistent as the monthly reports were not seen by the Executive, although they did go through Management Board, and as a result it was agreed that the Portfolio Holder would be asked to reconsider his decision based on this fact.

Andy Walker was asked to recirculate budget reporting dates for the remainder of the year.

Section 106 (S106) Contributions

It was noted that all 16 S106 accounts which dated back to Berkshire County Council had been spent in their entirety within the last 3 years. However, Councillor David Rendel, a Member of the S106 task group, recalled alternative information being provided to the task group to suggest this was not the case at the time of the review. Andy Walker offered to clarify this point with the S106 Special Projects Officer.

RESOLVED that Andy Walker would:

- (1) provide an update on the Newbury Cinema subsidy at the next meeting;
- (2) ask the Portfolio Holder for Finance, on behalf of the Select Committee, to reconsider his decision on whether quarterly reports could be considered by the Select Committee in advance of the Executive;
- (3) recirculate budget reporting dates for the remainder of the year;
- (4) confirm the dates that the Berkshire County Council S106 agreements had been spent with the S106 Special Projects Officer.

20. Procurement processes

The Committee considered a report in continuation of the review into the procurement processes in place across the Council (Agenda Item 5).

Mike Sullivan introduced the item by making the following points:

- The Corporate Contracts and Procurement Unit worked within the rules outlined within the Contract Rules of Procedure (CRoP) (Part 12 of the Council's Constitution), which was updated in January 2010, the Public Contracts Regulations 2006 and the Public Contracts Regulations (Amendment) 2009.
- There was clear guidance in the CRoP on financial thresholds and the procurement processes that applied to each threshold. The Procurement Unit would always be involved with contracts valued above £50k and those above £156k would need to be advertised through the Official Journal of the European Union (OJEU).
- The Procurement Unit had less of an involvement for contracts valued at lower than £50k and the use of the Quick Quote facility was promoted for all contracts valued below this amount. 44 contracts had been awarded in this way for contracts valued at between £10k and £50k. It was noted that this left a number of contracts unaccounted for and Mike Sullivan advised that the majority of these were for contracts valued at less than £10k, which were often for small one off purchases that did not require the involvement of the Procurement Unit or were grant funded. However, he believed there was scope to increase the usage of Quick Quote. Efforts had been made to do so via an article in Reporter, discussions held with service areas and by developing training for Officers and Members.

Concern was expressed, as at the last meeting, that the procurement process was very delegated and the Procurement Unit had little involvement in much of the procurement undertaken across the Council. There had been no involvement in any contracts lower than £10k and this was particularly concerning for Members as the Coalition Government had announced a requirement for local authorities to publish all spend over £500.

The £10k threshold was felt to be too high as the contracts below this amount could total a large sum when combined, even when omitting those below £500.

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Shiraz Sheikh informed the Committee that the £10k threshold had been approved by Council in January 2010 as part of the revision of the CRoP. This raised the threshold in line with best practice.

There was a framework in place to support more strategic procurement, for example with neighbouring local authorities. It was suggested by a Member that there was scope to do this and make savings, for example on stationery orders which totalled approximately £700k for non school staff.

Andy Walker confirmed there were around 200 budget managers across the Council. While budget managers could be cleared to authorise expenditure of up to £50k and service managers up to £100k, these permissions varied and it was up to Heads of Service to set an appropriate restriction.

A question was then put to the Chief Executive as to whether there should be a more rigorous sign off process in place for contracts valued at between £1k and £10k.

In response, Nick Carter made the following points:

- He had not seen evidence to suggest there was an issue or that contracts were not achieving value for money. This was supported by extensive work undertaken across Berkshire to assess whether improvements could be made to achieve greater value for money. This showed that West Berkshire's existing processes worked well and other Berkshire Local Authorities had indicated they would be looking to incorporate West Berkshire's methods into their arrangements. A report was being produced following this work and this was offered to the Select Committee.
- This benchmark work had not been widened to include private sector organisations as they were required to operate under different regulations.
- Although there was always room for improvement, there was no evidence to suggest that the £10k threshold should be reduced. It was important that available resources were focused on priorities.

Progress with the Improvement and Efficiency South East (IESE) audit was queried. This was to conduct a review of areas including current activity, best practice and value for money. The Select Committee felt it would be of benefit to see the audit report once finalised and Nick Carter agreed to arrange this.

There was a view among Members at the previous meeting that the Procurement Unit needed to at least have an awareness of all contracts. It was therefore queried whether there was the potential for this to happen via a more centralised model and for the Procurement Unit to offer more advice and support for certain categories of expenditure.

In response, Nick Carter gave his view that West Berkshire's model was not centralised based on experience and best practice. It was found that greater savings could be achieved with a decentralised model, as Officers within service areas had a better understanding of their requirements and could therefore achieve better value for money.

RESOLVED that the reports produced as a result of the cross Berkshire work on procurement and the IESE audit would be circulated to the Select Committee once finalised.

21. Timelord

The Committee considered feedback from Heads of Service on their experience of the Timelord process and that of their staff (Agenda Item 6).

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This was in follow up to the last meeting of the Select Committee where concern was raised as a result of staff feedback that the introduction of Timelord was having a negative impact on team working, was causing isolation for staff and conducting confidential conversations was a difficulty due to the office layout and availability of meeting rooms.

It was however noted at the last meeting that efforts were being made to ensure lessons were learnt and issues would be addressed in future. Jackie Jordan reminded Members that Management Board had accepted the recommendations for improvement and these were being actively pursued.

Heads of Service based in West Street House, who had experienced the Timelord process, had been invited to attend this meeting to share their views and those of their staff, particularly on the issues listed above. Ian Pearson read through feedback from a range of staff based at West Street House, this was based on both the new working style and the new building. Firstly the positive aspects:

- The new working style meant that disruption during the severe winter weather was minimised with more staff able to work from home.
- The issuing of Blackberries to some staff was extremely useful.
- Work/life balance had improved.
- Working from home reduced travel time and cost, allowed for more uninterrupted and concentrated work and gave staff a feeling of being trusted and valued.
- West Street House was ready for staff's immediate use, minimising the disruption caused by the office move.

Negatives:

- Desk areas were too small, this had partly been addressed in phase 2 and for phase 3. One amendment was for Heads of Service to have a fixed desk and therefore a larger desk irrespective of their workstyle.
- Initial IT problems had been experienced, but good support had been provided by IT staff. Citrix had been reported as being occasionally slow by 2 teams, but this had not been the experience of others present.
- A limited number of printers and photocopiers in busy periods caused congestion.
- On the subject of team working, there was felt to be a loss of identity, informal information sharing/support and an inability to hold unplanned meetings.
- The reduced office space and the close proximity of colleagues caused distractions. This was particularly an issue when making confidential telephone calls and it was often necessary to try and find a more private space for these, but room availability was an issue. A working protocol to cover issues created by a more open plan environment, such as noise levels, had been produced. Room availability was also an issue when trying to hold a confidential discussion with a member of staff. The number of meeting rooms was partly constrained by the size of West Street House.
- The removal of offices for Heads of Service was not only a loss of space for confidential discussions, but was also a loss of an additional meeting room. This was only compensated for in part by the communal meeting rooms available on each floor.
- Space for collating meeting papers etc was limited.

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- There was a lack of flexibility on the allocation of IT/telecoms equipment, which was strictly based on workstyles. Blackberries, for instance, were only available for free staff. Although Jackie Jordan advised that free staff amounted to around 60% of the workforce for phase 3.
- A small number of staff had reported problems with carrying heavy equipment and paperwork between different locations. This was partly a need due to reduced storage space. Use of trolleys was being promoted to resolve this issue.

Additional comments:

- Full awareness was needed of staff whereabouts to ensure maximum staff numbers were not exceeded and there were enough desks available. Although staff could work in different parts of the building if necessary and not be limited to their service area.
- Greater electronic storage was necessary for service managers.

Despite the concerns raised by some members of staff, it was acknowledged by the vast majority that Timelord was a sensible approach and there were significant benefits. Staff remained committed to their work and were adaptable to change.

Heads of Service were then asked to comment on whether they felt issues such as reduced desk space and a loss of team identity could disconnect people from the organisation.

David Hogg felt that a greater effort was required by managers to ensure that issues were understood and, where necessary, addressed in order to support staff. For example, individuals might feel more isolated either working from home or because of the numbers potentially absent from the office as they benefited from interaction with colleagues during the day. A number of options were being actively explored to resolve this and that included use of team meetings, social events and a social area at work.

It was queried whether use of instant messaging had been explored which was perhaps a more informal form of communication than e-mail. Jackie Jordan advised of a pilot project for Unified Communications which included instant messaging. This was currently running within Housing and Performance and would be rolled out more widely by the end of the year. The Presence element of Unified Communications was a good way of ascertaining the whereabouts of staff. Unified Communications also provided conferencing functionality – another way of staying in touch without requiring physical presence in the office.

Members were interested in whether there had been an impact on staff morale and productivity. Ian Pearson advised that an improved building, new equipment etc had boosted morale. A more negative impact on morale was caused by uncertainty surrounding budget cuts and job losses rather than the introduction of Timelord. A reduction in productivity was not felt to be a major cause for concern and staff needed to be performance managed as was normally the case.

Jackie Jordan then described some of the activity being put in place to try and address concerns, as follows:

- In response to concerns regarding desk size, desk occupancy had been monitored. The occupancy levels varied between teams, but on average showed that while up to 70% of staff could be in the office at some point during the day, actual desk use was around 50%. So as a minimum 30% of desks were currently available at West Street House and staff were encouraged to spread out by sitting at every other desk when possible. This monitoring also identified spatial pressure

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points during the day which were reported to Directorate Management Teams on a monthly basis to try and resolve. It was felt that occupancy could reduce as staff became more confident with Timelord as was experienced at Turnhams Green. Because West Street House used bench desking, it should be perfectly possible to increase the desk size at the expense of numbers of desks but Jackie Jordan would take her lead from Directorate Management Teams on this.

- It was hoped that creating more space in this way would help to resolve issues of confidentiality and apart from Heads of Service, staff had always worked in an open plan office. There were a minimum of 3 meeting rooms per floor and any increase would mean a loss of desk space.
- Evidence from acoustic studies showed that providing screening for Heads of Service would not be a benefit.
- Concerns had been raised by Unions which, in addition to some of those already mentioned, related to health and safety concerns for staff working from home. These concerns had been partially addressed at the Joint Consultative Panel by the Health and Safety Manager.
- A visit to West Street House was being arranged for members of the Joint Consultative Panel to try and alleviate their remaining concerns. In addition, it was felt that staff were developing greater self reliance when working from home.
- Evidence showed that IT availability via Citrix was faster than in the office and there was not a large number of calls being made to the IT Helpdesk.

Robert O'Reilly then made the following points from an HR perspective:

- This was felt to be the right way forward for the Council and was in line with the practices of other large organisations. It was felt that staff would continue to feel the benefits over time.
- There was some concern among staff and with the Unions, but in terms of morale, sickness figures were down for the service areas concerned as was turnover. West Berkshire's overall retention figures were higher than the Local Authority average.

In summing up the item, the actions being undertaken to address concerns were noted. However, some concerns did remain for Members i.e. lack of confidential space and loss of team identity. These were accepted as being difficult to resolve and senior managers were therefore asked to continue to keep these issues under review.

As a final point, Jackie Jordan gave the view that Timelord was achieving its overall objectives, i.e. the triple win to staff, the Council and its customers. This was confirmed by the review of phase 2. The speed of response to customers had greatly improved since Timelord's introduction.

RESOLVED that the information would be noted and that senior managers would be asked to continue to keep the issues raised under review.

22. Stress Management

The Committee considered a report detailing a risk assessment toolkit designed to undertake stress risk assessments and help reduce stress in the workplace (Agenda Item 7).

Robert O'Reilly explained that the toolkit, which was designed by the Health and Safety Executive (HSE), had been piloted in Legal and Electoral Services with some success. A

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presentation had also been made to the Corporate Management Team to raise awareness of its benefits.

This was a helpful addition to the existing practices of managing sickness absence, such as individuals being referred to Occupational Health and being offered a phased return to their duties.

18% of the sickness absence recorded in the Annual Employment Report was reported as stress related, this could be as a result of personal issues as well as work pressures. The Local Authority average was 17%. However, overall sickness absence was showing a reduction.

The risk assessment would be undertaken anonymously across a service area and contained 35 questions. Results were benchmarked against other organisations and if it was found that urgent action was required, then it was recommended that a focus group be formed to try and find solutions which would be forwarded to senior management teams. The focus group would be led by HR and would not be represented by senior management.

RESOLVED that the information be noted.

23. **Employee Attitude Survey 2009 - update on action planning**

The Committee considered an update on the actions that have taken place within service areas to address issues identified in the Employee Attitude Survey (EAS) 2009 results (Agenda Item 8).

Robert O'Reilly highlighted the following points from the report:

- It was not felt necessary to produce a corporate action plan as overall there was a positive response in comparison to other local authorities. Only two service areas scored lower than the local authority benchmark.
- Results had improved since the survey was previously conducted in 2007.
- Individual service areas had been asked to produce an action plan where results deemed this necessary.
- A number of recommendations for good practice had been identified for service areas to implement. In some cases this was about ensuring that existing policy was adhered to.
- The next survey was due in 2011 and it would be a significant challenge to improve upon the very positive 2009 results.

In response to the final point, the importance of comparing performance with other local authorities was raised as a way of assessing progress.

It was noted that the results for Legal and Electoral Services were low and Robert O'Reilly advised that it was for this reason that they participated in the pilot of the stress management toolkit. A focus group was also formed in an attempt to resolve issues within the service.

RESOLVED that the report would be noted.

24. **Exit Interview**

The Committee considered a report providing an update on progress with the exit interview process (Agenda Item 9).

Members noted that 23.3% of staff who completed an exit interview questionnaire did not specify their reason for leaving. Robert O'Reilly informed Members that staff had the

opportunity to provide further feedback as part of their exit interview and would check if staff had the opportunity to elaborate further within the questionnaire.

As the Council's retention rates were good and turnover was currently low, it was not deemed necessary to have a more significant focus on ensuring a greater number of exit interviews were completed.

There was however a view among Members that greater effort should be given to ensure exit interviews were held as a matter of course, as this could provide vital information for the Council.

The current process was for EC4 forms (which informed HR that an employee was leaving) to be sent to HR and exit interview forms were then sent to employees to complete. However, this sometimes caused a delay meaning that exit interviews did not always take place. It was therefore suggested that line managers should access forms direct to allow more time for exit interviews to be completed. Departing employees should have the option of discussing their reasons for leaving with someone other than their line manager if they wished.

RESOLVED that Robert O'Reilly would be asked to give consideration to making improvements to processes in order to provide more robust data.

25. Financial Performance Report

The Committee considered the month 4 revenue budget and quarter 1 capital budget as part of the financial performance report (Agenda Item 10).

Andy Walker advised that the Council's revenue overspend forecast had increased by approximately £250k between month 3 and month 4.

Nick Carter explained that measures had already been taken as a result of the Government's in year budget cuts to find savings, including a recruitment freeze, and the ability to find further savings was therefore limited. Indeed the recruitment freeze was having a limited impact as turnover was low.

The most significant pressure, which could increase, was within Adult Social Care and it was difficult to reduce the demand for these services. The underspend experienced in Children and Young People budgets in 2009/10, which helped with the budget position in that year, had not materialised in this financial year. Similarly, budgets in the Chief Executive Directorate were not seeing significant underspends at this stage.

The risk fund included a sum of £600k allocated to Adult Social Care, but a significant overspend would still remain even if this funding was drawn down.

Andy Walker explained that the remaining overspend could be covered by general fund balances, but meeting the forecasted overspend would mean that balances would be approximately £1m lower than the ideal level of £6.5m. This amount was based on guidance from CIPFA (the Chartered Institute of Public Finance and Accountancy). A view would have to be taken on whether the remaining reserves would be sufficient if this action were to be taken.

It was queried whether more could be done in placing a charge against an individual's property to help contribute or pay for their care, a particular concern was a property being signed over to a family member to avoid this charge. Andy Walker agreed to discuss this further with the team responsible for this function.

The actual budget for Adult Social Care had reduced by around £334k since month 3, this was as a result of changes to a joint arrangement with the NHS. This caused both expenditure and income to reduce by this amount.

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Further clarity was sought on the number of capital depleters that had been budgeted for in comparison to the number coming through. Also whether a budget existed to allow for new care packages for people with a learning disability (3 new care packages had come through in year for clients previously unknown to the Council). Andy Walker agreed to provide this information.

It was noted that although a £156k overspend was reported for the Children and Young People Directorate budget, it was expected that the budget would balance by year end as a result of management action. It was therefore queried why this did not show in the accounts as with other Directorates, which was felt to be a preferable approach by the Select Committee. Nick Carter acknowledged that there were differing approaches and a need for consistency would be discussed at Corporate Board.

In the Environment Directorate, a reduction in car park income was forecasted. The street lighting contract, which was another budget pressure, was in its second year and Nick Carter explained that this was an example of where centralised procurement was less successful than the previous arrangement where Officers in Street Lighting negotiated a less expensive contract directly. Andy Walker agreed to raise concerns of the Select Committee regarding the street lighting contract with relevant Officers.

Another concern was the higher than budgeted running costs of West Street House and West Point and whether the purchase of these properties was based on a lower prediction of running costs. Andy Walker agreed to investigate this issue.

The forecast underspend in the Chief Executive Directorate had reduced due to a new pressure in land charges income. The Government had taken a view that fees could no longer be charged for personal searches of the local land charges register and the fee was revoked from 17 August 2010. A reduction in income was forecast of £49k for the year. Members had some queries around whether any individuals should be refunded for charges incorrectly made and how the pressure had been calculated. Nick Carter agreed to provide further detail on this issue.

Andy Walker explained that a decision had been taken by Corporate Board and the Executive to only produce capital reports on a quarterly basis. This was felt appropriate as capital budgets moved more slowly and there was less variance from month to month. The Select Committee raised the importance of continuing to closely monitor capital expenditure, including consideration of any capital budget implications on revenue budgets.

The capital summary for the Community Services Directorate stated that the majority of the capital budget would be spent by year end. However, this differed from the information in the budget table and Andy Walker agreed to establish why this was the case.

Discussion then returned to the timeliness of budget reporting. Members were advised that they had the most up to date budget position for their consideration, which had been approved by Executive Members at Management Board on 2 September 2010. The quarter 1 report was formally approved by Executive later in the same day and there was suggestion by some Members that the latest month 4 position could have at least been referred to at Executive, so that any alternative action could have been considered based on the worsening situation.

In response, Nick Carter gave his view that it would not be sufficient notice to prepare and table a budget report in the timeframe referred to and it was for the Executive Leader to decide whether or not to introduce new material.

RESOLVED that:

- (1) Andy Walker would:
 - forward the Select Committee's views regarding placing a charge against an individual's property to the appropriate team;
 - provide information on capital depleters;
 - confirm whether a budget existed for new and unexpected care packages for clients with a learning disability;
 - raise concerns regarding the cost of the street lighting contract with relevant Officers;
 - investigate the running costs of West Street House and West Point and the ongoing impact to the budget;
 - establish why the information on capital expenditure in the Community Services Directorate differed within the report.
- (2) Nick Carter would provide further detail on the reduction in land charges income.

26. Work Programme

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 11).

It was agreed that the next meeting, scheduled for 22 November, would be rearranged to ensure that the Asset Management Plan was on the agenda. Further agenda items were noted as follows:

- A focus on the Chief Executive Directorate budget
- Continuation of the review into the work of Property Services and its contractors within schools.
- Value for money.

RESOLVED that the work programme would be noted and the next meeting rearranged to ensure that the Asset Management Plan was on the agenda for discussion.

27. Establishment Report Quarter 1 2010/11

The Committee considered the Quarter 1 Establish Report (Agenda Item 12).

RESOLVED that the report would be noted.

(The meeting commenced at 6.30pm and closed at 9.35pm)

CHAIRMAN

Date of Signature

Agenda Item 4.

Title of Report:	Actions from previous minutes
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	11 November 2010

Purpose of Report: To receive an update on actions following the previous Committee meeting.

Recommended Action: To note the update.

Key background documentation: Minutes of the Resource Management Select Committee held on 13 September 2010.

Resource Management Select Committee Chairman	
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Executive Report

1. Introduction

- 1.1 This report provides the information requested at the last meeting of the Select Committee. The full detail is contained within the minutes from last time.

2. Item 19 – Actions from previous Minutes

- 2.1 The following responses are provided by Andy Walker:

- (1) Newbury Cinema Subsidy. A verbal update will be provided at the meeting.
- (2) Quarterly budget reports. The Portfolio Holder for Finance considers that these reports should be taken to the Executive in the first instance as the formal decision making body. The RMSC is of course free to timetable meetings as soon after the Executive as possible to scrutinise these reports further once they have been agreed by the Executive. The budget monitoring/reporting timetable is attached at Appendix A, this includes RMSC dates.
- (3) Berkshire County Council (BCC) S106 agreements. It was reported at the last meeting that all 16 S106 accounts which dated back to BCC had been spent in their entirety within the last 4 years. This was also confirmed at the meeting of the S106 Task Group held on 7 December 2009. However, when this issue was first discussed by the RMSC in June 2009, four of the agreements had not been spent in full. The spreadsheet provided last time is reattached for information at Appendix B, this shows the final spend dates.

3. Item 25 – Financial Performance Report

- 3.1 The following responses are provided by Andy Walker:

- (1) Placing a charge against an individual's property to help contribute or pay for their care. These comments have been passed to the Heads of Service for Adult Social Care (ASC) and Housing and Performance. The Finance Manager responsible for ASC budgets will discuss this further with the Client Financial Services Manager in Community Services.
- (2) Capital depleters. WBC purchases 40% of the residential nursing beds in West Berkshire. The remaining beds are purchased privately and a small percentage paid for by other Councils. It is therefore difficult to predict the number of capital depleters in any one financial year. However, for the past few years the number coming through has remained around 8, and this number is budgeted for. In the current financial year, there are 10 already with a further 4 expected to come through in the next few months. The 2011/12 ASC investment bid includes a bid to increase the budget for capital depleters by 6 plus the budget to meet the in year demand of 14.

- (3) Budget for new and unexpected care packages for clients with a learning disability. WBC does not hold a contingency budget for unexpected clients with learning disabilities. There is good intelligence from Children's Services regarding transitions and this is used as a basis for modelling the next year's investment bids. Unexpected clients therefore put added pressure on the budgets.
- (4) Street lighting contract. This issue has been raised with Highways officers for further investigation.
- (5) Running costs of West Street House and West Point. This issue has been raised with Property officers for further investigation.
- (6) Capital expenditure in the Community Services Directorate. The month 3 table, provided last time, showed that 90% of the Community Services programme was still to be committed, but the detailed comments explain why this is and indicate that most of the remainder is expected to be committed before year end. 75% is uncommitted at month 6, which shows that this is moving, albeit slowly, in the right direction.

3.2 Reduction in land charges income. A briefing note on this matter has been provided by Phil Runacres, Elections and Land Charges Manager, and is attached at Appendix C.

Appendices

Appendix A – Budget monitoring timetable for 2010/11

Appendix B – BCC S106 agreements

Appendix C – Local Land Charges – fee income

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West Berkshire Budget Monitoring Timetable for 2010/11

Monitoring period					Corporate Board			Management Board		Executive		RMSC
Period no	Period end date	Reports Available	Working days to respond	Returned to Finance by mid day	Ammendments returned by mid day	Deadline for draft reports	Date of meeting (Tuesdays)	Deadline for draft reports	Date of meeting	Deadline for reports	Date of meeting	Date of meeting
1	30 April 2010	04 May 2010	Info only									
2	31 May 2010	01 June 2010	Info only									
3	30 June 2010	01 July 2010	5	08 July 2010	12 July 2010	13 July 2010	20 July 2010	05 August 2010	12 August 2010	23 August 2010	02 September 2010	
4	31 July 2010	02 August 2010	5	09 August 2010	11 August 2010	To follow	17 August 2010	24 August 2010	02 September 2010			13 September 2010
5	31 August 2010	01 September 2010	5	08 September 2010	10 September 2010	21 September 2010	28 September 2010	07 October 2010	14 October 2010			11 November 2010
6	30 September 2010	01 October 2010	4	06 October 2010	08 October 2010	To follow	12 October 2010	28 October 2010	04 November 2010	16 November 2010	25 November 2010	
7	31 October 2010	01 November 2010	5	08 November 2010	10 November 2010	To follow	16 November 2010	02 December 2010	09 December 2010			
8	30 November 2010	01 December 2010	5	08 December 2010	10 December 2010	14 December 2010	21 December 2010	06 January 2011	13 January 2011			
9	31 December 2010	04 January 2011	4	10 January 2011	12 January 2011	To follow	18 January 2011	20 January 2011	27 January 2011	22 March 2010	31 March 2010	
10	31 January 2011	01 February 2011	5	08 February 2011	10 February 2011	15 February 2011	22 February 2011	03 March 2011	10 March 2011			15 March 2010
11	28 February 2011	01 March 2011	5	07 March 2011	09 March 2011	To follow	15 March 2011	24 March 2011	31 March 2011			
12	31 March 2011	01 April 2011	Info only									

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Planning Application	Site Description	Service Area	Contribution Description	Contribution Amount	Holding Account	Holding Acc Amount	Scheme details	Capital Spend	Capital Spend Date
98/00001/BCC	Monies from Britell Developments	Highways	Highways contribution of £201.21. Works at A4/A340 Padworth.	201.21	Q0163	0.00	Works arising from the A4 Corridor Study (Beenham Improvements).	201.21	31/03/2008
98/00002/BCC	Monies from Trencherwood	Highways	Highways contribution of £19,757.01. A4 corridor between Newbury & Thatcham.	19,757.01	Q0164	0.00	WBC contribution to Thatcham NDR.	19,757.01	31/03/2008
98/00003/BCC	Monies from Trencherwood	Highways	Highways contribution of £27,718.61. Footway lind / 2 mini roundabouts at Hungerford	27,718.61	Q0167	0.00	Safer routes to school improvements in Hungerford (Improvements outside Hungerford Primary School and pedestrian crossing improvements on the A4)	27,718.61	31/03/2007
98/00004/BCC	Monies from Tarmac	Highways	Highways contribution of £4,500. Widening carriageway at Berry's Lane, Pingewood.	4,500.00	Q0168	0.00	To support kerbing, drainage, surfacing and lining improvements at the Smallmead Bridge, Pingewood.	4,500.00	31/03/2008
98/00005/BCC	Monies from Huggard Homes	Highways	Highways contribution of £5,175.78. Footways and Cycleways in Burghfield & Mortimer.	5,175.78	Q0171	0.00	The provision of cycle stands throughout Burghfield (undertaken in partnership with the cycle forum & Burghfield Parish).	5,175.78	12/12/2008
98/00006/BCC	Monies from Patrol Ltd, Newbury	Highways	Highways contribution of £3,600. Provision of passing places in Rectory Road, Padworth.	3,600.00	Q0175	0.00	Provision of passing places in Rectory Road, Padworth.	3,600.00	25/08/2009
98/00007/BCC	Monies from Admiral Homes	Highways	Highways contribution of -2,138.37. Highways improvements at 3 Firs roundabout.	0.00	Q0177	0.00		0.00	
98/00008/BCC	Monies from St Andrew's College	Highways	Highways contribution of £7,647.27. Towards traffic calming in the village of Bradfield.	5,508.90	Q0178	0.00	Road safety measures in the vicinity of Bradfield College.	5,508.90	12/12/2008
98/00009/BCC	Monies from Bradfield College	Highways	Highways contribution of £3,995.96. Towards junction improvements, South End Road, Bradfield.	3,995.96	Q0179	0.00	VAS and school flashing signs in Bradfield.	3,995.96	31/08/2009
98/00010/BCC	Monies from Admiral Homes	Highways	Highways contribution of £4,034. A4 corridor, Theale and West of Reading.	4,034.00	Q0184	0.00	A4 corridor improvements (A4/Sulhamstead Hill junction improvements).	4,034.00	31/12/2009
98/00011/BCC	Monies from Trencherwood	Highways	Highways contribution of £23,075.16. A4 Thatcham/Turnpike Road junction.	23,075.16	Q0186	0.00	WBC contribution to Thatcham NDR.	23,075.16	12/12/2008
98/00012/BCC	Monies from Trencherwood	Highways	Highways contribution of £19,999.24. Thatcham NDR Dunston Park.	19,999.24	Q0187	0.00	WBC contribution to Thatcham NDR.	19,999.24	12/12/2008
98/00013/BCC	contribution transferred from BCC - information not supplied	Highways	Highways contribution of £25,684.03. Mortimer footway.	25,684.03	Q0063	0.00	Mortimer safe routes to school - footway and pedestrian crossing improvements between Mortimer schools.	25,684.03	31/03/2007

98/00014/BCC	contribution transferred from BCC - information not supplied	Highways	Highways contribution of £26,999.70. Ham Road Footway Belgrave.	26,999.70	Q0082	0.00	Newbury Town Centre footway improvements.	26,999.70	31/08/2009
98/00015/BCC	contribution transferred from BCC - information not supplied	Highways	Highways contribution of £14,889.96. Loundyes Close, Bath Road	14,889.96	Q0262	0.00	Francis Bailey and Kennet safe route to school schemes.	14,889.96	31/03/2007
98/00016/BCC	contribution transferred from BCC - information not supplied	Highways	Highways contribution of £35,000. Easement consideration - Derwent Road.	35,000.00	Q0265	0.00		35,000.00	31/03/2007
				220,139.56		0.00		220,139.56	

Local Land Charges – Fee Income

There are three separate issues which are having an impact on the level of income received for Local Land Charge Searches;

1. The general stagnation in the housing market;
2. The Governments decision to abandon Home Information Packs;
and
3. The revocation of the personal search fee.

The following tables set out the total number of searches undertaken in the last financial year and the first six months of the current financial year together with details of the number of personal searches and the income derived from personal searches.

2009/10

Month	Total Number of Searches	Number of Personal Searches	Income from Personal Searches
April	329	186	2,046
May	339	199	2,189
June	429	263	2,893
July	370	236	2,596
August	309	208	2,288
September	426	279	3,069
October	337	213	2,343
November	388	242	2,662
December	233	154	1,694
January	236	161	3,542
February	370	267	5,874
March	484	353	7,766
Total	4,250	2,761	£38,962

Note: Personal Search fee was increased from £11 to £22 on 1st January 2010

2010/11

Month	Total Number of Searches	Number of Personal Searches	Income from Personal Searches
April	418	307	6,754
May	323	212	4,664
June	182	59	1,298
July	206	61	1,342
August	205	58	00.00
September	287	103	00.00
Total	1,621	800	£14,058

Note: The Personal Search fee was revoked by HM Government on 27th July 2010

As can be seen from the above tables there has been a significant drop in the total number of searches being processed, with the average number per month in 2009/10 being 354 -124 per month if personal searches are excluded, for the first six months of 2010/11 the corresponding figures are 270 and 136.

There has therefore been a significant reduction in the total number of searches being carried out this is due to the stagnation of the housing market and the Governments decision to abandon Home Information Packs (HIP's). There has been a slight increase in the number of searches being submitted directly to the council by solicitors.

In regard to the number of Personal Searches whilst there was a significant drop in the number following the Governments decision to abandon HIP's, indications are, that the number will now start to increase as new properties come on to the market.

However as the fee for undertaking a personal search of the Local Land Charges register was revoked by HM Government in July no income will be received from these searches which require a significant amount of staff time to deal with.

In regard to income from searches, total income in 2009/10 was £196,581, and £225,610 was the budgeted income for 2010/11, income in the first six months of the current financial year is set out below.

Month	Income	Income less Income from Personal Searches £
April	14,752	7,998
May	16,364	11,700
June	14,404	13,103
July	16,348	15,006
August	13,932	13,932
September	17,693	17,693
Total	£93,493	£79,432

Average income per month has therefore been £15,582. Current forecasted income for 2010/11 is £182,000 which results in a current pressure of £48,610. It is considered that if current levels of income are maintained for the remainder of the current financial year then there should be no further pressure over and above the existing £48,610; $(15,582 \times 6 + 93,493 = £186,985)$. The number of searches submitted per month will not however be consistent as there is always a fall in numbers in December and January.

There are however a number of other factors that need to be borne in mind. The Governments decision to revoke the fee for personal searches was based on the fact that it was considered that the charging of a fee was incompatible with the Environmental Information Regulations 2004 and the

underlying 2003 EU Directive. Since this announcement a number of personal searches companies have argued that the charging of a fee has been unlawful since 1st January 2005 and local authorities should repay all fees paid since this date. The advice of the Local Government Association is that all requests should be resisted.

A number of other Local Authorities are looking to reduce their fees in order to compete more effectively with the Personal Search companies, the Council's fees are however already significantly lower than neighbouring councils, and there are no proposals at present to alter the level of fees. A number of people have expressed the view that local search information should be provided free of charge in order to comply with the Environmental Information Regulations, the latest advice from the Department for Environment Food and Rural Affairs is that local authorities can continue to make reasonable charges where environmental information is supplied (including in relation to searches of the local land register), rather than inspected in person.

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Agenda Item 5.

Title of Report:	Property contracts and contractors in schools
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	11 November 2010

Purpose of Report: To update the committee on action undertaken since last meeting and to propose a revised survey of schools

Recommended Action: Committee agree to the recommendations

Reason for decision to be taken: To progress a satisfaction survey

Other options considered: None.

The proposals will also help achieve the following Council Plan Theme(s):

- CPT13 - Value for Money
- CPT14 - Effective People
- CPT15 - Putting Customers First
- CPT16 - Excellent Performance Management

Portfolio Member Details	
Name & Telephone No.:	Councillor Keith Chopping - (0118) 983 2057
E-mail Address:	kchopping@westberks.gov.uk
Date Portfolio Member agreed report:	28/10/10

Contact Officer Details	
Name:	Steve Broughton
Job Title:	Head of Property and Public Protection
Tel. No.:	01635 519837
E-mail Address:	slbroughton@westberks.gov.uk

Implications

Policy: None.

Financial: None.

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

Personnel:	None.
Legal/Procurement:	The specification of the Maintenance Term Contract (MTC) will be developed through the MTC working group which includes representatives of schools
Property:	There are resource implications for Property services to advise schools of increased to costs to original estimates and for undertaking an additional satisfaction survey
Risk Management:	None.
Equalities Impact Assessment:	N/a For advice please contact Principal Policy Officer (Equalities) on Ext. 2441.
Corporate Board's Recommendation:	to be completed after the Corporate Board meeting

Executive Summary

1. Introduction

- 1.1 The Resource Management Select Committee raised a number of resolutions when they met on 18 May 2010. This report provides a response and update on work being undertaken.

2. Update

- 2.1 Action has been taken by the Property service to direct minor works away from the main Maintenance Term Contract (MTC) in order to minimise costs and make use of more economical Handy Person services.
- 2.2 The provision of greater information to schools regarding the costs and invoicing associated with work undertaken has been maximised within the current MTC. This has been a consideration of the working group formed to establish a new and improved MTC to further improve cost information to schools.
- 2.3 The Property Service has commenced two service improvement projects; Quality Management System and Asset database. Both were identified in the Property Review 2009 as being important to improving the service.
- 2.4 School representations on the MTC working group have helped to shape the new contract specification to meet the needs of schools. Accordingly, with regard to resolution 4 it is being suggested that another satisfaction survey is deferred for 12 months in order to allow for the introduction of a revised MTC and other Property service improvements to be implemented.

3. Recommendation

- 3.1 That members note that the resolutions arising from the committee meeting held on 18 May 2010 are being addressed.
- 3.2 That a new survey to gauge satisfaction with contracts and contractors in schools is deferred for 12 months to allow implementation of a new MTC and contractor(s) and implementation of other Property Service improvement projects.

Executive Report

1. Introduction

1.1 The Resource Management Select Committee determined a number of resolutions when they met on 18th May 2010 and are as follows:

- (1) Property Officers would give consideration to not providing minor services to schools with concentration given to major works and emergency services in the new contract.
- (2) Minor works requested by schools in the existing Kier contract [current Maintenance Term Contractor] should be redirected, possibly to the handyman service. This element should be retained if minor works continue to be offered in the new contract.
- (3) Andy Green [*Maintenance Manager*] would set up a process to ensure that schools approve the final amount invoiced for works undertaken, before payment was made by the Council.
- (4) Steve Broughton would produce a new school survey to help inform future services with assistance provided by the Select Committee. The survey would take place later in the year when it was hoped that progress would have been made and a more positive return would be received. A covering letter would go from Councillor Barbara Alexander to support the survey.

2. Update

2.1 The actions taken associated to the resolutions are as follows in order of the resolutions above:

2.2 Resolution 1

- (1) The inclusion of minor works within a new MTC is being considered by the review working group. There may be occasions where small/minor works are requested from the MTC e.g. work is needed very quickly and some provision may need to be retained within the contract to accommodate this. Many schools have now made their own arrangements for caretakers or otherwise use the Councils handy person service, accordingly the use of the MTC for minor works is no longer a common occurrence.

2.3 Resolution 2

- (1) Customer Services (Children and Young People Service) manage the Property Helpdesk on behalf of Property Services and receive requests from schools for work required from the MTC. Where the type of work requested would indicate reference to the handyperson being more appropriate this is advised.

- (2) This has been in practice for some time and accordingly, as noted in item 1 above, the use of the MTC for minor works is now uncommon. A school may still choose to select the MTC rather than the Handyperson where they feel a quicker response is needed.

2.4 Resolution 3

- (1) The MTC review working group will consider how the new MTC can incorporate a specification for individual invoicing to enable these to be forwarded to schools for information. However as schools do not currently have access to the Council's finance and procurement system, *Agresso*, they are unable to approve invoices directly. Accordingly Property Services have been given authorisation, by schools, to undertake this on their behalf and this will need to remain until access to *Agresso* by schools is enabled.
- (2) Individual invoicing on a job by job basis is not possible under the current contract. However where the Maintenance Manager identifies an irregular invoiced amount through sample invoice checking, the school will be advised of the increased costs having first established that they are justifiable and reasonable.

2.5 Resolution 4

- (1) There are two anticipated outcomes required of a survey in this case:
 - (a) To gauge the level of satisfaction of the level and quality of the service provided; and
 - (b) To ascertain the needs of the service users to define a satisfactory MTC and Property service.
- (2) The previous survey undertaken received an overall response rate of 50%. The committee felt that this was not a satisfactory rate of return however, this did not take account of schools not responding because they were not users of the service. The responses that were received were largely repetitive of the survey results undertaken during the review of the Property Service undertaken in May 2009.
- (3) Improvements to the service have been undertaken and more significant changes are currently being implemented. It will take some time however for these changes to be noted by the majority of schools subject to the amount of work carried out at each school. Many issues raised by the schools refer to the MTC which as noted already is under review. A new MTC will not commence until April 2011 following which a period of time will be required for the benefits of a new contract to be realised, again, depending upon the frequency of use by each school.
- (4) A working group was set up in 2010 to review the MTC and consider the needs and specification for a new one to commence in April 2011. To ensure that any new contract reflects the needs of schools, the group has included representative membership from both primary and secondary schools as well the Schools Operations and Administration Group (SOAG).

- (5) As the MTC has largely been the focus of criticism of the Property service and the performance and level of service provided is inherent with the provision of the MTC, it is considered that this group will provide the necessary guidance to improving the Property service overall.
- (6) Other service improvements will be gained through the introduction of a new Asset Database and a Quality Management System which will see further improvement in service consistency, transparency and communication. Both projects have now commenced.
- (7) These improvements and the new MTC will need time to be implemented for the service delivery to be realised by schools. Accordingly it is suggested that another satisfaction survey should be deferred for a period of 12 months.
- (8) Cllr Barbara Alexander, Portfolio Member for Education, has also suggested deferring the survey in light of the current economic climate. Cllr Alexanders' email to the Chairman of the Resource Management Select Committee refers and is shown in Appendix A.

3. Conclusion

- 3.1 The use of the MTC for minor work has been reduced to a minimum, however there remains some reference to the contract where some works are deemed to have a degree of urgency to which the Handy Person or caretaker service cannot respond.
- 3.2 The invoicing arrangements with the current MTC have been improved but not sufficiently to enable schools sight of every invoice prior to payment. However the Maintenance Manager does identify abnormalities in costs from original estimates and consults with the school as appropriate.
- 3.3 A further satisfactory survey is considered to be more beneficial if deferred for 12 months to allow the implementation of the new MTC and other Property service improvement projects.

Appendices

Appendix A Email from Cllr Barbara Alexander to Chairman of RMSC

Consultees

Local Stakeholders: Cllrs:

Keith Chopping, Portfolio Member for Property

Barbara Alexander, Portfolio Member for Education

Officers Consulted: Andy Green, Maintenance Manager, Property and Public Protection

Mark Lewis, Education Assets Manager, Children and Young People

Appendix A

Email from Cllr Barbara Alexander, Portfolio Member for Education, to Cllr Jeff Brooks Chairman, RMSC dated 15th June 2010

Dear Jeff

I write to you as chairman of the Resource Management Panel

At the last meeting of this panel, I was instructed to ask Property to repeat the survey of schools' opinion of the service offered to them by property as you felt that the response to the original survey had not been adequate (I understand it was about 50%, and since our 10 secondary schools and some primaries do not buy in to the service, this figure is perhaps not an accurate reflection). As Portfolio Member for Education, I was asked to put a covering letter with the survey, in the hope I could persuade the heads to reply.

In view of the current uncertainty over finances, I have decided not to proceed with this action at present, until the situation becomes clearer. I feel it would be a waste both of money and of valuable officers time, when they have to deal with other far more critical items at present.

I felt it only right to inform you of this, and hope you find it acceptable

Regards

Barbara

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Agenda Item 6.

Title of Report:	Chief Executive Directorate budget
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	11 November 2010

Purpose of Report: To investigate the underspend in the Directorate budget in previous financial years and to consider the current position.

Recommended Action: To note the information provided at the meeting and consider potential for improvement.

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

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

Executive Report

1. Introduction

- 1.1 The 2009/10 outturn report was received by the Select Committee at its meeting on 12 July 2010. Concerns were raised as part of this discussion regarding the increased underspend within the Chief Executive Directorate budget in the second half of the financial year, particularly as this was felt to be a reoccurring issue.
- 1.2 It was therefore resolved that the Chief Executive would be invited to discuss this further, both in relation to previous financial years and the current financial year, and answer any questions.

2. Recommendation

- 2.1 The Select Committee is asked to note the information provided at the meeting and consider potential for improvement.

Appendices

There are no Appendices to this report.

Agenda Item 7.

Title of Report:	Financial Performance report (Month 5)
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	11 November 2010

Purpose of Report: To inform members of the latest financial performance of the Council

Recommended Action: To note the report

Reason for decision to be taken: To ensure that members are fully aware of the latest financial position for the Council

Key background documentation: Papers held in Accountancy

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

- 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 Theme(s):

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

Portfolio Member Details	
Name & Telephone No.:	Councillor Keith Chopping – Tel (0118) 9832057
E-mail Address:	kchopping@westberks.gov.uk

Contact Officer Details	
Name:	Andy Walker
Job Title:	Head of Finance
Tel. No.:	01635 519879
E-mail Address:	awalker@westberks.gov.uk

Implications

Policy:	n/a
Financial:	The financial implications of the report have been detailed throughout the summary report and directorate appendices. If there are any financial implications contained within this report this section must be signed off by a West Berkshire Group Accountant. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.
Personnel:	n/a
Legal/Procurement:	n/a
Property:	n/a
Risk Management:	n/a
Equalities Impact Assessment:	n/a For advice please contact Principal Policy Officer (Equalities) on Ext. 2441.
Corporate Board's View:	to be completed after the Corporate Board meeting

Executive Summary

1. Introduction

- 1.1 This is the third report as part of the financial reporting cycle for the 2010-11 financial year.
- 1.2 The predicted revenue over spend for the 2010-11 financial year is £1,508k.
- 1.3 The current forecast for the year end position is an overspend overall of £1,508k; this is a decrease of £209k on the month 4 forecast. The service area that is forecasting the majority of the overspend is Adult Social Care. There are a number of drivers behind the projected overspend including the ongoing impact of negotiations with the PCT, managing demand for the service, the removal of the Independent Living Fund and more 'capital depleters' (those individuals who used to be able to fund their care privately but do not have the capital to now).
- 1.4 The other Council services, and respective directorates, are all forecasting close to, or slightly below, a breakeven position for the end of the financial year.
- 1.5 The Council reports forecast net expenditure against the revised budget for the whole Council following the impact of the emergency budget and subsequent reduction to Area Based Grant. The Council's net budget therefore stands at £118.2m.

2. Proposals

- 2.1 For RMSC to note this report. There a number of management actions that have occurred in directorates to reduce the projected overspend to the forecast level reported. These are detailed further in appendices 2a to 2d, but include a number of different staffing savings due to the recruitment freeze, savings in reactive maintenance, and in home to school transport.

3. Conclusion

- 3.1 That the RMSC notes the corporate position and considers the actions in place to reduce the overspend during the financial year.

Executive Report

1. Introduction

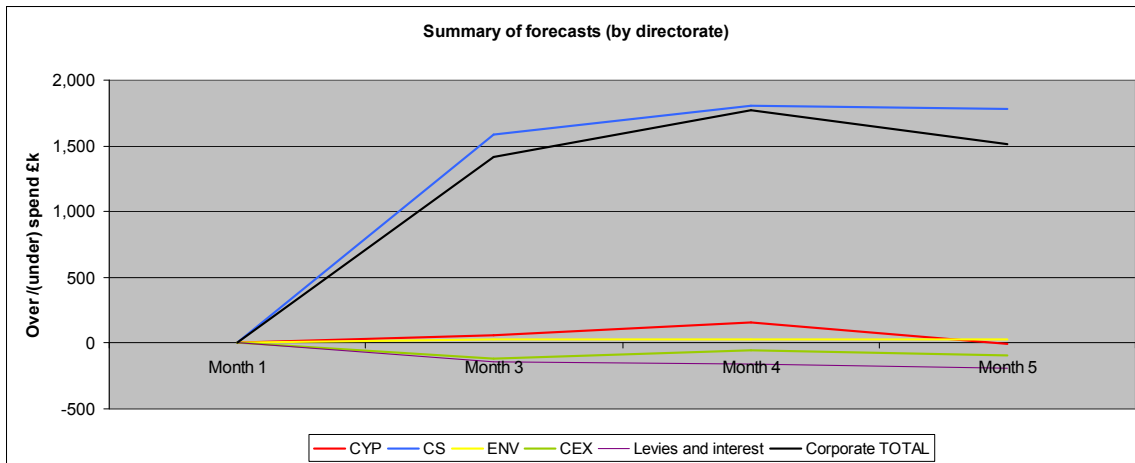
- 1.1 The financial performance report summarises the key financial activity and forecasts for the Council.
- 1.2 The revenue overspend position summarised in this report is a result of forecasts submitted by directorates. These forecasts are based on the projected net expenditure for the rest of the financial year and is adjusted for any management action which occurs to reduce a potential overspend position at the end of the financial year. In all directorates outside of Community Services, the projected overspends have been able to be contained within budgets by management action.

2. Summary position

- 2.1 The current revenue budget forecast is showing an overspend of £1,508k. The main area of forecast overspend is Adult Social Care. All other Council services are forecasting an over or under spend within £10k of the 2010-11 budget.
- 2.2 New pressures have emerged in the 2010-11 Adult Social Care budget, including: loss of income due to the cessation of any new grants from the Independent Living Fund and reduced commissioning from the NHS; urgent safeguarding placements; additional placement costs for young people with a learning disability in transition from Children's Services and people who were previously self funding whose capital has depleted. These pressures are on top of the existing known pressures to the Adult Social Care Service, including managing the demand for the service and ongoing negotiations with the PCT.
- 2.3 Together, these pressures have led to a forecast overspend of £1,896k.
- 2.4 There continues to be an unknown figure at present, which has not been reported in monitoring, concerning the redundancy costs of staff funded from specific grants whose costs cannot be met from within the grant. This figure will be monitored in further detail at month 6 onwards once there is further clarity over the government's decision on specific grants.

3. Commentary on the revenue forecasts

- 3.1 The current position shows an overspend of £1,508k. The 2010-11 forecast for month 5 is significantly higher than the forecast made at the same point over the past three years. If this overspend was to occur as forecast at the end of the financial year, the council's general reserve would fall from £7.1m to just over £5.6m.
- 3.2 The variances per directorate are highlighted on the chart below:



The forecast overspends are largely driven by the Adult Social Care service (£1.9m). Further details are provided in the directorate summary, appendix 2b to this report.

Appendices

Appendix 1 – Revenue summary position

Appendix 2a to 2d – Directorate summaries

Appendix 3 – Month 4 Revenue summary position (table circulated at the last meeting, as previously requested)

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After Corporate Board

	Past Performance				Forecasted Performance								Net
					Expenditure		Income		Net		Net		
	Cum. Budget to 31/Aug/2010 £	Cum Exp/Inc to 31/Aug/2010 £	Actual Variance to date £	Outstanding Commitment for the year £	Annual Expenditure Budget for 2010/11 £	Forecast Expenditure £	Expenditure Variance £	Annual Income Budget for 2010/11 £	Forecast Income £	Income Variance £	Net Variance £	Annual Net Budget for 2010/11 £	
DEDICATED SCHOOLS GRANT	55,299,582	59,893,940	4,594,359	866,632	128,547,030	128,648,993	101,963	-129,226,530	-129,328,493	-101,963	0	-679,500	
CORPORATE DIRECTOR - CYP	40,920	88,972	48,053	635	110,410	-9,470	-119,880	0	0	0	-119,880	110,410	
YOUTH SERVICES & COMMISSIONING	1,329,558	1,387,677	58,119	158,372	5,701,130	5,369,335	-331,795	-1,768,870	-1,571,230	197,640	-134,155	3,932,260	
EDUCATION SERVICES	2,757,016	-7,406,422	-10,163,437	3,059,843	18,163,100	18,131,762	-31,338	-8,782,070	-8,694,588	87,482	56,144	9,381,030	
CHILDREN'S SERVICES	3,632,658	4,738,397	1,105,738	584,555	11,555,830	11,902,855	347,025	-1,229,850	-1,380,861	-151,011	196,014	10,325,980	
CUSTOMER SERVICES	418,892	432,249	13,357	420	1,091,090	1,091,090	0	-3,940	-3,940	0	0	1,087,150	
CHILDREN AND YOUNG PEOPLE DIRECTORATE	63,478,626	59,134,814	-4,343,811	4,670,457	165,168,590	165,134,565	-34,025	-141,011,260	-140,979,112	32,148	-1,877	24,157,330	
CORPORATE DIRECTOR - CS	110,055	63,400	-46,655	552	303,370	201,870	-101,500	0	0	0	-101,500	303,370	
HOUSING & PERFORMANCE	3,115,036	2,531,776	-583,260	107,150	8,476,140	8,402,035	-74,105	-1,211,370	-1,135,695	75,675	1,570	7,264,770	
ADULTS SOCIAL CARE	11,092,815	14,494,087	3,401,271	521,317	46,961,480	49,055,655	2,094,175	-13,200,230	-13,398,068	-197,838	1,896,337	33,761,250	
CULTURAL SERVICES	1,765,068	1,613,225	-151,843	419,923	5,311,700	5,229,856	-81,844	-783,240	-720,290	62,950	-18,894	4,528,460	
COMMUNITY SERVICES DIRECTORATE	16,082,974	18,702,489	2,619,514	1,048,942	61,052,690	62,889,416	1,836,726	-15,194,840	-15,254,053	-59,213	1,777,513	45,857,850	
CORPORATE DIRECTOR - ENV	29,164	63,589	34,426	24	48,990	39,990	-9,000	0	0	0	-9,000	48,990	
HIGHWAYS & TRANSPORT	3,243,498	4,502,433	1,258,935	1,832,903	14,269,420	14,173,570	-95,850	-4,448,300	-4,248,300	200,000	104,150	9,821,120	
PLANNING AND COUNTRYSIDE	1,230,204	1,590,452	360,248	448,437	6,471,910	6,369,910	-102,000	-2,590,240	-2,605,750	-15,510	-117,510	3,881,670	
PROPERTY & PUBLIC PROTECTION	5,977,434	6,280,892	303,457	350,318	21,556,300	21,314,860	-241,440	-3,692,320	-3,402,580	289,740	48,300	17,863,980	
ENVIRONMENT DIRECTORATE	10,480,301	12,437,366	1,957,066	2,631,683	42,346,620	41,898,330	-448,290	-10,730,860	-10,256,630	474,230	25,940	31,615,760	
CHIEF EXECUTIVE	213,471	218,122	4,651	3	520,730	520,730	0	0	0	0	0	520,730	
HUMAN RESOURCES	419,174	347,191	-71,983	76,571	1,279,090	1,258,790	-20,300	-191,280	-187,430	3,850	-16,450	1,087,810	
ICT	950,237	1,379,292	429,055	194,715	3,651,230	3,678,759	27,529	-970,770	-1,010,055	-39,285	-11,756	2,680,460	
LEGAL & ELECTORAL	329,143	470,247	141,103	21,488	1,570,810	1,584,045	13,235	-642,280	-633,670	8,610	21,845	928,530	
POLICY AND COMMUNICATION	1,331,182	1,121,396	-209,786	92,359	4,402,660	4,266,019	-136,641	-626,200	-580,660	45,540	-91,101	3,776,460	
BENEFITS AND EXCHEQUER	-4,352,548	-5,111,052	-758,503	147,486	39,418,040	44,700,069	5,282,029	-38,120,300	-43,402,329	-5,282,029	0	1,297,740	
FINANCE	746,922	413,397	-333,525	50,817	4,123,920	4,039,110	-84,810	-1,753,720	-1,669,790	83,930	-880	2,370,200	
SPECIAL PROJECTS	133	116	-17	0	400	400	0	0	0	0	0	400	
CHIEF EXECUTIVE'S DEPARTMENT	-362,286	-1,161,291	-799,004	583,440	54,966,880	60,047,922	5,081,042	-42,304,550	-47,483,934	-5,179,384	-98,342	12,662,330	
CAPITAL FINANCING & MANAGEMENT	1,766,157	-975,485	-2,741,642	0	5,749,030	5,709,030	-40,000	-374,620	-374,620	0	-40,000	5,374,410	
MOVEMENT THROUGH RESERVES	-1,495,570	-1,482,297	13,273	0	-1,495,570	-1,495,570	0	0	-155,000	-155,000	-155,000	-1,495,570	
LEVIES AND INTEREST	270,587	-2,457,782	-2,728,369	0	4,253,460	4,213,460	-40,000	-374,620	-529,620	-155,000	-195,000	3,878,840	
GRAND TOTAL	89,950,201	86,655,596	-3,294,605	8,934,521	327,788,240	334,183,693	6,395,453	-209,616,130	-214,503,349	-4,887,219	1,508,234	118,172,110	

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Corporate Director's summary: Children and Young People

Overview

CYP are forecasting an under spend of £2k this is after the £219k in year ABG cut and the £200k recruitment freeze.

Overspends are currently forecast in Education Services (£56k) and Children's Services (£196k).

Customer Services are now reporting a break even position, and Youth and Commissioning £134k of savings as a result of Director and Head of Service review and the bringing forward of cost saving action plans.

The MVF for the Directorate is £688,690 and MVF for all services areas is on track, other than the Director's cost centre where there has been no staff turnover. There has been a clear MVF strategy in place for profiling and monitoring the delivery of the MVF. Managers have been aware of the savings required and all vacancies were scrutinised by the relevant Head of Service before they were filled.

Pressures on the 2010-11 budget

Overspends in Education mainly relate to agency staff costs within Disabled Children's Team and Speech and Language Therapy. These overspends have been partly offset by savings on Home to School transport.

The Children's Services overspend relates predominately to Residential Placements and Agency staff costs. These are reduced by savings in Kinship Carers, Special Guardianship, Adoption Placements and In-house Fostering.

Progress against the recruitment freeze

There is also now a Council wide recruitment freeze, in order to deliver 10/11 in-year savings following central Government's announcements re cuts in funding.

All posts in CYP which fall vacant are scrutinised not only by Head of Service but also SMT, Director and Portfolio Holders as well as BUMP before they can be filled. A number of posts remain vacant as a result of this process. The 200k recruitment freeze target remains a challenge.

Management action taken to address emerging pressures

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 pressures on Speech and Language therapy, as this is a statutory requirement and failing to meet these costs could lead to judicial review.

Risks identified

In respect of Children's Services there remains a risk to the year-end budget position regarding the financial impact of increasing numbers of Looked After Children.

COMMUNITY SERVICES DIRECTORATE POSITION AS AT MONTH 5

	Month 5 forecast £000
CORPORATE DIRECTOR - CS	-102
HOUSING & PERFORMANCE	2
ADULT SOCIAL CARE	1,896
CULTURAL SERVICES	-19
Total	1,778

Director's Summary

Overview

The Month 5 position reports a forecast overspend of £1.778m. This is almost entirely due to factors in adult social care: a combination of issues known at the beginning of year and newly emerging pressures.

Pressures on the 2010 -11 budget

It was recognised that there would be a shortfall beginning the year across adult social care budgets of £150k. This was based on the ability to maintain demand through the resource panel at a static level and achievement of 'best case' outcomes of negotiations with the NHS over some Continuing Health Care (CHC) cases. However, the demand management targets proved extremely challenging due to the severity of cases coming through and the slow down in death rates, leading to additional pressures of £830k. The CHC negotiations did not achieve best case, therefore not realising the headroom that may have helped alleviate pressures.

In addition, identified pressures on the Learning Disability transitions budget were taken as risk during the budget build process, as this budget has been a volatile one to predict in previous years. It is now known that this pressure is in the region of £356k.

Emerging pressures include:

Loss of Independent Living Fund (ILF) income. The ILF was set up as a national resource within the Department of Work and Pensions dedicated to the financial support of disabled people, to enable them to live in the community rather than residential care. It was announced nationally in April 2010 that from 1 May 2010, as care package costs rise and the ILF is coming under greater pressure, that in order to safeguard existing users' awards, the ILF will not be accepting any new applications for the remainder of the 2010 -11 financial year. Loss of benefits for individual care packages in West Berkshire is currently estimated as £144k.

There has been a sharp increase in the number of people who were previously self funding whose capital has depleted but who are eligible for support. In 2009/10 there were eight in total but we already have ten this year. Estimated pressure is currently £170k based on 10 capital depleters. We know that there are another four or more expected to come through the system over the next few months.

Progress against the recruitment freeze

The Directorate is on track to achieve the required saving.

Management action to address the emerging pressures

The Directorate is examining all of its budgets to identify any items which could be used to mitigate the forecast overspend. Adult Social Care continues to monitor spend at the resource allocation panel to ensure that the critical eligibility criteria is consistently applied.

Risks identified

It should be noted that the forecast position holds a large risk in that it is based on the ability to hold demand at a static level, which experience has proved to be unlikely. Therefore any additional identified in year savings may be needed in order to hold the forecast to current levels.

ENVIRONMENT DIRECTORATE POSTION AS AT MONTH 5

Corporate Director's summary:

Overview

- 1.1 The forecast revenue over spend for the Environment Directorate as a whole is £26,000 against the budget of £31.6 million. This is an increase of £2,000 in the forecast overspend at month 4.
- 1.2 The Corporate Director's budget is expected to be under spent by £9,000 because he is no longer required to make a contribution to the cost of the Director of Public Health.
- 1.3 The Highways and Transport budget is expected to be over spent by £104,000. There are significant pressures in car park income, street lighting and winter maintenance as detailed below which are being partly offset by savings from concessionary fares and highways maintenance.
- 1.4 The Planning and Countryside service expects to achieve savings of £117,000 from reductions in spend on minerals and waste and urban design and additional vacancy savings because of the recruitment freeze. Development Control and Building Control income are both still expected to be on target.
- 1.5 The Property and Public Protection budget is expected to be over spent by £48,000. There are pressures in the running costs of West Street House and West Point and a shortfall in commercial property income. These pressures are being partly offset by planned reductions in expenditure and through managed vacancy savings.

Pressures on the 2010-11 budget

- 1.6 In Highways and Transport, the forecast shortfall in car park income has reduced slightly to £220,000 while the estimated pressure on energy costs for street lighting is now £110,000. The winter maintenance budget is still forecast to be £134,000 overspent because of the cost of rebuilding salt stocks to the prudent recommended level.
- 1.7 In Property and Public Protection, the estimated budget pressures on the running costs of West Street House and West Point have decreased to £134,000 for the current year as a result of management action, but the forecast shortfall in commercial property income has increased to £30,000.

Progress against the recruitment freeze

- 1.8 Because of the freeze in staff recruitment, the managed vacancy factor (MVF) for the directorate has been increased by £98,500. This additional MVF is expected to be fully achieved. In addition, a further £73,000 vacancy savings in excess of the MVF target, are expected to

be achieved across the directorate as a whole, helping to offset the overall net pressure on the Environment budget.

Management action taken to address emerging pressures

- 1.9 The pressures in Highways and Transport will be partly offset by savings from reduced demand for concessionary fares and a planned reduction in highways maintenance.
- 1.10 The Head of Property and Public Protection is aiming to offset £84,000 of pressures by reducing spending on reactive maintenance, office cleaning and supplies and services and aiming to offset a further £32,000 of pressures from vacancy savings over and above the MVF and recruitment freeze targets across property services and public protection.

Risks identified

Potential risks include:

- Further pressure on car park income and planning income due to the effects of the recession
- A severe winter would put pressure on winter maintenance budgets
- An unforeseen maintenance issue would put pressure on the reactive maintenance budget

Corporate Director's summary: Chief Executive's Directorate

Overview

The Directorate is forecasting to be £98k underspent at outturn.

There are a number of pressures emerging in year but management action is in place to address these largely through reduced levels of staffing and holding back on non essential expenditure.

Pressures on the 2010-11 budget

The only significant pressure is the loss of Land Charge income. This follows a Government announcement that charging a fee for a personal search of the local land charges register is incompatible with the Environmental Information Regulations and the underlying EU Directive. The current fee has been revoked from 17th August 2010 and will therefore create an in year budget pressure.

Smaller pressures have emerged in respect of ICT licences and joint arrangements. There is also concern that some of the Budget Monitoring Panel's savings target will not be met. The position regarding CCTV savings is also being kept under review.

Progress against the recruitment freeze

Good progress is being made and the £200k savings target will be met.

Management action taken to address emerging pressures

New savings are being found across the Directorate to manage emerging pressures and any unmet savings. These new savings generally relate to staffing where a number of posts are being held vacant. This is largely in Policy & Communication, ICT and Finance.

Risks identified

No major risks have been identified at this point.

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2010/11 Budget Monitoring
Period 04

03/11/10

Amended Consolidated Replies

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	Past Performance				Forecasted Performance								Net
					Expenditure			Income			Net		
	Cum. Budget to 31/Jul/2010 £	Cum Exp/Inc to 31/Jul/2010 £	Actual Variance to date £	Outstanding Commitment for the year £	Annual Expenditure Budget for 2010/11 £	Forecast Expenditure £	Expenditure Variance £	Annual Income Budget for 2010/11 £	Forecast Income £	Income Variance £	Net Variance £	Annual Net Budget for 2009/10 £	
DEDICATED SCHOOLS GRANT	64,329,680	59,595,430	-4,734,251	1,193,404	128,547,030	128,352,724	-194,306	-129,226,530	-129,032,224	194,306	0	-679,500	
CORPORATE DIRECTOR - CYP	28,051	70,559	42,508	717	95,530	-9,470	-105,000	0	0	0	-105,000	95,530	
YOUTH SERVICES & COMMISSIONING	723,542	867,025	143,484	83,158	4,374,100	4,295,957	-78,143	-1,537,930	-1,427,223	110,707	32,564	2,836,170	
EDUCATION SERVICES	2,338,583	866,926	-1,471,657	3,321,042	19,490,130	19,445,322	-44,808	-9,013,010	-8,875,541	137,469	92,661	10,477,120	
CHILDREN'S SERVICES	2,754,802	3,747,582	992,780	555,895	11,555,830	11,841,115	285,285	-1,229,850	-1,386,575	-156,725	128,560	10,325,980	
CUSTOMER SERVICES	324,617	344,916	20,299	956	1,091,090	1,098,155	7,065	-3,940	-3,940	0	7,065	1,087,150	
CHILDREN AND YOUNG PEOPLE DIRECTORATE	70,499,275	65,492,438	-5,006,837	5,155,172	165,153,710	165,023,803	-129,907	-141,011,260	-140,725,503	285,757	155,850	24,142,450	
CORPORATE DIRECTOR - CS	54,794	50,695	-4,100	1,400	201,870	100,370	-101,500	0	0	0	-101,500	201,870	
HOUSING & PERFORMANCE	2,166,754	2,184,796	18,042	109,014	7,937,360	7,811,070	-126,290	-740,370	-606,970	133,400	7,110	7,196,990	
ADULTS SOCIAL CARE	8,290,272	10,908,634	2,618,362	662,540	47,064,220	49,171,929	2,107,709	-13,200,230	-13,425,002	-224,772	1,882,937	33,863,990	
CULTURAL SERVICES	1,363,598	1,357,868	-5,731	494,954	5,336,480	5,316,017	-20,463	-809,260	-773,920	35,340	14,877	4,527,220	
SYSTEM TRANSFORMATION	-624	-249,706	-249,082	257	537,400	572,485	35,085	-484,000	-519,085	-35,085	0	53,400	
COMMUNITY SERVICES DIRECTORATE	11,874,794	14,252,286	2,377,491	1,268,165	61,077,330	62,971,871	1,894,541	-15,233,860	-15,324,977	-91,117	1,803,424	45,843,470	
CORPORATE DIRECTOR - ENV	25,098	51,160	26,062	24	48,990	39,990	-9,000	0	0	0	-9,000	48,990	
HIGHWAYS & TRANSPORT	2,369,517	3,651,035	1,281,517	2,210,935	14,068,730	13,956,690	-112,040	-4,433,760	-4,213,760	220,000	107,960	9,634,970	
PLANNING AND COUNTRYSIDE	877,134	1,263,267	386,133	450,012	6,451,710	6,352,570	-99,140	-2,593,750	-2,593,750	0	-99,140	3,857,960	
PROPERTY & PUBLIC PROTECTION	4,297,385	5,990,022	1,692,636	356,146	21,286,060	21,303,120	17,060	-3,422,080	-3,414,480	7,600	24,660	17,863,980	
ENVIRONMENT DIRECTORATE	7,569,134	10,955,483	3,386,349	3,017,117	41,855,490	41,652,370	-203,120	-10,449,590	-10,221,990	227,600	24,480	31,405,900	
CHIEF EXECUTIVE	155,180	175,015	19,834	2,375	505,660	475,765	-29,895	0	0	0	-29,895	505,660	
HUMAN RESOURCES	324,936	260,846	-64,091	82,717	1,279,240	1,276,090	-3,150	-191,430	-187,430	4,000	850	1,087,810	
ICT	721,505	1,107,862	386,357	239,048	3,648,600	3,672,747	24,147	-972,790	-997,380	-24,590	-443	2,675,810	
LEGAL & ELECTORAL	251,034	406,734	155,700	30,379	1,570,810	1,582,045	11,235	-642,280	-600,670	41,610	52,845	928,530	
POLICY AND COMMUNICATION	1,025,806	902,110	-123,696	107,287	4,363,190	4,276,360	-86,830	-571,660	-581,160	-9,500	-96,330	3,791,530	
BENEFITS AND EXCHEQUER	-3,999,077	-5,564,453	-1,565,376	144,973	39,418,040	44,698,515	5,280,475	-38,120,300	-43,400,775	-5,280,475	0	1,297,740	
FINANCE	535,023	227,624	-307,399	50,303	4,123,920	4,069,430	-54,490	-1,753,720	-1,679,790	73,930	19,440	2,370,200	
SPECIAL PROJECTS	100	0	-100	118	400	400	0	0	0	0	0	400	
CHIEF EXECUTIVE'S DEPARTMENT	-985,494	-2,484,264	-1,498,771	657,199	54,909,860	60,051,352	5,141,492	-42,252,180	-47,447,205	-5,195,025	-53,533	12,657,680	
CAPITAL FINANCING & MANAGEMENT	1,295,181	-1,039,451	-2,334,631	0	5,649,030	5,490,030	-159,000	-374,620	-374,620	0	-159,000	5,274,410	
MOVEMENT THROUGH RESERVES	-1,151,800	-1,154,787	-2,987	0	-1,151,800	-1,151,800	0	0	0	0	0	-1,151,800	
LEVIES AND INTEREST	143,381	-2,194,238	-2,337,618	0	4,497,230	4,338,230	-159,000	-374,620	-374,620	0	-159,000	4,122,610	
GRAND TOTAL	89,101,091	86,021,705	-3,079,386	10,097,653	327,493,620	334,037,626	6,544,006	-209,321,510	-214,094,295	-4,772,785	1,771,221	118,172,110	

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Agenda Item 8.

Title of Report:	Resource Management Select Committee Work Programme
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	11 November 2010

Purpose of Report: To consider and prioritise the work programme for the remainder of 2010/11.

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

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
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Executive Report

1. Introduction

- 1.1 Members are requested to consider the latest work programme attached at Appendix A.
- 1.2 In addition, Members are asked to give consideration to future areas for scrutiny.

Appendices

Appendix A – Resource Management Select Committee Work Programme

Consultees

Local Stakeholders: Overview and Scrutiny Management Commission

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/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/09/49	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: 30/06/09 End: 11/11/10	Steve Broughton - 2837 Property	Councillor Keith Chopping	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/09/70	Chief Executive Directorate budget monitoring To discuss the current position and ways to resolve any overspends within the budget	Information supplied by, and questioning of lead officer.	Identify improvements to processes.	RMSC	Start: 19/01/10 End: 11/11/10	Nick Carter - 2101 Chief Executive	Councillor Keith Chopping	Requested by RMSC on 24th November.
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: 22/09/09 End:	Steve Broughton - 2837 Property	Councillor Keith Chopping	To incorporate issues surrounding Council properties and accommodation moves.
OSMC/09/57	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: 13/09/10 End:	Andy Walker - 2433 Finance	Councillor Keith Chopping	May lead to areas for in depth review.
OSMC/09/63	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: 13/09/10 End:	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 and the methodology in place 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: 15/03/11 End: 15/03/11	John Ashworth - 2870 Environment	Councillor Keith Chopping	An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009.

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