

Notice of Meeting

Resource Management Select Committee

Monday, 12th July, 2010 at 6.30pm
in Committee Room 1 Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 2 July 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
e-mail: schard@westberks.gov.uk

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



Agenda - Resource Management Select Committee to be held on Monday, 12 July 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 11 May 2010 and 18 May 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 - 14 |
| 5. Procurement Processes <i>Purpose: To receive a briefing on the procurement processes in place within the Council to inform a potential review.</i> | 15 - 16 |
| 6. Timelord <i>Purpose: To receive a briefing on progress with the implementation of Timelord, the Council's flexible working programme, and consider whether further work is required by the Select Committee.</i> | 17 - 18 |
| 7. 2009/10 Revenue Outturn <i>Purpose: To receive the revenue outturn report for 2009/10 and consider any areas of concern.</i> | 19 - 38 |
| 8. 2009/10 Capital Programme Outturn <i>Purpose: To receive the capital programme outturn report and consider any areas of concern.</i> | 39 - 48 |
| 9. Work Programme <i>Purpose: To consider and prioritise the work programme for 2010/11.</i> | 49 - 52 |



Agenda - Resource Management Select Committee to be held on Monday, 12 July 2010
(continued)

Andy Day
Head of Policy and Communication

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.



This page is intentionally left blank

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
TUESDAY, 11 MAY 2010**

Councillors: Jeff Brooks, Richard Crumly, Dave Goff, David Holtby and Laszlo Zverko

Apologies: Councillor David Rendel

PART I

1. Election of Chairman

RESOLVED that Councillor Jeff Brooks be elected Chairman of the Resource Management Select Committee for the 2010/11 Municipal Year.

Councillor Jeff Brooks in the Chair.

2. Apologies for Absence

An apology for absence was received from David Rendel.

3. Appointment of Vice-Chairman

RESOLVED that Councillor Laszlo Zverko be appointed Vice-Chairman of the Resource Management Select Committee for the 2010/11 Municipal Year.

CHAIRMAN

Date of Signature

This page is intentionally left blank

DRAFT

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 TUESDAY, 18 MAY 2010

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

Also Present: Councillor Keith Chopping (Portfolio Holder: Finance, Economic Development, Property, Health and Safety), Councillor Barbara Alexander (Portfolio Holder: Education), Steve Broughton (Head of Property and Public Protection), Andy Green (Maintenance Manager - Property Services), Mark Lewis (Education Assets Manager), Margaret Goldie (Corporate Director - Children and Young People), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

Apologies:

PART I

4. Apologies

There were no apologies for absence received.

5. Minutes

The Minutes of the meeting held on 19 January 2010 were approved as a true and correct record and signed by the Chairman.

6. Declarations of Interest

There were no declarations of interest received.

7. Actions from previous Minutes

The Committee considered information provided as requested at the previous meeting (Agenda Item 4).

The information provided on social care contract negotiation was noted. This would be returned to when Teresa Bell, Corporate Director (Community Services), was next in attendance in order to seek further clarity.

(Councillor David Holtby joined the meeting at 6.35pm).

The outcome of the joint work being conducted by the Stronger Communities Select Committee and the Greener Select Committee on public transport would be reviewed when completed, to assess whether the Resource Management Select Committee wished to cover any additional work related to the topic.

The information provided detailing the costs of providing childcare vouchers to staff was noted. Andy Walker confirmed that the budget provision was held in Human Resources.

RESOLVED that:

- (1) Work on negotiating social care contracts would be returned to when Teresa Bell was next in attendance in order to seek further clarity.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

- (2) The outcome of the joint public transport scrutiny work would be reviewed when completed to assess whether the Select Committee wished to cover any additional work related to the topic.

8. **Property Contracts and Contractors in Schools**

The Committee considered a report (Agenda Item 5) in continuation of its work to review the efficiency and effectiveness of Property Services in relation to contracts and the use of contractors in schools.

Steve Broughton highlighted the following key points in relation to the repeated school survey:

- The survey reinforced what was already identified following the Property Service review and the original school survey. The Property Service action plan sought to address these issues. This included improvements to communication with schools, with further surveys planned and more informal contact both during and post a project. Test surveys had been run with Theale Green Community School and Mortimer St Johns Infant School.
- The full list of comments provided by schools responding to the survey had been examined and noted. Steve Broughton felt that many of these were historical and had been addressed previously, although trend analysis had been undertaken. However, concerns remained for some schools based on their previous experience of work undertaken. There were also some positive responses, albeit minimal.
- There was no specific target to increase the number of schools buying back services, but there was a desire to maximise this.
- It was acknowledged that the Project Management Methodology needed further development and this had been addressed in the action plan.
- Many issues related to the cost of the Council's maintenance term contractor, Kier. It was acknowledged that schools did need to pay a premium for the contract which included emergency call outs. However, quotes provided were often challenged and in some cases an alternative contractor had been used. A working group had been set up to discuss the future of this contract which included schools and Education Officers.

Some of the particulars of the Kier contract were then discussed. Andy Green advised that the contract was in its eighth year. It had been renewed for a further three years on the completion of the original five year contract. The contract was due for renewal in April 2011.

It was made clear to schools that the contract was not meant for minor works and a handyman service had been offered on a trial basis to schools. However, there had not been a great take up of that service at this stage. This was partly due to the fact that some schools employed caretakers.

Members queried whether there was sufficient awareness of this service. Steve Broughton confirmed that it was included in every Property Service newsletter and communicated at the Education Management Advisory Board. Mark Lewis added his view that information needed to be regularly communicated to schools in this way.

It was queried whether the issue raised by a number of schools in relation to the way in which jobs were invoiced and paid had been incorporated into the action plan. Schools reported that they were not always aware of final prices and this therefore impacted on

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

their budget monitoring. Andy Green explained that as schools could not access the Council's financial system, Agresso, Property Services were authorised to process payments on their behalf. However, schools were involved as follows:

- They were provided with a quote for the requested work.
- They signed off the work when they were satisfied that it was completed.
- Information was provided on the work undertaken, materials used etc.
- Schools were notified when the actual cost started to exceed the estimate, this was more often the case for reactive work. Schools were also sent actual charges on a monthly basis.
- Schools did have a time period in which they could raise concerns before payments were made.
- A checking process was utilised to ensure that orders and invoices were accurate. This covered a sample of 10% of jobs.

Members remained concerned that not enough invoices were being checked prior to payment which could cause pressure on school budgets. It was questioned why schools did not see invoices relevant to them. Andy Green advised that this was because the contractor provided one itemised invoice for a period of time and not a number of separate invoices.

Steve Broughton acknowledged that although these checks were in place, elements of the process needed to be strengthened. These aspects were being taken forward through the Property Service action plan, as follows:

- The maintenance arrangements had changed and the two previously separate teams had been combined.
- Each school had been allocated a surveyor, if for any reason this was to change then the school would be informed. This was one aspect of improved communication with schools.

Mark Lewis then made the following comments on how he felt schools viewed the services provided:

- Negative comments based on historic faults were generally a fair assessment.
- However, improved communication had led to a better understanding within schools. A good example of this was the improved relationships between schools and their surveyors.
- Mark Lewis was pleased to note that he was receiving fewer messages of concern from schools and this pointed to improvements, but it did take time to change perceptions.

The suggestion was then made that more minor services should not be offered and effort should be concentrated on providing major works and emergency services in the new contract. It was agreed by Officers that consideration would be given to this approach, however, the reactive, emergency and service contracts should still be provided, and, if possible, made mandatory. Councillor Barbara Alexander, Portfolio Holder for Education, and Margaret Goldie, who were both in attendance for another item, gave their support to pursuing the approach of not providing minor services. Although the major services referred to could not be made mandatory as schools were autonomous.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

It was queried whether requests from schools for minor works to be undertaken by Kier were redirected. Steve Broughton agreed this could happen and it would give an opportunity to provide quotes for the handyman service.

Councillor David Rendel put forward a proposal that schools should receive a copy of the invoice sent to the Council. This would enable the schools to approve the final figure before the Council made payment. Members were in support of this proposal and Andy Green agreed to set up a process to take this forward via e-mails with schools.

Councillor Jeff Brooks then made a proposal, which was supported by Members, that the Select Committee should assist with the production of a new school survey to help inform future services. This would include seeking to gain a fuller understanding of current issues affecting the decision of whether or not to buy in to services and would have a score rating on the level of service provided. Steve Broughton reiterated that it was his intention to produce a survey that requested feedback both during and post a project. Councillor Barbara Alexander agreed that a covering letter could be sent from her to support the school survey. This 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.

RESOLVED that:

- (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 should be redirected, possibly to the handyman service. This element should be retained if minor works continued to be offered in the new contract.
- (3) Andy Green would set up a process to ensure that schools approved 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.

9. Section 106 Contributions

The Committee considered a report outlining the results of the task group review into why S106 contributions had been unspent and the issues delaying payment (Agenda Item 6).

Councillor Laszlo Zverko, Chairman of the Task Group, introduced the report presented for the Select Committee's approval. Once approved the report would be taken to the Overview and Scrutiny Management Commission for their endorsement.

The Committee went through the report paying particular attention to the recommendations and the following comments/amendments were made:

Paragraph 9.1 (conclusions). There was some difference in opinion regarding whether the statement that "the system in West Berkshire operated well with S106 contributions spent appropriately where possible" was accurate. There was generally agreement that the system had improved and it was felt that the task group's work had contributed to this.

Andy Walker advised that unspent balances were monitored by, and service areas attended, quarterly meetings of the S106 sub group of the Capital Group. This supported recommendation 4.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

An amendment was requested to recommendation 12, to request that Parish and Town Councils discuss S106 contributions as a standing item at some or all of their meetings.

An amendment was requested to recommendation 14, that if a set timeframe for spending contributions was exceeded then service areas should investigate whether contributions could be reallocated to another appropriate area, subject to legal agreements.

Councillor David Rendel, another Member on the task group, suggested that there were some aspects raised as part of the review that would be useful for the Select Committee to receive in future. This was to understand progress with payments which had been outstanding for many years, although these amounts were minimal. It was felt that developments with the Community Infrastructure Levy would also be useful.

RESOLVED that:

- (1) The report would be approved with the amendments requested and then sent to the Overview and Scrutiny Management Commission for endorsement.
- (2) Additional information would be requested for a future meeting regarding progress with payments which had been outstanding for many years, as well as information on developments with the Community Infrastructure Levy. These would be added to the work programme.

10. Children and Young People Directorate Budget Monitoring

The Committee considered the current position of the Children and Young People Directorate budget (Agenda Item 7).

Margaret Goldie reported that the Directorate would be underspent by approximately £400k. This was primarily due to underspends within Children's Services and was for the following reasons:

- A reduction in allowances paid to foster carers.
- An expectation that expensive residential placements would be required, however this level of need did not materialise.
- A significant level of income had been received as a result of other local authorities purchasing adopters trained by West Berkshire Council. This was a reciprocal arrangement.
- The age range of children in foster care in 2009/10 differed to the previous financial year and indeed the current financial year. Many younger children were in the fostering system during 2009/10 than was normally the case and this meant that costs were reduced, even though the actual number of children in foster placements remained stable (an annual average of 130). This was because a number of older children moved out of the system. The age profile for 2010/11 differed with many older children in the looked after system which would mean an increase in costs. These changes were hard to predict as many children moved in and out of the system, although the age profile was tracked as much as possible to help estimate costs, i.e. those due to reach the age of 18. Budgets were also based on previous financial years.
- Care proceedings were seen as a last resort and efforts were first made to place a child with other family members or friends. From a budget point of view however, this did not necessarily reduce costs as allowances still needed to be paid.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

- The reduction of professional services mentioned in the report referred to consultancy and advisory functions. This funding was contained within the Corporate Director budget and was seen as non priority spend, this part of the budget was therefore frozen.

Members felt that it would be useful to understand the budget variations that had occurred since the previous budget report was made to the Select Committee in order to help analysis. It was agreed that the spreadsheet provided at the previous meeting would be presented with the latest report at future meetings.

RESOLVED that Stephen Chard would circulate the spreadsheet discussed at the previous Committee meeting alongside the latest report in order to help analysis.

11. 2009/10 Month 11 Revenue Budget Monitoring

The Committee considered a report (Agenda Item 8) concerning the month 11 revenue budget monitoring.

Community Services

The £16k saving against the subsidy for Newbury Cinema was queried. Andy Walker agreed to provide a written answer to explain this.

Environment

It was queried whether the estimated additional cost of £651k for winter maintenance and road repairs could be assisted by grant monies. Andy Walker advised that this grant could only be used in 2010/11.

Chief Executive

It was noted that the underspend for the Chief Executive's Directorate budget had increased by £223k from the previous month. This was felt to be a large movement which was also the case in previous years. A concern was raised that forecasting was not sufficiently accurate.

The delay with the CCTV transfer was queried and a written response was requested. A written response was also requested to explain why the large refund identified within ICT had not been found at an earlier stage and similarly why the additional fee income in Legal and Electoral Services had not, at least in part, been budgeted for.

It was agreed that Nick Carter would be asked to provide the information relating to the Chief Executive's Directorate budget.

The costs of the general election were fully funded by a central government grant. Andy Walker agreed to check who met the costs of the local election with the Returning Officer.

Levies and Interest

The high underspend of £340k was queried. Andy Walker explained that this was mostly in relation to savings made within the pay award budget, with the remainder coming from budget accruals made by service areas which were no longer required.

Andy Walker advised that the year end figure was not yet finalised but it was the intention to report this at Executive on 17 June 2010.

RESOLVED that:

- (1) Andy Walker would provide a written answer to explain the £16k saving against the subsidy for Newbury Cinema.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

- (2) Nick Carter would be asked to provide the information requested that related to the Chief Executive's budget.
- (3) Andy Walker would check who met the costs of administering the local election with the Returning Officer.

12. 2009/10 Month 11 Capital Programme Monitoring

The Committee considered a report (Agenda Item 9) concerning the month 11 capital programme monitoring.

It was commented that it was pleasing to see the high level of budget commitment.

RESOLVED that the report would be noted.

13. Work Programme

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 10).

The items intended for the next scheduled meeting of 15 June 2010 were noted.

Councillor Jeff Brooks raised the need to identify future scrutiny topics that could be added to the work programme. Councillor Jeff Brooks and Councillor Laszlo Zverko agreed to pursue this through their respective political groups.

RESOLVED that:

- (1) The items intended for the meeting on 15 June 2010 would be noted.
- (2) Councillor Jeff Brooks and Councillor Laszlo Zverko would seek to identify future scrutiny topics through their respective political groups.

14. Establishment Report Quarter 3 2009/10

The Committee considered the Quarter 3 Establishment Report (Agenda Item 11).

The downward trend in the establishment was noted by the Committee.

There was however an increase in jointly and externally funded posts, which carried a risk if external funding was reduced.

RESOLVED that the report would be noted.

15. 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 3 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 9.10.4 of the Constitution also refers](#).

16. St Bartholomew's School Rebuild Project - funding update

The Committee considered an exempt report providing a funding update on the St Bartholomew's School rebuild project.

Margaret Goldie presented the report which described the outstanding funding matters relating to the St Bartholomew's School rebuild project, as requested by the Select Committee.

DRAFT

RESOURCE MANAGEMENT SELECT COMMITTEE - 18 May 2010 - MINUTES

Margaret Goldie confirmed that the work was on schedule.

RESOLVED that the report would be noted.

(The meeting commenced at 6.30pm and closed at 9.00 pm)

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: | 12 July 2010 |

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

Recommended Action: To note the updates provided.

| 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 This report provides the information requested at the last meeting of the Select Committee.

2. Newbury Cinema Subsidy

- 2.1 The 2009/10 budget for Newbury Cinema was £50k, this was based on the expectation that the cinema would open on 1 October 2009. The saving of £16k was due to the delayed opening of the cinema in November after providing a £34k creditor provision for the subsidy as part of closing the 2009/10 accounts.

3. Chief Executive's Directorate Budget (information provided by the Chief Executive)

Background

- 3.1 At your last meeting the outturn in my Directorate was discussed and the following recorded in the minutes, "it was noted that the underspend for the Chief Executive's Directorate budget had increased by £223k from the previous month. This was felt to be a large movement which was also the case in previous years. A concern was raised that forecasting was not sufficiently accurate. The delay with the CCTV transfer was queried and a written response was requested. A written response was also requested to explain why the large refund identified within ICT had not been found at an earlier stage and similarly why the additional fee income in Legal and Electoral Services had not, at least in part, been budgeted for. It was agreed that Nick Carter would be asked to provide the information relating to the Chief Executive's Directorate budget."

Outturn position

- 3.2 I have set out the actual outturn for the Directorate below and the position from Month 6. As stated in the minutes you can see that the greatest increases in underspend/reduction in overspend took place in Policy and Communication, ICT and Legal & Electoral Services. As a general comment I should point out that at Month 6 it was clear that there was going to be significant overspend in Adult Social Care and Corporate Board agreed that corporately we should seek to restrain in year expenditure to try and contain this. I personally set savings targets for each of my Heads of Service for the year end and the figures below highlight some success in achieving this.

Budget Monitoring 2009-10

| | M6 | M7 | M8 | M9 | M10 | M11 | Outturn |
|----------------------|---------|---------|---------|----------|----------|----------|----------|
| Chief Executive | -20,200 | -24,200 | -24,200 | -25,900 | -17,500 | -22,000 | -22,159 |
| Human Resources | -8,754 | -12,100 | -12,298 | -16,540 | -13,380 | -28,760 | -42,905 |
| ICT | -520 | -244 | -28,671 | -2,532 | -1,916 | -21,559 | -49,408 |
| Legal and Electoral | 138,417 | 65,790 | 67,660 | 64,905 | 94,245 | 47,910 | 21,394 |
| Policy and Comm | -66,255 | -79,620 | -88,223 | -116,082 | -116,125 | -191,912 | -220,241 |
| Property | 75,180 | 68,928 | 56,398 | 18,498 | 17,878 | 16,278 | -1,981 |
| Benefits & Exchequer | 0 | 0 | -26,021 | -34,862 | -34,825 | -31,232 | -25,726 |
| Finance | -12,130 | -3,710 | -10,000 | -20,804 | -23,804 | -57,570 | -44,953 |
| Special Projects | 0 | 0 | 0 | 0 | 0 | -30,000 | -30,310 |
| Directorate position | 105,738 | 14,844 | -65,355 | -133,317 | -95,427 | -318,845 | -416,289 |

3.3 In respect of the changes seen in the three highlighted service units I would comment as follows;

- (1) Policy and communication – some of the increase in the underspend is due to additional vacancies however the majority relates to CCTV. Some Members will be aware the Council took a decision to seek an alternative provider for the Council's CCTV Control Room. Resources were set aside in 2009/10 to facilitate this. For a variety of reasons the procurement of the new contract was delayed and the resources set aside for new ISDN lines etc were not needed in that year. As a result it was offered up as a saving creating the additional underspend. The reason for the delay in the reprocurement of the CCTV contract was that an EU procurement route needed to be followed. At the outset it was thought this would not be necessary.
- (2) ICT – the situation in ICT is that some additional schools income came in towards the end of the year. I set a savings target of £0k in the latter half of the year so the outturn position of just under £30k is explainable.
- (3) Legal Services have managed to bring down their overspend in year from £66k in month 7 to £21k at outturn. The improved position was due to an improved income position. The housing market grew above expectations improving the situation re land charges. The most significant income growth however was seen in legal services due to increased S106 activity and costs being recovered. Additional income from the Registration Service was also seen notably for weddings and citizenship ceremonies. There were difficult to predict earlier in the year.

Appendices

There are no Appendices to this report.

This page is intentionally left blank

Agenda Item 5.

| | |
|------------------------------------|--------------------------------------|
| Title of Report: | Procurement processes |
| Report to be considered by: | Resource Management Select Committee |
| Date of Meeting: | 12 July 2010 |

Purpose of Report: To receive a briefing on the procurement processes in place within the Council to inform a potential review.

Recommended Action: To gain an understanding of the processes in place to assess whether further work is required by the Select Committee.

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

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

Supporting Information

1. Introduction

- 1.1 This item was accepted onto the work programme by the Overview and Scrutiny Management Commission at its meeting on 25 May 2010.
- 1.2 Procurement Officers have been invited to the meeting to provide a briefing on the procurement processes in place within the Council to help inform a potential review.

2. Recommendation

- 2.1 Members are asked to consider the information provided to assess whether further work is required by the Select Committee.

Appendices

There are no Appendices to this report.

Agenda Item 6.

| | |
|------------------------------------|--------------------------------------|
| Title of Report: | Timelord |
| Report to be considered by: | Resource Management Select Committee |
| Date of Meeting: | 12 July 2010 |

Purpose of Report: To receive a briefing on progress with the implementation of Timelord, the Council's flexible working programme, and consider whether further work is required by the Select Committee.

Recommended Action: To note progress with the implementation of Timelord and consider what, if any, further work is required by the Select Committee.

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

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

Supporting Information

1. Introduction

- 1.1 This item has been on the work programme of the Select Committee for some time and it is now considered timely to receive an update with the implementation of Timelord.
- 1.2 Jackie Jordan, Timelord Programme Co-ordinator, will be in attendance at the Select Committee to provide a briefing on the implementation of Timelord and answer any questions.

2. Recommendation

- 2.1 Members are asked to consider the information provided to assess whether further work is required by the Select Committee.

Appendices

There are no Appendices to this report.

Agenda Item 7.

| | |
|------------------------------------|--------------------------------------|
| Title of Report: | 2009/10 Revenue Outturn |
| Report to be considered by: | Resource Management Select Committee |
| Date of Meeting: | 12 July 2010 |

Purpose of Report: To receive the revenue outturn report for 2009/10 and consider any areas of concern.

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

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

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

Supporting Information

1. Introduction

- 1.1 This report sets out the 2009/10 revenue outturn which has been considered by Management Board and the Executive. The report and appendices are included within Appendix A. These detail the outturn by Directorate/Service and provide Directorate summaries.
- 1.2 Also attached at Appendix B is the month 11 budget monitoring spreadsheet as requested at the last meeting to help with analysis.
- 1.3 The Head of Finance will be in attendance at the Select Committee to provide further information and answer any questions.

Appendices

Appendix A – Provisional Outturn Report

Appendix B – Month 11 budget monitoring spreadsheet

| | |
|------------------------------------|-----------------------------------|
| Title of Report: | Provisional Outturn Report |
| Report to be considered by: | Executive |
| Date of Meeting: | 17 June 2010 |
| Forward Plan Ref: | EX2016 |

Purpose of Report: To inform the Executive of the provisional outturn for the 2009-10 financial year.

Recommended Action: To note the report.

Reason for decision to be taken: n/a

Other options considered: n/a

Key background documentation: Papers held by accountancy
Financial Statements 2009-10 to be approved by
Governance & Audit committee

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

Portfolio Member Details

| | |
|---------------------------------------------|---------------------------------------------|
| Name & Telephone No.: | Councillor Keith Chopping - (0118) 983 2057 |
| E-mail Address: | kchopping@westberks.gov.uk |
| Date Portfolio Member agreed report: | 27 May 2010 |

Contact Officer Details

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

Implications

Policy: None
Financial: As set out in the report
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None
Equalities Impact Assessment: Not required.
Corporate Board's View: Incorporated into the report

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

Executive Summary

1. Introduction

- 1.1 This is the final report to be presented to the Executive concerning the Council's financial performance in respect of the 2009-10 financial year. This report outlines the provisional outturn for the different council services. It should be noted that this position may well change over the coming weeks, as the council is required to provide full financial statements by the end of June 2010, but is unlikely to be materially different.
- 1.2 The Council's provisional outturn is an underspend of £5k against its budget.

2. Proposals

- 2.1 For Executive to note this report

3. Conclusion

- 3.1 The provisional outturn is expected to be a £5k underspend for the Council against a net budget of £112.9m.

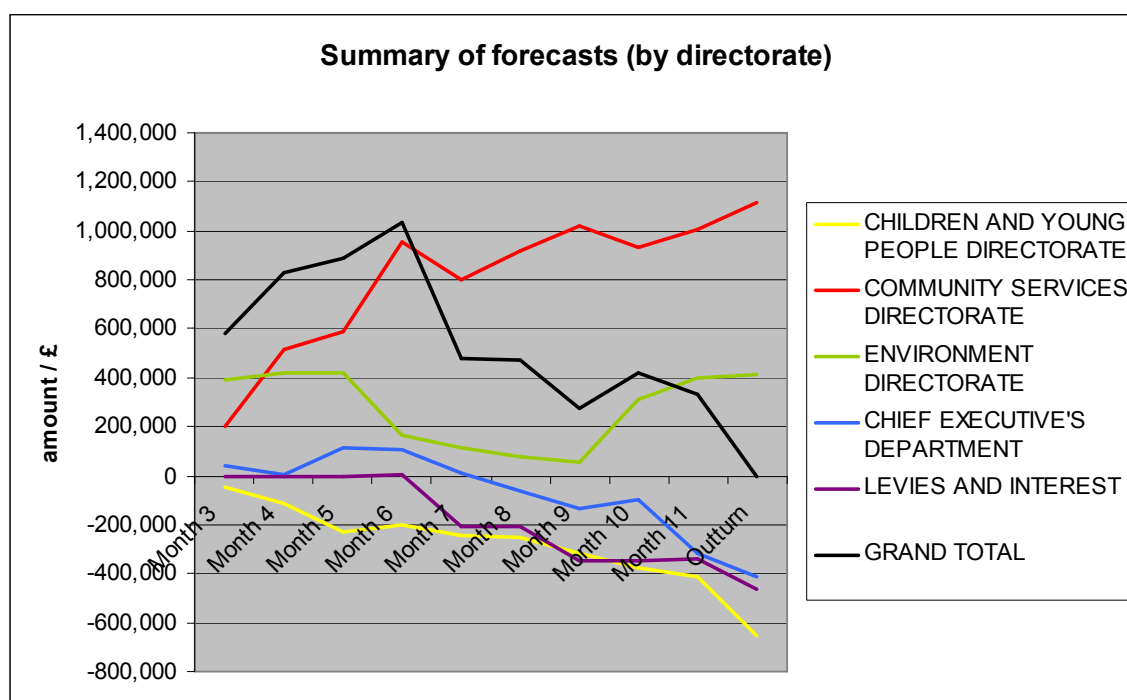
Executive Report

1. Introduction

- 1.1 This report details the provisional outturn for the Council for the financial year 2009-10. The report highlights the over and underspends for the year by directorate and service.
- 1.2 The full financial statements will be taken to the Governance and Audit committee on the 28th June 2010 for approval, but will show the Council's finances in a different format to those presented to the Executive during the year. This is because the Council must report its annual financial statements in accordance with CIPFA's Statement Of Recommended Practice (SORP), and these are then subject to external audit.

2. 2009-10 provision outturn

- 2.1 The Council is anticipated to be 5k under spent. A summary of the Council's performance by directorate and service is highlighted in appendix 1. This represents a variation of 0.00004% on the Council's net budget.



- 2.2 The Council has faced a number of emerging pressures on its finances during the 2009-10 year; especially the additional demand on services in Adult Social Care, and the poor weather during late 2009 and early 2010. These pressures have been further detailed in appendices 2b and 2c.
- 2.3 To ensure that these two significant pressures did not lead to a significant overspend for the Council, and a consequent large reduction on the Council's general reserve, other directorates were required to ensure that they made cost

savings and help achieve corporate financial balance. The CYP and Chief Executive directorates achieved underspends of £652k and £416k respectively

3. Below the line / financial accounting

- 3.1 The final outturn for the Council was a £5k underspend. However, when the budget was set in March 2009, a contribution of £80k from the general reserve was approved to support the budget (£80k had been received from flooding grant previously that had increased the level of general reserve). Therefore, as a result of the outturn, the general reserve is anticipated to reduce by £75k, subject to further work completed as part of producing the financial statements.
- 3.2 There have been a number of savings and pressures in the below the line areas, including:
- (1) The corporate position was also helped by realised savings from accounting for prepayments, in full compliance with the CIPFA Statement of Recommended Practice (SORP), of £366k. These savings are a one-off for 2009-10 only.
 - (2) savings realised by the national pay award being marginally (0.25%) lower than budgeted (£109k)
 - (3) Reversal of items accrued at the end of the 2008-09 financial year (circa £148k)
 - (4) Pressure due to the economic downturn reserve being inadequate for the costs of SMR (£171k) and other redundancies during the year to fund 2010-11 savings
- 3.3 As part of the year end closedown of the financial statements during May, there will be further changes to the final figure returned to the general fund, but this is unlikely to be material to the overall Council position.

Appendices

Appendix 1 – Outturn by Directorate and service
Appendix 2a to 2d – Directorate summaries

Consultees

Local Stakeholders:

Officers Consulted: Corporate Board, Management Board

Trade Union:

This page is intentionally left blank

2009/10 Budget Monitoring Provisional Outturn

| | Net Performance | | | Gross Performance | | | | | |
|------------------------------------------------|------------------------------------|-------------------------------------------|------------------------------------|-----------------------------------------------------|-----------------------------|------------------------------|------------------------------------------------|------------------------|-------------------------|
| | | | | Expenditure | | | Income | | |
| | Cum. Budget to 31/Mar/2010 £ | Outturn Exp/Inc to 31/Mar/2010 £ | Actual Variance to date £ | Annual Expenditure Budget for 2009/10 £ | Outturn Expenditure £ | Expenditure Variance £ | Annual Income Budget for 2009/10 £ | Outturn Income £ | Income Variance £ |
| Dedicated Schools Grants | -2,477,550 | -2,477,566 | -16 | 123,872,330 | 122,962,421 | -909,909 | -126,349,880 | -125,439,987 | 909,893 |
| Corporate Director - CYP | 292,710 | 227,086 | -65,624 | 292,710 | 227,086 | -65,624 | 0 | 0 | 0 |
| Youth Services & Commissioning | 2,539,950 | 2,522,740 | -17,210 | 4,318,340 | 4,014,710 | -303,630 | -1,778,390 | -1,491,970 | 286,420 |
| Education Services | 10,559,510 | 10,517,250 | -42,260 | 18,861,500 | 18,203,272 | -658,228 | -8,301,990 | -7,686,022 | 615,968 |
| Children's Services | 10,098,910 | 9,566,365 | -532,545 | 10,993,120 | 10,732,952 | -260,168 | -894,210 | -1,166,587 | -272,377 |
| Customer Services | 994,570 | 1,000,593 | 6,023 | 998,450 | 1,004,136 | 5,686 | -3,880 | -3,543 | 337 |
| Children & Young People Directorate | 22,008,100 | 21,356,469 | -651,631 | 159,336,450 | 157,144,577 | -2,191,873 | -137,328,350 | -135,788,108 | 1,540,242 |
| Corporate Director - CS | 444,700 | 177,667 | -267,033 | 444,700 | 177,667 | -267,033 | 0 | 0 | 0 |
| Housing & Performance | 2,877,150 | 2,845,708 | -31,442 | 8,396,440 | 8,519,349 | 122,909 | -5,519,290 | -5,673,641 | -154,351 |
| Older Peoples Services | 19,827,080 | 21,108,228 | 1,281,148 | 27,666,820 | 29,796,820 | 2,130,000 | -7,839,740 | -8,688,592 | -848,852 |
| Community Care & Wellbeing | 13,194,030 | 13,398,394 | 204,364 | 18,565,780 | 18,812,927 | 247,147 | -5,371,750 | -5,414,534 | -42,784 |
| Cultural Services | 4,551,370 | 4,478,409 | -72,961 | 5,346,390 | 5,330,128 | -16,262 | -795,020 | -851,719 | -56,699 |
| System Transformation | 18,400 | 18,400 | 0 | 408,400 | 420,160 | 11,760 | -390,000 | -401,760 | -11,760 |
| Community Services Directorate | 40,912,730 | 42,026,805 | 1,114,075 | 60,828,530 | 63,057,051 | 2,228,521 | -19,915,800 | -21,030,246 | -1,114,446 |
| Corporate Director - ENV | 170,560 | 159,258 | -11,302 | 170,560 | 159,258 | -11,302 | 0 | 0 | 0 |
| Countryside & Environment | 16,252,590 | 16,106,097 | -146,493 | 19,770,220 | 19,615,376 | -154,844 | -3,517,630 | -3,509,279 | 8,351 |
| Highways & Transport | 10,220,050 | 10,687,498 | 467,448 | 14,848,830 | 15,252,965 | 404,135 | -4,628,780 | -4,565,467 | 63,313 |
| Planning and Trading Standards | 1,638,290 | 1,743,672 | 105,382 | 4,404,680 | 4,251,350 | -153,330 | -2,766,390 | -2,507,679 | 258,711 |
| Environment Directorate | 28,281,490 | 28,696,525 | 415,035 | 39,194,290 | 39,278,949 | 84,659 | -10,912,800 | -10,582,425 | 330,375 |
| Chief Executive | 565,610 | 543,451 | -22,159 | 565,610 | 543,640 | -21,970 | 0 | -189 | -189 |
| Human Resources | 1,183,480 | 1,140,576 | -42,904 | 1,367,630 | 1,361,726 | -5,904 | -184,150 | -221,150 | -37,000 |
| ICT | 2,724,140 | 2,674,728 | -49,412 | 3,694,830 | 3,829,017 | 134,187 | -970,690 | -1,154,289 | -183,599 |
| Legal & Electoral | 861,820 | 883,214 | 21,394 | 1,467,850 | 1,558,021 | 90,171 | -606,030 | -674,808 | -68,778 |
| Policy and Communication | 3,802,760 | 3,582,523 | -220,237 | 4,535,260 | 4,627,491 | 92,231 | -732,500 | -1,044,968 | -312,468 |
| Property | 1,584,290 | 1,582,310 | -1,980 | 2,417,640 | 2,319,144 | -98,496 | -833,350 | -736,835 | 96,515 |
| Benefits and Exchequer | 1,101,580 | 1,075,857 | -25,723 | 41,808,380 | 44,744,200 | 2,935,820 | -40,706,800 | -43,668,343 | -2,961,543 |
| Finance | 3,485,050 | 3,440,088 | -44,962 | 5,194,070 | 4,947,596 | -246,474 | -1,709,020 | -1,507,508 | 201,512 |
| Special Projects | 30,400 | 90 | -30,310 | 30,400 | 90 | -30,310 | 0 | 0 | 0 |
| Chief Executives Department | 15,339,130 | 14,922,835 | -416,295 | 61,081,670 | 63,930,925 | 2,849,255 | -45,742,540 | -49,008,090 | -3,265,550 |
| Below the Line Items | 6,345,110 | 5,878,490 | -466,620 | 6,829,760 | 7,634,914 | 805,154 | -484,650 | -1,756,424 | -1,271,774 |
| Provisional Outturn | 112,886,560 | 112,881,124 | -5,436 | 327,270,700 | 331,046,417 | 3,775,717 | -214,384,140 | -218,165,292 | -3,781,152 |
| Utilisation of Flooding Grant | | 80,000 | 80,000 | | | | | | |
| Change to General Reserve | | | 74,564 | | | | | | |

This page is intentionally left blank

Year End Directorate Outturn

All analysis completed in £/k

Directorate: Children and Young People

Table 1: Year end position (by service):

| Service | Net Budget | Net Outturn | Variance |
|--------------|---------------|---------------|-------------|
| Director's | 293 | 227 | -66 |
| Education | 11,206 | 11,164 | -42 |
| Children's | 10,139 | 9,607 | -533 |
| Comm & Yth | 2,807 | 2,790 | -17 |
| Customer | 995 | 1,001 | 6 |
| DSG | 2,050 | 2,050 | 0 |
| Total | 27,490 | 26,839 | -652 |

Director's summary

The Directorate have achieved savings of £652k against a budget of £27.5m (2.4% saving).

Across all Services, budget managers have delayed and reduced professional services wherever possible, to achieve short term savings.

The majority of the savings (£532k) were achieved in Children's Services. This is just over 5% of the Children's Services budget of £10,139k.

The majority of savings have been achieved in Adoption Placements, Residential Care, Fostering, Care Leavers and Special Guardianship and to a lesser extent in the Family Resource Service.

There are further details in the Children's Services section of this report.

Education Services have achieved £50k of savings, mainly due to savings on Home to School Transport when schools were closed in January due to bad weather.

Only Customer Services have overspent (£6k) mainly as result of the relatively stable establishment making achievement of MVF a challenge.

This page is intentionally left blank

Year End Directorate Outturn

All analysis completed in £/k

Directorate: Community Services

Table 1: Year end position (by service):

| Service | Net Budget | Net Outturn | Variance |
|---------------------------------------|-------------------|--------------------|-----------------|
| Director's | 445 | 178 | -267 |
| Housing & Performance | 2,564 | 2,532 | -32 |
| Older People | 19,827 | 21,108 | 1,281 |
| Community Care & wellbeing | 13,194 | 13,398 | 204 |
| Cultural | 4,551 | 4,478 | -73 |
| Systems | 18 | 18 | 0 |
| Transformation | | | |
| Total | 40,599 | 41,713 | 1,114 |

Director's summary

As reported from Month 5 onwards, the demographic demand on adult social care has risen beyond previous national predictions across the whole of the South East, with West Berkshire experiencing above average growth in the over 65 population. This pressure is a major factor behind the Directorate's overspend, along with changes in NHS Continuing Care funding contributions and the unexpected closure of a care home (Trafalgar Court). Client commissioning budgets are approximately 70% of the budget for adult social care.

A number of measures were implemented to try to bring down pressures across the Directorate, including:

- negotiations with the PCT to mitigate the impact of changes in NHS funding
- negotiations with the PCT regarding the transfer of Section 28a funding
- a review of all client commissioning budget spend and a revised approach to the weekly Resource Panel
- restrictions on all Directorate non-commissioning budgets, including staffing budgets
- use of Supporting People contingency of £250k

The Council's eligibility threshold for adult social care is already at Critical and there is continuous demand to provide support services to complex and frail older people and family carers under stress. This was exacerbated during the period of very cold weather at the beginning of 2010 but even so, careful

management at Resource Panel and some success in the other measures outlined above managed to hold down the trajectory of spend. This should also be considered within the context of adult social care delivering £1m in savings through the System Transformation Programme during the year.

Provisional Year End Outturn

Directorate: Environment

Table 1: Year end position (by service):

| Service | Net Budget £000 | Net Outturn £000 | Variance £000 |
|---------------------------------------|----------------------------|-----------------------------|--------------------------|
| Director | 170 | 159 | -11 |
| Countryside and Environment | 16,228 | 16,082 | -146 |
| Highways and Transport | 10,220 | 10,687 | +467 |
| Planning and Trading Standards | 1,639 | 1,744 | +105 |
| Total | 28,257 | 28,672 | +415 |

1. Director's summary

- 1.1 The main reasons for the Directorate overspend were the cost of winter maintenance and emergency road repairs as a result of the severe winter weather and a shortfall in income from parking, development control and building control.
- 1.2 These pressures were offset by savings on the waste management contract, concessionary fares and staff vacancies, mainly in Planning and Trading Standards and the waste operations team.
- 1.3 The final overspend was £357,000 higher than forecast at period 9 because the full additional cost of winter maintenance and emergency repairs emerged in January and February.
- 1.4 The savings on concessionary fares has been built into the 2010/11 budget in line with the 2009/10 outturn. However, the shortfall in Development Control and Building Control income and the element of the parking income shortfall, which is due to economic factors, is likely to continue into the new year.

This page is intentionally left blank

Year End Directorate Outturn

All analysis completed in £/k

Directorate: Chief Executive

Table 1: Year end position (by service):

| Service | Net Budget | Net Outturn | Variance |
|-----------------------------------|-------------------|--------------------|-----------------|
| Director's | 565 | 543 | -22 |
| Benefits & Exchequer | 1,279 | 1,253 | -26 |
| Property | 1,601 | 1,599 | -2 |
| Human Resources | 1,192 | 1,149 | -43 |
| Legal & Electoral | 892 | 913 | 21 |
| Finance | 2,907 | 2,862 | -45 |
| ICT | 2,707 | 2,658 | -49 |
| Policy & Communication | 3,813 | 3,593 | -220 |
| Special Projects | 30 | 0 | -30 |
| Total | 14,986 | 14,570 | -416 |

Director's summary

The Directorate has delivered an underspend for 2009/10 significantly greater than that anticipated at Month 9. Every effort has been taken to identify savings since mid year given the Council's corporate financial position and in many areas expenditure has been reduced often by delaying recruitment.

Only one service overspent at outturn and here there were major pressures on income as a result of the ongoing recession.

Where appropriate, measures have been taken to accommodate ongoing pressures within the 2010/11 budget.

This page is intentionally left blank

2009/10 Budget Monitoring
Period 11

06/10/10

Amended Consolidated Replies

| Description | Past Performance | | | | Forecasted Performance | | | | | | | | Net |
|----------------------------------------------|---------------------------------|---------------------------------|------------------------------|------------------------------------------|--------------------------------------------|---------------------------|---------------------------|---------------------------------------|----------------------|----------------------|-------------------|------------------------------------|-----|
| | | | | | Expenditure | | | Income | | | Net | | |
| | Cum. Budget to 28/Feb/2010 £ | Cum Exp/Inc to 28/Feb/2010 £ | Actual Variance to date £ | Outstanding Commitment for the year £ | Annual Expenditure Budget for 2009/10 £ | Forecast Expenditure £ | Expenditure Variance £ | Annual Income Budget for 2009/10 £ | Forecast Income £ | Income Variance £ | Net Variance £ | Annual Net Budget for 2009/10 £ | |
| DEDICATED SCHOOLS GRANT | 1,456,623 | 11,625,664 | 10,169,041 | 181,694 | 128,399,760 | 128,430,065 | 30,305 | -126,349,880 | -126,380,185 | -30,305 | 0 | 2,049,880 | |
| CORPORATE DIRECTOR - CYP | 255,453 | 174,698 | -80,755 | 1,507 | 292,710 | 222,710 | -70,000 | 0 | 0 | 0 | -70,000 | 292,710 | |
| YOUTH SERVICES & COMMISSIONING | 2,425,478 | 2,198,436 | -227,043 | 232,149 | 4,318,250 | 4,247,410 | -70,840 | -1,510,790 | -1,438,466 | 72,324 | 1,484 | 2,807,460 | |
| EDUCATION SERVICES | 8,019,711 | 6,353,370 | -1,666,341 | 1,445,087 | 18,969,110 | 18,943,225 | -25,885 | -7,762,670 | -7,683,220 | 79,450 | 53,565 | 11,206,440 | |
| CHILDREN'S SERVICES | 8,767,254 | 8,060,930 | -706,325 | 303,688 | 11,033,400 | 10,825,647 | -207,753 | -894,210 | -1,105,560 | -211,350 | -419,103 | 10,139,190 | |
| CUSTOMER SERVICES | 900,294 | 921,633 | 21,339 | 1,279 | 998,450 | 1,018,799 | 20,349 | -3,880 | -3,880 | 0 | 20,349 | 994,570 | |
| CHILDREN AND YOUNG PEOPLE DIRECTORATE | 21,824,815 | 29,334,731 | 7,509,917 | 2,165,403 | 164,011,680 | 163,687,856 | -323,824 | -136,521,430 | -136,611,311 | -89,881 | -413,705 | 27,490,250 | |
| CORPORATE DIRECTOR - CS | 392,398 | -4,015,110 | -4,407,508 | 1,037 | 444,700 | 194,700 | -250,000 | 0 | 0 | 0 | -250,000 | 444,700 | |
| HOUSING & PERFORMANCE | 2,672,955 | 2,597,610 | -75,345 | 101,722 | 8,088,290 | 7,995,339 | -92,951 | -5,524,490 | -5,472,088 | 52,402 | -40,549 | 2,563,800 | |
| OLDER PEOPLES SERVICES | 16,646,374 | 18,934,103 | 2,287,729 | 337,750 | 27,666,820 | 29,623,917 | 1,957,097 | -7,839,740 | -8,624,006 | -784,266 | 1,172,831 | 19,827,080 | |
| COMMUNITY CARE & WELL BEING | 10,828,347 | 15,056,143 | 4,227,796 | 31,179 | 18,565,780 | 18,856,180 | 290,400 | -5,371,750 | -5,454,233 | -82,483 | 207,917 | 13,194,030 | |
| CULTURAL SERVICES | 4,105,178 | 3,816,747 | -288,430 | 366,555 | 5,346,390 | 5,220,255 | -126,135 | -795,020 | -735,599 | 59,421 | -66,714 | 4,551,370 | |
| SYSTEM TRANSFORMATION | 9,704 | -68,164 | -77,867 | 5,043 | 408,400 | 410,800 | 2,400 | -390,000 | -408,400 | -18,400 | -16,000 | 18,400 | |
| COMMUNITY SERVICES DIRECTORATE | 34,654,955 | 36,321,329 | 1,666,374 | 843,286 | 60,520,380 | 62,301,191 | 1,780,811 | -19,921,000 | -20,694,326 | -773,326 | 1,007,485 | 40,599,380 | |
| CORPORATE DIRECTOR - ENV | 154,471 | 140,544 | -13,928 | 0 | 170,560 | 157,560 | -13,000 | 0 | 0 | 0 | -13,000 | 170,560 | |
| COUNTRYSIDE & ENVIRONMENT | 13,943,576 | 14,156,793 | 213,217 | 200,480 | 20,287,050 | 20,054,800 | -232,250 | -3,485,140 | -3,553,140 | -68,000 | -300,250 | 16,801,910 | |
| HIGHWAYS & TRANSPORT | 8,400,472 | 8,678,942 | 278,469 | 1,126,046 | 14,674,710 | 14,975,372 | 300,662 | -4,614,170 | -4,347,660 | 266,510 | 567,172 | 10,060,540 | |
| PLANNING AND TRADING STANDARDS | 1,858,791 | 2,325,029 | 466,239 | 40,136 | 4,404,680 | 4,370,191 | -34,489 | -2,249,160 | -2,068,671 | 180,489 | 146,000 | 2,155,520 | |
| ENVIRONMENT DIRECTORATE | 24,357,310 | 25,301,308 | 943,998 | 1,366,662 | 39,537,000 | 39,557,923 | 20,923 | -10,348,470 | -9,969,471 | 378,999 | 399,922 | 29,188,530 | |
| CHIEF EXECUTIVE | 518,628 | 505,354 | -13,274 | 1,588 | 572,700 | 550,700 | -22,000 | 0 | 0 | 0 | -22,000 | 572,700 | |
| HUMAN RESOURCES | 1,078,970 | 1,020,943 | -58,027 | 46,822 | 1,367,630 | 1,355,104 | -12,526 | -176,050 | -192,284 | -16,234 | -28,760 | 1,191,580 | |
| ICT | 2,340,768 | 2,391,260 | 50,492 | 214,708 | 3,648,780 | 3,721,189 | 72,409 | -941,660 | -1,035,628 | -93,968 | -21,559 | 2,707,120 | |
| LEGAL & ELECTORAL | 776,158 | 780,506 | 4,348 | 15,104 | 1,497,850 | 1,535,260 | 37,410 | -606,030 | -595,530 | 10,500 | 47,910 | 891,820 | |
| POLICY AND COMMUNICATION | 3,311,751 | 2,829,070 | -482,681 | 85,201 | 4,473,310 | 4,276,348 | -196,962 | -659,830 | -654,780 | 5,050 | -191,912 | 3,813,480 | |
| PROPERTY | 1,372,391 | 1,398,124 | 25,733 | 142,807 | 2,406,890 | 2,333,770 | -73,120 | -813,450 | -724,052 | 89,398 | 16,278 | 1,593,440 | |
| BENEFITS AND EXCHEQUER | -6,409,196 | -3,839,968 | 2,569,228 | 136,902 | 41,808,380 | 42,272,067 | 463,687 | -40,529,500 | -41,024,419 | -494,919 | -31,232 | 1,278,880 | |
| FINANCE | 2,381,878 | 2,881,750 | 499,872 | 313,843 | 4,615,780 | 4,432,930 | -182,850 | -1,709,020 | -1,583,740 | 125,280 | -57,570 | 2,906,760 | |
| SPECIAL PROJECTS | 25,232 | 90 | -25,142 | 0 | 30,400 | 400 | -30,000 | 0 | 0 | 0 | -30,000 | 30,400 | |
| CHIEF EXECUTIVE'S DEPARTMENT | 5,396,579 | 7,967,128 | 2,570,549 | 956,976 | 60,421,720 | 60,477,768 | 56,048 | -45,435,540 | -45,810,433 | -374,893 | -318,845 | 14,986,180 | |
| LEVIES AND INTEREST | -183,632 | -2,600,935 | -2,417,303 | 0 | 1,025,750 | 1,308,583 | 282,833 | -403,530 | -1,028,351 | -624,821 | -341,988 | 622,220 | |
| GRAND TOTAL | 86,050,026 | 96,323,561 | 10,273,535 | 5,332,327 | 325,516,530 | 327,333,321 | 1,816,791 | -212,629,970 | -214,113,891 | -1,483,921 | 332,870 | 112,886,560 | |

This page is intentionally left blank

Agenda Item 8.

| | |
|------------------------------------|------------------------------------------|
| Title of Report: | 2009/10 Capital Programme Outturn |
| Report to be considered by: | Resource Management Select Committee |
| Date of Meeting: | 12 July 2010 |

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

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

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

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

Supporting Information

1. Introduction

- 1.1 This report sets out the 2009/10 capital programme outturn which has been considered by Management Board and the Executive. The report and appendices are included within Appendix A. These detail the capital outturn service area summary for 2009/10 and the funding statement for 2009/10.
- 1.2 The Head of Finance will be in attendance at the Select Committee to provide further information and answer any questions.

Appendices

Appendix A – Capital Programme 2009/10 - Outturn

| | |
|------------------------------------|--------------------------------------------|
| Title of Report: | Capital Programme 2009/10 - Outturn |
| Report to be considered by: | Executive |
| Date of Meeting: | 17 June 2010 |
| Forward Plan Ref: | EX2113 |

Purpose of Report: To report on the Capital Outturn for West Berkshire Council for Financial Year 2009/10.

Recommended Action: To note the report.

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

Other options considered: None.

Key background documentation: Capital Programme 2009/10 - 2013/14.

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

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

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

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

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

| Portfolio Member Details | |
|---------------------------------------------|---------------------------------------------|
| Name & Telephone No.: | Councillor Keith Chopping - (0118) 983 2057 |
| E-mail Address: | kchopping@westberks.gov.uk |
| Date Portfolio Member agreed report: | 20 th May 2010 |

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

Implications

- Policy:** Report on Capital Outturn is in accordance with the Council's policy and procedures.
- Financial:** Funds available for re-profiling to later years are identified in this report.
- Personnel:**
- Legal/Procurement:**
- Property:**
- Risk Management:** If funds are not reprofiled there is a risk that projects will not complete or will have to be funded at the expense of future projects.
- Equalities Impact Assessment:** Not required

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

Executive Report (Single Page)

1. Introduction

- 1.1 During 2009/10 the approved Capital Programme was budget of £67.133 m and incurred expenditure of **£58.527 m** on Capital Works and Assets. Major areas of expenditure were:
- 1.1.1 Highways Capital Programme. In 2009/10 Highways Capital Programme expenditure amounted to £7.018 m on a range of projects across the District including £442k on flood prevention projects
- 1.1.2 Education Capital Programme. A total of £10.716 m was spent on the Education Capital Programme. Also major investment in St Bartholomew's School continued, resulting in a total of £20.677m spent in 2009/10 with construction due to be completed in Sept/Oct 2010 (funded under the BSF programme).
- 1.1.3 Office Accommodation. Two further offices were acquired freehold during the year to replace the previous leasehold properties and used to complete Phase 2 of the Timelord flexible working programme
- 1.2 Analysis of expenditure by Service Area is shown at Appendix A.

2. Funding

- 2.1 During 2009/10, the Capital Programme applied £34.785 m of external grants and contributions to schemes. Where permitted, any grants and contributions received in 2009/10 but unspent in year have been carried forward to support the 2010/11 Capital Programme. Developers' contributions utilised in-year amounted to £2.087m.
- 2.2 The Council made £454k of direct revenue contributions to the programme during 2009/10.
- 2.3 A funding statement for 2009/10 is at Appendix B.

3. 2010/11 Programme

- 3.1 Requests for re-profiled council funded schemes totalled £7.859 (11.7%) at the end of 2009/10. The majority of these schemes will be delivered as part of the 2010/11 programme although a small number of projects have been deferred to later years in the programme. All re-profiled projects will be monitored in year to ensure the funding is utilised in accordance with the original Council approval.

Appendices

Appendix A - Capital Outturn service area summary for 2009/10.

Appendix B - Funding Statement 2009/10

Consultees

Local Stakeholders:

Officers Consulted: Capital Strategy Group;

Trade Union:

West Berkshire Capital Programme: 2009/10 Capital Outturn
Month 12 - period ending 31st March 2010 - Summary by Service Area

Appendix A

14/05/10

| Service Area | Budget for 2009-10 | Expenditure 2009-10 | Variance | Re-Profiling to cover existing commitments | Additional Re-Profiling requested |
|----------------------------------------------------------|--------------------|---------------------|------------------|--------------------------------------------|-----------------------------------|
| <u>Chief Executive's Directorate</u> | | | | | |
| Property | 4,779,500 | 4,448,283 | 331,217 | 69,999 | 244,808 |
| Special Projects | 22,284,360 | 21,331,711 | 952,649 | 68,362 | 0 |
| ICT | 2,016,950 | 1,864,687 | 152,263 | 11,709 | 186,446 |
| Finance | 6,209,850 | 5,562,616 | 647,234 | 195 | 627,039 |
| Policy & Communication | 357,610 | 296,224 | 61,386 | 0 | 87,493 |
| Total for Chief Executive's Directorate | 35,648,270 | 33,503,522 | 2,144,748 | 150,264 | 1,145,786 |
| <u>Community Services Directorate</u> | | | | | |
| Community Care | 85,420 | 85,417 | 0 | 0 | 0 |
| Housing & Performance | 2,055,160 | 1,651,842 | 403,318 | 3,043 | 440,297 |
| Cultural Services | 1,154,890 | 411,314 | 743,576 | 3,929 | 740,552 |
| Total for Community Services Directorate | 3,295,470 | 2,148,573 | 1,146,894 | 6,972 | 1,180,849 |
| <u>Environment Directorate</u> | | | | | |
| Countryside & Environment | 3,861,160 | 3,614,019 | 247,141 | 4,065 | 268,301 |
| Highways & Transport | 8,767,370 | 7,018,362 | 1,749,008 | 1,225,094 | 531,303 |
| Planning & Trading Standards | 94,790 | 88,535 | 6,255 | 2,325 | 3,920 |
| Total for Environment Directorate | 12,723,320 | 10,720,916 | 2,002,404 | 1,231,484 | 803,524 |
| <u>Children's and Young People Directorate</u> | | | | | |
| Education Services | 13,440,270 | 10,716,704 | 2,723,566 | 1,084,332 | 1,667,323 |
| Children's Services | 1,534,680 | 962,633 | 572,047 | 535,538 | 36,510 |
| Children's Commissioning & Quality | 402,800 | 402,803 | 0 | 0 | 0 |
| Customer Services | 88,530 | 71,514 | 17,016 | 17,016 | 0 |
| Total for Children's and Young People Directorate | 15,466,280 | 12,153,653 | 3,312,630 | 1,636,886 | 1,703,833 |
| Council Totals | 67,133,340 | 58,526,664 | 8,606,676 | 3,025,606 | 4,833,992 |
| | | | | 7,859,598 | (11.71%) |

This page is intentionally left blank

Capital Funding Statement 2009/10

| | <u>£</u> |
|-----------------------------------------|----------------------|
| Government Grants applied in year | 31,384,386.81 |
| Highways SCE(C) applied indirect | 422,000.00 |
| Other Grants | 24,900.00 |
| Developers Contributions | 2,086,826.61 |
| School Contributions | 361,834.29 |
| Other Contributions | 505,015.81 |
| Sub Total External Contributions | 34,784,963.52 |
| Revenue contributions | 153,647.19 |
| Internal Funds set aside | 299,859.96 |
| Sub-Total – Direct Funding | 453,507.15 |
| Indirect Capital Receipts Applied | 859,027.94 |
| Financing Requirement by borrowing | 22,429,165.63 |
| Sub-total – Indirect Funding | 23,288,193.57 |
| Total Capital Funding | 58,526,664.24 |

This page is intentionally left blank

Agenda Item 9.

| | |
|------------------------------------|----------------------------------------------------------------|
| Title of Report: | Resource Management Select Committee Work Programme |
| Report to be considered by: | Resource Management Select Committee |
| Date of Meeting: | 12 July 2010 |

Purpose of Report: To consider and prioritise the work programme for 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 |
| 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 Members are requested to consider the latest work programme at Appendix A and prioritise the items listed.
- 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/09/57 | 2009/10 revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern. | Information supplied by, and questioning of, lead officer via in meeting review | Monitoring item | RMSC | Start: 22/09/09 End: 12/07/10 | Andy Walker - 2433 Finance | Councillor Keith Chopping | May lead to areas for in depth review. |
| OSMC/09/52 | Results of the Employee Survey Review of the action plans in place following the Staff Attitude Survey. | Information supplied by, and questioning of, lead officer via in meeting review | A review of the action plans. | RMSC | Start: 19/01/10 End: 13/09/10 | Robert O'Reilly - 2358 Human Resources | Councillor Anthony Stansfeld | Review in line with item 51. |
| OSMC/09/63 | 2009/10 Establishment Reports To receive the latest report on the changes to the Council's establishment. | Information supplied by, and questioning of, lead officer via in meeting review | Monitoring item | RMSC | Start: 19/10/09 End: 13/09/10 | Robert O'Reilly - 2358 Human Resources | Councillor Anthony Stansfeld | May lead to areas for in depth review. |
| 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: | Steve Broughton - 2837 Property | Councillor Anthony Stansfeld | This was discussed at the last meeting and will be reviewed in further depth at the October meeting with additional witnesses invited, including Headteachers. |
| OSMC/09/53 | 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 Anthony Stansfeld | To incorporate issues surrounding Council properties and accommodation moves. |
| OSMC/09/54 | Modern working practices (Timelord) To receive a briefing on progress with the implementation of Timelord and consider whether further work is required by the Select Committee | Information supplied by, and questioning of, lead officer via in meeting review | To consider whether the Council's modern working practices including Timelord are adequate. | RMSC | Start: 12/07/10 End: | Jackie Jordan - 2301/Robert O'Reilly - 2358 ICT/Human Resources | Councillor Pamela Bale | |

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/10/83 | Procurement processes To receive a briefing on the procurement processes in place within the Council to inform a potential review | Information supplied by, and questioning of lead officer. | To gain an understanding of the processes in place to assess whether further work is required by the Select Committee.. | RMSC | Start: 12/07/10 End: | Legal & Electoral Services (Procurement team) | Councillor Keith Chopping | Accepted onto the work programme by OSMC on 25/5 |
| OSMC/09/55 | Value for Money Consideration of the work undertaken by the Council to assess and ensure value for money. | Information supplied by, and questioning of, lead officer via in meeting review | Consider work undertaken to assess and ensure value for money and make suggestions for improvement. | RMSC | Start: End: | John Ashworth - 2870 Environment | Councillor Keith Chopping | An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009. |
| OSMC/09/56 | Exit interview To receive an update on progress with the exit interview process. | Information supplied by, and questioning of, lead officer via in meeting review | Monitoring item | RMSC | Start: End: | Robert O'Reilly - 2358 Human Resources | Councillor Anthony Stansfeld | |