

Notice of Meeting

Resource Management Working Group

Tuesday, 26th July, 2011 at 6.30 pm
in Committee Room 1 Council Offices
Market Street Newbury

Date of despatch of Agenda: 18 July 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact on (01635) 503042 or e-mail: ralexander@westberks.gov.uk

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Agenda - Resource Management Working Group to be held on Tuesday, 26 July 2011
(continued)

To: Councillors Jeff Beck, Roger Croft, Richard Crumly, David Holtby (Vice-Chairman), David Rendel, Andrew Rowles, Tony Vickers (Chairman) and Laszlo Zverko

Substitutes: Councillors David Allen, John Horton, Alan Macro and Garth Simpson

Agenda

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7 Future Meeting Dates <i>Purpose: To approve the proposed future meeting dates, and/or suggest new dates.</i>	
Next Meeting: Tuesday 25 October 2011.	
Proposed future meeting dates: Tuesday 31 January 2012 Tuesday 3 April 2012.	

Andy Day
Head of Policy and Communication

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Title of Report: **Actions from Resource Management Select Committee Minutes**

Report to be considered by: Resource Management Working Group

Date of Meeting: 26 July 2011

Purpose of Report: To receive an update on actions following the last meeting of the Resource Management Select Committee.

Recommended Action: To note the update.

Key background documentation: Minutes of the Resource Management Select Committee held on 15 March 2011.

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 Resource Management Select Committee. The full detail is contained within the minutes from last time.

2. Item 51 – Actions from previous Minutes

Economic Development Officer

- 2.1 It was queried whether the business sector had been notified of the loss of the Economic Development Officer post. While this did not form part of a business rate payers consultation, organisations such as the Chamber of Commerce and Federation of Small Businesses were advised and given a new central contact point. A large majority of the work previously undertaken by a single member of staff has been distributed between a number of officers in Policy and Communication and is co-ordinated by David Lowe, the Scrutiny and Partnerships Manager.

Youth Service

- 2.2 Clarity was sought on the point made in the report that there would be a greater focus on work with young people rather than the wider community. This is clarified in the following paragraph as being a greater emphasis on work with vulnerable groups of young people. This replaces paragraph 4.1 (2) in the original report:

- (1) With a shift towards a greater focus on Youth Services working with vulnerable groups of young people, rather than the wider community, income levels have been consistently hard to attain. In future, the Youth Service will be increasingly engaging in work with smaller groups of young people such as those engaged in Youth Offending, having Special Educational Needs or Looked After Children. This requires a more intensive type of work with smaller groups of young people and as a consequence the ability to generate income will further reduce.

West Street House and West Point Maintenance Budgets

- 2.3 This information is provided in a separate report shown at Appendix 1.

Travel Tokens

- 2.4 Information was requested by Members on the uptake of travel tokens from disabled residents and the following information has been provided by the Head of Highways and Transport (this is based on the position in March 2011):

- (1) The forecasted underspend for the 2010/11 financial year is a direct result of a less than planned uptake of Travel Tokens by disabled residents and a lower rate of reimbursements to bus operators for residents using the Free Bus Travel Pass.

- (2) To put this into context, there was a change in policy commencing at the start of the 2009/10 scheme year, whereby Travel Tokens would only be given to disabled residents and the over 60's would only receive the statutory Free Bus Travel Pass.
- (3) At the time that this change in policy was being considered, just over 26,000 residents were receiving a travel concession (16,000 Travel Tokens and 10,000 Free Bus Travel Passes). The figures as at March 2011 were 2,030 Travel Tokens and 20,113 Free Bus Travel Passes.
- (4) The low uptake in applications from disabled residents for Travel Tokens is on face value surprising, especially as those in receipt of disabled blue badge parking permits, of which there are approximately 5,000, would generally qualify automatically for Travel Tokens. It appears that the eligibility criteria for determining disability is far more stringent for Concessionary Travel than Parking Permits where it is understood an element of "self certification" applies. Although the number of Free Bus Travel Passes in circulation has doubled, residents are simply not using local bus services to the extent that was envisaged.
- (5) When preparing the 2010/11 budgets, a sensible view was made on the likely number of applications from disabled residents for Travel Tokens as well as how many journeys would be undertaken by Bus Pass holders. It would have been simple to get this wrong with the result that we could have been looking at a similar size budget pressure rather than a saving.

Establishment Report

- 2.5 The recommendation that this report includes a year end projection for both Council and joint/externally funded posts was agreed by the Overview and Scrutiny Management Commission at its meeting on 9 June 2011. It has therefore been forwarded to the Executive for consideration.

3. Item 52 – Car Park Budgets

- 3.1 The information requested for this item has been provided by the Head of Highways and Transport and is contained within Appendices 2 and 3. This information is confidential and is therefore Part 2.

4. Item 53 – Connectivity and Usage of the Local Land and Property Gazetteer (LLPG)

- 4.1 The recommendation requesting that a project plan be produced that will enable all the Council's systems to be compliant with the LLPG was agreed by the Overview and Scrutiny Management Commission at its meeting on 9 June 2011. It has therefore been forwarded to the Executive for consideration.

Appendices

- Appendix 1 Resource Management Select Committee Minutes; 15 March 2011
- Appendix 2 Maintenance provision for West Street House and West Point
- Appendix 3 Car parking information including enforcement (Part 2)
- Appendix 4 Car parking cost breakdown (Part 2)

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, 15 MARCH 2011

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

Also Present: John Ashworth (Corporate Director - Environment), Steve Duffin (Head of Benefits and Exchequer), Mark Edwards (Head of Highways and Transport), Phil Parker (GIS Projects Analyst), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

Apologies for inability to attend the meeting: Councillor David Holtby and Councillor Keith Chopping

PART I

49. Minutes

The Minutes of the meeting held on 25 January 2011 were approved as a true and correct record and signed by the Chairman.

50. Declarations of Interest

Councillor David Rendel declared an interest in Agenda Item 8, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate and vote on the matter.

51. Actions from previous Minutes

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

Economic Development Officer

Concern was again expressed at the loss of this post and that only a proportion of the role would be able to be continued by existing Officers.

It was questioned whether the business sector had been notified as part of the business rate payers consultation process. It was agreed that this point would be clarified.

Corporate Property Asset Management Plan (AMP)

A correction was made to the figure given in paragraph 2.2 (1). This confirmed that the value of properties stated in the accounts as at 31 March 2010 was £297,636k.

John Ashworth confirmed that the AMP would be published on the website alongside the Asset Register and Asset Disposal Register. A version of the Asset Register was being produced for the website.

Youth Service

Clarity was sought on the point made in the report that there would be a greater focus on work with young people rather than the wider community. It was unclear whether this meant disadvantaged young people and it was agreed that Julia Waldman, Acting Head of Youth Services and Commissioning, would be asked to confirm this point.

West Street House and West Point Maintenance Budgets

It was felt that there was an absence of detail on future maintenance work and costs in the report. Andy Walker explained that this was part of the budget proposals for 2011/12 and an ongoing pressure was reflected in the budget.

A concern was raised that a greater understanding of the costs involved was not established at the time of purchase. Although it was noted from the report that this had to be achieved in a very short timeframe and there was not the time to conduct detailed surveys or establish detailed costs for maintenance.

Further detail was requested for next time on future maintenance requirements/costs, and how the value of the properties and their maintenance costs compared with the market rate for similar buildings. A view was given that this needed to be estimated and accepted as a risk due to the timescales involved, but it was also felt that the maintenance history of the buildings should have been analysed to help identify costs.

Andy Walker explained that the estimate was based on the maintenance history of all the buildings previously occupied by Bayer, this was the best estimate available in the short timeframe. Unfortunately this estimate was lower than the reality. John Ashworth added that West Street House was the more costly of the two buildings to run.

Highways and Transport Budgets

Mark Edwards explained that the slowing down of expenditure on some highway maintenance items related to areas including reduced gully emptying and grip cutting which was made possible by the relatively dry start to the year. There were no cut backs to maintenance of, for example, road repairs or pot holes. The street works target had been exceeded which helped to off set overspends.

Discussion then followed on the reasons behind the underspend on concessionary travel including the lower than expected take up of travel tokens and bus passes. Mark Edwards informed Members that approximately 2,000 travel tokens, which were eligible for disabled residents, were claimed compared to the 3,000 budgeted for. It was questioned why analysis from the previous scheme was not undertaken to produce a better estimate and Mark Edwards advised that this was not straightforward as different rules applied between the criteria for the previous and the current scheme. However, he offered to provide further detail to the Committee on the previous uptake from disabled residents.

Mark Edwards added that a government grant had been received for the provision of free bus passes, this enabled a saving to be made. This would again be received in 2011/12, achieving a saving of approximately £100k.

Establishment Report

At the last meeting the Committee resolved to ask Robert O'Reilly, Head of Human Resources, to consider including a year end projection in the report for both Council and joint/externally funded posts. A response had been received which stated the reasons why this request could not be complied with.

Councillor Jeff Brooks was disappointed with this response and felt that the report would benefit from the inclusion of a forecast. It was for Members to make recommendations and Councillor Brooks felt that it was possible to amend the report in this way, he felt that Human Resources should explore the potential to do so rather than say it was not possible. It was accepted that this information would be held within Service Areas and it was felt that this detail should be forwarded by Heads of Service to Human Resources for inclusion in the report.

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Councillor Brooks asked that these comments be forwarded to the Chief Executive with a request that Heads of Service provide the relevant data to Human Resources to enable a forecast to be added to the report. Councillor David Rendel seconded this proposal which was accepted by the Committee.

RESOLVED that:

- (1) Stephen Chard would confirm whether the business sector had been notified of the loss of the Economic Development Officer post.
- (2) Julia Waldman would be asked to clarify the point made about the work of the Youth Service.
- (3) Steve Broughton would be asked for further detail on the future maintenance requirements/costs of West Street House and West Point, and how the value of the properties and the cost of maintenance compared with the market rate for similar buildings.
- (4) Mark Edwards would provide further detail on the previous uptake of travel tokens from disabled residents. This would help Members understand whether estimates were accurate.
- (5) A letter would be sent to the Chief Executive with a request that Heads of Service provide the relevant data to Human Resources to enable a forecast to be added to future Establishment Reports.

52. Car Park Budgets

The Committee considered a report (Agenda Item 5) providing the information requested at the previous meeting on Car Park Budgets.

A debate was held in relation to the number of car parking spaces available in Newbury Town Centre over recent years. Mark Edwards pointed out that overall this showed an upward trend. The number of spaces that would be available at Parkway had decreased from a previously reported figure by 35, this was due to the application of John Lewis. Overall the number of spaces at Parkway would increase by 419 from the number available in 2007, with the hope that these would be filled by new shoppers attracted to the town. In total, the Council would receive £300k per year from the developer for car parking at Parkway.

A concern was raised that the hoped for success of Parkway could lead to a decreased level of parking in the Council's car parks, although no reduction had been accounted for. Mark Edwards did not feel this was a particular concern, he accepted that the predicted sale of tickets (largely unchanged from previous years) would prove tight to achieve but the level of income was increasing and a good deal had been struck with the developer with the receipt of the annual fee of £300k. Mark Edwards added that it was difficult to predict ticket sales as a number of different elements needed to be considered, most recently the effects of the recession. Predictions were based on the money received in ticket machines and did not take into account, for example, payments made over the phone.

It was queried how the figure of £300k, which would be received from the start of the contract, had been arrived at. The timing of when this figure was agreed was felt to be important as the ticket prices at the time of the agreement would have been used to identify the figure to be received from the developer. If this had been agreed prior to a particular price increase then a higher figure could be negotiated in line with the most recent charges. Mark Edwards explained that 2005/06 was used as a baseline for this

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figure which was considered to be a successful year for car parking income and was prior to the recession. However, Mark Edwards agreed to investigate what ticket prices the £300k was based on in the original agreement and whether price increases could be considered.

Of the two largest Council owned car parks, Kennet Centre and Northbrook, the Kennet Centre was largely full and had high sales in comparison to Northbrook. It was suggested that a mixed economy approach could be employed for short term ticket sales with a lower price perhaps encouraging shoppers to use Northbrook. It was noted that longer term parking prices were already variable.

The disabled parking provision was discussed. Mark Edwards confirmed that no payment was required for disabled parking, as in some other local authorities, other than a nominal fee for the blue parking badge. It was legally required that 2% of the parking provision be allocated for disabled parking and this was slightly exceeded across Newbury Town Centre. This differed between car parks based on their location in relation to the town centre. Requests were often made for increased provision, for example from the Disability Equality Scheme Board. The level of disabled parking provision was not found to have an implication on the availability of spaces. This was borne out by the findings of a two month audit conducted at the end of 2010 which identified that approximately 35% of spaces were available across the Town Centre on average.

Discussion then turned to the income generated since the Council had employed Civil Enforcement Officers (CEO's). Although income had increased by £530k in 2009/10 it was not sufficient to meet the income target. Mark Edwards explained that precise detail could be provided from the original Executive report when management of CEO's was agreed. The original agreement was for 20 CEO's but this had since reduced to 16. The income target was still not being met, but this was improving and the pressure was therefore reducing.

It was commented that the enforcement income obtained made comparisons with previous (non CEO) years difficult. If it was assumed that the £530k increase in income related solely to the activity of the CEOs and this was deducted from the expected total income for 2010/11 of £2,390k, then the result, approximately £1,860k, was only a minor increase in income from 2005/06. Mark Edwards explained that income included season ticket sales and there was also some income for the car parking enforcement that the Council had always conducted for its car parks.

Mark Edwards advised that the income generated from CEO enforcement activity met CEO staffing costs as well as achieving some additional income. The failure to meet income targets came as a result of less off street parking and it was felt that these ticket sales were down due to the recession and, potentially, car parking price increases. It had been reported at a recent meeting of Car Parks Managers that car park income was down by 10% across the country.

Members felt that some cost analysis was required for CEO's. This needed to include their employment costs, number of fines issued, the cost of the fines and the income received. Mark Edwards was asked to provide this in advance of the elections before any changes could be made to the Governance structures associated with this Committee.

A number of factors were referred to which could help with making a fair analysis and comparison with previous years to help identify any trends. It seemed highly likely that price increases deterred shoppers with the result that hoped for income increases were not achieved, it would also be useful to understand whether usage of public transport had

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increased at the same time to assess whether the number of people coming to the town had been affected. Mark Edwards was asked to provide further detail covering these points. A breakdown of income for the major car parks was also requested as part of this, as well as a reflection of the income obtained from the introduction of evening charges.

The level of market research conducted with Newbury's shoppers was queried to help to understand their reasons for shopping in Newbury or elsewhere. Mark Edwards was not aware of this being conducted formally, views provided on this matter were often anecdotal. Councillor Jeff Brooks commented on this basis that he was aware of a number of shoppers who came from outside West Berkshire.

RESOLVED that:

- (1) In advance of the local elections, Mark Edwards would:
 - investigate what ticket prices the £300k developer payment was based on in the original Parkway agreement and whether price increases could be considered in future;
 - provide some cost analysis for the CEO's. Covering areas including employment costs, number of fines issued, the cost of the fines and the income received;
 - provide further detail covering the areas described to aid comparisons and help to identify parking trends.

53. Connectivity and Usage of the Local Land and Property Gazetteer (LLPG)

The Committee considered a report (Agenda Item 6) outlining the options and costs for connecting systems to the LLPG as the source of address information within the authority.

The report made clear the benefits of using the LLPG as the sole source of addresses for all systems used across the Council, but it also raised the affordability issues of doing so. Phil Parker explained that this was done were practicable and without cost, i.e. when a system was replaced, as recommended in the report. It had been ICT policy since 2004 for all new systems to be compliant.

The costs involved in upgrading existing systems to use LLPG data could be significant. Generally, an upgrade of a larger system would incur a larger cost. The estimated cost of upgrading the system used, for example, by Revenues and Benefits would be around £25k-£30k. This cost was felt to be unjustified by the service.

The time taken for the alternative approach of conducting manual input/updates between systems was questioned and it was suggested that there could be hidden costs of doing so which had not been considered. It was suggested that investigations should be conducted into whether an investment of capital expenditure to enable systems to link to the LLPG could bring cost benefits over time.

As far as the Revenues and Benefits system was concerned, Steve Duffin advised that he was alerted to different upgrades that could be made from time to time and if a business case was made for doing so this would be looked into alongside the cost. Steve Duffin felt the existing records, which were based on information from the Valuation Office, were accurate and stood up well to routine testing. In addition, it was possible to access LLPG data for cross referencing purposes by sharing an extract of

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property references. On the basis of these points a significant amount of expenditure was felt to be unnecessary to link to the LLPG.

Phil Parker commented that an upgrade was due to the Electoral Registration system to enable it to link to the LLPG, but this did not take place as the software provider, Northgate, had gone out of business. Northgate had offered the Council money to help fund an alternative system, this had been accepted and investigations were underway to find an alternative with Uniform, a system already well used in the Council, being considered. Some manual updating was currently required, but this was more of a maintenance role and not an extensive time pressure as once an address was recorded it was retained. Any input required was in relation to a change of resident at the address, which was the case for many systems. The level of manual updating required across the Council was unclear. Data held on the Electoral Register in relation to residents could not be shared for data protection reasons, unless a resident had given permission for their data to be shared.

The public sector mapping agreement which provided Office for National Statistics data was due to be replaced from 1 April 2011 by GeoPlace. This was a government led initiative which would create a definitive national address database for England and Wales. This would be provided at zero cost to local authorities based on the expectation that they would continue to manage the LLPG.

Phil Parker went on to say that there were some databases and systems outside the Council's development and control (approximately six). In these cases there was reliance on local authority wide user groups to exert pressure for system upgrades.

There was a view amongst the Committee that a project plan should be put together to make all systems complaint and put to Members to approve investment. This would remove the cost of manual updates. It was felt that the plan should detail the options on what was possible for each system and the potential costs.

Phil Parker advised that a project plan was originally put together ten years ago and work was conducted on tidying up/removing some of the systems inherited from Berkshire County Council, but further work had since stalled.

The Committee was in support of making a recommendation to the Executive for a project plan to be produced that would enable all the Council's systems to be compliant with the LLPG. This needed to include an estimate of the potential cost of doing so with reference made to long term cost benefits. This would be forwarded to the Overview and Scrutiny Management Commission and, subject to approval, sent to the Executive.

RESOLVED that a draft recommendation would be forwarded to the Overview and Scrutiny Management Commission requesting that a project plan be produced that would enable all the Council's systems to be compliant with the LLPG. If agreed this would be forwarded for the consideration of the Executive.

54. Value for Money

The Committee considered a report (Agenda Item 7) providing an update on the Value for Money (VfM) position of the Council's services and the work of the VfM Group.

Steve Duffin introduced the report by making the following points:

- The VfM Group had been in existence for four years. Its work was based on the annual report published by the Audit Commission benchmarking the Council against all other unitary authorities (46 in total). This was well established and helped to achieve a level of consistency.

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- Information from specific CIPFA benchmarking clubs was also considered. This helped to ensure that support services, such as those in the Chief Executive Directorate, were covered as these were not included in the Audit Commission's work.
- The cost of services was measured by the Audit Commission per head of population. However, a factor taken into consideration by the VfM Group for some of the Council's services was the large geographical area of West Berkshire. Highways and Waste were two examples given.
- If a service was found to be above average cost at minimum then it would be discussed at the VfM Group and added to the work programme if appropriate. Work was currently in progress for Adult Social Care. The majority of the Council's services were found to be average cost or below.
- There was an expectation in the coming few years that the costs and VfM of services would fluctuate in the light of budget cuts.
- The VfM Statement was reported as part of the Medium Term Financial Strategy presented to Executive and to Council. A significant level of further detail was available if required.

The question was asked as to whether the level of affluence was a consideration in the work of the VfM Group as, despite having some pockets of deprivation, West Berkshire was a relatively prosperous area. Steve Duffin advised that this was a factor for some services and was considered for elements of Adult Social Care. Members suggested that a smaller benchmarking group of more like authorities would benefit this work. In response, Steve Duffin informed Members that after receiving data from the Audit Commission and CIPFA the Council would, for some services, conduct further analysis taking into account issues such as prosperity, salaries etc to ensure the VfM measure was as fair as possible in comparison to other parts of the country. For example, West Berkshire's Planning Service was above average for VfM compared to some other local authorities but there was some expectation that this would be the case due to the affluence of the area. Evidence would be required by the VfM Group before deciding whether different factors should be considered. Another potential factor was the difference in salary costs across the country

Steve Duffin pointed out that the way in which the Audit Commission grouped services differed with the Council structure and this also needed to be taken into account.

(Councillor David Goff left the meeting at 8pm).

Not all the Council's support services were detailed in the graphs provided and Steve Duffin advised that smaller services were not necessarily recorded individually. Many were grouped together by the Audit Commission under the heading of Home Office Services. The work of public relations and asset management teams were to be added to CIPFA's benchmarking for 2011/12.

The positive position of Accountancy, which was a fully centralised service, was noted in comparison to elsewhere. Indeed, each of the support services covered in the graphs showed a positive comparison. It was added that some service areas were not centralised and this should be taken into account.

The graphs showed extremely high and low VfM for some unitary authorities. Steve Duffin was of the view that these extremes were likely to be due to poor returns and were not felt to be a sound base for comparison.

RESOLVED that the update would be noted, with a comment from the Committee that the VfM work should continue.

55. Financial Performance Report (Month 10)

(Councillor David Rendel declared a personal interest in Agenda item 8 by virtue of the fact that his wife was a GP in West Berkshire and health related budget issues might be discussed as part of the item. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).

The Committee considered the month 10 financial performance report (Agenda Item 8).

Andy Walker introduced the report by making the following points:

- The predicted revenue underspend at month 10 was £537k. This was an increase on the previous month's position of £144k.
- The Council had submitted a claim to the Department for Communities and Local Government requesting the ability to capitalise the costs set against the Economic Downturn Provision for redundancy payments over a longer term period. Unfortunately this application had been rejected and a formal response was awaited that would provide further detail on the reasons why. Therefore the Economic Downturn Provision would need to be used as initially planned.

The benefit felt from the capitalisation of highways expenditure was discussed. This amounted to a net revenue benefit of approximately £1.4m. A view was given that this was a major windfall for the Council. It was added that, in its absence, the Council would still be forecasting a significant overspend due to the pressures in Adult Social Care and this improvement was not achieved by the efforts of the Council. Andy Walker commented that the interpretation of recently revised accounting guidance by Accountancy allowed for highway maintenance funds, previously classed as revenue, to be considered as capital expenditure. This was positive news for the current financial year and beyond. It removed the expenditure from the revenue budget, but created additional costs in the capital budgets. These costs were financed through additional borrowing, with interest needing to be paid over a ten year period.

The increased underspend reported for the Chief Executive Directorate was referred to and a view was given that, although the reasons for the underspend was clearly documented, this was a reoccurring theme and it was suggested that this Directorate's budget was used as a contingency fund. It was felt likely that the underspend would increase beyond month ten as previously experienced. A problem associated with this, year on year, was the fact that the budget for the coming financial year was set based on the position at month nine. This could potentially mean that the Council was overcharging for some of its services and more accurate budget forecasts at an earlier point in the year would enable greater accuracy when setting the budget for the forthcoming year.

John Ashworth responded by saying that the level of movement by Directorate between months three and ten was not significant. This included the Chief Executive Directorate and this looked likely to continue into month eleven. The perceived trend of an increased underspend was certainly less marked than in previous years.

A further comment was made that in recent years the Council's budgets saw an improvement of approximately £0.5m, on average, between month nine and year end. Although it was added that this pattern was likely to be found in many organisations with expenditure being tightened towards the end of the financial year.

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The reduction to the forecast overspend for Highways and Transport of £25k was noted but there was a lack of clarity on how this was achieved. John Ashworth accepted this point and offered to ensure this type of detail was included in future reports.

RESOLVED that the report would be noted.

56. Work Programme

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 9).

RESOLVED that the work programme would be noted.

(The meeting commenced at 6.30pm and closed at 8.25pm)

CHAIRMAN

Date of Signature

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Title of Report:	Maintenance Provision for West Street House and West Point
Report to be considered by:	Resource Management Working Group
Date of Meeting:	26 July 2011

Purpose of Report: To advise the working group on the satisfactory provision for maintenance at West Street House and West Point

Recommended Action: To note the report

Reason for decision to be taken: For information

The proposals will also help achieve the following Council Plan Themes:	
<input checked="" type="checkbox"/>	CPT12 - Including Everyone
<input checked="" type="checkbox"/>	CPT13 - Value for Money
<input checked="" type="checkbox"/>	CPT14 - Effective People
<input checked="" type="checkbox"/>	CPT16 - Excellent Performance Management
The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by: Providing a safe environment from which the Council can deliver effective services	

Portfolio Member Details	
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E-mail Address:	kchopping@westberks.gov.uk

Contact Officer Details	
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Job Title:	Head of Property and Public Protection
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Implications

Policy: None

Financial: Satisfactory budget provision has been allocated to undertake foreseeable maintenance provision

Personnel: None

Legal/Procurement: None

Property: A minimum level of maintenance is required to ensure a healthy and safe environment for the operation of the buildings and delivery of effective Council services

Risk Management: None

Equalities Impact Assessment: Not required

Executive Report

1. Introduction

- 1.1 At the last meeting of the Resource Management Select Committee the Head of Property and Public Protection was asked to provide further detail of the maintenance planning for West Street House (WSH) and West Point (WP) and how this might compare to other similar buildings.

2. Planned Maintenance

- 2.1 There are two areas of planned maintenance; Revenue funded and Capital funded.
- 2.2 The revenue funded maintenance details the ongoing running maintenance costs of a building such as cleaning and boiler servicing. This planned maintenance for WSH and WP is set out in Appendix A and Appendix B respectively and details the minimum level of planned maintenance required to keep the building operational and within health and safety requirements.
- 2.3 Capital funded maintenance is maintenance work which is organised and carried out with forethought, control and the use of records to a predetermined plan. These works will include major repair works of an essential and remedial nature that are required to ensure that the property can continue to be used. The annual schedule of capital maintenance works is developed from selected items taken from the condition survey in condition/priority order and is entirely dependant on the amount of finance made available from the Council's capital budget. The Capital Maintenance programme is shown in Appendix C.

3. Comparison with other buildings

- 3.1 Although buildings within the Bayer Campus are similar in design the usage needs are disparate to those of WBC located at WSH. The occupant density levels of WSH are significantly higher than those of Bayer.
- 3.2 Beyond that, buildings vary greatly in their use, occupancy levels, design, standard of facility and equipment installed. The maintenance schedules of buildings outside of WBC ownership/operation are not known.
- 3.3 Those buildings within the Council's building portfolio, despite their variances, do offer some comparable data such as the standard boiler servicing, fire safety inspection and security costs of one building, and provide some indication as to the anticipated costs for another and these were used to help formulate needs for WSH and WP.
- 3.4 The buildings that might be regarded as nearest comparison within the WBC portfolio are quite varied:
- (1) Market Street is bigger, and to date less densely populated than WSH with different heating and ventilation design.
 - (2) WSH has pressurised stairs as part of the fire safety needs that requires testing at 6 monthly intervals.

- (3) WSH maintenance contributes towards a service charge for the maintenance of the multi storey car park and surrounding access footpaths and associated lighting on the Bayer campus.
- (4) There is a higher reliance on electricity fuel at Faraday Road than at Market Street or West Street House.
- (5) The Faraday Road building is of modular construction unlike the more traditional construction elsewhere.

4. Conclusion

- 4.1 The maintenance needs for WSH and WP have been assessed to ensure a minimum provision for health and safety and to ensure day to day operation of services from the buildings. A budget provision has been allocated accordingly for 2011/12.
- 4.2 There is some comparable data on maintenance costs of other buildings within the WBC portfolio and this has been used to develop the needs of WSH and WP, however all the buildings have variances that affect maintenance provision and this has been allowed for in the 2011/12 budget.

Appendices

Appendix A – West Street House Revenue Budget 2011/12

Appendix B – West Point Revenue Budget 2011/12

Appendix C – Capital Maintenance Programme-West Street House/West Point

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Appendix A West Street House Revenue Cost Centre 46220

ITEM	SUPPLIER	Account Code	Analysis	Actuals 11/12	Comments
MECHANICAL					
HVAC to include comms room(s) and aircon maint:	Tech Serv	C010W (a)	SPEC	£23,040.00	
Heating	Tech Serv	C010W (a)	SPEC	£0.00	Included in HVAC above
control systems	ADT	C010W (a)	SPEC	£3,000.00	
pressurisation set	Tech Serv	C010W (a)	SPEC	£0.00	Included in HVAC above
Legionella	MTC	C010W (a)	SPEC	£1,000.00	Estimate
TMV Valves	Tech Serv	C010W (a)	SPEC	£0.00	Included in HVAC above
Lightning Conductors	MTC	C010W (a)	SPEC	£500.00	Estimate
Mega flows	Tech Serv	C010W (a)	SPEC		Included in HVAC above
ELECTRICAL					
Building 5 year electrical testing		C010W (a)	SPEC	£0.00	completed 10/11
Smoke extract system	ACS	C010W (a)	SPEC	£2,000.00	
Fire Alarm maintenance		C010W (a)	SPEC	£3,850.00	
Fire fighting equipment	MTC	C010W (a)	SPEC	£600.00	estimate
Generator	Di Perk	C010W (a)	SPEC	£930.00	
Car Park Barrier	APT	C010W (a)	SPEC	£1,700.00	
Lighting/emergency	MTC	C010W (a)	SPEC	£1,000.00	estimate
BUILDING FABRIC					
Man safe system	Cullins	C010W (a)	SPEC	£425.00	
Pumping station	Tech Serv	C010W (a)	SPEC	£0.00	
Roof		C010W (a)	SPEC	£0.00	
Windows		C010W (a)	SPEC	£0.00	
Walls		C010W (a)	SPEC	£0.00	
Lift	Schindler	C010W (a)	SPEC	£2,248.00	
Automatic doors	RTJ	C010W (a)	SPEC	£220.00	
Grounds maintenance including fencing	Waterers	C087W	MAIN	£831.44	
Adhoc Snow & Ice		C087W	REPM	£1,000.00	
Energy certificates		C010W (a)	SPEC	£100.00	
Minor and major mechanical flushes for lavatories	MTC	C010W (a)	SPEC	£700.00	
FACILITIES/HANDYPERSON					
Sani-bins	U-Jays	C010W (a)	SPEC	£1,150.00	
Cleaning	ICM	C080W (a)	CCLN	£17,200.00	
Recycling	Woodside	C085W	REFU	£0.00	Free of charge
General waste	Biffa	C085W	REFU	£2,596.32	
Water coolers	Aquaid	C010W (a)	SPEC	£1,400.00	
consumables	J.Bishop	C080W (b)	CMAT	£7,800.00	
Lock up Service	Elite	C010W (b)	SECU	£2,167.20	
SECURITY EQUIPMENT					
Access system	Olympass	C010W (b)	SECU	£4,967.00	
CCTV	Olympass	C010W (b)	SECU	£0.00	included in above
Panic Alarms	Olympass	C010W (b)	SECU	£0.00	included in above
Monitoring	Redcare	C010W (b)	SPEC	£0.00	included in above
Intruder Alarms	Olympass	C010W (b)	SECU	£0.00	included in above
OTHER					
INSURANCE		J431W	PINS	£6,000.00	estimate
INSURANCE		C090W	PINS	£900.00	estimate
SERVICE CHARGE	Bayer	C030W	SCHA	£5,000.00	estimate
TELEPHONES	BT	E047W	TCOS	£800.00	estimate
RATES		C040W		£110,000.00	
UTILITY BILLS:					
Water		C050W	WATER	£6,500.00	Estimate
Gas		C020W (a)	GAS	£19,000.00	Estimate
Electricity		C020W (b)	ELEC	£39,000.00	Estimate
Reactive Maintenance		C010W (c)	REPM	£64,000.00	
TOTAL				£331,624.96	

Appendix B West Point House Revenue Cost Centre 46300

ITEM	SUPPLIER	Account Code	Analysis	Actuals 11/12	Comments
MECHANICAL					
Air-con maintenance	Tech Serv	C010W (a)	SPEC	£1,296.00	
Heating	Tech Serv	C010W (a)	SPEC	£0.00	Included in above
control systems	Tech Serv	C010W (a)	SPEC	£0.00	Included in above
pressurisation set	Tech Serv	C010W (a)	SPEC	£0.00	Included in above
Legionella	MTC	C010W (a)	SPEC	£500.00	Included in above
TMV Valves	Tech Serv	C010W (a)	SPEC	£0.00	Included in above
ELECTRICAL					
Building 5 year electrical testing		C010W (a)	SPEC	£0.00	completed 10/11
Fire Alarm maintenance		C010W (a)	SPEC	£1,075.00	
Fire fighting equipment	MTC	C010W (a)	SPEC	£100.00	estimate
Lighting/emergency	MTC	C010W (a)	SPEC	£1,000.00	estimate
BUILDING FABRIC					
Roof		C010W (a)	SPEC	£0.00	
Windows		C010W (a)	SPEC	£0.00	
Walls		C010W (a)	SPEC	£0.00	
Lift	Schindler	C010W (a)	SPEC	£1,018.00	
Automatic doors	RTJ	C010W (a)	SPEC	£150.00	
Grounds maintenance including fencing	Waterers	C087W	MAIN	£318.00	
Adhoc Snow & Ice		C087W	REPM	£1,000.00	
Energy certificates		C010W (a)	SPEC	£100.00	
Minor and major mechanical flushes for lavatories	MTC	C010W (a)	SPEC	£200.00	
FACILITIES/HANDYPERSON					
Sani-bins	U-Jays	C010W (a)	SPEC	£46.00	
Cleaning	ICM	C080W (a)	CCLN	£5,000.00	
Recycling	Woodside	C085W	REFU	£0.00	Free of charge
General waste	Biffa	C085W	REFU	£806.00	
Water coolers	Aquaid	C010W (a)	SPEC	£350.00	
consumables	J.Bishop	C080W (b)	CMAT	£4,000.00	
Lock up Service	Elite	C010W (b)	SECU	£2,197.00	
SECURITY EQUIPMENT					
Access system	Olympass	C010W (b)	SECU	£990.00	
CCTV	Olympass	C010W (b)	SECU	£0.00	included in above
Panic Alarms	Olympass	C010W (b)	SECU	£0.00	included in above
Monitoring	Redcare	C010W (b)	SPEC	£0.00	included in above
Intruder Alarms	Olympass	C010W (b)	SECU	£0.00	included in above
OTHER					
INSURANCE		J431W	PINS	£2,000.00	estimate
SERVICE CHARGE	Bayer	C030W	SCHA	£0.00	estimate
RATES		C040W		£20,000.00	estimate
UTILITY BILLS:					
Water		C050W	WATER	£1,500.00	Estimate
Gas		C020W (a)	GAS	£0.00	Estimate
Electricity		C020W (b)	ELEC	£10,000.00	Estimate
Reactive Maintenance		C010W (c)	REPM	£10,000.00	Estimate
TOTAL				£63,646.00	

Appendix C - Capital Maintenance Programme- West Point

Property	Year	Year No.	Type	Description	Estimate Budget	Status
West Point	2012/13	3	Mechanical	HVAC - install wet heating system	£65,000.00	
West Point	2011/12	2	Building	Provide canopy to front door canopy to prevent continuing water penetration	£35,000.00	
West Point	2014/15	5	Building	Install back gate to allow access to WSH and fire munster points	£11,000.00	
West Point	2014/15	5	Building	Refurbishment of toilets	£15,000.00	
West Point	2011/12	2	Building	Glazing Compliance Survey and remedial works		completed
West Point	2014/15	5	Electrical	Consider CCTV requirements around building	£4,000.00	
West Point	2014/15	5	Electrical	Upgrade intruder alarm	£8,000.00	
Total					£273,000.00	

Appendix C - Capital Maintenance Programme- West Street House

Property	Year	Year No.	Type	Description	Estimate Budget	Status
West St House	2011/12	2	Electrical	Upgrade heating and cooling systems to include associated upgrade of BMS with heating/Aircon and replacement of boiler and rusting pipework	£326,000.00	Feasibility
West St House	2013/14	4	Building	Refurbishment of toilets	£50,000.00	
West St House	2012/13	3	Building	Repalce damage and leaking roof covering	£400,000.00	
West St House	2013/14	4	Building	Replace and repair non operational windows	£10,000.00	
West St House	2011/12	2	Building	Glazing Compliance Survey and remedial works		Completed
West St House	2014/15	5	Electrical	Install energy saving LED lighting	£200,000.00	
West St House	2011/12	2	Building	Upgrade fire doors/closures upgrade following fire risk assessment	£40,000.00	Construction
West St House	2013/14	4	Electrical	Consider CCTV requirements around building	£10,000.00	
Total					£1,746,000.00	

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of the Local Government Act 1972.

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Agenda Item 4

Title of Report:	Report on Geographical Information Systems (GIS)
Report to be considered by:	Resource Management Working Group
Date of Meeting:	26 July 2011
Forward Plan Ref:	

Purpose of Report: To update the Resource Management Working Group on the current situation with regard to GIS.

Recommended Action: The Resource Management Working Group notes the ongoing work of the ICT service in developing GIS.

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk

Portfolio Member Details	
Name & Telephone No.:	Councillor David Betts - Tel (0118) 942 2485
E-mail Address:	dbetts@westberks.gov.uk
Date Portfolio Member agreed report:	16 July 2011

Contact Officer Details	
Name:	Stuart Powling
Job Title:	GIS Development Manager
Tel. No.:	01635 519466
E-mail Address:	spowling@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 The Council's Geographic Information System (GIS) is a corporate resource that is used and integrated into a number of service areas and applications. It is typically used to manage assets and processes that have a physical location. Through graphically capturing this location data we are able to visualise and understand local geographical issues, analyse any constraints to a process and report on proximity to other features. The simplest examples might be: *Is a planning application in a conservation area? Or How far a pupil is from a specific school?* GIS plays an important role in efficient decision making across a number of applications.

2. The application of GIS within West Berkshire Council

- 2.1 GIS is integrated and utilised in several service areas to perform specific functions. A summary of these uses are outlined below:

Service Area/Team	Application of GIS
Education	Used for assessing Home to School Transport and Pupil Admissions (One/EMS)
Planning	Processing of Development Control applications, assessing constraints to Planning and the processing of Building Control applications (Uniform)
Planning Policy	Used in assessing and generating Local Plans and Local Development Framework policies
Highways & Transport	Management and maintenance of Highways, Street Lighting and Bridge Maintenance (WDM) Management of Street Works (Mayrise), integration with CAD and monitoring Traffic & Road Safety incidents (AccsMap)
Archaeology Service	Management and maintenance of the Authority's Sites and Monuments Record (HBSMR)
Property	Council Property Asset Management
Environmental Health	Management of EH records including Contaminated Land (Uniform)
Public Rights of Way	Management and maintenance of PRow (CAMS)
Grounds Maintenance	Management and maintenance of TPOs, Council Trees, Council Land
Emergency Planning	Emergency Planning Response
ICT	Management and maintenance of the Authority's Local Land and Property Gazetteer and National Street Gazetteer
Legal	Processing of Land Charge searches (TLC) and management of Common Land, PRow and TPOs
Safer Communities Partnership	Sharing Crime & Disorder data, managing Anti Social Behaviour (Uniform) and Logging of ASB by Community Wardens

2.2 Benefits of these systems:

- The Planning Department processes over 2,500 applications a year. GIS is used to query 45 layers, quickly checking for any constraints to the approval of an application.
- The Highways and Transport Service manages 1,519km of road network. GIS plays an essential part in the maintenance of these and the reporting of faults.
- The Land Charges team processes approximately 2,400 searches a year. GIS can quickly search 20 layers to automate the answering of those searches.
- The Rights of Way team manages 1,188km of paths. GIS plays an essential part in the maintenance of these and the reporting of faults.

2.3 There are also several web based applications used by staff and the public:

Intranet/Website facility	Description
Online Mapping	Provides citizens with access to various mapping layers held by the Authority
Property Search	Provides a citizen centric view of services and information held by the Authority (Location Based Services)
Public Access	Provides citizens with access to Planning & Building Control applications with links to our Document Management System
Fault Reporting	Provides citizens with a facility to locate and log faults with Customer Services
Interactive Map	Provides staff with access to various mapping layers held by the Authority and simple GIS functionality
Stats on Maps	Provides citizens with numerous statistical maps based on Census information and Indices of Multiple Deprivation data

2.4 Benefits of these systems:

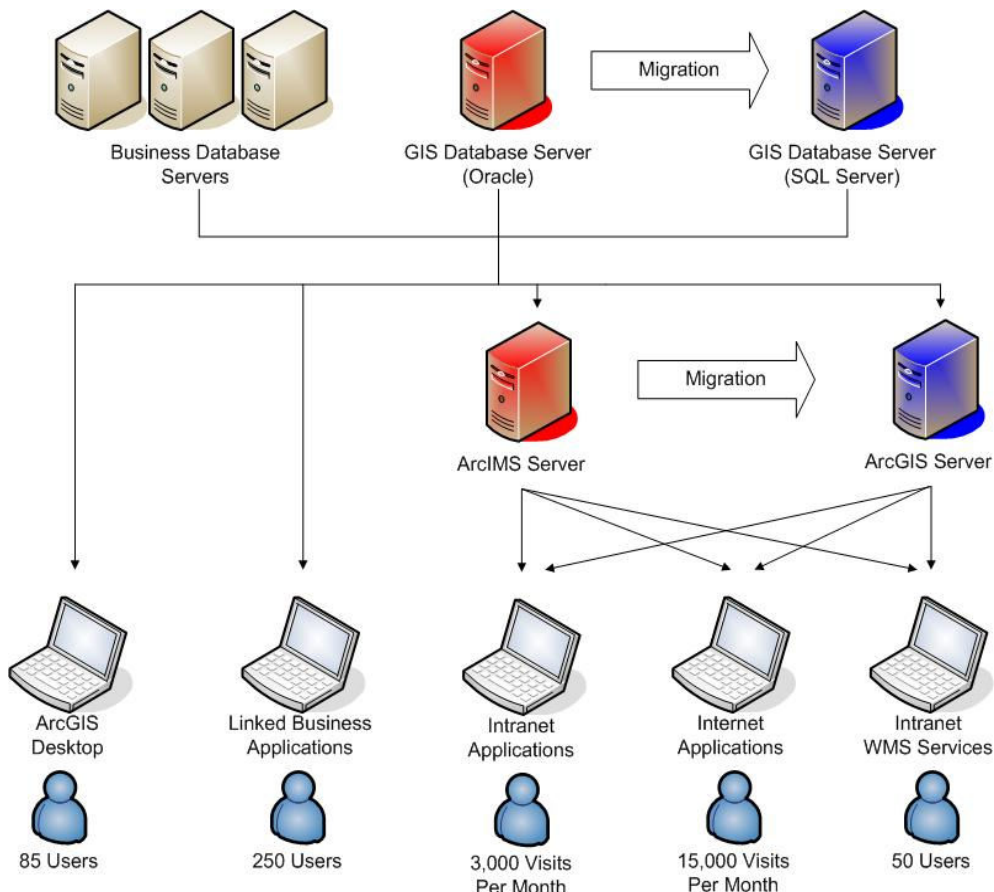
- Over 70% of West Berkshire Council staff have made use of the Interactive Map for their work. The Interactive Map receives 3,000 visits per month by staff.

- Our website GIS applications have been highly commended by SocITM and receive up to 15,000 visits per month. This reduces avoidable contact with Front Line Council staff and promotes self service.

3. Underlying GIS Technology and current Projects

- 3.1 The majority of the Council's 500 GIS datasets are served from our corporate GIS database server although GIS data is stored in many other databases. We are migrating from Oracle to SQL Server database technology to give us improved performance whilst reducing our database purchase and licensing costs.
- 3.2 Data can be read directly from the database by desktop GIS applications (ArcGIS) and other Business Applications that have embedded GIS functionality. We have recently moved to a concurrent licensing model to reduce our licensing costs and enable flexible working via Citrix.
- 3.3 Because web browsers are light weight and have no concept of complex GIS functions, web based GIS applications will interact with server side Internet Mapping Services (ArcIMS Server) to analyse, query and display maps, returning simple map images for the application to display. We are currently migrating from ArcIMS to ArcGIS Server technology. This will allow us to publish faster, more dynamic map applications with improved GIS functionality.

Fig.1 Simplified diagram of current GIS architecture and migration projects.



4. GIS Funding

- 4.1 Revenue costs for maintaining the GIS infrastructure and licensing are met by ICT from the budget 48529. Revenue costs are currently £31,430 per year. ICT annually recharge service areas for specific GIS licenses, used by approximately 85 officers, to recover £25,110 of this cost.
- 4.2 Development of the GIS has traditionally been resourced from a fund of money held externally to capital budgets visible in Agresso. This has gradually depleted and is not annually replenished with any capital funding. There is currently £27,500 left in the fund which will be used for current projects during this financial year. Money is transferred from the fund into the budget 87066 at the end of each year to cover any capital spend during that year.
- 4.3 ICT has secured annual capital funding for GIS of £40,000 per year from 2012-2014, reducing to £30,000 per year in 2015.
- 4.4 There are currently two ongoing capital projects:
- ArcGIS Server Implementation Project - Project Budget £36,800 - £27,800 remaining to be spent. This will provide a replacement for our desupported ArcIMS software. This project will be completed during 2011
 - GIS Database Server Replacement Project - Project Budget £16,000 - £3,000 remaining to be spent. The GIS Database Server is due for replacement. Changing to SQL Server technology will save £3,000 in reduced hardware costs and £2,500 annually on maintenance costs. This project will also be completed in 2011.

5. GIS Strategy

- 5.1 The strategic plan for 2011/2012 is being formalised and will be published by September 2011.
- 5.2 Over the last year our strategic direction has focused on reducing our licensing costs and enabling GIS to be used in a Timelord environment. We have successfully moved to a concurrent licensing model which makes more efficient use of our licenses.
- 5.3 A key strategic project has been the implementation of ArcGIS Server. This provides a platform on which new web applications will be developed. Replacing applications such as our Intranet mapping system with a functionally rich application will allow a number of users to switch from using more expensive ArcGIS Desktop licenses, further reducing our licensing costs.

6. Pressures

- 6.1 GIS is maintained and developed by two experienced officers. As part of the ICT Applications Development Team, both officers have additional roles in supporting a number of other applications as well as GIS. Supporting other applications consumes a large amount of their time.

- 6.2 Requests for GIS support are generally met within KPI. The team's capacity to complete requests for change or system developments beyond basic maintenance of the system is sometimes challenging.
- 6.3 The Council's GIS applications are aging. There is a need to complete current projects and upgrade our server software and database to remain supported by our GIS vendor (ESRI). We will be unable to cater for any new development requirements using outdated server software.

7. Areas for Improvement

- 7.1 There are various possibilities for improvements and efficiency savings utilising GIS. Below is a list of some areas that have been identified:

Topic	Example
Better targeting of resources	e.g. Use the Customer Satisfaction Survey to identify areas where customer satisfaction is low.
Increase location based services	e.g. Enhance the online Property Search to include more localised information – clubs, events, services.
Preventing duplicate requests	e.g. Prevent customers reporting duplicate faults/ service requests for issues already reported.
Increase customer self help	e.g. publish more GIS data layers and create useful links that will answer frequently asked questions.
Increase customer reporting	e.g. Improve customer fault reporting. Make it easy to report faults directly from a mobile device.
Better management of assets	e.g. Implementing both an effective Land Terrier System and capturing Highways Land boundaries would bring huge benefits to staff and the public in resolving ownership issues.
Efficient data sharing	e.g. Better use of WMS (web map services) for sharing data with external Authorities and agencies, for instance, in an Emergency Planning scenario. This would negate the need to share data on CDs, prevent inaccurate copies being stored and thus avoid ambiguity.
Better exploitation of the NLPG	e.g. Linking business data with the NLPG is a turn key solution for visualisation and analysis of that data in GIS.
Efficient routing of vehicles	e.g. Optimise routes and reduce costs when managing contracts and checking staff mileage claims.

8. Recommendation

- 8.1 The Resource Management Working Group notes the ongoing work of the ICT service in developing GIS.

Appendices

There are no Appendices to this report.

Consultees

Local Stakeholders: Councillor David Betts, Kevin Griffin, Matthew Scalpello

Officers Consulted:

Trade Union:

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Agenda Item 5

Title of Report:	Establishment Report Quarter 4 2010/11
Report to be considered by:	Resource Management Working Group
Date of Meeting:	26 July 2011

Purpose of Report: To receive a report on the changes to the Council's Establishment over the fourth quarter of 2010/11.

Recommended Action: To note the report.

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk
Contact Officer Details	
Name:	Rob Alexander
Job Title:	Policy Officer
Tel. No.:	01635 503042
E-mail Address:	ralexander@westberks.gov.uk

Supporting Information

1. Introduction

- 1.1 This report sets out the 2010/11 Quarter 4 Establishment Report which is to be approved at Executive on the 21 July 2011. The report and appendices are attached at Appendix A and show establishment trends over the past 4 quarters; trends in funding for established posts; and overtime, casual workers and agency spend by Directorate.

Appendices

Appendix A – Establishment Report – Quarter 4 2010/11

Title of Report:	Establishment Report for Quarter Four 2010/11
Report to be considered by:	Executive
Date of Meeting:	26 July 2011
Forward Plan Ref:	EX2227

Purpose of Report: To note changes to the establishment

Recommended Action: That the report is noted

Reason for decision to be taken: Not applicable

Other options considered: None

Key background documentation: HR Resourcelink Database
Q3 Establishment Report 2009/10
Q4 Establishment Report 2009/10
Q1 Establishment Report 2010/11
Q2 Establishment Report 2010/11
Q3 Establishment Report 2010/11
Agresso data
Payroll data

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	01 June 2011

Contact Officer Details	
Name:	Robert O'Reilly
Job Title:	Head of HR
Tel. No.:	01635 519358
E-mail Address:	roreilly@westberks.gov.uk

Executive Summary

1. Introduction

- 1.1 This report summarises the changes to the WBC Establishment over quarter four 2010/11.

2. The Total Establishment

- 2.1 During quarter four 2010/11 the total WBC Establishment decreased by 103.72 FTE. The total Establishment now totals 1628.88 FTE.

3. WBC Funded Establishment

- 3.1 The WBC funded Establishment decreased by 73.88 FTE in quarter four. The total FTE which is WBC funded now totals 1418.39 FTE.

4. External and Joint Funded Establishment

- 4.1 The external and joint funded Establishment decreased by 29.84 FTE in quarter four. The total FTE which is externally and jointly funded now totals 210.48 FTE.

5. Proposal

- 5.1 None – for information only

6. Conclusions

- 6.1 The total Establishment has decreased over the quarter.
- 6.2 The total Establishment at the end of quarter four 2010/11 is 1628.88 FTE, a decrease of 103.72 FTE when compared to the total of 1732.59 FTE at the end of quarter three 2010/11.
- 6.3 The amount of vacant FTE has decreased to 166.72 FTE. At the end of quarter three there was 221.72 vacant FTE.
- 6.4 The overall vacancy rate was 10.82%, down from 12.80% at the end of quarter three. For comparison the vacancy rate at quarter four 2009/10 was 9.04%.
- 6.5 The rolling annual turnover rate was 14.69%. For comparison the rate at quarter four 2009/10 was 8.49%.
- 6.6 The rolling voluntary turnover (excludes redundancies) for 2010/11 was 7.4%. For comparison the rate at quarter four 2009/10 was 4.88%.

On 27/10/10 it was agreed that the full Establishment Report will go through the full Executive cycle (CB, MB and Executive) at the end of quarters two and four only, rather than every quarter. A brief summary of the key information on the Establishment, without comments, is sent to Cllr Anthony Stansfeld, Cllr Graham Jones and Cllr Keith Chopping at end of quarters one and three (copied to Corporate Directors). The summary will be made available to other members of Management Board on request to the Head of HR.

Executive Report

1. Introduction

- 1.1 The data used to complete this report is taken from the HR/Payroll system Resourcelink and previous quarterly Establishment reports.
- 1.2 This report summarises the changes to the WBC Establishment over quarter four of 2010/11.

2. The Total Establishment

- 2.1 During quarter four 2010/11 the total WBC Establishment decreased by 103.72 FTE.
- 2.2 The total Establishment now totals 1628.88 FTE.

The total change to the whole Establishment over the past year can be seen in the table below

The Total WBC Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
1743.31	1770.66	1762.08	1732.59	1628.88	-114.43	-6.56

- 2.3 The quarterly changes are made up as follows:

Chief Executive	-34.86 FTE
Children and Young People	-37.79 FTE
Community Services	-17.51 FTE
Environment	-13.56 FTE

- 2.4 A summary of total WBC Establishment FTE by service is shown at appendix one.

3. WBC Funded Establishment

- 3.1 The WBC funded Establishment decreased by 73.88 FTE in quarter four.
- 3.2 The total FTE which is WBC funded now totals 1418.39 FTE.
- 3.3 The total change in WBC funded Establishment over the past year can be seen in the table below.

WBC Funded Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
1513.39	1481.69	1506.92	1492.27	1418.39	-95.00	-6.28

- 3.4 The change in WBC funded Establishment by directorate over the past year can be seen in the table below.

	WBC Funded Establishment						
	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
Chief Executive	303.69	280.03	279.72	278.54	243.49	-60.20	-19.82
Children and Young People	385.56	366.10	364.22	357.22	335.98	-49.58	-12.86
Community Services	554.40	546.98	573.91	568.43	559.49	5.09	0.92
Environment	269.74	288.58	289.08	288.08	279.44	9.70	3.60
Total	1513.39	1481.69	1506.92	1492.27	1418.39	-95.00	-6.28

3.5 The table below shows how the Establishment has changed by service area compared to quarters one, two and three 2010/11. A summary of funding by directorate can be seen at appendix two.

	WBC Funded Establishment			
	Q1 2010/11 FTE	Q2 2010/11 FTE	Q3 2010/11 FTE	Q4 2010/11 FTE
CEO & Support	2.42	2.42	2.42	2.42
Benefits & Exchequer	57.09	56.59	58.59	53.59
Finance	57.50	57.69	56.01	53.42
Human Resources	28.32	28.32	28.32	20.79
ICT	53.76	53.76	52.76	49.76
Legal & Electoral Services	26.93	27.93	27.93	26.89
Policy & Communication	49.50	48.50	48.50	32.62
Special Projects	4.50	4.50	4.00	4.00
Total Chief Executive	280.03	279.72	278.54	243.49
Children's Services	130.93	130.93	129.39	126.67
Youth Services and Commissioning	66.74	64.23	61.36	48.01
Customer Services	39.63	38.63	38.63	35.99
Education Services	126.79	128.43	125.84	123.31
Director & Support	2.00	2.00	2.00	2.00
Total Children and Young People	366.10	364.22	357.22	335.98
Adult Social Care	406.60	428.92	428.93	425.80
Cultural Services	80.14	80.65	77.17	72.99
Housing and Performance	57.24	61.34	59.34	58.70
System Transformation	1.00	1.00	1.00	0.00
Director & Support	2.00	2.00	2.00	2.00
Total Community Services	546.98	573.91	568.43	559.49
Property and Public Protection	88.61	89.61	89.61	85.76
Highways & Transport	108.99	107.99	106.99	104.90
Planning and Countryside	88.98	89.48	89.48	86.77
Director Support	2.00	2.00	2.00	2.00
Total Environment	288.58	289.08	288.08	279.43
GRAND TOTALS	1,481.69	1,506.92	1,492.27	1,418.39

4. External and Joint Funded Establishment

4.1 The external and joint funded Establishment decreased by 29.84 FTE in quarter four.

4.2 The total FTE which is externally and jointly funded now totals 210.48 FTE.

4.3 The total change in external and jointly funded changes are summarised in the table below.

Joint and Externally Funded Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
229.91	288.98	255.15	240.32	210.48	-19.43	-8.45

4.4 The change in joint and externally funded Establishment by directorate over the past year can be seen in the table below.

Joint and Externally Funded Establishment							
	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
Chief Executive	40.05	39.22	39.22	37.43	37.62	-2.43	-6.07
Children and Young People	124.98	154.76	152.07	140.86	124.32	-0.66	-0.53
Community Services	51.69	59.95	27.82	27.44	18.87	-32.82	-63.49
Environment	13.18	35.05	36.05	34.59	29.67	16.49	125.11
Total	229.91	288.98	255.15	240.32	210.48	-19.42	-8.45

4.5 The table below shows how the joint and externally funded posts on the Establishment have changed by service area compared to quarters one, two and three 2010/11. A summary of funding by directorate can be seen at appendix two.

	Joint Funded Establishment				Externally Funded Establishment			
	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11
CEO & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits & Exchequer	0.00	0.00	0.00	5.00	24.41	24.41	22.78	21.97
Finance	0.00	1.00	1.00	1.00	2.81	2.81	2.00	2.00
Human Resources	0.00	0.00	0.00	0.00	0.81	0.81	0.81	0.00
ICT	1.00	1.00	1.00	1.00	2.81	2.81	2.81	2.00
Legal & Electoral Services	1.00	0.00	0.00	0.00	0.00	0.00	0.65	0.65
Policy & Communication	0.76	0.76	0.76	0.00	4.62	4.62	4.62	3.00
Special Projects	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Total Chief Executive	2.76	2.76	2.76	7.00	36.46	36.46	34.68	30.62

	Joint Funded Establishment				Externally Funded Establishment			
	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11
Children's Services	25.21	25.21	25.71	26.21	9.62	8.41	9.81	8.00
Youth Services and Commissioning	4.77	7.29	6.29	6.29	9.24	8.57	4.62	3.62
Customer Services	0.00	0.00	0.00	0.00	1.62	1.62	1.62	0.00
Education Services	36.21	35.41	27.21	21.79	68.09	65.57	65.60	58.41
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Children and Young People	66.19	67.91	59.21	54.29	88.57	84.17	81.65	70.03
Adult Social Care	19.30	3.00	3.00	3.00	11.09	2.26	3.07	0.81
Cultural Services	2.65	2.65	2.65	2.65	2.41	2.41	1.41	0.41
Housing and Performance	6.00	4.00	4.00	3.00	13.50	9.50	10.31	7.00
System Transformation	1.00	1.00	1.00	1.00	4.00	3.00	2.00	1.00
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Community Services	28.95	10.65	10.65	9.65	31.01	17.17	16.79	9.22
Property and Public Protection	4.60	4.60	4.60	3.60	3.00	3.00	3.00	3.00
Highways & Transport	0.00	1.00	1.00	2.00	4.30	4.30	4.30	2.00
Planning and Countryside	1.81	1.81	1.81	1.81	21.34	21.34	19.88	17.26
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Environment	6.41	7.41	7.41	7.41	28.64	28.64	27.18	22.26
GRAND TOTALS	104.30	88.72	80.03	78.35	184.68	166.43	160.30	132.13

5. Directorate Commentaries

5.1 Chief Executive.

- (1) The Chief Executive's directorate Establishment decreased by 34.86 FTE over the quarter. This decrease is due to a reduction in funding, budget settings and the MTFS savings programme.
- (2) Rolling annual turnover in the directorate: 15.24%.
- (3) Vacancy rate in the directorate: 11.02%.
- (4) Key points:
 - (a) Benefits and Exchequer: Three fixed term apprentice posts were deleted, as funding ended (2.43 FTE). Two fixed term posts were created for trainee positions (2.00 FTE).
 - (b) Finance: Two further posts were deleted as part of the Finance service restructure (1.68 FTE). Three posts were deleted as part of the budget setting and MYFS savings programme (2.62 FTE). One fixed term post was deleted, at end of its funding period (0.81 FTE).
 - (c) Human Resources: FTE was reduced in six posts as part of the budget setting and MTFS savings programme (5.53 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). Two fixed term posts were deleted, one was no longer funded and other temporary one ended (1.81 FTE).

- (d) ICT: FTE was reduced in one post as part of the budget setting and MTFS savings programme (1.00 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). One fixed term post was deleted, as funding ended (0.81 FTE).
- (e) Legal: Two posts were deleted as part of the budget setting and MYFS savings programme (1.04 FTE). One fixed term post was created by future jobs fund scheme (0.65 FTE).
- (f) Policy and Communication: The CCTV operator posts were deleted, as service TUPED to alternative provider. FTE was reduced in two posts as part of the budget setting and MTFS savings programme (0.66 FTE). Six posts were deleted as part of the budget setting and MTFS savings programme (5.76 FTE). Two fixed term posts were deleted, as no longer funded (1.62 FTE).
- (g) Special Projects: Deleted one fixed term post at the end of the contract (0.50 FTE).
- (h) There were no Establishment changes in CEO and Support.

5.2 Children & Young People.

- (1) The Establishment of the directorate decreased by 37.79 FTE over the quarter. This decrease is due to external grant funding coming to an end for several posts, budget savings and the Budget Monitoring Panel deleting long term vacant posts.
- (2) Rolling annual turnover in the directorate: 19.49%.
- (3) Vacancy rate in the directorate: 11.49%.
- (4) Key points:
 - (a) Children's Services: FTE was reduced in two posts as part of the budget setting and MTFS savings programme (0.93 FTE). FTE was deleted in one vacant post (0.54 FTE). Three posts were deleted as part of the budget setting and MTFS savings programme (2.79 FTE). One post was deleted following reduction in grant funding (0.22 FTE). One fixed term post was deleted, as no longer funded (0.81 FTE). Two new fixed term trainee posts were created and funded by future jobs fund scheme (1.62 FTE).
 - (b) Customer Services: Four posts were deleted as part of the budget setting and MTFS savings programme (2.64 FTE). Two fixed term posts were deleted, as no longer funded (1.62 FTE)
 - (c) Education Services: FTE was reduced in five posts as part of the budget setting and MTFS savings programme (1.91 FTE). Fifteen posts were deleted as part of the budget setting and MTFS savings programme (11.73 FTE). Seventeen posts were deleted following reduction in grant funding (16.40 FTE). Three posts were deleted as part of the Budget Monitoring Panel's review of long term vacant posts (2.31 FTE). Four new posts were created, as part of 2011/12 budget

build and the restructure in the Children Centres (3.31 FTE). Four posts transferred in from Youth Service and Commission (3.15 FTE).

- (d) Youth Services and Commissioning: FTE was reduced in four posts as part of the budget setting and MTFs savings programme (0.39 FTE). FTE was reduced in one post due to the withdrawal of external funding (0.50 FTE). Twenty posts were deleted as part of the budget setting and MTFs savings programme (14.36 FTE). Four posts were deleted following reduction in grant funding (3.76 FTE). Four posts transferred to Education Service (3.15 FTE).
- (e) There were no Establishment changes in Director and Support.

5.3 Community Services.

- (1) The Establishment of the directorate decreased by 17.51 FTE over the quarter. This decrease is due to reduction in grant funding, budget settings and MTFs savings programme and the Budget Monitoring Panel deleting long term vacant posts.
- (2) Rolling annual turnover in the directorate: 13.04%.
- (3) Vacancy rate in the directorate: 10.36%.
- (4) Key points:
 - (a) Adult Social Care: Two long term vacant posts were deleted by BUMP (2.00 FTE). One post was deleted following reduction in grant funding (0.50 FTE). One fixed term post was deleted, as no longer funded (0.76 FTE) and two other posts were deleted (2.00 FTE). Two posts transferred to Highways and Transport (1.32 FTE). There was a temporary increase in FTE for one post until 31/03/11 (0.19 FTE). Two new fixed term posts were created, one trainee post funded by the future jobs fund scheme (0.81 FTE) and one to assist with the transformation of Adult Social Care and Personal budgets (1.00 FTE).

An increase in enhanced overtime is due to the restructure of Adult Social Care which is now almost complete.

- (b) System Transformation: One post was deleted as part of the budget setting and MTFs savings programme (1.00 FTE). One fixed term post was deleted following reduction in grant funding (1.00 FTE). One post transferred to Housing and Performance (1.00 FTE).
- (c) Housing and Performance: FTE was reduced in three posts as part of the budget setting and MTFs savings programme (1.44 FTE). Three posts were deleted as part of the budget setting and MTFs savings programme (3.00 FTE). One post was deleted following reduction in grant funding (1.00 FTE). Three vacant fixed term posts were deleted (2.5 FTE) and one other post was deleted (1.00 FTE). Three new posts were created, one post was funded by future jobs fund scheme (0.81 FTE) and the other two were set up to achieve the necessary market re-shaping and development required as part of the implementation and savings delivery for MTFs (2.00 FTE).

(d) There were no Establishment changes in Director and Support.

5.4 Environment.

- (1) The Establishment of the directorate decreased by 13.56 FTE over the quarter. This decrease is due to a reduction in funding, budget settings and the MTFS savings programme.
- (2) Rolling annual turnover in the directorate: 9.19%.
- (3) Vacancy rate in the directorate: 10.40%.
- (4) Key points:
 - (a) Countryside and Environment: FTE was reduced in one post as part of the budget setting and MTFS savings programme (0.81 FTE). Five posts were deleted as part of the budget setting and MTFS savings programme (3.71 FTE). Two posts were deleted following reduction in grant funding (1.46 FTE). One fixed term post was deleted, as no longer funded (0.81 FTE).
 - (b) Property and Public Protection: FTE was reduced in five posts as part of the budget setting and MTFS savings programme (0.86 FTE). Four posts were deleted as part of the budget setting and MTFS savings programme (4.00 FTE)
 - (c) Highways and Transport: FTE was reduced in one post as part of the budget setting and MTFS savings programme (0.40 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). Three fixed term posts were deleted, as no longer funded (2.30 FTE). Two vacant posts were deleted by BUMP (2.00 FTE). Two posts transferred in from Adult Social Care (1.32 FTE).
- (d) There were no Establishment changes in Director and Support.

6. Conclusions

- 6.1 The total Establishment has decreased over the quarter.
- 6.2 The total Establishment at the end of quarter four 2010/11 is 1628.88 FTE, a decrease of 103.72 FTE when compared to the total of 1732.59 FTE at the end of quarter three 2010/11.
- 6.3 The amount of vacant FTE has decreased to 166.72 FTE. At the end of quarter three there was 221.72 vacant FTE.
- 6.4 The overall vacancy rate was 10.82%, down from 12.80% at the end of quarter three. For comparison the vacancy rate at quarter four 2009/10 was 9.04%.
- 6.5 The rolling annual turnover rate was 14.69%. For comparison the rate at quarter four 2009/10 was 8.49%.
- 6.6 The rolling voluntary turnover (excludes redundancies) was 7.4%. For comparison the rate at quarter four 2009/10 was 4.88%.

6.7 On 27/10/10 it was agreed that the full Establishment Report will go through the full Executive cycle (CB, MB and Executive) at the end of quarters two and four only, rather than every quarter. A brief summary of the key information on the Establishment, without comments, will be sent to Cllr Anthony Stansfeld, Cllr Graham Jones and Cllr Keith Chopping at end of quarters one and three (copied to Corporate Directors). The summary will be made available to other members of Management Board on request to the Head of HR.

Appendices

Appendix 1	Establishment trends Q1 2010/11 to Q4 2010/11 (figures for comparison over the past 4 quarters)
Appendix 2	Trends in funding for established posts Q1 2010/11 to Q4 2010/11
Appendix 3	Overtime, Casual Workers; and Agency Spend by Directorate
Appendix 4	Glossary and Definitions

Consultees

Local Stakeholders:	Corporate Board 31 st May 2011 Management Board 16 th June 2011
Officers Consulted:	As above
Trade Union:	Not consulted

Establishment Trends Q1 2010/11 to Q4 2010/11

The quarter four table below shows Establishment data for West Berkshire Council. This includes Establishment FTE, Occupied FTE, Vacant FTE, Vacancy details, Headcount and Turnover for the current quarter

**Quarter 4 2010/11
Permanent and Fixed Term Establishment as at 31 March 2011**

	Current WBC Establishment FTE	Current WBC Occupied FTE	Vacant FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %	Vacancy Rate by Directorate
CEO & Support	2.42	2.42	0.00	3	0.00	
Benefits & Exchequer	80.57	73.23	7.34	82	4.82	
Finance	56.42	49.38	7.04	53	12.39	
Human Resources	20.79	20.98	-0.19	26	31.58	
ICT	52.76	46.97	5.79	51	13.21	
Legal & Electoral Services	27.54	27.99	-0.45	36	17.39	
Policy & Communication	35.62	33.60	2.01	39	29.21	
Special Projects	5.00	5.00	0.00	5	18.18	
Total Chief Executive	281.11	259.57	21.55	295.00	15.24	11.02
Children's Services	160.88	143.53	17.35	168	13.45	
Youth Services and Commissioning	57.92	50.31	7.60	77	38.25	
Customer Services	35.99	33.97	2.02	40	9.64	
Education Services	203.51	179.86	23.65	238	18.59	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Children and Young People	460.30	409.68	50.62	525.00	19.49	11.49
Adult Social Care	429.61	375.39	54.22	459	9.73	
Cultural Services	76.05	69.20	6.85	106	25.00	
Housing and Performance	68.70	60.97	7.74	66	14.39	
System Transformation	2.00	2.00	0.00	2	66.67	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Community Services	578.36	509.56	68.80	635.00	13.04	10.36
Property and Public Protection	92.36	84.40	7.96	92	4.35	
Highways & Transport	108.90	100.50	8.41	107	10.09	
Planning and Countryside	105.84	96.45	9.39	108	12.44	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Environment	309.10	283.35	25.75	309.00	9.19	10.40
GRAND TOTALS	1628.88	1462.15	166.72	n/a #	14.69	10.82

The headcount per service should not be totalled to give a total headcount. Some employees may have several posts and this would give an inaccurate figure

*** Represents turnover based on leavers from WBC in past rolling year and calculated through average headcount throughout the year.

Turnover relates to crude turnover only and only measures external leavers not internal movement.

* Turnover is based on actual leavers in Q1 and Q2 2010/11 and is projected for the year (service significantly different from previous year).

**Quarter 3 2010/11
Permanent and Fixed Term Establishment as at 31 December 2010**

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3.00	0.00
Benefits & Exchequer	81.38	83.00	4.76
Finance	59.01	54.00	11.97
Human Resources	29.14	28.00	13.79
ICT	56.57	54.00	9.26
Legal & Electoral Services	28.58	36.00	14.93
Policy & Communication	53.87	41.00	25.81
Special Projects	5.00	5.00	18.18
Total Chief Executive	315.97	304.00	12.10
Children's Services	164.91	167.00	11.18
Youth Services and Commissioning	72.27	92.00	25.89
Customer Services	40.25	40.00	9.30
Education Services	218.65	248.00	13.04
Director & Support	2.00	2.00	0.00
Total Children and Young People	498.09	549.00	13.29
Adult Social Care	434.99	473.00	7.08
Cultural Services	81.22	103.00	20.44
Housing and Performance	73.65	66.00	13.99
System Transformation	4.00	4.00	22.22
Director & Support	2.00	2.00	0.00
Total Community Services	595.87	648.00	10.13
Property and Public Protection	97.21	92.00	4.32
Highways & Transport	112.28	109.00	4.57
Planning and Countryside	111.17	108.00	14.16
Director & Support	2.00	2.00	0.00
Total Environment	322.66	311.00	8.41
GRAND TOTALS	1732.59	n/a	11.18

Quarter 2 2010/11

Permanent and Fixed Term Establishment as at 30 September 2010

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3	0.00
Benefits & Exchequer	81.00	84	5.92
Finance	61.50	59	11.57
Human Resources	29.14	29	13.33
ICT	57.57	56	3.60
Legal & Electoral Services	27.93	32	3.60
Policy & Communication	53.87	49	19.61
Special Projects	5.50	6	0.00
Total Chief Executive	318.93	318	10.63
Children's Services	164.55	164	12.50
Youth Services and Commissioning	80.08	105	18.43
Customer Services	40.25	42	17.98
Education Services	229.41	262	8.54
Director & Support	2.00	2	0.00
Total Children and Young People	516.29	575	10.84
Adult Social Care	434.18	478	9.51
Cultural Services	85.71	111	15.25
Housing and Performance	74.84	73	10.74
System Transformation	5.00	5	20.00
Director & Support	2.00	2	0.00
Total Community Services	601.73	669	10.69
Property and Public Protection	97.21	93	2.16
Highways & Transport	113.28	113	4.65
Planning and Countryside	112.63	111	14.04
Director & Support	2.00	2	0.00
Total Environment	325.12	319	8.82
GRAND TOTALS	1762.08	n/a #	10.36

Quarter 1 2010/11

Permanent and Fixed Term Establishment as at 30 June 2010

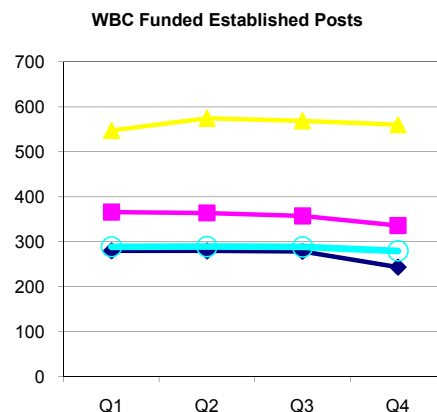
	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3	0.00
Benefits & Exchequer	81.50	86	3.51
Finance	60.31	57	13.56
Human Resources	29.14	31	6.45
ICT	57.57	57	3.64
Legal & Electoral Services	27.93	36	12.50
Policy & Communication	54.87	50	15.09
Special Projects	5.50	6	0.00
Total Chief Executive	319.24	326	8.33
Children's Services	165.76	173	9.48
Youth Services and Commissioning	80.75	112	10.71
Customer Services	41.25	44	17.78
Education Services	231.10	261	7.50
Director & Support	2.00	3	0.00
Total Children and Young People	520.86	593	10.84
Adult Social Care	436.99	485	8.91
Cultural Services	85.20	108	11.91
Housing and Performance	76.74	76	5.26
System Transformation	6.00	5	20.00
Director & Support	2.00	2	0.00
Total Community Services	606.94	676	9.07
Property and Public Protection	96.21	92	4.35
Highways & Transport	113.28	112	6.51
Planning and Countryside	112.13	117	10.26
Director & Support	2.00	2	0.00
Total Environment	323.62	323	6.50
GRAND TOTALS	1770.66	n/a #	9.06

Trends in Funding for Established Posts Q1 2010/11 to Q4 2010/11

The figures below show the position over the past four quarters for WBC, joint and external funded posts. All posts (permanent or fixed term) are included in this report.

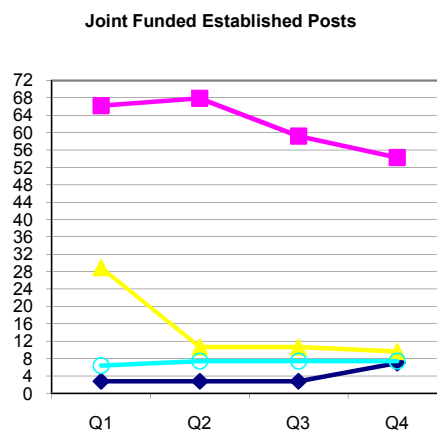
WBC funded post FTE decreased by 63.29 FTE over the year.

	WBC Funded (incl. DSG)			
	Q1	Q2	Q3	Q4
Chief Executive	280.03	279.72	278.54	243.49
Children and Young People	366.10	364.22	357.22	335.98
Community Services	546.98	573.91	568.43	559.49
Environment	288.58	289.08	288.08	279.44
Total	1481.69	1506.92	1492.27	1418.39



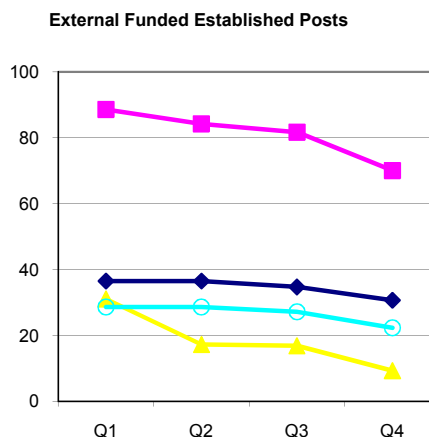
Joint funded post FTE decreased by 25.96 FTE over the year.

	Joint Funding			
	Q1	Q2	Q3	Q4
Chief Executive	2.76	2.76	2.76	7.00
Children and Young People	66.19	67.91	59.21	54.29
Community Services	28.95	10.65	10.65	9.65
Environment	6.41	7.41	7.41	7.41
Total	104.30	88.72	80.03	78.35



Externally funded post FTE decreased by 52.54 FTE over the year.

	External Funding			
	Q1	Q2	Q3	Q4
Chief Executive	36.46	36.46	34.68	30.62
Children and Young People	88.57	84.17	81.65	70.03
Community Services	31.01	17.17	16.79	9.22
Environment	28.64	28.64	27.18	22.26
Total	184.68	166.43	160.30	132.13



KEY

Chief Executive	diamond
Children and Young People	square
Community Services	triangle
Environment	circle

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Overtime, Casual Workers, and Agency:
Spend over Quarters 1, 2, 3 and 4 2010/11 by Directorate

Overtime - flat and enhanced * \$

Directorate	Data	* Total £ Q1 10/11	* Total £ Q2 10/11	* Total £ Q3 10/11	* Total £ Q4 10/11
Chief Executive	Overtime - Flat	£6,016.51	£9,622.01	£6,916.25	£8,087.57
	Overtime - Enhanced	£14,146.55	£13,291.63	£7,463.48	£3,337.12
	Total	£20,163.06	£22,913.64	£14,379.73	£11,424.69
Children & Young People	Overtime - Flat	£25,848.28	£27,964.82	£18,346.02	£18,450.03
	Overtime - Enhanced	£3,762.02	£4,690.32	£3,706.56	£3,775.34
	Total	£29,610.30	£32,655.14	£22,052.58	£22,225.37
Community Services	Overtime - Flat	£67,254.29	£55,353.02	£45,026.90	£42,107.01
	Overtime - Enhanced	£66,699.00	£32,278.40	£16,921.98	£74,245.01
	Total	£133,953.29	£87,631.42	£61,948.88	£116,352.02
Environment	Overtime - Flat	£4,643.16	£5,208.34	£11,094.54	£10,382.08
	Overtime - Enhanced	£20,726.18	£21,216.54	£16,025.06	£14,121.14
	Total	£25,369.34	£26,424.88	£27,119.60	£24,503.22
Total Sum of Overtime - Flat		£103,762.24	£98,148.19	£81,383.71	£79,026.69
Total Sum of Overtime - Enhanced		£105,333.75	£71,476.89	£44,117.08	£95,478.61
Total of Overtime		£209,095.99	£169,625.08	£125,500.79	£174,505.30

* Data from Payroll

\$ From quarter one 09/10 the breakdown of overtime payments is shown as 'overtime - flat' and 'overtime - enhanced'. This change was made to enable clearer reporting.

Casual Workers (not on the Establishment) *

Directorate	* Total £ Q1 10/11	* Total £ Q2 10/11	* Total £ Q3 10/11	* Total £ Q4 10/11
Chief Executive	£4,813.58	£8,630.14	£6,983.74	£4,557.60
Children & Young People	£45,804.65	£69,387.90	£53,429.75	£37,667.47
Community Services	£66,156.26	£78,148.34	£75,639.67	£63,656.68
Environment	£24,329.84	£23,333.61	£11,769.67	£10,185.54
Grand Total	£141,104.33	£179,499.99	£147,822.83	£116,067.29

* Data from Payroll

Agency (WBC Revenue only) **

Directorate	* Total £ Q1 10/11	* Total £ Q2 10/11	* Total £ Q3 10/11	* Total £ Q4 10/11
Chief Executive	£89,762	£125,554	£102,822	£160,994
Children & Young People	£147,928	£289,750	£455,490	£375,465
Community Services	£109,603	£105,695	£100,719	£199,726
Environment	£3,844	£27,490	£54,509	£39,243
Grand Total	£351,138	£548,490	£713,540	£775,428

** = Data from Agresso supplied by Finance.

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Glossary and Definitions used in the report

Misinterpretation of Establishment data can often occur through an incorrect understanding of the definitions that are used. The attached Appendices include a number of terms and the definitions are shown below.

Definitions

Grouped Posts:

Individual posts with the same criteria against them are sometimes grouped into one generic post with the full time equivalent (FTE) value reflecting the total number of hours from the individual posts. A Grouped Post will have one post number, but each employee allocated to the Grouped Post will retain their individual Employee numbers.

The following information must be the same for every employee within the Grouped Post:

- Job title;
- Grade;
- Reporting Line;
- The team the post is in;
- Location;
- Cost Centre;
- Funding source; and,
- Post status (i.e. Permanent or Temporary).

Establishment:

The number of posts (shown as full time equivalents (FTE)) that are supported by the approved staffing budget, agreed by the Council (through the Policy and Budget Framework) at the annual budget setting meeting. If the Executive subsequently change the staffing budget during the year then the Establishment would be expected to change. Changes in Establishment can also result from restructuring where two lower paid posts could be created from a single higher salaried post or vice versa. In this case the budget does not change but the Establishment will.

The Establishment includes both occupied and vacant posts. In some cases vacant posts within the Establishment may be covered by temporary or agency staff. These are not added to the Establishment.

The Establishment includes Permanent and Fixed Term positions whether they are full or part time.

Casual and Relief staff as well as those on variable hour contracts are not included within the Establishment figures and are reported separately.

The Establishment includes all Permanent, and Fixed Term positions irrespective of their funding source, as long as they are West Berkshire

Council employees. As a result, staff funded by external grants or jointly funded with Partner organisations will be included. At the same time no distinction is made between Revenue and Capital funded positions.

Occupied FTE:

This is the total Full Time Equivalent (FTE) posts within the Establishment that are occupied at the end of the reporting period. It does not include posts that are being covered by temporary or agency staff. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave.

Vacant FTE:

This relates to the total Full Time Equivalents that are vacant within the Establishment at the end of the reporting period. Adding the number of vacant and occupied posts together will show the total Establishment. Staff due to start employment will not move a post from 'vacant' to 'occupied', even where an offer of employment has been made.

Staff headcount:

The total number of staff in post as at the end of the reporting period. This is the same as occupied FTE except that the headcount counts people who are not full time equivalents. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave. Staff headcount is shown per service in this report. The headcount per service should not be totalled as this gives an inaccurate figure as some employees have several posts, sometimes in the same, and sometimes in different, services.

Annualised Turnover:

As quarterly turnover but annualised to show a forecasted annual figure if the level of leavers should be maintained for the rest of the rolling year.

Overtime - Flat:

Any time paid over standard contractual hours paid at flat hourly rate.

Overtime - Enhanced:

Any time paid over standard contractual hours paid at an enhanced hourly rate.

Casual:

Any hours paid for casual staff who do not have a contracted number of hours each period.

Agenda Item 6

Title of Report:	Resource Management Working Group Work Programme
Report to be considered by:	Resource Management Working Group
Date of Meeting:	26 July 2011

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

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

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk
Contact Officer Details	
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Job Title:	Policy Officer
Tel. No.:	01635 503042
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Executive Report

1. Introduction

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

Appendices

Appendix A – Resource Management Working Group Work Programme

Consultees

Local Stakeholders:

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A

RESOURCE MANAGEMENT WORKING GROUP 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	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 Stanfeld	May lead to areas for in depth review.
OSMC/11/98	Legal and Electoral Services Budget To discuss budget pressures within this service area.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: End:	David Holling - Legal & Electoral Services		Requested by RMSC on 14 December 2010.
OSMC/11/99	Highways Asset Management Plan To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: End:	Mark Edwards - 2208 Highways & Transport	Councillor David Betts	Requested by RMSC on 14 December 2010.

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