

# Notice of Meeting

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## Overview and Scrutiny Management Commission

**Tuesday, 17 September, 2013 at 6.30pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Friday, 6 September 2013

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Charlene Myers / Elaine Walker on (01635) 519817 / 519695 / 519441

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**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 17 September 2013 (continued)**

- To:** Councillors Jeff Beck, Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman), Marcus Franks, Dave Goff, Mike Johnston, Alan Macro, Gwen Mason, Tim Metcalfe, Andrew Rowles, Garth Simpson, Tony Vickers, Virginia von Celsing, Quentin Webb, Emma Webster and Laszlo Zverko
- Substitutes:** Councillors Peter Argyle, George Chandler, Sheila Ellison, Roger Hunneman, Carol Jackson-Doerge, David Rendel, Julian Swift-Hook and Keith Woodhams

## Agenda

<b>Part I</b>	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Commission held on 2 July 2013.	1 - 6
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	
4. <b>Actions from previous Minutes</b> To receive an update on actions following the previous meeting of the Commission.	7 - 8
5. <b>West Berkshire Forward Plan 1st September 2013 to 31st December 2013</b> <i>Purpose: To advise the Commission of items to be considered by West Berkshire Council from 1<sup>st</sup> September 2013 to 31<sup>st</sup> December 2013 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.</i>	9 - 24
6. <b>Overview and Scrutiny Management Commission Work Programme</b> <i>Purpose: To receive new items and agree and prioritise the work programme of the Commission for the remainder of 2013/14.</i>	25 - 28
7. <b>Items Called-in following the Executive on 5th September 2013.</b> <i>Purpose: To consider any items called-in by the requisite number of Members following the previous Executive meeting.</i>	



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 17  
September 2013 (continued)**

8. **Councillor Call for Action**  
*Purpose: To consider any items proposed for a Councillor Call for Action.*
9. **Petitions**  
*Purpose: To consider any petitions requiring an Officer response.*
10. **Performance Report for Level One Indicators** 29 - 46  
*Purpose: To examine the Quarter 1 performance report and recommend remedial action where appropriate.*
11. **Revenue and capital budget reports** 47 - 72  
*Purpose: To examine the Quarter 1, 2013/14 financial performance report and comment where appropriate.*

Andy Day  
Head of Strategic Support

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

## **OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION**

### **MINUTES OF THE MEETING HELD ON TUESDAY, 2 JULY 2013**

**Councillors Present:** Peter Argyle (Substitute) (In place of Mike Johnston), Jeff Beck, Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman), Dave Goff, Alan Macro, Gwen Mason, Tim Metcalfe, Andrew Rowles, Tony Vickers, Virginia von Celsing, Quentin Webb, Emma Webster and Laszlo Zverko

**Also Present:** Mel Brain (Service Manager - Housing Strategy and Operations) and Rachael Wardell (Corporate Director - Communities), Councillor Roger Croft (Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support), David Lowe (Scrutiny & Partnerships Manager), Bryan Morgan (Royal Berkshire Fire and Rescue Service - Assistant Chief Fire Officer), Andy Mancey (Royal Berkshire Fire and Rescue Service - Area Manager) Charlene Myers (Democratic Services Officer) and Elaine Walker (Principal Policy Officer)

**Apologies for inability to attend the meeting:** Councillor Marcus Franks and Councillor Mike Johnston

**Councillor(s) Absent:** Councillor Garth Simpson

#### **PART I**

##### **15. Minutes**

The Minutes of the meeting held on 14 May 2013 and 21 May 2013 were approved as a true and correct record and signed by the Chairman, subject to the following amendment:

- Minutes of the meeting held 21 May 2013, Page 4, Item 8: 'agree' would be amended to 'agreed'.

##### **16. Declarations of Interest**

There were no declarations of interest received.

##### **17. Actions from previous Minutes**

The Commission received an update on actions from the previous meeting and raised the following comments:

Paragraph 2.13: Councillor Brian Bedwell queried the suggestion that there had been no requests for placement at Secondary Schools in Wiltshire. Some Members of the Commission were aware of a case which they expected would have been included in the report.

Paragraph 2.15 point 3: Councillor Tim Metcalfe advised that the Elvian School, Reading, planned to move to a free school status and suggested West Berkshire would experience a reduction in the number of prospective pupils crossing the border as a result. Members were advised that West Berkshire and Reading Borough Council Officers planned to discuss the possible avenues that might secure financial contributions for the provision of school places in the east of the district.

**18. West Berkshire Forward Plan August 2013 to November 2013**

The Commission considered the West Berkshire Forward Plan (Agenda Item 5) for the period covering August 2013 to November 2013.

**Resolved that** the Forward Plan be noted.

**19. Overview and Scrutiny Management Commission Work Programme**

The Commission considered its work programme for 2013/14.

Councillor Quentin Webb drew the Commission's attention to the Adult Social Care Eligibility Criteria task group, OSMC/12/143 and advised that Councillor Dominic Boeck's participation ceased following his appointment as Executive Member. The Commission were informed that a public consultation was underway and planned to conclude on 7 July 2013 after which the task group would review the information gathered.

Councillor Webb informed the Commission that item OSMC/12/135, Annual Target Setting had concluded and recommendations were incorporated into the strategy for submission to Management Board and the Executive for consideration and approval.

Councillor Tony Vickers drew the Commission's attention to the suggested scrutiny topic of the Newbury town centre parking policy. Members were advised that the topic was discussed at the Resource Management Working Group, during which it was agreed that the topic would be submitted to the OSMC for consideration. Councillor Vickers explained that the topic was considered an asset management issue and a concern for local residents. The suggested scope of scrutiny was to explore the utilisation of Council owned parking spaces and opportunities to extend their use for local residents. Councillor Vickers and Councillor Mason provided the Commission with examples of new developments in Newbury that did not have designated parking spaces, therefore, which further reduced the parking availability for residents in the area.

Councillor Vickers raised the concern that current reviews underway by the Business Improvement District (BID) and Council Officers considered related to parking matters for commuters and visitors to Newbury. Councillor Jeff Brooks advised the Commission that it had been ten years since the last review of and suggested a holistic review was required.

The Commission discussed the scope of the reviews underway by the BID and Council Officers respectively and recommended that they conclude their activity before the item was considered for scrutiny.

**Resolved that** the item was added to the forward plan for consideration following completion of the existing reviews.

Councillor Vickers drew the Commission's attention to the suggested scrutiny topic of asset disposal involving the Community Right to Bid. Councillor Vickers advised that the item proposed to explore the decision making policy. Councillor Vickers held that the Community Right to Bid process required an opportunity for public review and without this the decision lacked transparency.

**Resolved that** a report detailing the decision process should be provided at the next OSMC meeting.

**20. Items Called-in following the Executive on 9 May 2013**

The Commission considered the report calling in the decision to adopt the Homelessness Review and Strategy 2013-2018.

The Homelessness Review and Strategy 2013-18 was presented for consideration at a meeting of the Executive on 9 May 2013. The recommended action was to adopt the

review and strategy which the Executive duly did. Councillor Vickers explained to the Commission that a scrutiny review had identified a number of recommendations to be considered as part of the revised strategy. Due to the lack of a formal response from the Executive it was not clear why the recommendations had not been adopted.

Councillor Goff suggested that clarification was required in order to understand how the recommendations had been considered as part of the revised strategy.

Following questioning, Councillor Roger Croft and Mel Brian were able to provide the following:

- An update report was presented to the Commission at the meeting held on the 16 April 2013. Within the report a response was given on each of the recommendations issued from the review;
- The strategy considered strategic recommendations only. Not all recommendations, some of which were about operational matters, could form part of the revised document;
- In response to the recommendation made at the Homelessness review in November 2012 a new suite of leaflets was created. Feedback suggested that the format and information was useful and beneficial;
- The consultation results had not been distributed as part of the review process. The results consisted of six responses in total, of which five had referred to factual amendments. For this reason sharing the results of the consultation was not considered beneficial.

The Commission conveyed its disappointment that the review failed to distribute the consultation results and provide the output from the review in a formal and structured manner.

Members of the Commission agreed that a formal response was required in respect of each of the recommendations issued from the review. It was debated whether the strategy could be adopted without a formal response and the ramifications if delayed further.

**RESOLVED that** the strategy be adopted and a formal response be provided to each of the recommendations made following the scrutiny review.

## **21. Councillor Call for Action**

There were no Councillor Call for Action.

## **22. Petitions**

There were no petitions to be received at the meeting.

## **23. Fire Service**

Andy Mancey (Assistant Chief Fire Officer) and Bryan Morgan (Area Manager) of the Royal Berkshire Fire and Rescue Service (RBFRS) presented to the Commission information on the RBFRS coverage of West Berkshire.

Andy Mancey explained that the role of the fire service was three-fold: to prevent fires, to protect the public and to respond to incidents. In recent years, the fire service had prioritised its role in community safety, undertaking home fire risk assessments in the homes of vulnerable people in order to raise awareness of fire safety, for example through fitting smoke detectors, and assisting with the development of an exit plan in the event of fire at the dwelling.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 2 JULY 2013 - MINUTES

Andy Mancey illustrated the improvements that had been made in the prevention of fires over the past ten years stating that the number of fires had reduced significantly, and that the number of home fire risk assessments and the number of volunteer hours had increased. However the number of fire deaths remained at seven. Each death had been of a vulnerable person known to other agencies but unknown to the RBFRS. Andy Mancey explained that the fire service intended to address this gap in information by working more closely with other agencies. A comprehensive understanding of where vulnerable people were located would enable more targeted home fire risk assessments to be carried out.

In relating the improvements seen when the RBFRS had responded to incidents, Andy Mancey informed the Commission that road traffic collisions were classified into two categories, those where people were trapped, which were always attended, and those where no one was trapped, to which a response might be made, for example if there was a petrol spillage to be made safe. Compared with national figures, the number of road traffic collisions was considered low at 135.

The RBFRS was also targeting a further reduction in the number of unwanted fire signals, explained as a false alarm where an appliance attended unnecessarily.

The reduction by 90% in the number of malicious calls to the fire service was attributed to successful partnership working.

Since 2002 the RBFRS had seen slower response times; this was explained through a growing difficulty in attracting volunteer, or 'retained', fire fighters and therefore a reduction in the availability of fire appliances across the area. The requirements for being a retained fire fighter meant that it was necessary for them to live and work locally, and have flexible working arrangements. This was a reducing trend with people frequently working further away from their home, and businesses appeared less willing to release staff.

The target response time for an appliance to reach incidents was ten minutes, and there was a requirement for retained fire fighters to turn out within five minutes of a call being raised, and full time fire fighters were required to turn out within one minute, leaving five or nine minutes respectively to reach the incident. This limitation meant that large areas of rural West Berkshire were not accessible within the target time. Andy Mancey explained that any areas that could not be reached within the ten minute target time were prioritised for high impact community safety work.

Following an incident, the immediate area was designated a 'hot street' and community safety work was undertaken at this time when it was recognised that residents were generally more willing to engage with preventative advice.

Bryan Morgan continued by explaining proposed changes to the location of fire stations. He advised the Commission that the RBFRS intended to establish a new fire station at Theale, to replace the one currently at Tilehurst. This location would provide improved access to the surrounding area, and provide greater support into Newbury, in addition to the Pangbourne and Mortimer areas.

Newbury fire station currently held the only full time fire engine in West Berkshire, alongside a retained crew and second appliance. The intention was to remove the retained section and replace it with a second full time crew. This would allow the second appliance to provide cover to other areas of the district when they were not covered (for example Lambourn and Hungerford areas).

During questioning, Andy Mancey and Bryan Morgan were able to provide the following information:



**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 2 JULY 2013 - MINUTES**

- Several sites had been explored for the new fire station in Theale, however the costs were proving to be prohibitive, and the fire service was not able to be competitive against other businesses. The search was extending across junction 12 of the M4, however the preference was for the new location to be south of the junction;
- Two appliances were sent to a dwelling fire or road traffic collision, and crews were adept at travelling through busy or blocked roads and motorways. The fire service worked closely with the Highways Authority to ensure the public remained safe;
- The new headquarters were due to be operational by April 2014 and this would house the control centre for Berkshire, Buckinghamshire and Oxfordshire. The headquarters were separate from the new fire station intended for Theale;
- It was rare for no crew to turn out to an alarm call, but occasionally it did happen due to unforeseen circumstances. Any incident that was not attended underwent a detailed review to reduce the risk of reoccurrence;
- Information was available to indicate the proportion of dwellings that could be reached within the ten minute target response time, and would be circulated to the Commission;
- Mapping systems on board fire appliances were able to highlight dwellings with vulnerable people, where this information was known to the fire service;
- Private fire services (for example those based at the Atomic Weapons Establishment (AWE)) worked closely with the fire service, and might be called to attend certain incidents, however their primary role remained to manage risks associated with their site. Some sites with private fire services would be required to shut down operations if the fire appliance left the site, so could not be relied on to be available at all times;
- The location of fire appliances was assessed on the basis of availability of resources, cost and risk;
- The fire service would encourage new developments to install sprinklers in all buildings;
- There were no plans to keep the retained fire fighters at Newbury should the second appliance become crewed by full time fire fighters;
- If Neighbourhood Action Groups were willing to contribute to fire safety, their coordinators should contact the RBFRS for information regarding fire safety risk assessment training.

The Commission thanked Andy Mancey and Bryan Morgan for attending and for providing information about the proposed reorganisation of fire service coverage in west Berkshire.

**RESOLVED that** Andy Mancey would provide information to illustrate the proportion of dwellings within the ten minute target response time area.

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

**CHAIRMAN** .....

**Date of Signature** .....

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# Agenda Item 4.

<b>Title of Report:</b>	<b>Actions from previous meetings</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 September 2013

**Purpose of Report:** To advise the Commission of the actions arising from previous meetings

**Recommended Action:** To note the report

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 942 0196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	Charlene Myers
<b>Job Title:</b>	Strategic Support Service
<b>Tel. No.:</b>	01635 519695
<b>E-mail Address:</b>	cmyers@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from its previous meeting.

## 2. Resolutions

- 2.1 **Resolution:** Andy Walker to advise the Commission of the process for the disposal of assets that have community value.

**Action / response:** Completed. Response heard at the Commission on 2 September 2013.

- 2.2 **Resolution:** RBFRS would provide information to illustrate the proportion of dwellings within the ten minute target response time area.

**Action/ response:** A compact disc of maps illustrating this information has been provided to the Strategic Support Service. Members of the Commission are invited to view the information by contacting an Officer.

- 2.3 **Resolution:** Neighbourhood Action Groups would receive the contact details for RBFRS staff to enable them to contribute to fire safety and fire safety risk assessment training.

**Action/ response:** Information has not yet been received from RBFRS, and will be updated when it becomes available.

- 2.4 **Resolution:** A Task Group would be established to conclude a review of the utilisation and income generated by Shaw House.

**Action / response:** Meetings have taken place on 01 August and 03 September 2013.

## Appendices

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There are no appendices to this report.

# Agenda Item 5.

<b>Title of Report:</b>	<b>West Berkshire Forward Plan</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 September 2013

**Purpose of Report:** To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from September 2013 to Decemeber 2013 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.

**Recommended Action:** That the Overview and Scrutiny Management Commission considers the West Berkshire Council Forward Plan and recommends further action as appropriate.

Overview and Scrutiny Management Commission Chairman	
<b>Name &amp; Telephone No.:</b>	Chairman of the Overview and Scrutiny Management Commission

Contact Officer Details	
<b>Name:</b>	Charlene Myers
<b>Job Title:</b>	Strategic Support Officer
<b>Tel. No.:</b>	01635 519265
<b>E-mail Address:</b>	cmyers@westberks.gov.uk

## **Supporting Information**

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### **1. Introduction**

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to take over the next 4 months. The Forward Plan, attached at Appendix A, for the months of September 2013 to December 2013, also shows the decision path of each item including Council, Executive and Overview and Scrutiny Management Commission.
- 1.2 In order to hold the Executive to account, Overview and Scrutiny Management Commission Members are asked to identify any areas of forthcoming decisions which may be appropriate for future scrutiny.

### **Appendices**

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Appendix A – West Berkshire Council Forward Plan – September 2013 to December 2013.

# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>SEPTEMBER 2013</b>											
ID2723	<b>Agreement of Scoping Report for Sustainability Appraisal/ Strategic Environmental assessment Prior to Statutory Consultation</b> <i>To develop the relevant evidence base and supporting documents for the Minerals and Waste Local Plan which will shape the future of Minerals and Wastedevelopment in West Berkshire fr at least the next 15 years.</i>	ID	01/09/13	Environment	Rebecca Williams	Planning, Transport (Policy), Culture, Customer Services and Countryside		TBC	All Ward Members, Parish Councils, Trade Bodies, LandOwners, Neighbouring Authorities and other interested parties		September 2013
ID2724	<b>Public ‘Call for Site Nominations’ for Possible Minerals and Waste Development</b> <i>To develop the relevant evidence base and supporting documents for the Minerals and Waste Local Plan which will shape the future of Minerals and Wastedevelopment in West Berkshire fr at least the next 15 years.</i>	ID	01/09/13	Environment	Rebecca Williams	Planning, Transport (Policy), Culture, Customer Services and Countryside		TBC	All Ward Members, Parish Councils, Trade Bodies, LandOwners, Neighbouring Authorities and other interested parties		September 2013
ID2725	<b>Local Development Scheme</b> <i>To develop the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan.</i>	ID	01/09/13	Environment	Rebecca Williams	Planning, Transport (Policy), Culture, Customer Services and Countryside		TBC	All Ward Members, Parish Councils, Trade Bodies, LandOwners, Neighbouring Authorities and other interested parties		September 2013

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting.  
**Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

<b>KEY:</b>	
ID	= Individual Executive Member Decision
EX	= Executive
C	= Council
GA	= Governance & Audit Committee
S	= Standards Committee
PC	= Personnel Committee

# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2726	<b>Statement of Community Involvement</b> <i>To develop the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan.</i>	ID	01/09/13	Environment	Rebecca Williams	Planning, Transport (Policy), Culture, Customer Services and Countryside		TBC	All Ward Members, Parish Councils, Trade Bodies, LandOwners, Neighbouring Authorities and other interested parties		September 2013
ID2727	<b>Annual Monitoring Report</b> <i>To develop the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan.</i>	ID	01/09/13	Environment	Rebecca Williams	Planning, Transport (Policy), Culture, Customer Services and Countryside		TBC	All Ward Members, Parish Councils, Trade Bodies, LandOwners, Neighbouring Authorities and other interested parties		September 2013
ID2632	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/09/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		TBC	Local Members and Stakeholders		September 2013
ID2711	<b>Response to a petition requesting CCTV on Shaw Road in Newbury</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/09/13	Resources	Susan Powell	Health and Wellbeing, Community Safety		TBC			September 2013
ID2715	<b>Parking Amendment No. 15 (On Street Charging)</b> <i>To consider the responses received during statutory consultation</i>	ID	01/09/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			September 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

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ID2716	<b>Parking Amendment No. 14</b> <i>To consider the responses received during statutory consultation</i>	ID	01/09/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			September 2013
ID2718a	<b>West Berkshire Standing Advisory Council on Religious Education</b> <i>To agree to the appointment of Mr David Boyes as a representative of the Association of Teachers and Lecturers (ALT) in Group C.</i>	ID	01/09/13	Resources	Jayne Mann	Children and Young People, Youth Service, Education		TBC			September 2013
ID2718b	<b>West Berkshire Standing Advisory Council on Religious Education</b> <i>To agree to the appointment of Mr Keith Harvey as a Local Authority representative in Group D.</i>	ID	01/09/13	Resources	Jayne Mann	Children and Young People, Youth Service, Education		TBC			September 2013
ID2621	<b>West Berkshire Forward Plan – 1 November 2013 to 28 February 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/09/13	Resources	Moira Fraser	Leader of Council		04/09/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	September 2013
GA2702	<b>Internal Audit Annual Report 2012-13</b> <i>To provide the Committee with an opinion from the "Head of Internal Audit" on the Council's internal control framework, and to support the approval of the Annual Governance Statement</i>	GA	02/09/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

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GA2703	<b>Annual Governance Statement 2012-13</b> <i>To review the Annual Governance Statement</i>	GA	02/09/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013
GA2704	<b>Annual Governance Statement - Statement in Support by the Section 151 Officer</b> <i>To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.</i>	GA	02/09/13 GA	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013
GA2705	<b>Annual Governance Statement - Statement in Support by the Monitoring Officer</b> <i>To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.</i>	GA	02/09/13 GA	Resources	David Holling	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013
GA2559	<b>Review of the Council's Anti-Bribery Policy</b> <i>In accordance with the recommendation of the Governance and Audit Committee to revisit the Council's Bribery Policy adopted on the 10 September 2012 to ensure that it is fit for purpose.</i>	GA	02/09/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013

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EX2668	<b>Financial Performance Report - Q1 of 2013/14</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	05/09/13 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		28/08/13			September 2013
EX2646	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q1 outturns</b> <i>To report Quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	05/09/13 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		28/08/13			September 2013
EX2645	<b>Treasury Management Annual Report 2012-13</b> <i>To inform Members of the previous year's treasury management activities and the performance of the Council's investments.</i>	EX	05/09/13 EX	Resources	Gabrielle Esplin	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		28/08/13			September 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2721	<p><b>Outcome of consultation - Additional Resource Provision for Children and Young People with Autistic Spectrum Disorder</b></p> <p><i>To seek permission to identify schools to provide the resources and publish necessary notices.</i></p>	EX	05/09/13 EX	Communities	Rhian Ireland	Children and Young People, Youth Service, Education		28/08/13	Education services: to identify possible schools and draw up a shortlist. Headteachers and Governors: of schools on shortlist. Parents of CYP with ASD, CYP with ASD diagnosis, Education Services (including schools), Voluntary agencies involved in ASD: to be involved in planning new provision in project meetings.		September 2013
EX2714	<p><b>Sale of the Former Depot at Pound Lane, Thatcham</b></p> <p>(Paragraph 5 - information relating to legal privilege)</p> <p><i>To seek approval to the disposal</i></p>	EX	05/09/13 EX	Resources	Amanda Dennis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	28/08/13			September 2013

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Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2650	<p><b>Pirbright Institute Site, Compton, Supplementary Planning Document (SPD)</b>  <i>To consider the representations received in response to the Draft Supplementary Planning Document consultation undertaken between 15th February and 2nd April 2013.</i>  <i>To consider whether any revisions need to be made to the Supplementary Planning Document in the light of these representations.</i>  <i>To consider the adoption of the Pirbright Institute site, Compton, Supplementary Planning Document as set out in Appendix C.</i></p>	C	19/09/13 C	Environment	Sarah McCullough	Planning, Transport (Policy), Culture, Customer Services, Countryside		11/09/13			September 2013
C2675	<p><b>Sandleford Park Supplementary Planning Document</b>  <i>Draft Supplementary Planning Document consultation</i></p>	C	19/09/13 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside		11/09/13			September 2013
C2709	<p><b>Amendments to the Constitution - Scheme of Delegation</b>  <i>To make amendments to the constitution in line with legislative and operational changes.</i></p>	C	19/09/13 C 02/09/13 GA	Resources	David Holling	Leader of Council		11/09/13			September 2013
C2710	<p><b>Long Service Awards for Parish Councillors</b>  <i>To recognise achievements of Parish Councillors.</i></p>	C	19/09/13 C	Resources	Jo Watt	Leader of Council		11/09/13			September 2013

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C2720	<p><b>Options for the West Berkshire Minerals and Waste Local Plan and associated documents</b></p> <p><i>This is the first stage in producing a West Berkshire Minerals and Waste Local Plan which will shape the future of Mineral and Waste development in West Berkshire for at least the next 15 years</i></p>	C	19/09/13 C	Environment	Bryan Lyttle	Planning, Transport (Policy), Culture, Customer Services and Countryside		11/09/13	All Ward members, parish councils, trade bodies, landowners, neighbouring authorities and other interested parties who have made themselves know to the authoprity.		September 2013
<b>OCTOBER 2013</b>											
ID2633	<p><b>Adoption of Parish Plans</b></p> <p><i>To adopt Parish Plans.</i></p>	ID	01/10/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		TBC	Local Members and Stakeholders		October 2013
SC2692	<p><b>Standards Committee Report Quarter 2 of 2013/14</b></p> <p><i>To update the Standards Committee on activity over the past quarter.</i></p>	SC	14/10/13 SC	Resources	Moira Fraser	Chairman of the Standards Committee		04/10/13			October 2013
ID2681	<p><b>Economic Strategy</b></p> <p><i>To approve the updated strategy.</i></p>	ID	01/10/13	Resources	Janet Duffield	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		TBC			October 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

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ID2712	<b>Response to a petition requesting a pedestrian crossing on Old Newtown Road/Paddock Road in Newbury</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/10/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			October 2013
ID2622	<b>West Berkshire Forward Plan – 01 December 2013 to 31 March 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	24/10/13	Resources	Moira Fraser	Leader of Council		16/10/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	October 2013
EX2685	<b>Adoption of the Housing Allocations Policy</b> <i>To approve and adopt the Council's policy for assessment and allocation of applicants seeking social housing.</i>	EX	17/10/13 EX	Communities	Mel Brain	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		09//10/13	CHR Applicants, residents, Members, Registered Providers & other itnersted stakeholders (e.g. agencies who work with CHR applicants)		October 2013
EX2717	<b>Schools Funding Formula</b>	EX	17/10/13 EX	Resources	Claire White	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		09//10/13			October 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

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EX2719	<b>John O'Gaunt Business Plan</b>	EX	17/10/13 EX	Communities	Ian Pearson	Children and Young People, Youth Service, Education		09//10/13			October 2013
<b>NOVEMBER 2013</b>											
ID2634	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/11/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		TBC	Local Members and Stakeholders		November 2013
ID2623	<b>West Berkshire Forward Plan – 18 December 2013 to 30 April 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/11/13	Resources	Moira Fraser	Leader of Council		06/11/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	November 2013
EX2669	<b>Financial Performance Report - Q2 of 2013/14</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	28/11/13 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		20/11/13			November 2013
<b>DECEMBER 2013</b>											
ID2635	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/12/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		TBC	Local Members and Stakeholders		December 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

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ID2624	<b>West Berkshire Forward Plan – 15 January 2014 to 31 May 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/12/13	Resources	Moira Fraser	Leader of Council		03/12/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	December 2013
EX2706	<b>Staffing Implications associated with savings put forward to deliver the 2014/15 revenue budget. (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)</b> <i>To set out the staffing implications which are likely to result from the setting of the Council's 2014/15 revenue budget and to seek approval to make the redundancy payments associated with the required staffing implications</i>	EX	19/12/13 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	11/12/13			December 2013
EX2647	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q2 outturns</b> <i>To report Quarter 2 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	19/12/13 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		11/12/13			December 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2713	<b>Appointment of a Partner Organisation for the Development of the London Road Industrial Estate</b> (Paragraph 3 - information relating to financial/business affairs of particular person) <i>To appoint a preferred partner to take this project forward.</i>	EX	19/12/13 EX	Communities	Bill Bagnell	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	11/12/13			December 2013
C2593	<b>Leisure Centres' Fees and Charges 2014</b> <i>To implement the contractual requirement for an annual price review for 2014 for Parkwood Community Leisure to come into effect from 1st January 2014; to bring forward agreement of 2014 charges for Shaw Hosue to come into effect from 1st January 2014.</i>	C	12/12/13 C	Environment	Chris Jones	Planning, Transport (Policy), Culture, Customer Services, Countryside		05/12/13	For Leisure Fees and Charges: members of the Joint Advisory Committees - i.e. Governing Bodies of Schools (for joint use sites), Town and Parish Councils plus leisure centre stakeholders.		December 2013
C2594	<b>2014/15 West Berkshire Council Timetable of Public Meetings</b> <i>To agree the timetable of public meetings for the year 2014/15.</i>	C	12/12/13 C	Resources	Moira Fraser	Leader of Council		05/12/13			December 2013
C2595	<b>Adventure Dolphin Fees and Charges 2014/15</b> <i>To bring forward agreement on increases in fees and charges for the 2014/15 Adventure Dolphin activity programme: in line with fair market price; to maximise advance bookings and income in support of the drive for the service to become cost neutral.</i>	C	12/12/13 C	Environment	Chris Jones	Planning, Transport (Policy), Culture, Customer Services, Countryside		05/12/13	Stakeholders		December 2013

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# West Berkshire Council Forward Plan – 1 September 2013 to 31 December 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2672	<b>Member Development Programme May 2014 – May 2016</b> <i>To agree the Member Development programme for the forthcoming Municipal Years.</i>	C	12/12/13 C	Resources	Jude Thomas / Jo Watt	Leader of Council		05/12/13			December 2013
C2592	<b>Junior Citizen of the Year 2013</b>	C	12/12/13 C	Resources	Jo Watt	Chairman of the Council		05/12/13			December 2013

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# Agenda Item 6.

<b>Title of Report:</b>	<b>Overview and Scrutiny Management Commission Work Programme</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 September 2013

**Purpose of Report:** To receive, agree and prioritise the Work Programme of the Commission.

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

Overview and Scrutiny Management Commission Chairman	
<b>Name &amp; Telephone No.:</b>	Chairman of the Overview and Scrutiny Management Commission

Contact Officer Details	
<b>Name:</b>	Charlene Myers
<b>Job Title:</b>	Strategic Support Officer
<b>Tel. No.:</b>	01635 519695
<b>E-mail Address:</b>	cmyers@westberks.gov.uk

## **Supporting Information**

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### **1. Introduction**

- 1.1 The work programme for the Overview and Scrutiny Management Commission, Health Scrutiny Panel and Resource Management Working Group is attached at Appendix A for the Commission's consideration. Members are also asked to consider any future areas for scrutiny.

### **Appendices**

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Appendix A – Overview and Scrutiny Management Commission Work Programme

## Overview and Scrutiny Management Commission Work Programme - 2013/14

Reference	Subject	Purpose	Format	Methodology	End Date	Lead Officer / Service Area	Portfolio Holder	Status	Comments
OSMC/09/02	<b>Performance Report for Level One Indicators</b>	To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly Item	In meeting		Sep-13	Jason Teal – 2102 Policy & Communication	Councillor Roger Croft	In progress	Quarterly item. - due following sept Exec meeting
OSMC/09/57	<b>Revenue and capital budget reports</b>	To receive the latest period revenue and capital budget reports	In meeting	Quarterly item.	Sep-13	Andy Walker – 2433 Finance	Councillor Alan Law	In progress	May lead to areas for in depth review. due following sep Exec meeting
OSMC/12/144	<b>Shaw House</b>	To understand the utilisation and income generated	Task Group (Cllrs Franks, Brooks, Beck & Ellison)		Dec-13	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	In Progress	Final discussion to follow visit to Shaw House on 1/8/13 Task Group to conclude work undertaken to date.
OSMC/12/143	<b>Adult Social Care Eligibility Criteria</b>	To conduct a review of the Council's Fair Access to Care Services policy	Task Group (Cllrs Webb & Mason)		Nov-13	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Terms of Reference for the review agreed.
OSMC/12/135	<b>Annual target setting</b>	To examine the annual targets being set for 2013/14.	Task Group (Cllrs Webb, Webster & Vickers)	Task group working directly with PM officers	May-14	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	In Progress	Annual review
OSMC/11/113	<b>Asset Disposal</b>	To conduct a review of the Council's Asset Disposal and Community Right to BID guidance	In meeting		Oct-13	Andy Walker	Councillor Alan Law	Scheduled	Commission updated on 2/9/13. Requested that they review the amended guidance post Greenham Control Tower.
OSMC/12/133	<b>PCT Quality Handover</b>	To examine the PCT's arrangements for the handover of its quality responsibilities to Clinical Commissioning Groups	In meeting		Oct-13	Sam Otoropec, PCT	Councillor Graham Jones	Scheduled	6 month update requested.
OSMC/11/112	<b>Medium Term Financial Strategy</b>	To review the MTF5 Annual recurrence	In meeting	Annual item for October	Oct-13	Andy Walker	Councillor Alan Law	Scheduled	
OSMC/11/119	<b>Continuing Healthcare (CHC)</b>	To assess the effect of the CHC operations policy and procedures in practise	In meeting		Dec-13	Jan Evans – 2736 Adult Social Care	Councillor Graham Jones	Scheduled	Monitoring of the CHC independent review action plan. Update against actions requested after 6 months.
OSMC/11/111	<b>Risk Register</b>	To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting	Annual item for November	Dec-13	Ian Priestley	Councillor Roger Croft	Scheduled	
OSMC/13/147	<b>Welfare Reform</b>	To understand the preparations for national Welfare Reform and consider any issues arising.	In meeting			Sean Anderson - 2149 Head of Customer Services	Councillor Alan Law	Scheduled	- Item incorporated at OSMC meeting of 16/04/13 - Schedule for early 2014
OSMC/11/110	<b>Energy Saving</b>	To review the Council's policies and procedures for Energy Saving.	In meeting		Apr-14	Adrian Slaughter	Councillor Dominic Boeck	Scheduled	Completed in April 2012. Review to be undertaken in April 2014.
OSMC/11/113	<b>Procedures for Blue Badge Holder</b>	To review the operation of the new procedures, criteria and rules of use for Blue Badge holders following the introduction of them in January 2012.	In meeting		Oct-13	Mark Edwards	Councillor Keith Chopping	To be scheduled	A task group be established in Autumn 2013 to concoude 'procedures for blue badge holders'.

Reference	Subject	Purpose	Format	Methodology	End Date	Lead Officer / Service Area	Portfolio Holder	Status	Comments
OSMC/13/148	<b>GP data provision for school placement modelling</b>	To review whether GP data is being provided to the Council for the purposes of forecasting school placement needs.	In meeting		Dec-13			To be scheduled	
OSMC/11/129	<b>Housing Allocations policy</b>	To conduct a review of the Council's Housing Allocation Policy	In meeting		Sep-14	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Roger Croft	To be scheduled	Commission updated on 2/7/13: Opportunity to comment on the final draft at 2/9 meeting. Opportunity to review the policy 12 months after implementation.
OSMC/12/149	<b>Newbury town centre parking</b>	To ensure that the needs of Newbury residents, businesses and visitors are appropriately balanced.	Task Group		Mid 2014	Mark Edwards–2208 Highways and Transport	Councillor Pamela Bale	To be scheduled	Suggested by Councillor Tony Vickers and added to the work programme at the meeting of 2 July. To be discussed following completion of the BID/WBC car parking review
OSMC/12/122	<b>Home Care</b>	To understand and critically appraise the processes in place for the provision of Home Care.	Task Group			Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Established within the ASC Efficiency programme with a review of inhouse service and a new procurement mechanism for external domiciliary care - to be reviewed in Oct 2013 Task Group to be established following completion of Adult Social Care Eligibility Criteria TG.
OSMC/11/107	<b>Update on the Health Service in West Berkshire</b>	To update members on the changes to Health Service in West Berkshire Ongoing item					Councillor Graham Jones	To be scheduled	



# Agenda Item 10.

<b>Title of Report:</b>	<b>Quarter 1 Council Performance Report</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 September 2013

## Purpose of Report:

1. To report Q1 outturns against the key accountable measures and activities contained in the Council's performance framework
2. To report by exception those measures / activities not achieved or behind schedule and cite remedial action taken and the impact it has had.

## Recommended Action:

1. To note progress against the key accountable measures and activities contained in the Council's performance framework.
2. Review those areas reporting as 'amber' to ensure that appropriate corrective or remedial action has been put in place

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	<a href="mailto:bbedwell@westberks.gov.uk">bbedwell@westberks.gov.uk</a>

<b>Contact Officer Details</b>	
<b>Name:</b>	Charlene Myers
<b>Job Title:</b>	Strategic Support Officer
<b>Tel. No.:</b>	01635 519695
<b>E-mail Address:</b>	<a href="mailto:cmyers@westberks.gov.uk">cmyers@westberks.gov.uk</a>

# Executive Summary

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## 1. Introduction

- 1.1 This report sets out the Council's progress in quarter 1 against its key accountable measures and activities for 2013/14. In doing so, it provides assurance to the Commission that objectives laid out in the Council Strategy and other areas of significance / importance across the Council are being delivered.
- 1.2 Across this reporting framework as a whole, 50 key accountable measures and activities are captured in total.
- 1.3 Of this 50 in Q1 data is available for 34 measures.
- 1.4 Of the reported measures / activities, 23 are reported as 'green' – or have been delivered / achieved at year end and 11 are reported as 'amber' – or are behind schedule but are expected to be delivered / achieved at year end. None are reported as 'red'.
- 1.5 Ambers are:

### Vulnerable children and young people:

- % of children becoming the subject of a child protection plan for a second or subsequent time (within two years of previous plan end date).

### Vulnerable older people and adults:

- % of safeguarding alerts responded to within 24 hours;
- % of service users receiving a personal budget, either commissioned, cash or a mixture of both;
- % of older people still at home 91 days after discharge from hospital into reablement / rehabilitation services;
- % of high priority Disabled Facilities Grants within 9 weeks of receipt of full grant application;
- nos. of days taken to make a full decision on new Benefit claims;
- nos. of days taken to make a full decision on changes in a Benefit claimants circumstances.

### Planning:

- % of 'major' planning applications determined within 13 weeks;
- % of upheld planning appeals is less than the national average.

### Vulnerable pupils:

- Nos. of people aged 16-18 not in education, employment or training (NEET).

- % young people in jobs with training, including apprenticeships

## **Appendices**

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Appendix A – Quarter 1 Performance Report: key accountable measures and activities 2013/14. Update on progress: Apr-June 2013.

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# Quarter One Performance Report:

## Key accountable measures and activities 2013/14

### Update on progress: April – June 2013

**compiled by:**

Research, Consultation & Performance Team

Strategic Support Unit

[westberks.gov.uk/performance](http://westberks.gov.uk/performance)

July 2013

For queries contact: Jason Teal (01635 519102 or [jteal@westberks.gov.uk](mailto:jteal@westberks.gov.uk))

This table pulls together a number of socio-economic measures to contextualise what is happening in the wider context of West Berkshire which will help identify issues around which Council may need to act.

State of the District measures	2012/13					2013/14	% difference Q1 v Q1
	2012/13 Q1	2012/13 Q2	2012/13 Q3	2012/13 Q4	YE 2012/13	2013/14 Q1	
Total claimant count (aged 16-64)	1,745 (1.8%)	1,665 (1.7%)	1,615 (1.6%)	1,745 (1.8%)	-	1,495 (1.5%)	-14%
Total claimant count (aged 18-24)	455 (4.3%)	435 (4.0%)	380 (3.5%)	420 (3.9%)	-	325 (3.9%)	-29%
Unfilled job vacancies in West Berkshire	1,255	963	1,803	-	-	tbc	Nomis ceased collating this data in November 2012. DWP will produce a dataset from Universal Jobmatch.
Average house price	£227,707	£228,311	£232,067	£226,780	-	£228,859	1%
Net number of properties	65,264	65,426	65,603	65,625	-	65,700	0.1%
Number of households accepted by the local authority as eligible, unintentionally homeless and in priority need in accordance with the homelessness provisions of the Housing Act 1996.	19	22	8	8	57	-	Q4 2012/13 figure is unverified and is awaiting validation by Housing. Data is delayed by 3 months due to time taken to collate application data for P1E.
Newbury footfall	27,150 (May '12)	-	24,080 (Oct '12)	-	-	27,500 (May '13)	1%
Hungerford footfall	4,740 (May '12)	-	-	-	-	4,590 (May '13)	2%
Thatcham footfall	5,890 (May '12)	-	-	-	-	5,400 (May '13)	5%
Number of crimes reported (All)	2,099	2,051	2,005	1,997	8,152	-	Awaiting TVP scorecard release
Nos. of serious acquisitive crime incidents reported	348	319	303	185	1,155	-	Awaiting TVP scorecard release
Number of ASB incidents reported	769	847	487	442	2,547	-	Awaiting TVP scorecard release
Domestic burglaries (dwellings)	115	106	98	83	402	99	-14%
Number of people killed or seriously injured on roads in West Berkshire (incl. Highway Agency roads)	16	20	24	10	70	10	-38%

**Demand for services provided by the Council**

The range of activities the Council performs is varied – providing more than 300 different services or functions. These are not static and we have seen demand for – and people’s use of – services change. For example, compared to the same period last year we have seen:

Measures of Volume	2012/13 Q1	2012/13 Q2	2012/13 Q3	2012/13 Q4	2012/13 YE	2013/14 Q1	% diff. Q1 v Q1
<b>Communities</b>							
Nos. of clients aged 18 - 64 having received a community based service in the past 12 months, excluding residential/nursing care home	1,355	1,278	1,229	1,139	-	1,129	-17%
Nos. of clients aged 65 plus having received a community based service in the past 12 months, excluding residential/nursing care home	2,645	2,435	2,223	2,029	-	1,921	-27%
Nos. of social care assessments and reviews completed in the last 12 months	6,487	5,761	5,375	4,944	-	4,786	-26%
Nos. of live applicants on the Common Housing Register in the reasonable preference group	1,644	1,643	1,640	1,508	-	1,475	-10%
Number of safeguarding referrals received	43	57	57	51	202	20	-53%
Nos. of Looked After Children cases	129	127	139	144	-	153	+19%
Nos. of children and young people subject to a child protection plan	62	93	97	84	-	83	+34%
Nos of adult learners	759	403	827	731	2,720	344	-55%
Nos of unique families accessing Children’s Centres (in quarter)	1,250	1,398	1,315	1,565	2,390	dna	

Measures of Volume	2012/13 Q1	2012/13 Q2	2012/13 Q3	2012/13 Q4	2012/13 YE	2013/14 Q1	% diff. Q1 v Q1
<b>Environment</b>							
Total nos. of planning applications (Received)	778	703	661	656	2,798	702	-10%
Number of visits to library venues (physical / virtual)	Physical: 121,344 Virtual: 23,471	Physical: 132,221 Virtual: 24,621	Physical: 118,371 Virtual: 21,842	Physical: 109,822 Virtual: 24,589	Physical: 481,758 Virtual: 94,523	Physical: 111,908 Virtual: 25,153	Physical: -8% Virtual: +7%
Number of visits to sports and leisure centres	234,486	235,074	221,043	229,728	920,331	237,840	+1%
<b>Resources</b>							
Total nos of enquiries with Contact Centre	92,116	90,131	84,593	94,910	361,750	85,500	-7%
Total nos of Streetcare enquiries (received directly through Contact Centre & online fault reporting)	14,928	14,758	14,768	19,506	46,692	14,195	-5%
% of all enquiries (through Contact Centre and Streetcare) received via web reporting or email	9%	9%	11%	9%	10%	8%	
Nos. of local authority searches completed	456	519	384	306	1,665	502	+10%
Nos. unique visitors to website (excl. staff)	236,257	239,552	231,880	295,360	919,342	205,534	-13%
Nos. of Freedom of Information requests	194	235	178	269	876	267	+38%



## Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter one, 2013/14.

The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service plans to focus more singularly on those which are of particular importance / significance key in delivering the strategic objectives in the Council Strategy and to the ongoing work of the Council as a whole. This report therefore:

- provides assurance to the Executive that the objectives laid out in the Council Strategy are being delivered;
- provides assurance to the Executive that areas of significance / particular importance are performing;
- acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
  - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

## Conventions used in this report

Throughout the report we have used a RAG 'traffic light' system to report progress:

- ★ means we have either achieved / exceeded - or expect to achieve / exceed - what we set out to do;
- ◆ means we are behind schedule, but still expect to achieve or complete the measure / activity by year end;
- indicates that we have either not achieved – or do not expect to achieve - the activity or target within the year;

indicators reported as Ⓞ are annual indicators that can only be reported at a particular point in time – i.e. GCSE results or the road condition survey, whilst;

indicators reported as U are where the quarterly data is not yet available.

Where measures / activities are reported as 'red', an exception report provides a description of why the measure / activity will not be achieved / completed, the impact of not achieving, the remedial action being taken to mitigate the impact of this as well as the revised anticipated year end position.

In total, there are 50 key measures or activities which are appraised by the Executive through this reporting mechanism. These are aligned to the strategic priorities laid out in the Council Strategy.

The main body of the report presents these in more detail. Along with a description of the measure, the table also provides:

- *Column 2*: an indication of whether or not the Council has direct / complete control over the measure.
- *Column 3*: an indication of the impact on either, service users or the community more generally, should the measure not be achieved.
- *Column 4*: the previous year's outturn.
- *Column 5*: the current year's target,
- *Column 6*: quarterly outturn and RAG rating.
- *Column 7*: any supporting commentary provided.

### Commentary on Performance

Across this reporting framework as a whole, 50 key accountable measures and activities are captured in total.

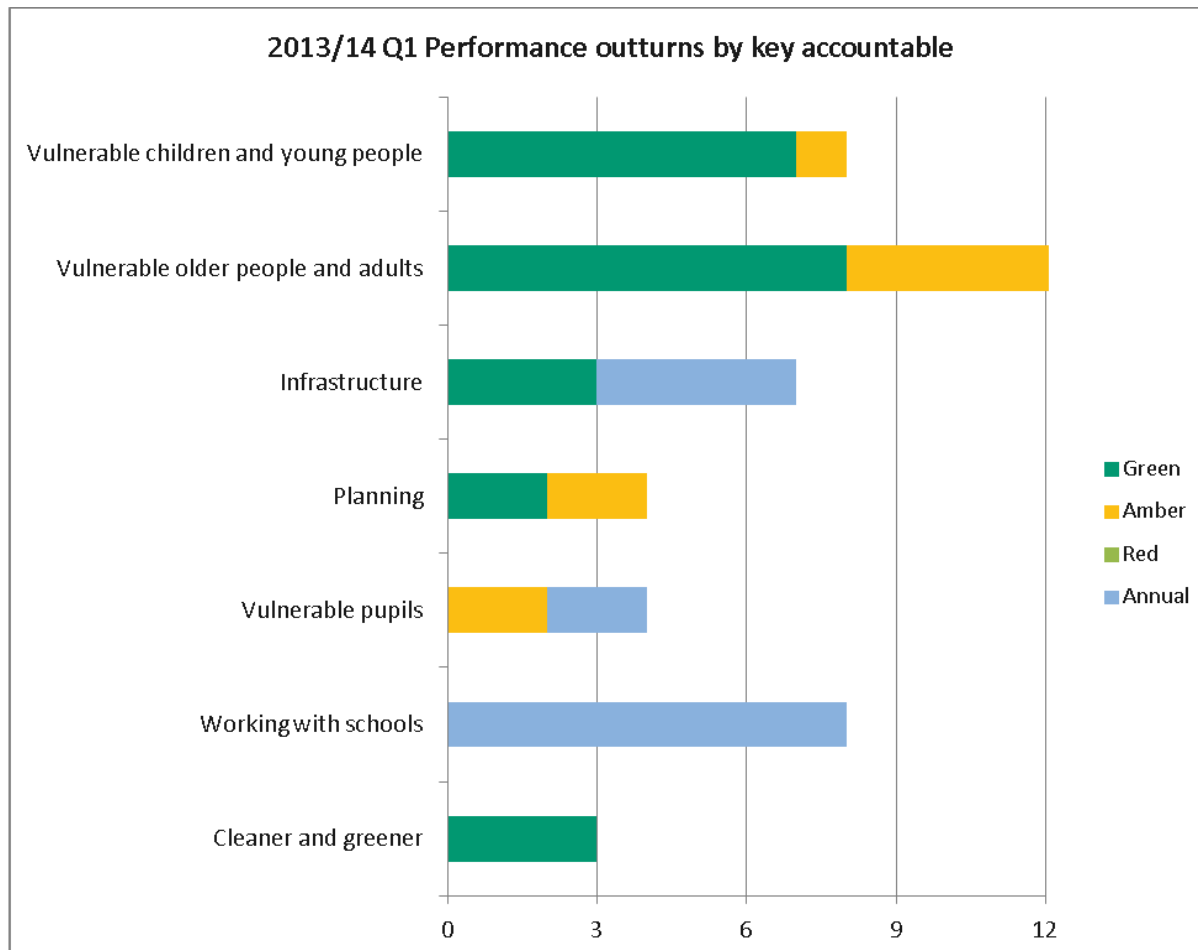
Of this 50, outturns are available for 34 measures.

Of the reported measures / activities, 23 are reported as ‘green’ – or have been delivered / achieved at year end and 11 are reported as ‘amber’ – or are behind schedule but are expected to be delivered / achieved at year end.

The summary table below shows year end outturns by directorate.

Overview of performance outturns	2011/12	2012/13	2013/14 Q1 outturns			
	Year End	Year End	Overall	Comm	Env	Res
Green	27	45	23	16	7	0
Amber	0	0	11	7	2	2
Red	12	3	0	0	0	0
Annual (yet to be reported)	0	0	14	10	2	2
Unavailable at time of publication	0	1	2	2	0	0
<b>Total</b>	<b>39</b>	<b>49</b>	<b>50</b>	<b>35</b>	<b>11</b>	<b>4</b>

The graph below summarises the same data against the Council’s priorities.



More information – outturns and commentary - on each of these measures is contained in the main body of this report.

This report is published at [westberks.gov.uk/performance](http://westberks.gov.uk/performance).

# **Key accountable measures and activities 2013/14**

**Quarter one: April – June 2013**

## **Outturns**

**2013/14 West Berkshire Council key accountable measures**

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Supporting commentary
<b>CARING FOR AND PROTECTING THE VULNERABLE</b>						
<b>Vulnerable children and young people</b>						
Maintain the timeliness of Looked After Children (LAC) reviews carried out on time	Y	Medium	99%	98%	★ 98%	Q1 outturn: 143 / 146
Maintain the percentage of Child Protection Reviews carried out on time	Y	High	100%	98%	★ 100%	Q1 outturn: 54 / 54
To maintain a low percentage of child protection plans that last for 2 years or more	Y	Medium	3%	<5%	★ 3%	Q1 outturn: 1 / 32
To maintain a low proportion of children becoming the subject of a child protection plan for a second or subsequent time (within two years of previous plan end date)	Y	High	23%	5-20%	◆ 0%	We are currently falling under our target of 5-20% with an outturn of 0 / 7. However, we are likely to receive some repeat plans during the remainder of the year so that performance will fall into the target range.
To maintain the % of Initial Assessments within 10 working days until such time as the new single assessment introduced	Y	0	88%	80%	★ 92%	Q1 outturn: 166 / 180
To maintain the number of children accessing Short Breaks	Y	Medium	626	625	U data unavailable	Will be reported next Quarter - collated from voluntary organistaions.
To increase the total number of active foster carers	Y	High	61	65	★ 63	
To maintain the number of new looked After Children (LAC) placed within 20 miles of their home wherever possible.	Y	Medium	88%	80%	★ 100%	Q1 outturn: 16 / 16
To maintain the percentage of Looked After Children (LAC) with 2 or less placements during the year	Y	High	94%	90%	★ 100%	Q1 outturn: 154 / 154
<b>Vulnerable older people and adults</b>						
Ensure 90% of safeguarding alerts are responded to within 24 hours	Y	High	-	90%	◆ 87%	This is a new local indicator put in place to monitor the effectiveness of the revision of local procedures which came into effect in April this year. Implementation of the new procedures has involved the introduction of a new format for recording safeguarding activity, which in Q1 staff have needed to adjust to in terms of recording date information specifically about this activity in a way they had not done before. The slightly below target figure is attributable to associated data issues and operationally is not reflective of a lack of/or slow response to safeguarding alerts. It is expected the target of 90%, which has been set at this level to recognise there are occasions when delays occur due to the need for further information to make a decision, will be fully achieved by year end.

**2013/14 West Berkshire Council key accountable measures**

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG / outturn	Supporting commentary
Reduce the number of repeat safeguarding referrals through the monitoring and review of protection plans	Y	High	8%	8%	★ 0%	
Increase the proportion of service users receiving a personal budget, either commissioned, cash or a mixture of both	Y	High	55.7% (685/1230)	60% of eligible clients	◆ 54% (P)	Q1 outturn: 696/1286. The service has doubts about the accuracy of this figure and is investigating the information systems that support Personal Budgets. The service agrees a minimum of 10 PBs every week at Panel but acknowledges that with deaths and the way this figure is calculated as an annual rolling figure, we cannot give a more accurate figure at this time.
Maintain the proportion of older people still at home 91 days after discharge from hospital into reablement/rehabilitation services	Y	Medium	93%	93%	◆ 89%	Q1 outturn: 199 / 224 Full Yr effect. This reflects the development of the Homesafe service which avoids delayed transfer to care by taking people home to maximise their abilities to stay in their own home. However the risk is that some may not achieve independent living.
Maintain percentage of financial assessments within 3 weeks of referral to the Welfare Benefits Team	Y	Medium	99%	97%	★ 99%	Q1 outturn: 161 / 162
Ensure 95% of claims for Local Welfare Provision are processed within 10 working days	Y	Medium	-	95%	★ 100%	Q1 outturn: 56 / 56
Increase the number of identified carers receiving help or support from the Council	Y	Medium	300	350	★ 251	Rolling 12 months
Maintain the percentage of vulnerable people maintaining independent living through the provision of a housing related support service	Y	High	99%	98%	★ 99%	Q1 outturn: 593 / 597
Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented	Y	High	78%	78%	★ 87%	Q1 outturn: 162 / 187
Maintain the number of people supported to move on from short term accommodation into independent living in a planned way	Y	Medium	63%	60%	★ 81%	Q1 outturn: 43 / 53
Approve 95% of high priority Disabled Facilities Grants within 9 weeks of receipt of full grant application	Y	High	99%	95%	◆ 91%	(Q1: 10/11) The small number of cases has had a detrimental impact on the outturn. Only one case was not approved within the 9 weeks. This case was received at towards the end of the financial year and held pending the new year for financial reasons.

**2013/14 West Berkshire Council key accountable measures**

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Supporting commentary
Ensure 75% of claims for Discretionary Housing Payment are determined within 28 days following receipt of all relevant information	Y	High	-	75%	★ 81%	Q1 outturn: 262 / 324
The average number of days taken to make a full decision on new Benefit claims	Y	Medium	17.8 days	<18.5 days	◆ 18.8 days	The impact of Welfare Reforms has reduced the capacity of the service in this area in Q1. Management are closely monitoring performance and allocating resources to bring this indicator in on target.
The average number of days taken to make a full decision on changes in a Benefit claimants circumstances	Y	Medium	7.0 days	< 8 days	◆ 8.5 days	The impact of Welfare Reforms has reduced the capacity of the service in this area in Q1. Management are closely monitoring performance and allocating resources to bring this indicator in on target.
<b>PROMOTING A VIBRANT DISTRICT</b>						
<b>Infrastructure</b>						
Ensure that no more than 5% of the principal road network (A roads) is in need of repair	Y	High	4%	<5%	◎ Annual	Reports in Q4
Ensure that no more than 10% of the classified non-principal road network (B and C roads) is in need of repair	Y	High	6%	<10%	◎ Annual	Reports in Q4
Aim to complete at least 75% of all works orders for permanent pothole repairs within 28 days of the order date.	Y	High	tbc	75%	★ 77%	
Number of Berkshire premises able to receive standard broadband services 2Mb/s or above (Target 100% by 2015)	N	Medium	-	TBC (Awaiting Superfast Berkshire Bid Response)	◎ Annual	Reports in Q4
Number of Berkshire premises able to receive Superfast Broadband services 24Mb/s or above (Target 90% by 2015)	N	Medium	-	TBC (Awaiting Superfast Berkshire Bid Response)	◎ Annual	Reports in Q4
Continue working in partnership with the Environment Agency, Newbury Town Council and other stakeholders to complete the Newbury Flood Alleviation Scheme.	N	Medium	Year 1 complete	Mar-14	★ On track	
Bring 30 empty homes back into use for by 31/03/14 using the councils framework for engaging with identified empty home owners	N	Medium	88	30	★ 20	

**2013/14 West Berkshire Council key accountable measures**

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Supporting commentary
<b>Planning</b>						
60% of 'major' planning applications determined within 13 weeks.	Y	High	(38/52) 73.1%	60%	◆ 56% (P)	Q1 outturn: 10 / 18. Provisional data. It is expected that year end result will be on target.
65% of 'minor' planning applications determined within 8 weeks.	Y	High	(352/465) 75.7%	65%	★ 77% (P)	Q1 outturn: 74 / 96. Provisional data.
75% of 'other' planning applications determined within 8 weeks.	Y	High	(1257/1381) 91%	75%	★ 92% (P)	Q1 outturn: 299 / 326. Provisional data.
Ensure that the proportion of upheld planning appeals is less than the national average.	Y	0	33%	35%	◆ 43%	Q1 outturn: 10 / 23. Although Q1 performance is above target it is expected that the year end result will be below target.
<b>IMPROVING EDUCATION</b>						
<b>Vulnerable pupils</b>						
Narrowing the achievement gap between SEN / non SEN scoring level 4 or above in English and Maths at the end of KS 2	N	High	52.1% (AY 2011/12)	51.6% (AY 2012/13)	◎ Annual	Confirmed outturns published Jan-14
Increase the proportion of children eligible for FSM who achieve 5+A*-C grades at GCSE (incl English and Maths)	N	High	26.2% (FSM ever 6) (AY 2011/12)	28.0% (FSM ever 6) (AY 2012/13)	◎ Annual	Confirmed outturns published Jan-14
Reduce the number of people aged 16-18 not in education, employment or training (NEET)	N	High	Jun 12: 4.7% Sep 12: 5.7% Dec 12: 4.5% Mar 13: 3.7%	<3.7%	◆ 4%	Q1 outturn: 189 / 4853
Increase the proportion of YP in jobs with training, including apprenticeships	N	High	41% (Mar '13)	> prev year	◆ 9%	Q1 outturn: 432 / 4853 Targets will be confirmed at the end of the Academic Year 2012/13
<b>Working with schools</b>						
Improve the number of pupils making 2+ levels of progress from KS1 to the end of KS2 in English	N	High	88% (AY 2011/12)	89% (AY 2012/13)	◎ Annual	(no Eng level anymore) Confirmed outturns published Jan-14
Improve the number of pupils making 2+ levels of progress from KS1 to the end of KS2 in Maths	N	High	82% (AY 2011/12)	84% (AY 2012/13)	◎ Annual	Confirmed outturns published Jan-14
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Reading	N	High	87% (AY 2011/12)	88% (AY 2012/13)	◎ Annual	This measure has changed from 'English' to 'Reading' and is therefore not directly comparable. Confirmed outturns published Jan-14
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Writing	N	High	82% (AY 2011/12)	83% (AY 2012/13)	◎ Annual	Confirmed outturns published Jan-14



**2013/14 West Berkshire Council key accountable measures**

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Supporting commentary
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Maths	N	High	82% (AY 2011/12)	83% (AY 2012/13)	🎯 Annual	Confirmed outturns published Jan-14
Increase the proportion of pupils gaining 5+ A*-C at GCSE including English and Maths to be above national levels (all schools including special)	N	High	57.2% (AY 2011/12)	Above national levels (AY 2012/13)	🎯 Annual	Confirmed outturns published Jan-14
Increase the proportion of pupils gaining 5+ A*-C at GCSE including English and Maths to be above national levels (non-academies, not including special)	N	High	58.3% (AY 2011/12)	Above national levels (AY 2012/13)	🎯 Annual	(Excl Kennet, PH, St.Bart, Denefield, Trinity) Confirmed outturns published Jan-14
The proportion of schools judged good or better by Ofsted under the new Framework (harder test), compared to statistical neighbours	N	High	New 'harder test' measure	> avg for statistcal neighbours	U data unavailable	Ofsted has yet to release comparable outturns for other authorities.
To reduce the number of primary schools below the floor standard at the end of KS2 for at least 2 of the previous 3 years	N	High	2	1	🎯 Annual	
<b>PROTECTING THE ENVIRONMENT</b>						
<b>Cleaner and greener</b>						
Maintain the proportion of household waste recycled/composted/reused	Y	High	49.62% E	49%	★ 49%	Q1 outturn: 38,678 / 78,688. This quarters result is an estimate based on partial availability of data and will not be finalised until the next quarter. This result is also subject to change once figures are validated and confirmed by DEFRA after quarter 4.
% of household waste landfilled	Y	High	17.34% E	<20%	★ 16%	Q1 outturn: 12,392 / 78,688. This quarters result is an estimate based on partial availability of data and will not be finalised until the next quarter. This result is also subject to change once figures are validated and confirmed by DEFRA after quarter 4.
To ensure that premises meet satisfactory compliance for the manufacture, preparation and sale of food	Y	Medium	86%	75%	★ 87%	

**End of report**

<b>Title of Report:</b>	<b>Financial Performance Report – Quarter 1 (2013-14)</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	17 September 2013

**Purpose of Report:** To advise the Overview and Scrutiny Management Commission of the latest financial performance of the Council.

**Recommended Action:** That the Overview and Scrutiny Management Commission considers the financial performance of the Council and recommends further action as appropriate.

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Chairman of the Overview and Scrutiny Management Commission

<b>Contact Officer Details</b>	
<b>Name:</b>	Charlene Myers
<b>Job Title:</b>	Strategic Support Officer
<b>Tel. No.:</b>	01635 519265
<b>E-mail Address:</b>	cmyers@westberks.gov.uk

## **Supporting Information**

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### **1. Introduction**

- 1.1 This report sets out the financial performance of the Council during Quarter 1, 2013/14, considered by the Executive on 05 September 2013.

### **2. Recommendation**

- 2.1 The Overview and Scrutiny Management Commission is asked to note the report and recommend further action as appropriate.

## **Appendices**

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Appendix A – Financial Performance Report – Quarter 1, 2013/14.



# DRAFT DOCUMENT

<b>Name:</b>	Andy Walker
<b>Job Title:</b>	Head of Finance (s151 officer)
<b>Tel. No.:</b>	01635 519433
<b>E-mail Address:</b>	awalker@westberks.gov.uk

## Implications

**Policy:** n/a

**Financial:** If the forecast position occurs at the end of the financial year there will be a corresponding impact on the Council's General Reserves of an increase of £51k. The financial implications of the report have been detailed throughout the summary report and directorate appendices.

If the creation of a Children's Services Risk Fund is approved, the Council will transfer money into and out of this fund, in accordance with the Children's Services risk register.

**Personnel:** n/a

**Legal/Procurement:** n/a

**Property:** n/a

**Risk Management:** n/a

**Equalities Impact Assessment:** See appendix 4

**Corporate Board's Recommendation:**

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

## Executive Summary

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### 1. Introduction

- 1.1 This is the first report to Members as part of the financial reporting cycle for the 2013-14 financial year.
- 1.2 The forecast revenue under spend for the 2013-14 financial year is £51k.
- 1.3 Planning and Countryside is the only service area forecasting a significant over spend against their budget at £198k, which is largely due to below predicted income.
- 1.4 Culture and Environmental Protection are forecasting an under spend of £144k, from a range of items.
- 1.5 The other Council services, and respective directorates, are all forecasting close to, or below, a breakeven position for the end of the financial year.

### 2. Proposals

- 2.1 For Members to note this report.
- 2.2 For Members to note the creation of the Children's Services Risk Fund as detailed in this report. This Fund at present would need to be approximately £700k.

### 3. Equalities Impact Assessment Outcomes

- 3.1 EIA completed; no impact on vulnerable groups.

### 4. Conclusion

- 4.1 The quarter 1 financial position is showing a positive forecast with a small under spend being predicted for the year end. Though the Council remains in a challenging financial environment, and is faced with making savings in excess of £5m. It has taken steps to maintain financial discipline and ensure that savings are deliverable.

## Executive Report

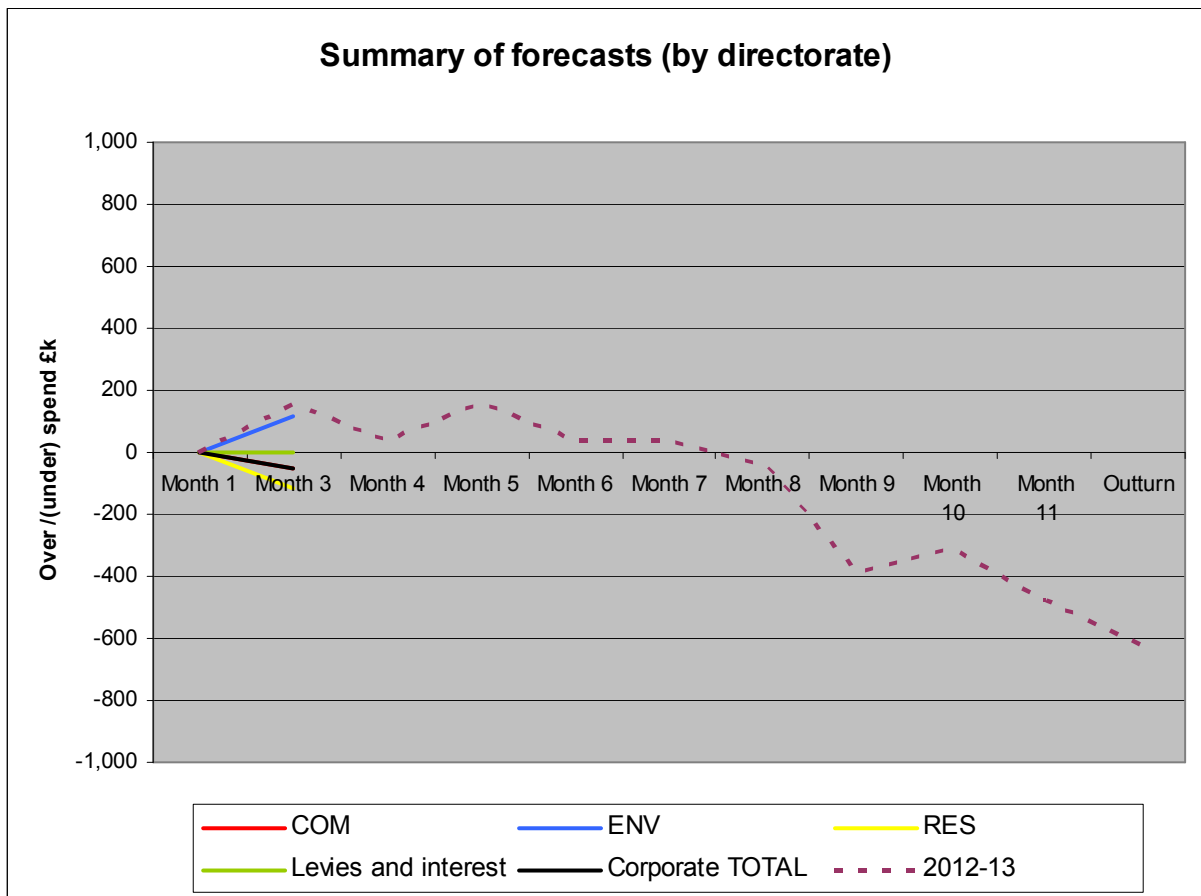
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### 1. Introduction

1.1 The forecast outturn position as at quarter 1 of the 2013-14 financial year is an under spend of £51k.

### 2. Summary Revenue Position

2.1 Overall, the Council is showing a relatively low forecast under spend. There are no services forecasting over or under their budget position in excess of £200k.





# DRAFT DOCUMENT

## 3. Children's Services Risk Fund

3.1 Children's Services has for a number of years carried significant risks but without having a specific risk fund to meet them. Significant work has been undertaken to identify and quantify the risks and the following table is a very high level summary of the 2013/14 Risk Register.

		Expected Outcome £	Least Favourable Outcome £
1	Increase in Looked After Children Placements	400,000	1,000,000
2	Continuing spend on agency staff until new staffing arrangements embedded	300,000	600,000
3	Young Person placed on remand (single placement cost £200k)	0	200,000
	<b>Total</b>	<b>700,000</b>	<b>1,800,000</b>

3.2 The risk register will be subject to regular review by the Munro Financial Strategy Group and the Finance Manager: Communities.

3.3 The fund will be built up as savings allow but with the aim of a fund level equivalent to the 'expected outcome' column in the above table. Clearly establishing a fund level to match the risks will only be possible if Children's Services, or the overall Communities Directorate, are able to deliver an in-year underspend.

3.4 Establishing this risk fund would allow the service to manage the in-year pressure should any of the risks be realised and provide time for the ongoing spend to be managed back in line with available budgets.

3.5 The reserve would be created as a specific earmarked reserve. The Council is proposing that in year transfers can be made to and from this fund within the financial year for the specific items included within the risk register up to the £700k level highlighted in the register above.

## 4. Capital summary

4.1 50% of the 2013/14 capital programme is committed as at the end of Quarter 1. Forecast capital spend in the year is currently £24.6 million against a budget of £24.8m.

4.2 In Communities, funds have been brought forwards from 2012-13 mainly in respect of the Walnut Close improvements and Disabled Facilities grants. The Education programme has been significantly revised to take account of the latest pupil number forecasts. This has resulted in a reduction in the current year's programme from £14.3m to £10.9m.

# DRAFT DOCUMENT

- 4.3 In Environment, the Museum project remains on programme and on budget. The Northcroft Leisure Centre scheme is subject to some delay due to technical difficulties on site. Good progress is being made with the majority of Highways and Transport schemes, but £100k S106 for the A340 rail bridge at Aldermaston Wharf is expected to be re-profiled due to difficulties with the land owner.
- 4.4 In Resources, the Council's investment in the Market Street regeneration project is largely complete. The London Road Industrial Estate project is in the process of selecting a joint venture partner.

## Appendices

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Appendix 1a and 1b – Summary revenue and capital position

Appendix 2a, b, c – Directorate commentaries

Appendix 3 – Equality Impact Assessment – Stage 1

## Consultees

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**Local Stakeholders:**

**Officers Consulted:** Corporate Board, Management Board

**Trade Union:**

**Equality Impact Assessment – Stage One**

<b>Name of item being assessed:</b>	Month 3 Financial performance report
<b>Version and release date of item (if applicable):</b>	1.0
<b>Owner of item being assessed:</b>	Melanie Ellis
<b>Name of assessor:</b>	Andy Walker
<b>Date of assessment:</b>	15.7.2013

<b>1. What are the main aims of the item?</b>

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)</b>
---

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>

<b>Further comments relating to the item:</b>

<b>3. Result (please tick by clicking on relevant box)</b>
<input type="checkbox"/> <b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> <b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

# DRAFT DOCUMENT

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** A.Walker

**Date:** 15.7.2013

**2013/4 Budget Monitoring  
Period 03  
Amended Consolidated Replies v3**

**Appendix 1a**

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Description	Past Performance				Forecasted Performance								Annual Net Budget for 2013/14 £
	Cum. Budget to 30/Jun/2013 £	Cum Exp/Inc to 30/Jun/2013 £	Actual Variance to date £	Outstanding Commitment for the year £	Expenditure			Income			Net		
					Annual Expenditure Budget for 2013/14 £	Forecast Expenditure £	Expenditure Variance £	Annual Income Budget for 2013/14 £	Forecast Income £	Income Variance £	Net Variance £		
EDUCATION (DSG FUNDED)	61,447,583	55,022,751	-6,424,832	153,277	100,663,640	7,974,280	-92,689,360	-101,384,530	-8,695,170	92,689,360	0	-720,890	
CORPORATE DIRECTOR - COMMUNITIES	66,773	77,385	10,612	1,994	283,590	283,590	0	0	-5,000	-5,000	-5,000	283,590	
ADULT SOCIAL CARE	6,693,565	4,867,159	-1,826,406	1,432,740	46,188,460	45,555,158	-633,302	-8,101,680	-7,468,378	633,302	0	38,086,780	
CARE COMMISSIONING, HOUSING & SAFEGUARDING	1,281,085	476,924	-804,161	249,985	7,055,130	7,120,020	64,890	-759,340	-842,398	-83,058	-18,168	6,295,790	
CHILDRENS SERVICES	2,459,296	3,141,748	682,452	2,677,396	14,021,140	13,893,980	-127,160	-960,480	-833,320	127,160	0	13,060,660	
EDUCATION	2,159,456	575,997	-1,583,459	3,684,687	16,121,680	16,053,470	-68,210	-3,636,710	-3,597,936	38,774	-29,436	12,484,970	
ASC CHANGE PROGRAMME	112,809	36,989	-75,821	150,720	453,050	453,050	0	0	0	0	0	453,050	
<b>COMMUNITIES</b>	<b>74,220,568</b>	<b>64,198,953</b>	<b>-10,021,615</b>	<b>8,350,799</b>	<b>184,786,690</b>	<b>91,333,548</b>	<b>-93,453,142</b>	<b>-114,842,740</b>	<b>-21,442,202</b>	<b>93,400,538</b>	<b>-52,604</b>	<b>69,943,950</b>	
CORPORATE DIRECTOR - ENVIRONMENT	40,216	40,516	300	0	163,170	163,170	0	0	0	0	0	163,170	
CULTURE & ENVIRONMENTAL PROTECTION	3,750,657	4,893,757	1,143,100	492,093	27,746,720	27,656,125	-90,595	-5,641,030	-5,694,030	-53,000	-143,595	22,105,690	
HIGHWAYS & TRANSPORT	1,038,147	1,266,984	228,837	3,146,314	12,324,690	12,551,110	226,420	-4,590,070	-4,753,570	-163,500	62,920	7,734,620	
PLANNING & COUNTRYSIDE	825,754	783,406	-42,348	406,148	6,376,770	6,417,770	41,000	-2,182,140	-2,025,140	157,000	198,000	4,194,630	
<b>ENVIRONMENT</b>	<b>5,654,773</b>	<b>6,984,663</b>	<b>1,329,890</b>	<b>4,044,555</b>	<b>46,611,350</b>	<b>46,788,175</b>	<b>176,825</b>	<b>-12,413,240</b>	<b>-12,472,740</b>	<b>-59,500</b>	<b>117,325</b>	<b>34,198,110</b>	
CHIEF EXECUTIVE	137,289	118,400	-18,889	8,806	577,210	577,210	0	0	0	0	0	577,210	
HR	247,707	190,430	-57,276	180,920	1,494,790	1,451,390	-43,400	-305,780	-299,780	6,000	-37,400	1,189,010	
ICT & CORPORATE SUPPORT	531,397	896,909	365,512	205,435	3,627,730	3,641,770	14,040	-832,470	-847,200	-14,730	-690	2,795,260	
LEGAL	180,636	134,551	-46,085	13,079	1,158,710	1,158,710	0	-246,560	-246,560	0	0	912,150	
STRATEGIC SUPPORT	659,225	1,027,955	368,730	68,527	4,389,950	4,333,850	-56,100	-949,950	-945,950	4,000	-52,100	3,440,000	
CUSTOMER SERVICES	-2,523,430	422,858	2,946,287	157,450	41,006,260	41,076,493	70,233	-39,207,260	-39,222,260	-15,000	55,233	1,799,000	
PUBLIC HEALTH	-280,209	-578,077	-297,868	131	4,411,870	4,331,870	-80,000	-4,411,870	-4,411,870	0	-80,000	0	
FINANCE	285,938	593,364	307,426	42,863	3,850,150	3,808,650	-41,500	-1,812,900	-1,771,760	41,140	-360	2,037,250	
<b>RESOURCES</b>	<b>-761,447</b>	<b>2,806,391</b>	<b>3,567,838</b>	<b>677,209</b>	<b>60,516,670</b>	<b>60,379,943</b>	<b>-136,727</b>	<b>-47,766,790</b>	<b>-47,745,380</b>	<b>21,410</b>	<b>-115,317</b>	<b>12,749,880</b>	
CAPITAL FINANCING & MANAGEMENT	-93,565	98,988	192,553	0	7,438,060	7,438,060	0	-478,570	-478,570	0	0	6,959,490	
MOVEMENT THROUGH RESERVES	-1,704,160	-1,649,410	54,750	0	-1,516,410	-1,516,410	0	0	0	0	0	-1,516,410	
<b>LEVIES AND INTEREST</b>	<b>-1,797,725</b>	<b>-1,550,422</b>	<b>247,303</b>	<b>0</b>	<b>5,921,650</b>	<b>5,921,650</b>	<b>0</b>	<b>-478,570</b>	<b>-478,570</b>	<b>0</b>	<b>0</b>	<b>5,443,080</b>	
<b>GRAND TOTAL</b>	<b>77,316,169</b>	<b>72,439,584</b>	<b>-4,876,585</b>	<b>13,072,563</b>	<b>297,836,360</b>	<b>204,423,316</b>	<b>-93,413,044</b>	<b>-175,501,340</b>	<b>-82,138,892</b>	<b>93,362,448</b>	<b>-50,596</b>	<b>122,335,020</b>	

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# West Berkshire Capital Programme: 2013/14 Budget Monitoring

**Appendix 1b**

## Summary by Service

**Period End Date:**

**30/06/13**

Service Area	Budget for 2013/14	Expenditure 2013/14 to date	Committed (order placed, not yet paid)	Budget Remaining to be Committed 2013/14	%age of Budget remaining to be committed
<b><u>Resources Directorate</u></b>					
Chief Exec	102,600	25,147	0	77,453	75.49%
Finance	295,220	34,581	4,457	256,183	86.78%
ICT	1,044,240	163,159	113,063	768,018	73.55%
Strategic Support	7,500	8,515	0	-1,015	0.00%
<b>Total for Resources Directorate</b>	<b>1,449,560</b>	<b>231,401</b>	<b>117,520</b>	<b>1,100,639</b>	<b>75.93%</b>
<b><u>Communities Directorate</u></b>					
Adult Social Care	756,490	206,564	42,998	506,928	67.01%
Care Commissioning, Housing & Safeguarding	2,213,310	130,407	67,265	2,015,638	91.07%
Childrens Services	91,180	11,653	1,247	78,280	85.85%
Education Services (Schools Assets)	9,425,420	1,560,229	3,452,399	4,412,792	46.82%
Education Services (Corporate Buildings Only)	1,558,600	161,850	846,366	550,384	35.31%
<b>Total for Communities Directorate</b>	<b>14,045,000</b>	<b>2,070,703</b>	<b>4,410,275</b>	<b>7,564,021</b>	<b>53.86%</b>
<b><u>Environment Directorate</u></b>					
Culture & Environmental Protection	2,894,800	30,896	2,190,871	673,033	23.25%
Highways & Transport	5,922,100	1,229,860	1,923,590	2,768,649	46.75%
Planning & Countryside	495,330	230,642	32,450	232,238	46.89%
<b>Total for Environment Directorate</b>	<b>9,312,230</b>	<b>1,491,398</b>	<b>4,146,912</b>	<b>3,673,920</b>	<b>39.45%</b>
<b>Council Totals</b>	<b>24,806,790</b>	<b>3,793,503</b>	<b>8,674,706</b>	<b>12,338,581</b>	<b>49.74%</b>

15.29%      34.97%

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## **COMMUNITIES DIRECTORATE POSITION AS AT QUARTER 1**

### **Revenue:**

	Quarter 1 forecast £000
CORPORATE DIRECTOR – COMMUNITIES	-5
ADULT SOCIAL CARE	0
CARE COMMISSIONING, HOUSING AND SAFEGUARDING	-18
CHILDRENS SERVICES	0
EDUCATION	-29
ADULT SOCIAL CARE CHANGE PROGRAMME	0
<b>Total</b>	<b>-52</b>

### **Corporate Director's summary:**

#### **Overview**

The forecast position at the end of quarter 1 is an under spend of £52k.

#### **Adult Social Care**

Adult Social Care is forecasting that the Service will come in on budget at year end.

There are forecast pressures in Mental Health and Learning Disability budgets due to additional clients and client costs. These overspends are offset by savings being achieved on Older People's budgets.

The ASC Risk Fund was built up in 12-13 through the one off commissioning savings, supported by the ASC Risk Register. Based on the current Risk Register, the Service has an ASC Risk Fund of £1m in order to meet the 'most likely' outcome of the current risks.

In order to achieve the savings in the ASC Change Programme, additional support is required in areas such as Continuing Health Care (CHC), contracts, LD and PD, EIA and procurement. These will be funded from the one-off savings in commissioning and the Service is currently forecasting £250k spend on this, which is overseen by the Programme Board.

#### **Care Commissioning, Housing and Safeguarding**

Care Commissioning, Housing and Safeguarding is forecasting an £18k under spend at year end.

The main area within the service responsible for generating the under spend is the supporting people budget for Learning Disability. In year savings of £50k are

anticipated against the Learning Disability Support People Budget this is through reduced numbers of users accessing the service.

The savings identified within supporting people budgets are offsetting pressures identified for repairs and maintenance on temporary housing accommodation.

### **Children's Services**

Children's Services is forecasting that the service will come in on budget at the year end.

There are pressures forecast within Fostering Services and non residential placements, these are currently being offset by savings within residential placements as a result of three high cost placements ending at the start of the financial year. The placement budgets are demand led, if a child with complex high cost needs is admitted into the care system, the current under on line forecast would turn into an over spend.

The service is also incurring increased pressure on the Referral & Assessment and Locality Team budgets through increasing agency costs (forecast £256k), as a result of covering sickness, vacancies and increasing workloads. This pressure is being offset through deliberately reducing expenditure in non placement budgets, under spends are being forecast against Youth Services, Youth Offending, Family Placement Services and Connexions.

### **Education**

Education Services is forecasting an under spend of £29k at year end.

Children's Centres and Early Years provision are forecasting a year end overspend of approximately £85k as a result of the implementation of the new Family Information Service project.

These pressures are being offset through contract savings identified for health related therapies (£50k) and 14-19 Flexible Partnership arrangements (£30k), in addition to increased academy income for Education Welfare Officers (£45k).

### **MVF**

The Directorate is forecasting that MVF will be achieved across all services.

### **Pressures on the 2013-14 budget**

#### **Placements (Children's)**

There is a total Placements budget of £4 million meeting the needs of approx 170 - 200 children who are looked after in any twelve month period. Of this, £1.15 million is allocated to residential placements, but we would normally expect any overspends

on this line to be offset by under-spends elsewhere in the overall Placements budget. Generally speaking, there are around +130 children in the Council's care at any one time, with approx 9 living in residential care.

### **Management action to address the emerging pressures**

The Directorate has put a number of actions in place to control spend, and these will have an impact over time.

### **Children's Services**

Tight controls are maintained on children entering the care system, but overall numbers cannot be controlled and court-ordered remands and large siblings groups cannot always be managed in local placements. This year has seen average costs per child increasing due to complexity of need requiring external residential and fostering placements. With regard to Children's Services, precise forecasts cannot be made in respect of looked after numbers and the consequent pressure on placement budgets.

A summary of the main risks identified for Children's Services are as follows:

		Most Likely £	Worst Case £
1	Looked After Children's Placements increasing	400,000	1,000,000
2	Continuing spend on agency staff until new staffing arrangements are embedded	300,000	600,000
3	Young person placed on remand (average cost of a single placement is £200k)	0	200,000
	<b>Total</b>	<b>700,000</b>	<b>1,800,000</b>

### **Adult Social Care**

The ASC Efficiency Programme Board has a programme of actions in place to manage spend within budget.

An overview is taken of budgets and expenditure across the Directorate as a whole, and spend curtailed in as many areas as possible in order to identify ways of offsetting overspends on those budgets which are under particular pressure.

### **Risks identified**

#### **Adult Social Care:**

ASC maintains a Risk Register to identify potential budget pressures. This is reviewed regularly by the Head of ASC and the Finance Manager: Communities. The key risks include:

#### **NHS Continuing Healthcare**

Work to implement the Action plan following the South Central Health Authority independent review into the implementation of the CHC Framework in Berkshire continues with joint (WBC and NHS) staff training now underway. The risk remains that existing funding for complex care packages may be withdrawn if the NHS believes it is no longer applicable.

### **Ordinary Residence**

There are always risks surrounding ordinary residence with claims made by other local authorities that WBC should be funding a person's care package. WBC has no means to identify when further claims will be made but is ensuring that it has chased up all WB residents living in supported living in other areas and made OR claims where appropriate.

### **Learning Disability – unknown clients presenting**

Whilst young people with learning disabilities living in our area are carefully monitored, there are on occasions clients that present for whom we had no prior knowledge.

### **Learning Disability clients at risk**

There are currently 26 clients at risk of their circumstances changing due to carers becoming frail or unstable family homes. If the risk materialises, there would be significant pressure on the Service.

It should be noted that the overall forecast position holds a large risk in that it is based on the ability to hold demand at a static level. This has proved to be difficult in the past. New management controls are in place but the service is always vulnerable to sudden spikes in demand or new, very high cost clients appearing.

**CAPITAL BUDGET MONITORING 2013/14 QUARTER 1 –COMMUNITIES****1. Summary of Overall Position for the Communities Directorate**

<b>Service</b>	<b>2013/14 capital programme £000</b>	<b>Amount Spent/ Committed to 30-6-13 £000</b>	<b>Forecast Spend in Year £000</b>	<b>Forecast Under/ Over Spend in Year £000</b>
Adult Social Care	756	249	656	-100
Care Commissioning, Housing and Safeguarding	2,213	198	2,213	0
Childrens Services	91	13	91	0
Education Services	10,985	6,021	10,985	0
<b>Total</b>	<b>14,045</b>	<b>6,481</b>	<b>13,945</b>	<b>-100</b>

The communities budget is 46% committed at the end of quarter 1.

In Adult Social care the care home refurbishment programme is progressing well. Approximately £100,000 Department of Health Grant funding for other projects including telecare and prepayment cards is planned to be reprofiled to 2014/15.

Capital expenditure in Care Commissioning Housing and Safeguarding is currently forecast to be on budget, but there is a risk of slippage of the scheme to improve the Gypsy and Travellers site at Four Houses Corner because of land contamination.

The Education programme has been significantly revised to take account of the latest pupil number forecasts. This has resulted in a reduction in the current year's programme from £14.3m to £10.9m.

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**ENVIRONMENT DIRECTORATE POSITION AS AT QUARTER 1:****Revenue:**

	Quarter 1 forecast £000
CORPORATE DIRECTOR – ENV	0
HIGHWAYS & TRANSPORT	63
PLANNING & COUNTRYSIDE	198
CULTURE AND ENVIRONMENTAL PROTECTION	-144
<b>Total</b>	<b>117</b>

**Corporate Director's summary:****Overview**

- 1.1 The forecast revenue over spend for the Environment Directorate as a whole is £117,000 against the budget of £34 million net.
- 1.2 No variance is expected in the Corporate Director's budget.
- 1.3 Highways and Transport are forecasting an over spend of £63,000.
- 1.4 The Planning and Countryside service is forecasting an over spend of £198,000
- 1.5 Culture and Environmental Protection is forecasting an under spend of £144,000.

**Pressures on the 2013-14 Budget**

- 1.6 In Highways and Transport there is a pressure of £63k largely due to an inability to achieve the MVF target as there are few vacancies in the Service.
- 1.7 Planning have an emerging pressure due to a below predicted income achievement together with smaller pressures in Countryside resulting from tree works and insurance claims.
- 1.8 There is a net under spend forecast in Culture and Environmental Protection as a result of a predicted savings from a range of items. These will offset pressures in Adventure Dolphin from reductions in income, together with a payment from Kennet Leisure which has not yet been agreed.

**Management action taken to address emerging pressures**

1.9 Expenditure at Adventure Dolphin is under review in order to minimise the income shortfall. The payment by Kennet School is being pursued.

**Risks identified**

1.10 Potential risks include:

- Pressure on income from car parks due to delays in implementation of new schemes.
- Pressure on income from Development and Building Control due to changes in demand and Government legislation.
- A severe winter could result in expenditure over budget.



**CAPITAL BUDGET MONITORING 2013/14 QUARTER 1 –ENVIRONMENT****1. Summary of Overall Position for the Environment Directorate**

<b>Service</b>	<b>2013/14 capital programme £000</b>	<b>Amount Spent/ Committed to 30-06-13 £000</b>	<b>Forecast Spend in Year £000</b>	<b>Forecast Under/ Over Spend in Year £000</b>
Culture and Environmental Protection	2,895	2,222	2,895	0
Highways and Transport	5,922	3,153	5,822	-£100
Planning and Countryside	495	263	495	0
<b>Total</b>	<b>9,312</b>	<b>5,638</b>	<b>9,212</b>	<b>-£100</b>

The overall Environment Capital programme is 61% committed.

In Culture and Environmental Protection, the Northcroft Leisure Centre Scheme is subject to some delay because of technical difficulties on site. No overspend is projected at this point, but the budget will be closely monitored. The Museum Project remains on programme and on budget.

Good progress is being made with the majority of the main Highways schemes, but £100,000 S106 for the A340 rail bridge at Aldermaston Wharf is expected to be reprofiled because of difficulties with the land owner.

Some Countryside projects which were planned for last financial year are now underway and will be complete before the weather deteriorates.

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**RESOURCES DIRECTORATE POSITION AS AT QUARTER 1****Revenue:**

	Quarter 1 forecast £000
CHIEF EXECUTIVE	0
HUMAN RESOURCES	-37
ICT	-1
LEGAL SERVICES	0
STRATEGIC SUPPORT	-52
CUSTOMER SERVICES	55
FINANCE	0
PUBLIC HEALTH	-80
<b>Total</b>	<b>-115</b>

**Overview:**

The Directorate is forecasting to be £115k under spend at outturn. A substantial part of this is due to a forecast under spend of £80k in the Public Health budget for their contribution towards the Support Services.

**Pressures on the 2013-14 budget**

The main pressures arising are as a result of a reduction of the Housing Benefit Grant together with MVF pressure of around £50k for the Directorate as a whole. Other pressures within the Directorate are being managed within their Services.

**Management action taken to address emerging pressures**

Savings are being identified across the Directorate to manage emerging pressures where possible including freezing recruitment where possible.

**Risks identified**

The reduction in Housing Benefit Grant is expected to continue, however the extent of which is not usually known during the budget setting process.

**CAPITAL BUDGET MONITORING 2013/14 QUARTER 1 – RESOURCES****1. Summary of Overall Position for the Resources Directorate**

<b>Service</b>	<b>2013/14 capital programme £000</b>	<b>Amount Spent/ Committed to 30-06-12 £000</b>	<b>Forecast Spend in Year £000</b>	<b>Forecast (Under) / Over Spend in Year £000</b>
Chief Executive	103	25	103	0
Finance	295	39	295	0
ICT	1,044	276	276	0
Strategic Support	8	8	8	0
<b>Total</b>	<b>1,450</b>	<b>348</b>	<b>1,450</b>	<b>0</b>

24% of the Resources Capital Programme has been spent or committed by the end of quarter 1.

The Council's investment in the Market Street regeneration project, managed by the Chief Executive, is now largely complete while the London Road project is now at the stage of selecting a joint venture partner.

In Finance, the June members bids panel has allocated £47,000 to new schemes, but £80,000 funds allocated to members' schemes in previous years remains unspent or unclaimed. This figure will be reviewed at the next panel meeting.

In ICT it is proposed to increase expenditure on the purchase of MFDs from £25k to £40k by reprofiling from future years to increase the level of discounts that can be achieved this year.

The Strategic Support capital budget for shop mobility and CCTV is already fully committed.