

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 23rd February, 2016 at 6.30 pm
in Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Monday, 15 February 2016

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Charlene Myers / Rachel Craggs on (01635) 519817 / 519695 / 5194

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



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 23
February 2016 (continued)**

To: Councillors Steve Ardagh-Walter, Anthony Chadley, Dave Goff, Clive Hooker, Mike Johnston (Vice-Chairman), Rick Jones, Alan Macro, Ian Morrin, Richard Somner, Virginia von Celsing, Emma Webster (Chairman) and Laszlo Zverko

Substitutes: Councillors Peter Argyle, Paul Bryant, James Cole, Lee Dillon, Billy Drummond, Mollie Lock and Tim Metcalfe

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any),
2. **Minutes** 5 - 12
To approve as a correct record the Minutes of the meeting of the Commission held on 5 January 2016.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Actions from previous Minutes** 13 - 16
To receive an update on actions following the previous Commission meeting.
5. **West Berkshire Forward Plan 10 February 2016 to 31 May 2016** 17 - 18
Purpose: To advise the Commission of items to be considered by West Berkshire Council from 10 February 2016 to 31 May 2016 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.
6. **Overview and Scrutiny Management Commission Work Programme** 19 - 40
Purpose: To receive new items and agree and prioritise the work programme of the Commission for the remainder of 2015/16.
7. **Items Called-in following the Executive on 11 February 2016.**
To consider any items called-in by the requisite number of Members following the previous Executive meeting.



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 23
February 2016 (continued)**

8. **Consideration of Urgent Items**
Purpose: To consider any items in which an Urgent Decision is required to be taken by the Executive, in exception to the requirements of the Local Authorities (Executive arrangements) (Meetings and Access to Information) (England) Regulations 2012.
9. **Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.
10. **Petitions**
Purpose: To consider any petitions requiring an Officer response.
11. **Delivery of Council Strategy.** 41 - 60
Purpose: To monitor the progress of Priority 5 set within the Council Strategy - Good at safeguarding children and vulnerable adults.
12. **Revenue and capital budget reports - Quarter Three** 61 - 86
Purpose: To receive the latest period revenue and capital budget reports.

Andy Day
Head of Strategic Support

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



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DRAFT

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, 5 JANUARY 2016

Councillors Present: Steve Ardagh-Walter, Paul Bryant (Substitute) (In place of Virginia von Celsing), Anthony Chadley, Dave Goff, Clive Hooker, Mike Johnston (Vice-Chairman), Rick Jones, Alan Macro, Ian Morrin, Richard Somner, Emma Webster (Chairman) and Laszlo Zverko

Also Present: Catalin Bogos (Performance Research Consultation Manager), Andy Day (Head of Strategic Support), Mark Edwards (Head of Highways and Transport), Gabrielle Esplin (Finance Manager (Capital and Treasury Management)), Gary Lugg (Head of Planning & Countryside), Bryan Lyttle (Planning & Transport Policy Manager) and Rod Mercer (Chief Accountant (Operations)), Charlene Myers (Democratic Services Officer)

Apologies for inability to attend the meeting: David Lowe and Councillor Virginia von Celsing

PART I

42. Minutes

The Minutes of the meeting held on 1st December 2015 were approved as a true and correct record and signed by the Chairman, subject to the following amendment:

- Councillor Mike Johnston being shown as attending.

43. Declarations of Interest

There were no declarations of interest received.

44. Actions from previous Minutes

The updates were noted by the Commission.

45. West Berkshire Forward Plan 13 January 2016 to 30 April 2016

The Commission considered the West Berkshire Forward Plan (Agenda Item 5) for the period covering 13 January 2016 to 30 April 2016.

Councillor Mike Johnston asked whether item ID3069 (Review of 'First Step – Next Step' Equity Loan Scheme related to the proposed topic for scrutiny. Andy Day advised that he would investigate and report back to the Commission with a response.

Resolved that

- 1) Andy Day to confirm whether ID3069 (Review of 'First Step – Next Step' Equity Loan Scheme related to the proposed topic for scrutiny.
- 2) The Forward Plan be noted.

46. Overview and Scrutiny Management Commission Work Programme

The Commission considered its work programme for 2015/2016. Members were asked to consider including item OSMC/15/176 (Delivery of the Council Strategy – Priority 5: Good at Safeguarding Children and Vulnerable Adults) for discussion at the next meeting of the Commission.

Resolved that:

- Item OSMC/17/176 be considered for discussion at the next meeting.
- The work programme be noted.

47. Items Called-in following the Executive on 17 December 2015

No items were called-in following the last Executive meeting.

48. Consideration of Urgent Items

There were no Urgent Items to consider.

49. Councillor Call for Action

There were no Councillor Calls for Action.

50. Petitions

There were no petitions received at the meeting.

51. Delivery of the Council Strategy

The Commission considered a report (Agenda Item 11) concerning the Quarter two In Depth Performance Report – Council Strategy Priority 4 (Infrastructure).

Andy Day introduced the report to Members and reminded the Commission that they had requested a more in depth analysis of the overall performance status using the Key Performance Indicators (KPIs) to monitor progress of the Council Priority 4 – ‘ Deliver or enable key infrastructure projects in relation to roads, rail, flood prevention, regeneration and the digital economy.

Members were informed that there were 18 measures used to monitor progress and outturns were available for 10. Of the remaining measures, 3 were reported once a year and a further 5 were unavailable for the publication of the report (latest data for Quarter One was available instead).

Councillor Steve Ardagh-Walter asked whether the KPIs had been set nationally or locally. Catalin Bogos, Research, Consultation and Performance Manager, advised that KPIs were identified within the service which were subsequently reviewed by the Executive and the Task and Finish Group created by the Commission. He stated that national KPIs were not provided since there was no longer a National Data Set.

Councillor Alan Macro asked how Item SLE2pc01 could be considered ‘on track’ in light of the numerous delays. Gary Lugg, Head of Planning and Countryside, advised that the KPI monitored the delivery of a master plan for Theale and not the component parts of the project itself. He stated that the plan had been developed but there continued to be some delays on site which were outside the control of the Council. The Council would continue to work with partner agencies to deliver the changes but progress was directly influenced by Network Rail.

Councillor Emma Webster suggested that the KPI should be amended to reflect the completion of the master plan and provide an alternative target to monitor the progress of development on site – considering the degree of influence available to the Council. Gary Lugg agreed that the KPI would be amended accordingly. Bryan Lyttle, Planning and Transport Policy Manager, advised that the site was reclassified from First Great Western Trains to Network Rail which caused delays in the overall process to date. Councillor Webster asked whether the Commission could assist with influencing progress. Gary Lugg thanked the Commission for the offer of assistance but felt that the matter was

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progressing. Councillor Macro stated that a number of local residents felt that progress had been very slow.

Councillor Paul Bryant asked why the satellite solution had been considered in response to item SLE2ict01. Officers stated that it was not practical to provide cabling infrastructure to every property – in particular where they were remote, lone properties. Andy Day advised Members that a large portion of funding had been provided by Central Government to fund the project.

Councillor Rick Jones asked for clarification in terms of SLE2pc03. Bryan Lyttle advised that, in order to introduce Community Infrastructure Levies, a Viability Assessment must be conducted first. He stated that the assessment would be conducted by the end of the year which would enable the consideration of any changes to the Community Infrastructure Levy. Members were informed that the findings would be presented to the Portfolio Holder and the Planning Advisory Group. The Commission agreed that they would also like to see the report.

Councillor Mike Johnston asked whether an assessment had been conducted to consider local flood alleviation needs. Mark Edwards advised that the 2015/2016 programme of works included projects to address those issues highlighted through the 2013/2014 severe weather incident. He advised that the service closely monitored water levels throughout the District whilst focusing on the delivery of the agreed programme. Members heard that there were 21 projects contained within the current programme which detailed larger, capital schemes. However, smaller scale improvements were carried out on a daily basis – clearing gullies/drainage clearance etc.

Members discussed how they could help promote self help messages in terms of flood alleviation – in particular around clearing areas to minimise flood risks. Officers agreed that it was a good idea and discussions had taken place to consider the most effective method of promoting such messages.

In response to questions raised by Councillor Jones, Gary Lugg advised that an audit of open space had taken place to identify green infrastructure within the District.

Resolved that:

- 1) The Commission have sight of the report in response to item SLE2pc3.
- 2) The report be noted.

52. Revenue and capital budget reports - Quarter Two

The Commission considered a report (Agenda Item 12) concerning the Quarter two Financial Performance Report (2015-2016).

Rod Mercer, Chief Accountant, introduced the report to Members and advised that the forecast revenue position was an overspend of £0.5million, which was a decrease of £0.4 million from Quarter One and mainly a result of the amount used directly from reserves to support the Ofsted Improvement Plan.

Members heard that the Communities Directorate was reviewing spending plans to mitigate the over spend by year end. This was primarily a result of the reported overspend within the Education Service (£0.3 million) and the Children and Families Service (£0.7 million).

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Rod Mercer advised that the Council remained in a challenging financial environment, and was faced with delivering savings of just under £6m, as well as addressing significant in year pressures in the Communities Directorate. The Council was taking steps to maintain financial discipline and ensure that savings are deliverable.

Councillor Laszlo Zverko asked for clarification in respect of point 2.2 (3) - *£454k from capitalising equipment*. Gabrielle Esplin, Finance Manager (Capital & Treasury Mgt), advised that the service previously contributed towards a store of equipment from a central store. This had previously been understood to be a rental arrangement which was considered to be revenue spend. A recent review concluded that the Council *owned* a portion of the goods due to its financial contribution and was therefore making use of its own assets – which should be considered Capital. Gabrielle Esplin advised that the items would depreciate over time and this had been factored into the purchase costs and resell value.

Councillor Alan Macro asked how the Council could increase the rate of items returned after use. He suggested that service users may not know how to return items and this could cause unnecessary delays. Gabrielle Esplin suggested that the service area would be better placed to answer the question.

Councillor Macro asked for an update position in terms of the Risk Reserve Fund which had previously been reported as a remaining balance of £220k. He had previously stated that he felt this exposed the Council to unnecessary levels of risk and he was keen to know the extent of contingency planning undertaken by the service.

Councillor Macro highlighted that there were unexpected funds available within the Culture and Environment Protection Service – according to point 3.4(3). Gabrielle Esplin stated that future development work on the Padworth Recycling Site was planned and that some funding needed to be retained to allow for claims in connection with the contract for the original preparation of the waste site. Members requested an update position in terms of the work at the Padworth Recycling Site and re-profiling of Capital.

Resolved that:

- (1) Adult Social Care be asked to consider whether the Council could do anything more to increase the rate of equipment returned after use from the central store.
- (2) The Culture and Environment Protection Service be asked to provide an update position in respect of the Waste Site Budget allocated for the development of the Padworth Recycling Site.
- (3) The report be noted.

53. Key Accountable performance Report

The Commission considered a report (Agenda Item 13) concerning the Key Accountable Performance Report.

Andy Day, Head of Strategic Support, introduced the report to Members. He advised that the report appraised progress against 27 key accountable measures and activities aligned to the objectives set out by the Council.

Of the 27 reported measures, outturns were available for 21. Those not available were 4 which were reported once a year and 2 which were unavailable at the time of the publication of the report.

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To date, 13 were reported as 'green' (or on track to be delivered/ achieved by year end). 8 were reported as 'amber' (behind schedule, but still expected to achieve or complete the measure/ activity by year end). Currently there were no measures reported as 'red'. Those measures reported as 'amber' were detailed within point 1.6 of the report.

Andy Day stated that the report reflected a good position overall. He explained that services had the option to amend the measures which were reported to enable a realistic picture of performance but there were no changes requested by the end of quarter two.

Councillor Alan Macro was concerned to read that some of the 'amber' items were far from achieving the set target and had seemingly taken a long while to make any degree of progress. Catalin Bogos advised that the service area considered their ability to achieve the target based on local intelligence. He explained that although some reports indicated that the results were below the targets, the services stressed that the work had been completed but there was a time lapse between updating statistics. Catalin Bogos reassured the Commission that he was supporting services to identify suitable ways to measure performance efficiently. Councillor Macro acknowledged that some services were under immense pressure to complete their daily tasks but he also stated that it was important to update reports. However, this clearly added to existing pressures.

Councillor Steve Chadley asked how the Key Performance Measures were agreed and what processes were in place to challenge them. Catalin Bogos advised that each service area considered measures against their objectives which fed into the priorities outlined within the Council Strategy. The Research, Performance and Consultation Team supported the development of the measures and advised colleagues around how they could report against them effectively – ensuring that the process did not require extensive, additional resources. The proposed measures were then considered by Senior Management, the Executive and the Overview and Scrutiny Management Commission (through the establishment of a Task and Finish Group).

Councillor Emma Webster advised that the OSMC Task and Finish Group considered the proposals in terms of achievability and appropriateness. She explained that some measures were reported once a year/specific points during the course of the year and others were cumulative measures; it was important that report included a mixture of measures.

Resolved that:

- (1) The report be noted.

54. Car Parking in West Berkshire

The Commission considered a report (Agenda Item 14) concerning Car Parking in West Berkshire.

Andy Day, Head of Strategic Support, introduced the report to Members. He reminded Members that the Terms of Reference were accepted by the Commission at the meeting held on 15th September 2015 which proposed that a review of car parking across West Berkshire be conducted.

The review considered arrangements for off-street and on-street parking across the district, how they were proposed, implemented and operated – along with any charges incurred through their use. The Task Group proposed nine recommendations which had been detailed within the report.

Councillor Mike Johnston, Chairman of the Task Group, extended his thanks to all those who supported the review. He explained that, through the course of the meetings, it became apparent that car parking across the District was well managed and coordinated.

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The management process included an annual review of car parking provisions and this considered the developing impact of on-street/ off-street parking.

The Task Group was pleased to see that car parking charges were priced competitively, albeit that the decision could be considered unpopular at times, as the generated funds which could be reinvested into the local highways.

The Task Group suggested that the Car Parking Strategy was reviewed to consider how proposed developments might introduce new challenges around the longer term car parking needs, although it was acknowledged by the group that the review could entail costs.

Mark Edwards, Head of Highways and Engineering, echoed the comments made by Councillor Johnston - he too felt that the review was useful. Mark Edwards advised that the key issue, in his opinion, was the potential lack of car parking spaces if all the known, proposed planning developments received approval. He advised that the Service continued to consider the best and smartest way to make best use of road space.

Councillor Rick Jones advised that the Task Group discussed the advantages of notifying residents of the Council Car Parking Strategy and it was considered that a leaflet could be developed to provide further detail.

Councillor Anthony Chadley asked whether it was a criminal offence to park a vehicle on the pavement. Mark Edwards advised that it was an offence but Councils did not have the authority to enforce the matter. He explained that, where it was best use of the road, parking on pavements could be permitted and these were clearly indicated where appropriate.

Councillor Alan Macro was concerned to hear that the proposed Market Street Development included car parking for only 60% of the properties – he considered that this was against Planning Policy. Mark Edwards stated that he would liaise with colleagues within the Planning Policy department and provide a response to the Commission.

Councillor Macro was equally concerned to read point 30 within the report: *An increase in the number of locations that are subject to on-street parking charges would appear to present an opportunity for the Council to generate additional revenue.* Councillor Emma Webster stated that this was merely an observation from the Task Group and reiterated previous comments that funds would be re-invested to meet the ongoing needs of the local highway.

Councillor Macro made reference to recommendation 7 and suggested that it could become increasingly difficult to monitor permitted parking in restricted areas.

Members noted that the Council already had a parking payment system available through the use of a mobile phone application. The Commission accepted the recommendation but noted that the service should consider consistency of systems/ integration with those already in use to avoid unnecessary confusion. Councillor David Goff stated that not everyone would have access to the mobile payment applications and for that reason it was important to make sure alternative methods were available.

Members accepted the recommendations as proposed within the report but suggested that Officers checked the intention of point 9 as this service was already in place:

Resolved that:

- (1) Officers check the percentage of car parking allocated as part of the proposed Market Street development and report back to the Commission.

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(2) Officers check the intention of recommendation 9.

(3) The report be noted and all recommendations accepted subject to (a) and (b) above.

(The meeting commenced at 6.30 pm and closed at 7.50 pm)

CHAIRMAN

Date of Signature

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Agenda Item 4.

Title of Report:	Actions from previous meetings
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 February 2016

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

Recommended Action: To note the report

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details	
Name:	Charlene Myers
Job Title:	Strategic Support Service
Tel. No.:	01635 519695
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1 Introduction

This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from the meeting held on 1 December 2015.

2 Actions

- 2.1 **Resolution:** Andy Day to confirm whether the proposed topic for scrutiny (development of Housing Grants and Loan Policy) related to items scheduled within the Forward Plan.

Action/ Response: The topic does relate to ID3072, Permission to Recruit Housing Grants and Loans.

- 2.2 **Resolution:** Item OSMC/17/176 (Delivery of the Council Strategy – Priority 5: Good at Safeguarding Children and Vulnerable Adults) be considered for discussion at the next meeting.

Action/ Response: Completed.

- 2.3 **Resolution:** The Commission would have sight of the report in response to item SLE2pc3.

Action/ Response: Agreed. The report would be distributed once finalised.

- 2.4 **Resolution:** Adult Social Care be asked to consider whether the Council could do anything more to increase the rate of equipment returned after use from the central store.

Action/ Response: The Berkshire Community Equipment Service regularly reviews and monitors the rate of returns. The service has multiple procedures in place to aid returns and we have been assured that the topic is a regular item on the BCES Partnership agenda.

- 2.5 **Resolution:** The Culture and Environment Protection Service be asked to provide an update position in respect of the Waste Site Budget allocated for the development of the Padworth Recycling Site.

Action/ Response: Completed - Part II response received.

- 2.6 **Resolution:** Officers would check the percentage of car parking allocated as part of the proposed Market Street development and report back to the Commission.

Action/ Response: A planning application has not yet been deposited for the Market Street development. When one is received the application will follow the usual formal statutory process. As part of that process the application will be assessed to ensure it complies with national and local policies unless there is very good justification for any variation

- 2.7 **Resolution:** Officers would check the intention of recommendation 9 in relation to the West Berkshire Parking Review.

Action/ Response: Officers confirmed that some car parks offered mobile phone payment systems and this approach would continue to be considered where appropriate.

Appendices

There are no appendices to this report.

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Agenda Item 5.

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 February 2016

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from 10 February 2016 to 31 May 2016 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	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.gov.uk

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

Supporting Information

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.
- 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.
- 1.3 The West Berkshire Council Forward Plan 10 February 2016 to 31 May 2016 is available at <http://info.westberks.gov.uk/index.aspx?articleid=29088> and will be displayed on screen during the meeting.

Appendices

There are no appendices to this report.

Agenda Item 6.

Title of Report:	Overview and Scrutiny Management Commission Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 February 2016

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

Recommended Action: To consider the current, proposed and future items for scrutiny.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.co.uk
Contact Officer Details	
Name:	Charlene Myers
Job Title:	Strategic Support Officer
Tel. No.:	01635 519695
E-mail Address:	cmyers@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 The work programme for the Overview and Scrutiny Management Commission is attached at Appendix A for the Commission's consideration.
- 1.2 Shown at Appendix B is a proposal for that establishment of a standing panel for the scrutiny of the Children and Family Service.
- 1.3 Shown at Appendix C is a proposal for changes to the operation of the Standards and Effectiveness Panel.

Appendices

Appendix A – Overview and Scrutiny Management Commission Work Programme

Appendix B – Scrutiny of the Children and Families Service

Appendix C – Standards and Effectiveness Panel

Overview and Scrutiny Management Commission Work Programme 2015/16

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
23 February 2016					
OSMC/15/176	Delivery of the Council Strategy - Priority 5: Good at safeguarding children and vulnerable adults. <i>To monitor the progress made against the priority which had been set within the Council Strategy</i>	In meeting			To be scheduled for meeting in June 2016. Accepted for review following consideration at the meeting held 1 December 2015
OSMC/09/157	Revenue and capital budget reports <i>To receive the latest period revenue and capital budget reports</i>	In meeting	Andy Walker – 2433 Finance	Finance	To receive the Quarter Three report.
05 April 2016					
OSMC/09/02	Performance Report for Level One Indicators <i>To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly item.</i>	In meeting	Andy Day - Head of Strategic Support	Strategy and Performance	To receive the Quarter Three report.
OSMC/15/175	Delivery of the Council Strategy - Priority 3: Enable the completion of more affordable housing. <i>To monitor the progress made against the priority which had been set within the Council Strategy</i>	In meeting			Accepted for review following consideration at the meeting held 1 December 2015
03 May 2016					

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
OSMC/15/174 & OSMC/15/173	Delivery of the Council Strategy - Priority 1 & 2: Close the educational attainment gap & Improve educational attainment. <i>To monitor</i>	In meeting			Accepted for review following consideration at the meeting held 1 December 2015
OSMC/09/02	Performance Report for Level One Indicators <i>To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action. Quarterly item.</i>	In meeting	Andy Day - Head of Strategic Support	Strategy and Performance	To receive the Quarter Four report.
24 May 2016					
OSMC/15/177	Delivery of the Council Strategy - Priority 6: Support communities to do more to help themselves. <i>To monitor the progress made against the priority which had been set within the Council Strateg</i>	In meeting			To be scheduled for meeting in July 2016 Accepted for review following consideration at the meeting held 1 December 2015
Items or items to be scheduled					
OSMC/15/163	CCFA - Hildens Drive <i>To examine the options for improvement of the car park at Hilden's Drive, Calcot</i>	In meeting	Nick Carter	Leader	Added to the programme following discussion at the March 2015 meeting (CCfA proposed by Councillors Webster and Linden).
OSMC/15/164	Adult Social Care/ NHS integration	Task Group	Tandra Forster	Adult Social Care	
OSMC/15/165	The Future Development and Provision of Shared Services	Task Group	Nick Carter	Chief Executive	

Reference	Subject	Format	Lead Officer / Service Area	Portfolio Holder	Comments
OSMC/15/166	Joint Commissioning	Task Group			
OSMC/15/167	The Implications of the Care Act	Task Group	Rachael Wardell	Adult Social Care	
OSMC/15/169	Devolution	Task Group	Nick Carter	Leader	
OSMC/15/170	Brilliant West Berkshire	Task Group	Rachael Wardell	Children & Families Services	
OSMC/15/171	Berkshire Finances/ MTFS	Task Group	Andy Walker	Adult Social Care	
OSMC/15/178	Delivery of the Council Strategy - to become 'an even more effective Council' . <i>To monitor the progress made against the overarching aim of the Council Strategy</i>	In meeting			To be scheduled for meeting in September 2016. Accepted for review following consideration at the meeting held 1 December 2015

Task Group activity

OSMC/12/135	Annual target setting <i>To examine the annual targets being set for 2014/15.</i>	Task Group	Catalin Bogos – 2102 Strategic Support	Strategy and Performance	Annual review. Task group will be scheduled to meet May 2016.
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Appendix B

Title of Report:	Scrutiny of the Children and Families Service
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 February 2016

Purpose of Report: To inform the Overview and Scrutiny Management Commission of the findings of the task group established to identify the most appropriate way for the work of the Children and Family Service to be scrutinised.

Recommended Action: That a standing panel be established for the scrutiny of the Children and Family Service. The Panel will

- (1) Comprise 4 councillors (3 x Conservative, 1 x Liberal Democrat)
- (2) Meet quarterly
- (3) Determine its own work programme, providing annual reports to the Overview and Scrutiny Management Commission

Overview and Scrutiny Management Commission Chairman	
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Contact Officer Details	
Name:	David Lowe
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Executive Report

2. Introduction

- 2.1 At its meeting of 1 December 2015 the Overview and Scrutiny Management Commission agreed that a small task group should be established to agree a programme or schedule of activity for the scrutiny of the Children and Family Service (CFS).
- 2.2 This report sets out activity that was undertaken by the task group and its recommendation arising.

3. Task group activity

- 3.1 The task group comprised Councillors Anthony Chadley, Mollie Lock, Richard Somner and Emma Webster and it met with the Head of CFS (Mac Heath) on Friday 5 February 2016.

4. Factors taken into account

- 4.1 The task group recognised that in order to provide effective scrutiny to the CFS that would be of value to the Council, arrangements would need to be established that
- (1) Involved key operational and political decision makers in the service
 - (2) Was sufficiently regular to identify trends in performance
 - (3) Did not impose a requirement on the service to generate additional reports
 - (4) Did not disproportionately increase the burden on Strategic Support to provide a secretariat
 - (5) Allowed for the development of a sufficient degree of expertise to provide effective challenge for the scrutineers
 - (6) Provided a sufficient degree of agility should there be a requirement for additional or supplementary work

5. Recommendation

- 5.1 It is the recommendation of the task group that a standing panel be established for the scrutiny of the Children and Family Service. The Panel will
- (1) Comprise 4 councillors (3 x Conservative, 1 x Liberal Democrat)
 - (2) Meet quarterly
 - (3) Determine its own work programme, providing annual reports to the Overview and Scrutiny Management Commission

Appendices

There are no Appendices to this report.

Appendix c

Title of Report:	Redesination of Standards and Effectiveness Panel
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 rd February 2016

Purpose of Report: To obtain approval from the Overview and Scrutiny Management Commission for changes to the operation of the Standards and Effectiveness Panel.

Recommended Action: It is recommended that the following changes are made to the Standards and Effectiveness Panel:

- (1) The panel is renamed as the Schools and Children's Liaison Panel
- (2) There are 10 members on the panel
- (3) The Portfolio member for education can attend meetings as an observer
- (4) The Terms of Reference for the panel be accepted
- (5) The briefing information for visits to schools and Children's Centres be accepted

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Emma Webster (0118) 941 1676
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Executive Report

1. Introduction

- 1.1 The Standards and Effectiveness Panel was set up at the establishment of West Berkshire District Council in 1998 to provide a forum for councillors to engage with schools in order that performance could be scrutinised within the relative informality of an open debate with their senior management teams.
- 1.2 Although separate and autonomous, the Council's Constitution requires that changes to the Panel's operation must be approved by the Overview and Scrutiny Management Commission.
- 1.3 This report sets out a number of changes to the Panel's operation to ensure that it remains appropriately focussed on the Council's priorities.

2. The need for change

- 2.1 Since its inception, the Standards and Effectiveness Panel has developed and expanded its remit to include visits to Children's Centre and to receive information about changes in education, such as the OfSTED inspection framework and the new National Curriculum.
- 2.2 A School Improvement Management Board has been also established and has the remit to review standards and the quality of education that is provided in the District's schools.
- 2.3 As there is some overlap between the activities of the Standards and Effectiveness Panel and the School Improvement Management Board, officers in the Education Service, working with councillors, have reviewed the work of the Standards and Effectiveness Panel and the following changes are to its operation are proposed:
 - (1) The role of the Panel is to support the achievement of the Council's goal of 'Better Educated Communities' by liaising on behalf of the Council with schools and Children's Centres in the district.
 - (2) The name of the panel is changed to the 'Schools and Children's Liaison Panel' to more accurately reflect its activity.
 - (3) There are 10 members on the panel
 - (4) The Portfolio Member for Education is able attend meetings as an observer
 - (5) Changes to the Terms of Reference and briefing information for visits to schools and Children's Centres
- 2.4 These changes are reflected in appendices A – D.

3. Recommendation

- 3.1 It is recommended that the following changes are made to the Standards and Effectiveness Panel:
 - (1) The panel is renamed as the Schools and Children's Liaison Panel
 - (2) There are 10 members on the panel

- (3) The Portfolio member for education can attend meetings as an observer
- (4) The Terms of Reference for the panel be accepted
- (5) The briefing information for visits to schools and Children's Centres be accepted

Appendices

- Appendix 1 Terms of Reference for the School and Children's Centres' Liaison Panel
- Appendix 2 Briefing notes for visits to schools and Children's Centres
- Appendix 3 Template for recording information about a school visit
- Appendix 4 Template for recording information about a Children's Centre visit

Appendix 1

Revised terms of reference for Schools and Children's Centres Liaison Panel

Introduction

The role of the Panel is to support the achievement of the Council's goal of 'Better Educated Communities' by liaising on behalf of the Council with schools and Children's Centres in the district.

It will do this by encouraging open exchange between councillors and leaders of schools and Children's Centres by,

Carrying out a planned programme of visits to schools and Children's Centres
Inviting school and Children's Centres leaders to address meetings of the panel.

The objective of the liaison is to,

Review together and in partnership the impact on schools and Children's Centres in the district of strategic, policy and procedural changes, locally and also nationally, in the fields of education and family support

Gain an insight into the effectiveness of local and national strategies in school improvement, specifically in raising standards and 'closing the gap'

Make informed recommendations to the Portfolio Holder, Education that may support schools and Children's Centres in remaining or progressing towards 'outstanding'.

Background

The Council's goal of 'Better Educated Communities' puts the success of our schools and Children's Centres at the heart of what it does. It has two specific goals,

Raise the attainment of all our children at every key stage –specifically to be in the top 10% of councils for every key stage by 2019

Close the attainment gap for vulnerable pupils – eliminating the current attainment gap between disadvantaged children and other children.

The Visits

If these goals are to be met, it is essential that councillors are well informed and hear the views, questions and suggestions of headteachers, chairs of governors and managers of Children's Centres in the schools and Children's Centres themselves.

These visits are planned by and report to the Panel. Visits will be carried out by members of the panel and, where possible, the relevant ward member or members.

Councillors will be briefed in advance and will therefore be able to focus on strategic issues.

The aim is an informal, wide ranging and open exchange that will include the following areas,

- Barriers to raising standards / closing the attainment gap / providing high quality support to families and the role of the council in lowering or removing these barriers
- The effectiveness of, and approaches to developing, Council strategies for supporting schools and Children's Centres

- Ensuring that schools and Children’s Centres have robust safeguarding procedures in place
- The trajectory of the school’s or Children’s Centre’s improvement plans

The Panel Meetings

The Panel will meet three times each year to,

- Review and analyse visit reports, identify common themes and recommend actions to be included in a summary report to the Portfolio Holder, Education
- Review the outcomes of Ofsted inspections, as far as possible with the relevant headteacher who, will be invited to attend
- Be briefed on and debate relevant issues, for example, a range of approaches to school improvement, changes to the Ofsted inspection framework, the LA’s role in recruitment and retention, ‘league tables’

Membership

Ten named Councillors

Portfolio Holder, Education, to attend as an observer

Officers to advise and support

Please read in conjunction with ‘West Berkshire Council Schools and Children’s Centres Liaison Panel Briefing Notes’.

Appendix 2

West Berkshire Council

Schools and Children's Centres Liaison Panel

Briefing Notes

Introduction

These notes are for:

- Members of the Schools and Children's Centre Liaison Panel and the administrator for the Panel
- Headteachers and Chairs of Governors
- Managers of Children's Centres (CCs)
- School Improvement Advisers
- School representatives hosting a school visit by members of the Panel
- Visiting Ward Members

Key Points

1. Members visits to schools/CCs are informal and do not lead to judgements being made
2. Members aim to visit every school/CC at least once every 4 years
3. Members are keen to see at first hand what schools are doing to raise standards, to provide a good quality of education for all pupils attending West Berkshire schools and give headteachers/governors/centre managers the opportunity to discuss issues with them in person

Purpose of Panel Visits and Meetings

Members of the Panel will arrange to visit a cross-section of schools during the year. They will also have a programme of visits to children's centres. The visits are informal and headteachers/managers are not expected to spend time preparing for them or change the normal operation of the school day as a consequence.

The main purpose of the visits and meetings of the Panel is to:

- Provide the opportunity for a discussion between elected Members and representatives from schools/CCs about the improvement and development strategies being used in schools/CCs
- Look at how other statutory and voluntary organisations can work with the children's centres to deliver services
- Look at how children's centre's users are consulted on the services/activities at the centre and how the responses are taken into account and fed back
- How West Berkshire Council can best support schools/CCs in improving outcomes for children
- Give Members first hand experience of good practice in schools/CCs
- Observe and hear about educational standards and quality which informs future decision making
- Enable Members to discuss the steps being taken in schools and CCs to support vulnerable groups of children in improving their outcomes where this is necessary

- Gain information about the effectiveness of the spend on the Pupil Premium for pupils eligible for Free School Meals (FSM) or in receipt at some point in the last 6 years (FSM6); the Pupil Premium Plus for Looked After Children and those on Adoption Orders/ Special Guardianship Orders and Accommodation Orders as well as those pupils in receipt of the Service Children Premium (Service 4)
- Look at the effectiveness of the Council's strategies for supporting schools to raise standards and for children's centres to support families
- Give schools/CC's representatives an opportunity to raise issues with Members concerning school standards and quality
- Allow Members to see how any recommendations for improvement and priorities arising from Ofsted inspections are being implemented and incorporated into the school/CC's development plans
- Enable Members to exercise their accountability to the residents of West Berkshire by seeing first-hand the quality of education in local schools and promoting higher standards of education.
- Enable Members to exercise their accountability to the residents of West Berkshire by seeing first-hand the quality of support provided to young children and their families in children's centres.

Timing of Visits and Meetings

The Panel meets 3 times per year. In between meetings, Members of the Panel will make pre-arranged visits to a number of schools with about 7 school visits per term. The schools visited during one term are selected at random. Wherever possible, visits are arranged so that Members see a cross-section of different types of school and phase. The aim is to ensure that every school has been visited over a 4 year period. The Chair of Governors (or another Governing Body representative) and the local Ward Member will also be invited to attend a school visit. If there is more than one ward member, they should decide which member will attend. Visits will involve **not more** than 3 Members including the Ward Member. It is hoped that **all** Members of the Panel will be able to make at least 2 school visits per year across a range of provision (eg age groups/locations)

Children's Centres will be visited on a rolling programme which will include a visit to the main cluster centres as well as those centres where outreach is provided.

Each visit will last not more than 2 hours. Members making the visit will be briefed in advance and will have had an opportunity to read the most recent Ofsted report on the school/CC. Members will also be provided with the most up to date Nexus School Profile, which provides a wide range of school data. Headteachers are not asked to provide any additional information. A brief note of each visit will be made, which records the key points arising from the discussion during the visit. (see the blank proformas attached)..

Following the round of school visits, Members will have the opportunity to discuss the key points arising at the next meeting of the Schools Liaison Panel.

Schools/CCs will be invited to attend a panel meeting when their school/CC has received a good or better report in their recent inspection by OfSTED. This will be for the school/CC to have an opportunity to discuss with members their successes and what their priorities will be to further improve the quality of education/provision. Headteachers/Centre Managers will not be expected to make a formal presentation although they may choose to do so. Presentations should be sent to the Panel administrator, Debbie Goddard prior to the meeting.

Schools will be notified at least 2 weeks in advance of a proposed visit. Should a proposed visit occur at an inconvenient period, the school has the right to ask for it to be rescheduled. If you need to rearrange a visit, please contact Debbie Goddard, School Improvement Administrative Assistant, at dgoddard@westberks.gov.uk or 01635 519035.

Structure of the School/Children's Centre Visit

The visits are informal and provide opportunities for productive dialogue. Arrangements can be flexible depending upon the school and its circumstances. The Headteacher of Centre Manager will organise the visit activities. A suggested format could include the following:

1. Welcome on arrival and a tour of the school site.
2. 15 minute verbal briefing for Members by the headteacher on the school/CC's current situation, progress since the last inspection, and any issues arising based on the 4 areas of Ofsted inspections.
3. Question and answer session with Members, exploring key issues with the senior staff and the representative from the Governing Body.
4. Opportunity to meet the staff informally.
5. Opportunity for Members to observe examples of best practice in classrooms.

Members will have read the most recent school OfSTED report, the OFSTED data dashboard, and a briefing note from the School Improvement Adviser linked to the school/CC before the meeting so that school/CC representatives can make best use of the time they have available to:

1. Highlight areas of particular success and key areas for actions to develop the school further
2. Outline the main elements in the school's development plan, and the progress that has been made to date,
3. The support which the school would like to see from the Council in taking forward its development and improvement programme.

Members' questions will generally focus on the current position of the school/CC and other areas concerning the school's improvement and how national and local initiatives are being implemented.

Members who wish to look at the inspection recommendations in the wider context of the school's development priorities, may ask questions relating to:

- How key national and local strategies are being implemented in the school?
- Other areas for development / improvement identified by the school
- How these priorities have been arrived at?
- What progress has been made so far?
- How well the school is resourced, including the recruitment and retention of staff?
- Any other aspects of its work that the school would wish to draw to the attention of Members.

Follow-up to the Visit

- The Chair of the panel will write to the school/CC representatives to thanking them for hosting the meeting
- The Chair will ensure that panel member reports are provided to the panel administrator at least 5 days prior to the panel meeting
- A copy of the Members report will be forwarded to the school/CC after the termly panel meeting.

Appendix 3

Support forms for recording information gathered on a visit to a school

FORM TO BE COMPLETED BY SCHOOLS AND CHILDREN'S CENTRE LIAISON PANEL
School Visited:
Date Visited:
Attendees:
School Representatives:
<u>Question Prompts</u>
<u>Outcomes for Pupils</u>
<ul style="list-style-type: none">• What is the level of attainment on entry to Foundation Stage 2 (reception class / entry to school)?• Are pupils achieving at / above national expectations at the end of KS1/2/3/4/5?• Are vulnerable pupils achieving as well as their peers?• How is the school using the Pupil Premium Funding for children entitled to Free School Meals, Looked After Children and Service Children (Army / Navy / Airforce)? What has been the impact?• What are the key issues that the school needs to address to improve standards?
<u>Quality of Teaching, Learning and Assessment</u>
<ul style="list-style-type: none">• What are the strengths within the school in teaching and learning?• What does the school do to improve the quality of teaching and learning?• What are the strengths within the school in regard to assessment procedures?
<u>Personal Development, Behaviour and Welfare</u>
<ul style="list-style-type: none">• How does the school promote pupils personal development and positive behaviour?• Are all statutory policies in place? What is the school's process for review of these policies?• How is the school working to ensure (internet) e-safety? Are all the correct filters in

place to prevent the children accessing inappropriate websites? How is the school promoting anti-bullying, the PREVENT radicalisation agenda and what do they do if they have concerns?

Leadership and Management

- What are the strengths within the school in leadership and management?
- What needs to be improved?
- Are there any challenges with leadership and management at the present time?
- How are the Governors included in the self-evaluation of the school?
- How is the school preparing for future inspection?
- Are there any obstacles in the way?

What can West Berkshire District Council do for your school?

Are there any issues that you would like to raise with members?

Do you have any comments to make about services that are provided to your school but not in a traded manner?

Traded Services

Please rate the following services that you have bought into on a scale of 1-5.

1=poor 2=below expectations 3=acceptable 4=above average 5=excellent

Accounts Payable

Accounts/Finance

Cleaning

Free School Meals

Grounds Maintenance

Governor Support

Health & Safety

HR

Insurance

ICT (SIMS/FMS)

ICT (Tech Support)

Library Services

Licences

Legal

Museum Services

Payroll

Property Services

Residual Catering

School Improvement

School Meals

Tree Management

Wider Area Network

Please state N/A in the appropriate box if the service has not been bought into

Appendix 4

Support forms for recording information gathered on a visit to a Children's Centre

FORM TO BE COMPLETED BY SCHOOLS AND CHILDREN'S CENTRE LIAISON PANEL
Children's Centre Visited:
Date Visited:
Attendees:
Children Centre Representatives:
Question Prompts What Policies does the Children's Centre have? How often are they updated?
What services are delivered in the Children's Centre? Which are delivered by yourselves and which by external agencies?
Who are the vulnerable groups within the Children's Centre and how do you identify vulnerable families?
How do you measure the impact of services?
Do you have an effective Advisory Board (this is the equivalent of a school governing body but without statutory powers)?
What parenting programmes are delivered at the centre? How long does each one last? What percentage of parents complete the programme?
How do you ensure children and families are safe in the centre?
How are you supported by the LA? Does this meet your needs? How could it be improved?
Are there any challenges with leadership and management at the present time?
Any other issues raised

What can West Berkshire Council do for your school?

Are there any issues that you would like to raise with members?

Do you have any comments to make about services that are provided to your school but not in a traded manner?

Agenda Item 11.

Title of Report:	Quarter 2 In Depth Performance Report – Council Strategy Priority 5 (Safeguarding)
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23/02/2016

Purpose of Report:

To provide a more in depth analysis of the overall performance status for the basket of measures used at corporate level to monitor progress of the delivery of the Council Strategy Priority 5 – ‘Good at safeguarding children and vulnerable adults’.

Recommended Action:

The members of the Overview and Scrutiny Management Commission to note progress against the performance measures.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Emma Webster (0118) 941 1676
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Contact Officer Details	
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Job Title:	Research, Consultation and Performance Manager
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Executive Report

1. Purpose of the report

- 1.1 This report was produced following the decision of the Overview and Scrutiny Management Commission on the 1st December 2015 that in addition to the quarterly performance report, an ongoing and scheduled programme of scrutiny is put in place to monitor the progress that the Council is making in the achievement of its strategic priorities.
- 1.2 Performance reports are provided on a quarterly basis to the Corporate Board, the Executive and general public to assess the overall delivery of the Council Strategy. As part of the Council's performance management approach, these reports are also submitted for consideration at the Overview and Scrutiny Management Commission.
- 1.3 The focus of this paper is on the results achieved for the set of performance measures used at corporate level to monitor the progress in delivering the Council Strategy Priority 5 – 'Good at safeguarding children and vulnerable adults'. The aim is to provide a more in depth level of performance information including all the measures that have been agreed to be part of the Council Strategy Delivery Plan for reporting at corporate level.

2. Quarter 2 results

- 2.1 The report appraises progress against a basket of 26 performance measures and activities aligned to the Council Strategy Priority 5.
- 2.2 Of the 26 reported measures, outturns are available for 25. The measure not reported is a measure that is reported once a year. In addition, at the time of producing the report, targets were not available for two measures in order to determine performance rating and for two measures a baseline is being established this year to inform targets for 2016/17 financial year.
- 2.3 Details are provided as part of Appendix 1 for all measures including the following information:
- o *Column 1*: a reference code
 - o *Column 2*: the title of the measures
 - o *Column 3-7* previous years' outturns and (if available) comparative performance
 - o *Column 8*: the current year's target.
 - o *Columns 9-10*: quarterly outturns and RAG ratings.
 - o *Column 11*: and supporting commentary or volume data.
- 2.4 A total of 10 measures are reported as 'green' – or are on track to be delivered / achieved by year end.
- 2.5 10 measures are reported as 'amber'- behind schedule, but still expect to achieve or complete the measure / activity by year end.
- a. To reduce the percentage of posts that are filled by agency staff
 - b. % of repeat referrals to Children's Services within 12 months of a previous referral

- c. To maintain a high percentage of (single) assessments being completed within 45 working days
 - d. To increase the percentage of children subject to a CP Plan that have received a visit within the past 10 working days
 - e. Percentage of LAC with Health Assessments on time
 - f. % of Leaving Care Clients with Pathway Plans
 - g. % of LAC in family settings
 - h. Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services
 - i. Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months
 - j. The average number of days taken to make a full decision on new Benefit claims
- 2.6 One measure is reported as 'red' - that we have not achieved, or do not expect to achieve, the activity or target within the year:
- a. % of care homes rated good or better by Care Quality Commissioning (CQC) in the area of "safe"
- 2.7 Exception reports are provided as part of Appendix 2 for all measures RAG rated as 'Amber' or 'Red'.

3. Conventions used in this report

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

★ means we have either achieved / exceeded, or expect to achieve 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 not achieved, or do not expect to achieve, the activity or target within the year;

□ indicates that data can only be reported at a single point of the year and progress cannot be tracked – e.g. GCSE results or the road condition survey, whilst;

⌚ indicates that quarterly data is unavailable when this report was published

⋯ indicates that a measure is not targeted and results are being recorded as a baseline for future monitoring.

(E) indicates that an outturn is an estimate and will be confirmed during the year.

4. Conclusion

- 4.1 Overall performance is assessed as being on track to achieve the expected end of year targets or behind schedule at the time of reporting but still expected to achieve the end of year results. Only one measure was identified as RAG rated 'red' and all the actions to address under-performance have been implemented.

Appendices

Appendix 1 – 2015/16 West Berkshire Council – Council Delivery Plan Performance Report – Quarter 2

Appendix 2 – Exception reports for the measures RAG rated 'Red' or 'Amber'

2015/16 West Berkshire Council - Council Delivery Plan Performance Report - Quarter 2

Ref:	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q2 Supporting commentary
Priority 5. Good at safeguarding children and vulnerable adults										
P&S1c&f01	To reduce the percentage of posts that are filled by agency staff	Local	22%	Local	37%	-	<=15%	♦ 35.5%	♦ 27.6%	Q2: 25 / 90.6 See exception report for details.
P&S1c&f05	% of repeat referrals to Children's Services within 12 months of a previous referral	Local	30%	Local	25%	-	5%-15%	♦ 19.9%	♦ 18.6%	Q2: 120 / 645 See exception report for details. **Request to alter target for 2015/16.
P&S1c&f07	To maintain a high percentage of (single) assessments being completed within 45 working days	Local	New	Local	70%	-	>=90%	♦ 71.2%	♦ 79.7%	Q2: 615 / 772 See exception report for details.
P&S1c&f08	ICPCs (Initial Child Protection Conferences) held within 15 days of S47 (child protection) enquiry (year to date)	3rd	81%	dna	77%	-	>=90%	★ 97.4%	★ 97.2%	Q2: 104 / 107
P&S1c&f09	% of S47 enquiries going to Initial Child Protection Conferences (ICPC)	-	-	-	tbc	-	Baseline	☹ 27.7%	☹ 36.6%	Q2: 107 / 297
P&S1c&f10	Child Protection Reviews - held on time (snapshot)	1st	93%	4th	100%	-	>=95%	★ 100.0%	★ 97.6%	Q2: 83 / 85
P&S1c&f11	To increase the percentage of children subject to a CP Plan that have received a visit within the past 10 working days	-	-	-	84%	-	>=95%	♦ 84.1%	♦ 84.6%	Q2: 110 / 130 See exception report for details.
P&S1c&f12	Repeat plans - Children and young people subject of a CP Plan for a second or subsequent time	-	-	-	0	-	<=11%	★ 0	★ 0	No repeat plans
P&S1c&f13	The number of children subject to a plan for 9 months or more	-	-	-	-	-	Baseline	☹ 38	☹ 40	From Q2, this measure replaces: 'The percentage of children subject to a child protection plan for two years or more (snapshot at end of month)', which is no longer reported by the service.
P&S1c&f14	The number of weeks taken to conclude care proceedings (children social care)	-	-	-	31	-	<=26 weeks	♦ 27	★ 24	
P&S1c&f16	Looked after children cases which were reviewed within required timescales	Local	dna	Local	99%	-	95%	★ 100%	★ 99.3%	Q2: 150 / 151 Target is being evaluated by new Head of Service

2015/16 West Berkshire Council - Council Delivery Plan Performance Report - Quarter 2

Ref:	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q2 Supporting commentary
P&S1c&f17	Percentage of LAC with Health Assessments on time	-	-	-	63%	-	>90%	⬇ 50.8%	⬇ 72.7%	Q2: 93 / 128 See exception report for details.
P&S1c&f18	Percentage of LAC with Dental Checks completed on time	-	-	-	68%	-	tbc	⬇ 82%	⬇ 86.7%	Q2: 111 / 128
P&S1c&f19	% of LAC with 3+ placements during year-to-date.	0%	-	0%	0	0%	<=11%	★ 1.3%	★ 2.4%	From Q2, this measure replaces: 'Placement stability - % LAC for 2.5 years in the same placement during the last 2 years', which is no longer reported by the service.
P&S1c&f21	% of Leaving Care Clients with Pathway Plans	-	-	-	100%	-	100%	⬇ 79%	⬇ 89%	Q2: 89 / 100 See exception report for details. * title of measure amended from ' LAC' to 'leaving care clients'.
P&S1c&f22	% of LAC in family settings	-	-	-	tbc	-	>=90%	⬇ 87.8%	⬇ 89%	Q2: 153 / 172 See exception report for details.
P&S1c&f24	Timeliness of adoption: Avg days from the child entering care to moving in with the adoptive family	-	-	-	524 days	-	<=476 days	⬇ 495	★ 476	
P&S1c&f25	Timeliness of adoption: Avg days from receiving Court authority to place to deciding on a match	-	-	-	tbc	-	<=167 days	★ 142	★ 173	Target is being evaluated by new Head of Service. Will be completed in readiness for Q3.
P&S1c&f26	% of adequate and above audits of the total audits completed during the most recent audit period (children's Services cases)	-	-	-	tbc	-	tbc	⬇ 77.6%	⬇ 74.4%	Q2: 67 / 90 Target is being evaluated by new Head of Service. Will be completed in readiness for Q3.
P&S1asc02	Maintain the proportion of people who use services who say their services have made them feel safe and secure (ASCOF 4B)	34 / 149 1st	85%	-	88%	-	85%	⊕ Annual	⊕ Annual	
P&S1asc03	Maintain % of safeguarding concerns responded to within 24 hours.	-	87%	-	91%	-	92%	★ 92.2%	★ 95.1%	
P&S1asc04	% of care homes rated good or better by Care Quality Commissioning (CQC) in the area of "safe"	-	-	-	-	-	100%	⬇ 75%	■ 75%	Q2: 3 / 4 See exception report for details.

2015/16 West Berkshire Council - Council Delivery Plan Performance Report - Quarter 2

Ref.	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q2 Supporting commentary
OP3asc15	Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	-	-	-	93%	-	92%	★ 92.9%	◆ 90.4%	See exception report for details.
OP2asc13	Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months	-	-	-	62%	-	90%	◆ 61.6%	◆ 63.9%	Q2: 837 / 1309 See exception report for details.
CBO1cus01	The average number of days taken to make a full decision on new Benefit claims	-	18.47 days	-	17.86 days	-	<18.5 days	◆ 19.18 days	◆ 19.09 days	See exception report for details.
CBO1cus02	The average number of days taken to make a full decision on changes in a Benefit claimants circumstances	28 / 120 1st	7.58 days	-	6.18 days	-	<8 days	★ 7.17 days	★ 6.48 days	

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Rachael Wardell / Mac Heath		Children and Family Services				14 October 2015	AMBER	
P&S1c&f01		To reduce the percentage of posts that are filled by agency staff						
Corporate Board only	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	■	◆	◆			<=15%	Lower is better
Qrtly outturn	-	-	-	-				
YTD outturn	22%	37%	27 / 76 35.5%	25 / 90.6 27.6%				
REASON FOR AMBER:								
Our performance against this indicator is gradually improving with a net gain year to date of 11 staff. No permanent qualified social workers have left the service since the beginning of May.								
Achieving our target of 15% will inevitably be a longer term goal.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:								
Our strategy to achieve the target will centre around reducing stress of social workers and by making available the tools needed to do the job (blackberries plus chargers; laptops for working away from the office) and linking this to regular/high quality supervision and manageable caseloads.								
West Berkshire is also involved in the development of a South East 'Memorandum of Co-operation'. From the 1st November, all authorities in the South East have agreed not to employ any agency worker who has come from a permanent post.								
We expect to see a continued gradual decrease in the percentage of agency staff within the service.								
STRATEGIC ACTIONS REQUIRED								
None required.								

Rachael Wardell / Mac Heath		Children and Family Services				14 October 2015	AMBER	
P&S1c&f05		% of repeat referrals to Children's Services within 12 months of a previous referral						
Corporate Board only	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	■	◆	◆			5%-15%	Lower is better
Qrtly outturn	-	-	-	-				
YTD outturn	30%	25%	63 / 332 19%	120 / 645 18.6%				
<p>REASON FOR AMBER:</p> <p>At 18.6%, our performance remains below that of both our comparator authorities and the national average.</p> <p>Now that we have increased confidence in our front door monitoring systems and recording – 20% is a realistic target. This revised target is still stringent, being below both the national average and the average for our comparator authorities.</p> <p>REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:</p> <p>No remedial action is required but the indicator needs to remain under observation.</p> <p>STRATEGIC ACTIONS REQUIRED</p> <p>To agree revised target</p> <p>Note: Corporate Board agreed as revised target to use the benchmarking range of between 15% and 25%.</p>								

Rachael Wardell / Mac Heath	Children and Family Services	14 October 2015	AMBER
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P&S1c&f07		To maintain a high percentage of (single) assessments being completed within 45 working days						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG		■	◆	◆			>=90%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	New	70%	227 / 319 71.2%	615 / 772 79.7%				

REASON FOR AMBER:

Our performance against this indicator has improved since the start of the year (end of April = 61%) as the backlog of historical completions drop out of frame.

Performance for September alone was 98%. If our performance continues at this high level, the YTD figure will gradually improve.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

There is day to day close scrutiny of single assessments that are still open and we are monitoring monthly as well as YTD performance. The daily scrutiny of single assessments is having results and should continue to do so over the coming months.

STRATEGIC ACTIONS REQUIRED

None required

Rachael Wardell / Mac Heath	Children and Family Services	14 October 2015	AMBER
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P&S1c&f11	To increase the percentage of children subject to a CP Plan that have received a visit within the past 10 working days		
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Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG		■	◆	◆			>=95%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	-	84%	106 / 126 84.1%	110 / 130 84.6%				

REASON FOR AMBER:

Our performance against this indicator is improving. However, there are ongoing challenges with respect to both the speed and accuracy of recording CP Visits. Where children are both CP and LAC, recording a visit as a LAC Visit is not sufficient but we recognise in some cases that this has been happening.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

A slot at the next performance board will be dedicated to this indicator – to develop a clearer picture about the barriers to further improvement. Continued focus on this indicator and associated recording issues should result in achievement of the 95% target by year end.

STRATEGIC ACTIONS REQUIRED

None required.

Rachael Wardell / Mac Heath	Children and Family Services	14 October 2015	AMBER
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P&S1c&f17		Percentage of LAC with Health Assessments on time						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG			♦	♦			90%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	Not reported	63%	64 / 126 50.8%	93 / 128 72.7%				

REASON FOR AMBER:

There has been significant improvement towards our target since the end of quarter one. There continues to be a high level of scrutiny in relation to this indicator and we are therefore optimistic about achieving the target by year end.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

Health Assessments are carried out by colleagues working in Health. There are ongoing discussions at a senior level in order to address barriers to higher performance on this indicator. These are beginning to demonstrate positive improvement. No action over and above this is necessary – but the indicator needs to remain under scrutiny.

STRATEGIC ACTIONS REQUIRED

None required.

Rachael Wardell / Mac Heath		Children and Family Services				14 October 2015	AMBER	
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P&S1c&f17		% of Leaving Care Clients with Pathway Plans						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG			♦	♦			100%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	Not reported	100%	79 / 100 79%	89 / 100 89%				

REASON FOR AMBER:

The 100% target set for this indicator is very difficult to achieve, as (at any one time) there are usually a few care leavers who are unwilling or difficult to engage with the pathway planning process.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

This indicator has been discussed at a recent Performance Board and there is concerted effort underway to ensure that young people have a pathway plan wherever possible. There are issues to be resolved in relation to cases that have already transferred to Adult Social Care and how we can ensure that these young people also have a Pathway Plan (or equivalent) in place that ensures all their needs are appropriately being met.

STRATEGIC ACTIONS REQUIRED

None

Rachael Wardell / Mac Heath		Children and Family Services				14 October 2015	AMBER	
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P&S1c&f22		% of LAC in family settings						Target	Polarity
Corporate Board only	2013/14 Year End	2014/15 Year End	2015/16						
			Q1	Q2	Q3	Q4			
RAG			◆	◆			90%	Higher is better	
Qrtly outturn	-	-	-	-					
YTD outturn			144 / 164 88%	153 / 172 89%					

REASON FOR AMBER:

Performance on this indicator has improved since the end of Q1 and we are now 1% below the target set for the year. We consider that we are moving in the right direction and that no remedial action is needed.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

STRATEGIC ACTIONS REQUIRED

None required.

Rachael Wardell / Tandra Forster		Adult Social Care				15 October 2015	AMBER	
OP2asc13		Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	★	★	◆	◆			90%	Higher is better
Qrtly outturn								
YTD outturn	Not reported	62%	796 / 1292 61.6%	837 / 1309 63.9%				
REASON FOR AMBER:								
<p>The change in eligibility framework resulting from the Care Act has created a new imperative for this work; all long term clients will have to have had a review under the new framework by 31 March 2016. Additional capacity has been brought in to focus on this area of work, it has taken time to bed in so there was a slow start to work in quarter 1. Additional capacity has resulted in increased pace; there is a lag in updating the case management system so progress is not accurately reflected.</p>								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:								
<p>Continued focus on completing reviews, significant progress has been made on community based support and the team are now dealing with residential placements. In addition staff are working to ensure the case management system is updated so progress is more evident.</p>								
STRATEGIC ACTIONS REQUIRED								
None required.								

Rachael Wardell / Tandra Forster		Adult Social Care				15 October 2015	AMBER	
OP3asc15		Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	Not reported	Not reported	★	◆			92%	Higher is better
Qrtly outturn								
YTD outturn		93%	65/70 92.9%	47 / 52 90.4%				
REASON FOR AMBER: This is a small cohort and is prone to fluctuations.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN: None.								
STRATEGIC ACTIONS REQUIRED None required.								

Nick Carter / Sean Anderson		Customer Services				2015	AMBER	
CBO1cus01		The average number of days taken to make a full decision on new Benefit claims						
Corporate Board only	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG			♦	♦			<18.5 days	Lower is better
Qrtly outturn								
YTD outturn	18.47 days	17.86 days	19.18 days	19.09 days				
REASON FOR AMBER:								
Performance is slightly above target due to vacant posts, a higher number of new claims, and the impact of Universal Credit all of which impair the performance of the service.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:								
The vacant posts have been advertised and there have been some strong applicants coming forward so we are hopeful that these will be filled soon. The increasing number of 'new claims' is reflective of the impact of the changes to 'Welfare Reform' as is Universal Credit – it is difficult to mitigate for the increasing workload that this is causing but management are prioritise resources to address matters as these arise. Looking at the latest set of performance figures (18/11/15) new claims processing times have improved to 18.91 days - Q3 is traditionally a 'quieter time' and assuming this holds true we would expect further improvement. Performance as at Q3 will determine if the service will or will not deliver a Green or Red as at Q4.								
STRATEGIC ACTIONS REQUIRED								
None as at this time but looking ahead the Chancellors Autumn Statement is expected to contain potentially significant changes to Housing Benefits that could potentially have a serious impact on future service delivery.								

Rachael Wardell / Tandra Forster		Adult Social Care				15 October 2015		RED	
P&S1asc04		% of care homes rated good or better by Care Quality Commissioning (CQC) in the area of "safe"							
Corporate Board only	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity	
			Q1	Q2	Q3	Q4			
RAG	-	-	♦	■					
Qrtly outturn			-	-			4 / 4	Higher is better	
YTD outturn	Not reported	Not reported	3 / 4 75%	3 / 4 75%			100%		
<p>REASON FOR RED: The full Ofsted report can be found here http://www.cqc.org.uk/location/1-111590066</p> <p>A recent CQC inspection rated Willows Edge as good but highlighted one area, Safe as requiring improvement. This was on the basis that:</p> <ul style="list-style-type: none"> The service was not always safe because there were not always sufficient staff available to meet people's needs. The provider's medicines procedure did not provide guidance to staff on the circumstances when medicines may be given covertly. However, individual guidelines were provided in one case where this might be necessary and appropriate best interests agreements had been obtained <p>REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:</p> <ul style="list-style-type: none"> Two additional staff have temporarily been brought in on every shift to help with three of the most high dependency residents Medication procedures have been adapted to ensure covert medication is covered in the procedure and clear guidance is given to all staff on ensure a best interest decision is taken and recorded before any covert medication is administered <p>FINANCIAL IMPLICATIONS: None reported</p> <p>SERVICE PLAN UPDATES REQUIRED:</p> <ul style="list-style-type: none"> Whilst improvements are identified, the CQC do not consider the home is at significant risk and will not prioritise a review. This indicator will remain at 75% <p>STRATEGIC ACTIONS REQUESTED: To agree revised target of 75%</p> <p>CORPORATE BOARD DECISION:</p> <p>Target for this measure to remain at 100%. Rachel Wardell / Tandra Forster to develop a new measure to be reported at Q3</p>									

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Financial Performance Report 2015-16

Quarter Three

Committee considering report: Overview and Scrutiny Management Commission

Date of Committee: 23 February 2016

Portfolio Member: Councillor Roger Croft

Date Portfolio Member agreed report: 23 January 2016

Forward Plan Ref:

1. Purpose of the Report

1.1 To inform members of the latest financial performance of the Council.

2. Recommendation(s)

2.1 To ensure that Members are fully aware of the latest financial position of the Council.

3. Executive Summary

3.1 This report presents the financial performance for Quarter Three of the 2015/16 financial year. At Quarter Three, the forecast revenue position is an overspend of £0.6m, which is an increase of £0.1m from Quarter Two.

3.2 The Communities Directorate is forecasting an overspend of £0.9m at Quarter Three, which is a similar position to that at Quarter Two. The overspend is primarily the result of a £1.3m pressure within Children's and Family Services, forecast overspends within Education of £0.4m and Prevention & Developing Community Resilience £0.1m, offset by savings within Adult Social Care and Care Commissioning, Housing & Safeguarding of £0.9m split approximately equally. The Directorate is looking to mitigate this forecast overspend position further and is reviewing all spending plans to see what can be delivered in the remainder of the financial year.

3.3 The Environment Directorate is forecasting an underspend of £305k compared to a £373k underspend at Quarter Two. This is primarily due to additional income from parking and development control and a saving in winter service costs with the reduction being mainly the slippage of the planning application for the Sandleford Development and the associated fee

3.4 The Resources Directorate is forecasting an overspend of £13k, compared to a £50k overspend at Quarter Two. There are a number of forecast changes by Service, mainly reductions in Customer Service and ICT offsetting increases within HR and Legal.

4. Conclusion

4.1 The Quarter Three position is showing a forecast overspend of £0.6m. The Council remains in a challenging financial environment, and is faced with delivering savings of just under £6m, as well as addressing significant in year pressures in the Communities Directorate. The Council is taking steps to maintain financial discipline and ensure that savings are deliverable.

5. Appendices

- 5.1 Appendix A (1) – Financial Performance Q3 2015-16: Executive Report
- 5.2 Appendix A (2) – Financial Performance Q3 2015-16: Summary Revenue Forecast
- 5.3 Appendix A (3) – Financial Performance Q3 2015-16: Summary Capital Forecast
- 5.4 Appendix A (4) – Financial Performance Q3 2015-16: Summary Budget Movements
- 5.5 Appendix A (5) – Financial Performance Q3 2015-16: Directorate Summaries:
 - (i) Communities Directorate
 - (ii) Environment Directorate
 - (iii) Resources Directorate

Corporate Board's recommendation:

Corporate Board noted there is a need to continue with additional mitigation measures agreed following the Q2 report and the situation would continue to be monitored.

To be completed after the Corporate Board meeting.

OSMC's recommendation:

To be completed after the Overview and Scrutiny Management Commission meeting.

Appendix A (1)

Financial Performance Report 2015-16 Quarter Three Executive Report

1. Introduction

- 1.1 The financial performance reports provided to Members throughout the financial year are concerned with the under or overspend against the Council's approved budget. At Quarter Three the forecast revenue position is an overspend of £0.6m.

2. Summary Revenue Forecast

- 2.1 Track by Month/Quarter:

Service	Current Net Budget £000	Annual Net Forecast £000	Forecast (under)/over spend			Change from last quarter £000
			Quarter One	Quarter Two	Quarter Three	
			£000	£000	£000	
DSG	(721)	(721)	0	0	0	0
Corporate Director - Communities	275	275	0	0	0	0
Adult Social Care	39,948	39,948	(877)	0	(418)	(418)
Care Commissioning, Housing & Safeguarding	5,871	5,771	(63)	(100)	(435)	(335)
Children's Services	15,130	15,814	1,945	684	1,308	625
Education	10,905	11,155	0	250	389	139
Adult Social Care Change Programme	1,535	1,535	0	0	0	0
Prevention and Developing Community Resilience	518	567	0	49	82	34
Communities	73,461	74,343	1,004	882	926	44
Corporate Director	167	167	0	0	0	0
Highways & Transport	7,849	7,652	(66)	(197)	(196)	1
Planning & Countryside	3,935	3,681	0	(254)	(166)	88
Culture & Environmental	21,540	21,618	59	78	57	(21)
Environment	33,491	33,118	(7)	(373)	(305)	68
Chief Executive	514	499	0	(15)	(22)	(7)
Customer Services	2,010	2,021	0	11	(44)	(55)
Finance	1,758	1,767	0	9	0	(9)
Human Resources	1,150	1,172	16	22	48	26
Information Technology	2,825	2,806	(12)	(19)	(59)	(40)
Legal	972	1,042	0	70	115	45
Public Health	229	229	0	0	0	0
Strategic Support	3,574	3,545	(14)	(29)	(25)	4
Resources	13,032	13,081	(10)	49	13	(36)
Levies and Interest	4,947	4,938	0	(9)	(10)	(1)
Total	124,931	125,480	987	549	625	75

NB. Rounding differences may apply to nearest £k

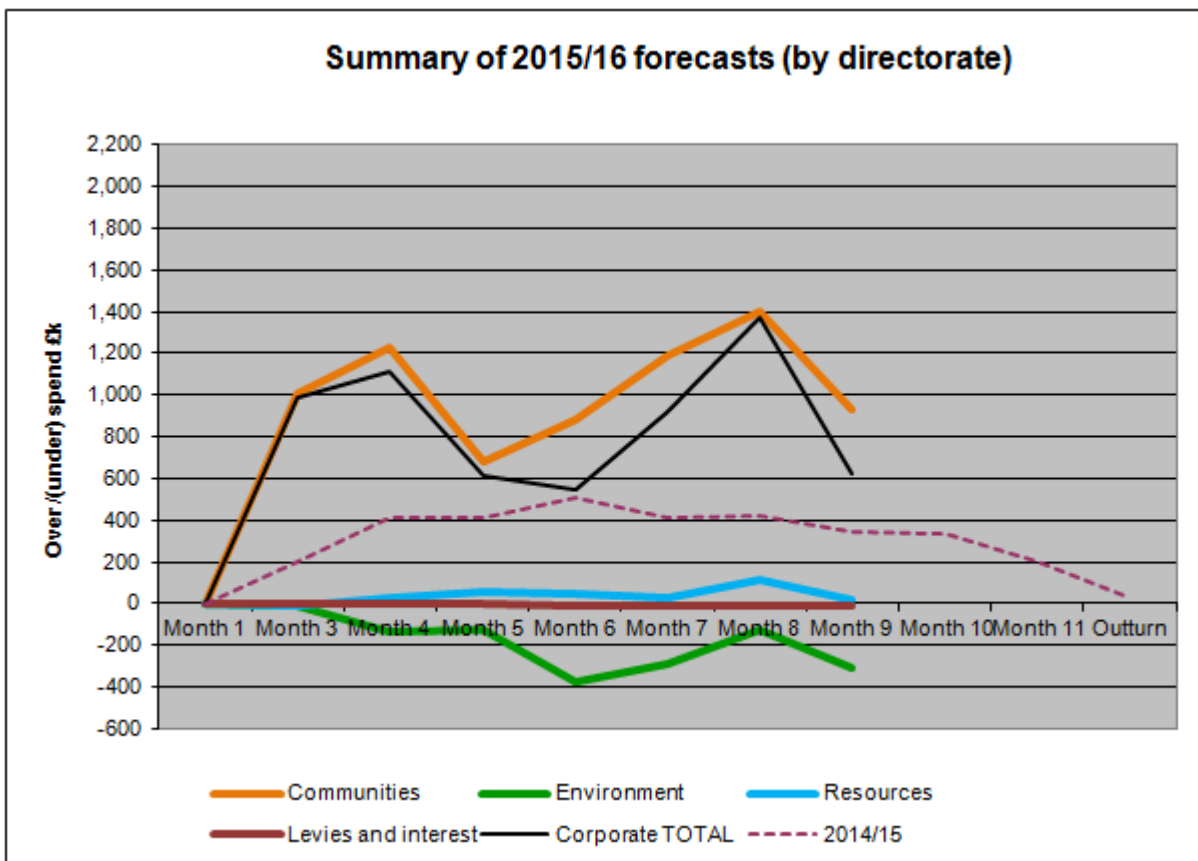
2.2 The Communities Directorate is forecasting an overspend of £926k at Quarter Three, which is an increase of £44k from Quarter Two. The overspend is primarily the result of a £1.3m pressure within Children's and Family Services, forecast overspends within Education of £0.4m and Prevention & Developing Community Resilience £0.1m, offset by savings within Adult Social Care and Care Commissioning, Housing & Safeguarding of £0.9m split approximately equally. The Directorate is looking to mitigate this forecast overspend position further and is reviewing all spending plans to see what can be delivered in year.

The budget forecast variances for individual services between Quarter Three and Quarter Two reporting are as follows:

- (1) Adult Social Care is forecasting an underspend of £418k at Quarter Three which is a £418k change from an on line position reported at Quarter Two. This is due to the downward pressure on commissioning budgets, attributed to the new ways of working being increasingly rolled out across the service and the in year award of Continuing Health Care (CHC) funding.
- (2) The Care Commissioning, Housing and Safeguarding Service is forecasting a year end underspend of £435k at Quarter Three which is a £335k change on the position reported at Quarter Two. This is primarily due to an underspend in Supporting People services (£130k), lower numbers of Discretionary Housing Payments being approved (£151k) and £35k of Public Health Funding has been utilised to support homelessness prevention services.
- (3) Children's and Family Services are forecasting an overspend of £1.3m at Quarter Three. This is an increase of £625k on the position reported at Quarter Two, the main areas driving the change in forecast are additional placement and placement support pressures, increased agency costs due to a lower level of social worker recruitment than anticipated within the child protection teams, increases in the forecast for joint arrangements for Childcare Lawyers and Emergency Duty Team and the financial pressure resulting from the delayed implementation of the Youth Services restructure. The financial pressures within the service are being partially offset through the in year additional budget allocation.
- (4) The Education Service is forecasting a £389k overspend at Quarter Three which is an increase of £139k on the position at Quarter Two. The overspend forecast is primarily the result of significant pressures within the Special Educational Needs Home to School Transport Budgets, Disabled Children support packages and the Disability Support Team offset by a number of service wide savings strategies. The pressures identified and forecast have remained consistent between Quarters Two and Three. The assumptions in relation to effectiveness of the savings strategies in mitigating the pressures have been revised at Quarter Three leading to the increase in the forecast.
- (5) The Prevention and Developing Community Resilience Service is forecasting an overspend of £82k at Quarter Three. This is an increase of £34k from the forecast at Quarter Two as a result of extending agency

contracts following the identification of workload pressures within the team since the Ofsted judgement of inadequate.

- 2.3 The Environment Directorate is forecasting an underspend of £305k a reduction of £68k from Quarter Two. This underspend is primarily due to additional income from parking and development control and a saving in winter service costs with the reduction being mainly the slippage of the planning application for the Sandford Development and the associated fee.
- 2.4 The Resources Directorate is forecasting an overspend of £13k, which is a reduction of £36k from the reported overspend of £49k in Quarter Two. There are a number of forecast changes by Service, mainly reductions in Customer Service and ICT offsetting increases within HR and Legal.
- 2.5 Levies and Interest is forecasting a small increase to net interest received.
- 2.6 The following chart shows the forecasts per Directorate together with a corporate total and a comparison to last year.



3. Summary Capital Forecast

- 3.1 89.3% of the 2015/16 capital programme is committed as at the end of December 2015. Forecast capital spend in the year is currently £42.2 million against a revised budget of £43.1 million with £0.9 million expected to be re-profiled into 2016/17. A breakdown of capital spend and commitments to date is shown in Appendix A(3).
- 3.2 Appendix A(3) also explains the changes from the original capital programme which was approved by the Council in March to the current revised capital programme. The changes mainly consist of budgets which were unspent at the end of 2014/15 which have been brought forward to 2015/16 to enable the continuation/completion of schemes already underway and additional external funding (mainly government grants and S106 contributions) which have been allocated since March less budgets which have been reprofiled to 2016/17.
- 3.3 Communities – 88.5% of the Communities Programme is committed at the end of Quarter Three.
- (1) In Adult Social Care £368k grant funds for telecare equipment, the redevelopment of Chestnut Walk and supported living and self referral and assessment have been reprofiled to 2016/17. The budget has also been adjusted to allow for approximately £500k expenditure on occupational health equipment to be funded from capital in order to generate a net saving in the revenue budget.
 - (2) In Care Commissioning, Housing and Safeguarding the budget for Disabled facilities grants is expected to be underspent by £400k and it is planned to carry forward this sum to 2016/17 to contribute to the cost of the redevelopment of the Four Houses Corner gypsy and travellers' site.
 - (3) In Children's Services £28k of budget has also been transferred to the from the Corporate Allocation to fund a new system to provide complete, up to date and centralised information policies and procedures to all staff.
 - (4) The Education Services programme has been reviewed and revised by Capital Strategy Group and as a result £2.1m has been reprofiled to 2016/17. The majority of this sum relates to delays to the Spurcroft and Willows primary school schemes due to due to planning and environmental issues and problems with subcontractors. There is an underlying pressure in the current Education programme of approximately £1.3 million which will be taken into account in building the new capital programme for 2016/17 to 2020/21.
- 3.4 Environment – 92.4% of the total capital budget for Environment has been committed as at the end of Quarter Three.
- (1) In Highways & Transport, good progress is being made with the majority of Highways schemes including the replacement of street lights with LEDs and improvements to the A339 corridor. £1.9m has already been reprofiled, mainly in respect of access to the London Road Industrial Estate and a further £120k is expected to be reprofiled for the Hermitage to Hampstead Norreys cycle route, pedestrian crossing improvements in Hungerford and footpath improvements in Basildon.

- (2) In Planning and Countryside, the cost of repairs to flood damaged rights of way are still expected to be contained within the amount of the Severe Weather Recovery grant brought forward from 2014/15 and additional investment in play area improvements will be funded from section 106 contributions.
- (3) In Culture and Environmental protection capital maintenance programmes for leisure centre facilities, libraries and Shaw House are expected to be completed on schedule and £335k of the Waste Site budget will be reprofiled to 2016/17 to allow for Part 1 highways claims and for the future development of the household waste recycling centre (HWRC) at Padworth.

3.5 Resources – 80.4% of the Resources programme is committed at the end of Quarter Three. The London Road Industrial Estate Development Agreement has now been signed off but there is a risk of overspending on legal and consultancy costs for the scheme. The Agresso upgrade has been successfully implemented and the remainder of the Members' bids budget for 2014/15 will be allocated at the next panel meeting planned for January. Phase one of the Superfast Broadband project is now complete. Work on phase 2 began in October and the first parts of the extended network began to go live in December.

4. Options for Consideration

4.1 N/a – factual report for information

5. Proposals

5.1 N/a – factual report for information

6. Conclusion

6.1 The Quarter Three position is showing a forecast overspend of £0.6m. The Council remains in a challenging financial environment, and is faced with delivering savings of just under £6m, as well as addressing significant in year pressures in the Communities Directorate. The Council is taking steps to maintain financial discipline and ensure that savings are deliverable.

Appendix A (2)

Financial Performance Report 2015-16 Quarter Three Summary Revenue Forecast

1. Introduction/Background

- 1.1 The financial performance reports provided to Members throughout the financial year are concerned with the under or overspend against the Council's approved budget. At Quarter Three the forecast revenue position is an overspend of £0.6m.

2. Supporting Information

- 2.1 The table below shows the revised annual budget and compares the budgeted expenditure and income to the most recent forecast provided by budget holders to determine the latest forecast position:

	Budget		Forecasted Performance						
	Original Budget for 2015/16 £	Revised Budget for 2015/16 £	Expenditure			Income			Net
			Annual Expenditure Budget for 2015/16 £	Annual Expenditure Forecast for 2015/16 £	Expenditure Variance for 2015/16 £	Annual Income Budget for 2015/16 £	Annual Income Forecast for 2015/16 £	Income Variance for 2015/16 £	Net Variance £
Education (DSG Funded)	-720,891	-720,891	96,886,779	97,382,610	495,831	-97,607,670	-98,103,500	-495,830	1
Corporate Director - Communities	275,000	275,000	275,000	395,000	120,000	0	-120,000	-120,000	0
Adult Social Care	39,992,838	39,947,528	50,588,088	49,810,640	-777,448	-10,640,560	-10,281,130	359,430	-418,018
Care Commissioning, Housing & Safeguarding	5,261,659	5,870,869	9,782,699	9,488,320	-294,379	-3,911,830	-4,052,920	-141,090	-435,469
Childrens Services	13,425,398	15,130,438	15,829,838	17,433,910	1,604,072	-699,400	-995,000	-295,600	1,308,472
Education	10,595,347	10,904,947	13,990,326	14,252,340	262,014	-3,085,380	-2,958,250	127,130	389,143
ASC Efficiency Programme	1,160,850	1,534,830	1,534,830	1,789,260	254,430	0	-254,430	-254,430	0
Prevention and Developing Community Resilience	449,330	517,930	695,260	849,370	154,110	-177,330	-249,250	-71,920	82,190
Communities	70,439,531	73,460,651	189,582,820	191,401,450	1,818,630	-116,122,169	-117,014,480	-892,311	926,319
Corporate Director - Environment	166,750	166,750	166,750	166,750	0	0	0	0	0
Highways & Transport	7,623,299	7,849,949	12,569,679	12,772,090	202,411	-4,719,730	-5,118,140	-398,410	-195,999
Planning & Countryside	3,761,289	3,935,019	5,479,899	5,523,120	43,221	-1,544,880	-1,754,300	-209,420	-166,199
Culture & Environmental Protection	21,658,307	21,540,716	28,058,226	27,931,660	-126,566	-6,517,509	-6,333,440	184,069	57,504
Environment	33,209,644	33,492,434	46,274,553	46,393,620	119,067	-12,782,119	-13,205,880	-423,761	-304,694
Chief Executive	568,900	514,210	514,210	492,690	-21,520	0	0	0	-21,520
Customer Services	1,948,169	2,010,159	40,992,329	41,001,290	8,961	-38,982,170	-39,035,630	-53,460	-44,499
Finance	1,862,960	1,757,570	3,714,480	3,720,620	6,140	-1,956,910	-1,963,050	-6,140	0
Human Resources	1,126,190	1,149,960	1,500,680	1,551,030	50,350	-350,720	-352,670	-1,950	48,400
ICT & Corporate Support	2,801,949	2,824,679	3,710,869	3,640,080	-70,789	-886,190	-874,150	12,040	-58,749
Legal Services	962,160	971,710	1,214,030	1,237,980	23,950	-242,320	-151,390	90,930	114,880
Public Health & Wellbeing	-80,000	228,990	5,642,340	5,642,340	0	-5,413,350	-5,413,350	0	0
Strategic Support	3,455,599	3,574,189	3,892,669	4,008,330	115,661	-318,480	-459,640	-141,160	-25,499
Resources	12,645,926	13,031,467	61,181,606	61,294,360	112,754	-48,150,140	-48,249,880	-99,740	13,013
Movement Through Reserves	-117,000	-3,884,670	2,423,960	2,423,960	0	-6,308,630	-6,308,630	0	0
Capital Financing & Management	8,753,210	8,831,430	9,235,280	9,255,280	20,000	-403,850	-433,850	-30,000	-10,000
Levies & Interest	8,636,210	4,946,760	11,659,240	11,679,240	20,000	-6,712,480	-6,742,480	-30,000	-10,000
Total	124,931,312	124,931,311	308,698,219	310,768,670	2,070,451	-183,766,907	-185,212,720	-1,445,813	624,639

Footer to be completed by Strategic Support

Appendix A (3)

Financial Performance Report 2015-16 Quarter Three Summary Capital Budget

1. Introduction/Background

- 1.1 The financial performance reports provided to Members throughout the financial year are concerned with the under or overspend against the Council's approved budget. At Quarter Three the forecast capital position in the year is currently £42.2 million against a revised budget of £43.1 million with a further £0.9 million now expected to be re-profiled into 2016/17.

2. Supporting Information

- 2.1 The table below shows the original annual capital budget, changes to arrive at the revised annual capital budget and spend and commitments to date:

Summary by Service

Service Area	Original Budget 2015/16	14/15 Slippage	Other Agreed Changes to 2015/16 Budget (2)	Revised Budget for 2015/16 (1)	Total Expenditure 2015/16	Variance from Revised Budget		Committed (order placed, not yet paid)	Revised Budget Uncommitted
	£	£	£	£	£	£	%	£	%
<i>Resource Directorate</i>									
Chief Exec	45,000	-	0	45,000	36,080	8,920	19.8%	10,000	-2.4%
Finance	105,000	207,230	-27,500	284,730	202,343	82,387	28.9%	7,124	26.4%
ICT and Corporate Support	1,294,440	335,600	2,732,570	4,362,610	2,304,666	2,057,944	47.2%	1,236,226	18.8%
Strategic Support	61,000	30,030	16,500	107,530	62,795	44,735	41.6%	-	41.6%
<i>Total for Resource Directorate</i>	1,505,440	572,860	2,721,570	4,799,870	2,605,884	2,193,986	45.7%	1,253,349	19.6%
<i>Communities Directorate</i>									
Adult Social Care	875,460	229,990	131,420	1,236,870	256,766	980,104	79.2%	148,184	67.3%
Care Commissioning, Housing & Safeguarding	2,063,500	1,104,340	364,270	3,532,110	1,961,803	1,570,307	44.5%	897,245	19.1%
Childrens Services	20,000	2,210	27,500	49,710	13,750	35,960	72.3%	13,750	44.7%
Education Services	15,574,660	768,310	-1,112,610	15,230,360	11,347,804	3,882,556	25.5%	3,106,785	5.1%
<i>Total for Communities Directorate</i>	18,533,620	2,104,850	-589,420	20,049,050	13,580,123	6,468,927	32.3%	4,165,964	11.5%
<i>Environment Directorate</i>									
Culture & Environmental Protection (CEP)	506,080	770,570	0	1,276,650	399,137	877,513	68.7%	161,159	56.1%
Highways & Transport	10,178,920	762,570	5,551,000	16,492,490	12,937,329	3,555,161	21.6%	2,984,556	3.5%
Planning & Countryside	135,000	153,440	248,930	537,370	307,600	229,770	42.8%	133,757	17.9%
<i>Total for Environment Directorate</i>	10,820,000	1,686,580	5,799,930	18,306,510	13,644,066	4,662,444	25.5%	3,279,472	7.6%
Totals	30,859,060	4,364,290	7,932,080	43,155,430	29,830,073	13,325,357	30.9%	8,698,785	10.7%

Footer to be completed by Strategic Support

West Berkshire Council

name of decision body

date of meeting

(1)	Revised budget includes additional grants and contributions received and/or allocated in 2015/16, less funds reprofiled into 2016/17		
(2)	Approved budget changes		
	Resources		
	Additional grant to Greenham Common Trust funded from Local Area Agreement reward fund	16,500	Approved CSG 15/07
	Superfast Broadband Budget set up	2,732,570	Approved CSG 08/09
	Corporate Contingency fund to 86042 Communities	-27,500	Approved CSG 16/11
		2,721,570	
	Communities		
	Additional S106 funding for Purchase of DYSOs approved by Asset Management Group	364,270	Approved CSG 15/07
	Reprofiling of Schools schemes approved by CSG in January 2015 not included in original budget	988,020	Approved CSG 15/07
	Reprofiling of Telecare system to future years	-248,580	Approved CSG 12/10
	Reprofiling of Notrees and Chestnut Walk to future years	-40,000	Approved CSG 12/10
	TrX System from Corporate Contingency fund	27,500	Approved CSG 16/11
	Reprofiling Supported Living	-50,000	Approved CSG 05/01
	Reprofiling Prepayment card	-30,000	Approved CSG 05/01
	Additional Budget for OT Equip	500,000	Approved CSG 05/01
	Reprofiling of Education Schemes to 2016/17	-2,100,630	Approved CSG 05/01
		-589,420	
	Environment		
	Reprofiling from 14/15 approved at CSG Dec 14 but not included in original budget		
	81583 A4 Calcot Widening	500,000	Approved CSG 15/07
	81508 LRIE A339 Access	290,000	Approved CSG 15/07
	81594 Upgrading Parking Equipment	190,000	Approved CSG 15/07
	2015/16 Budget for LED Street Lighting approved by Executive on 23rd April 2015	4,344,000	Approved CSG 15/07
	2015/16 Budget for A339 Improvements approved by Executive on 23rd April 2015	2,146,000	Approved CSG 15/07
	London Road Estate access improvements reprofiled to 2016/17	-1,539,000	Approved CSG 15/07
	Great Shefford Flood Alleviation Scheme reprofiled to 2016/17	-280,000	Approved CSG 15/07
	A340 rail bridge Aldermaston footway reprofiled to 2016/17	-100,000	Approved CSG 15/07
	Application of S106 to Newbury Public Open Spaces (approved by Portfolio Holder)	132,250	Approved CSG 12/10
	Application of S106 to Hunters Hill Play Area (approved by Portfolio Holder)	113,280	Approved CSG 12/10
	Application of S106 to Open Space Imps (approved by Portfolio Holder)	3,400	Approved CSG 12/10
		5,799,930	
	Total Budget changes approved by Capital Strategy Group	7,932,080	

Appendix A (4)

Financial Performance Report 2015-16 Quarter Three Summary Budget Movements

1. Introduction/Background

- 1.1 The financial performance reports provided to Members throughout the financial year are concerned with the under or overspend against the Council's approved budget and the budget movements across the Council. At Quarter Three the total budget movements net to the original budget.

2. Supporting Information

- 2.1 The table below shows the changes by Service to the original net budget position at Quarter Three:

Service	Original Net Budget £000	Current Net Budget £000	Variance £000	Explanation of Significant Budget Changes
DSG	(721)	(721)	0	
Corporate Director - Communities	275	275	0	
Adult Social Care	39,993	39,948	(45)	Budget increases: £445k transfer from the Adult Social Care Change Programme, £400k release of ASC Risk Fund. Budget decreases: £400k budget transfer in relation to the ASC risk fund release and £454k budget transfer in relation to the capitalisation of equipment to Children's Services. Transfer to CCHS to fund Direct Payment Support moved from external service to inhouse £18k, £6k for a new epayments system and the movement of 1 post £10k.
Care Commissioning, Housing & Safeguarding	5,262	5,871	609	Grant funding brought forward from 14/15 to be spent in 15/16 (Local Welfare Provision, Community Plus Fund, DHP, Healthwatch, Housing Support). Transfer from ASC to fund Direct Payment Support moved from external service to inhouse £18k, £6k for a new epayments system and the movement of 1 post £10k.
Children's Services	13,425	15,130	1,705	£668k from reserves for the Ofsted Improvement Plan and £98k for Foster Carers, £400k additional budget from the ASC risk fund, £454k additional budget from capitalising equipment within ASC, £87k from reserves for a severance payment.
Education	10,595	10,905	310	Grant funding brought forward from 14/15 to be spent in 15/16 (SEN £256k, Pupil Premium £13k and Pan Berkshire Hub £12k). Additional budget of £40k for Foster Carers. Reduction of £10k relating to the ICT suite loan.
Adult Social Care Change Programme	1,161	1,535	374	Budget increases: £500k brought forward funding from 14/15. Budget decreases: £445k transfer into Adult Social Care, £55k budget transfer to CCHS. Movement in Reserves of £373k.
Prevention and Developing Community	449	518	69	£69k grant brought forward from 14/15 for Troubled families.
Communities	70,439	73,461	3,021	
Corporate Director	167	167	0	
Highways & Transport	7,623	7,849	226	Transport grant brought forward from 14/15 to be spent in 15/16, plus transfer from reserves for a procurement review
Planning & Countryside	3,761	3,935	174	Budgets carried forward from 14/15 for specific projects plus transfer of £106 for Grounds Maintenance, plus cross service budget move
Culture & Environmental Protection	21,658	21,540	(118)	Transfer to Capital Financing, plus cross service budget movement
Environment	33,209	33,491	282	
Chief Executive	569	514	(55)	Corporate training budget allocation
Customer Services	1,948	2,010	62	Transfers from reserves (some to pay for Corporate costs relating to NNDR)
Finance	1,863	1,758	(105)	Transfer through reserves, accounting movement
Human Resources	1,126	1,150	24	Transfer of Collaborative Leadership budgets from Services
Information Technology	2,802	2,825	23	Allocation of Corporate training budget
Legal	962	972	10	Allocation of Corporate training budget
Public Health	(80)	229	309	Transfer of budget from reserves
Strategic Support	3,455	3,574	119	Grant funding brought forward from 14/15 to be spent 15/16
Resources	12,645	13,032	387	
Levies and Interest	8,637	4,947	(3,690)	Movement through reserves of all budget changes
Total	124,931	124,931	0	

Footer to be completed by Strategic Support

Appendix A (5i)

Financial Performance Report 2015-16 Quarter Three Directorate Summaries - Communities

1. Revenue

Service	Net Budget	Forecast (under)/over spend				Change from last quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
DSG	(721)	0	0	0		0
Corporate Director	275	0	0	0		0
Adult Social Care	39,948	(877)	0	(418)		(418)
Care Commissioning, Housing & Safeguarding	5,871	(63)	(100)	(435)		(335)
Children's Services	15,130	1,945	684	1,308		625
Education	10,905	0	250	389		139
Adult Social Care Change Programme	1,535	0	0	0		0
Prevention and Developing Community Resilience	518	0	49	82		34
Total	73,461	1,004	882	926	0	44

1.1 Overview

The forecast revenue overspend for the Communities Directorate is £926k against the budget of £73.5 million net, which equates to 1.3% of the directorate budget. This represents an increase to the overspend from Quarter Two of £44k. The change since Quarter Two is the of, an increase to the Children's overspend of £625k, Education £139k and an additional pressure of £34k in the Prevention and Developing Community Resilience service, partially offset by reductions in Adult Social Care (£418k) and Care Commissioning, Housing and Safeguarding (£335k).

- (1) Corporate Director - The Corporate Director's cost centre has forecast an on line position in both Quarters Two and Three.
- (2) Adult Social Care - The Adult Social Care Service is forecasting an underspend of £418k at Quarter Three which is a £418k change from an on line position reported at Quarter Two. This is due to the downward pressure on commissioning budgets, attributed to the new ways of working being increasingly rolled out across the service and the in year award of Continuing Health Care (CHC) funding.
- (3) Care Commissioning, Housing and Safeguarding - The Care Commissioning, Housing and Safeguarding Service is forecasting a year end underspend of £435k at Quarter Three which is a £335k change on the position reported at Quarter Two. This is primarily due to an underspend in Supporting People services (£130k), lower numbers of Discretionary Housing Payments being approved (£151k) and £35k of

Public Health Funding has been utilised to support homelessness prevention services.

- (4) Children's Services - Children's Services is forecasting an overspend of £1.31 million at Quarter Three. This is an increase of £625k on the position reported at Quarter Two, the main areas driving the change in forecast are:

Pressure on the placement budget has increased by £152k to a total pressure of £962k at Quarter Three. The number of children supported by the placement budget which covers both Looked after Children and allowances has increased from 271 at Quarter Two to 287 at Quarter Three. Of the 287 children funded from the placement budget, 153 are deemed to be Looked after Children.

The pressure on placement support budgets has moved from a £3k forecast overspend position at Quarter Two to a £77k forecast overspend at Quarter Three. Placement support budgets fund one off purchases such as vaccinations and travel for contact sessions (£49k pressure), the salary cost of the Leaving Care Team and Family Placement Service (£28k pressure).

The Child Protection Teams combined forecast overspend has increased by £170k to a forecast pressure of £370k at Quarter Three. The increase is the result of a revision and reduction at Month Seven of the anticipated level of recruitment of social workers in the financial year, predominately in the Contact Advice and Assessment Service (CAAS), increasing the forecast level of agency usage within the teams.

The forecast financial pressures against both the Childcare Lawyers and Emergency Duty Team joint arrangements have increased in response to information provided at Month Eight by Reading Borough Council (the Lead Authority). The forecast overspend against the Childcare Lawyers budget has increased by £165k to £445k and the forecast for the Emergency Duty Team has increased by £30k to a forecast overspend of £56k at Quarter Three.

At Quarter Three the service continues to forecast a financial pressure of £123k as a result of the requirement for a second consultation before implementation of the Youth Services restructure.

The financial pressures within the service are being partially offset through the in year additional budget allocation.

- (5) Education - The Education Service is forecasting an overspend of £389k at Quarter Three which is an increase of £139k on the position at Quarter Two.

Within the current financial year significant pressures have been identified against the Special Educational Needs Home to School Transport Budgets (£305k at Quarter Three), Disabled Children support packages (£206k at Quarter Three), and the Disability Support Team (forecast at Quarter Three has increased by £31k to a pressure of £50k as a result of agency usage to cover long term sickness absence).

In response to these pressures a number of service wide strategies were implemented:

- An in depth review of the SEN Home to School Transport activities and other SEND expenditure.
- A recruitment freeze.
- A reduction on non-essential expenditure against all supplies and services budgets.
- Utilisation of grant funding where feasible.

The pressures identified and forecast have remained consistent between Quarters Two and Three. The assumptions in relation to effectiveness of the savings strategies in mitigating the pressures have been revised at Quarter Three leading to the increase in the forecast.

- (6) Adult Social Care Change Programme - The Adult Social Care Change Programme is forecasting an on line position.
- (7) Prevention and Developing Community Resilience - The Prevention and Developing Community Resilience Service is forecasting an overspend of £82k at Quarter Three. This is an increase of £34k from the forecast at Quarter Two. The increase is the result of extending agency contracts following the identification of workload pressures within the team since the Ofsted judgement of inadequate.

1.2 Risks identified

(1) Adult Social Care:

- (a) Care Act - Historically the overall ASC forecast position held a large risk in that it was based on the ability to hold demand at a static level despite having to support an ageing population. The change in eligibility created through the Care Act is anticipated to result in growth in the size of care packages provided to existing clients plus additional clients accessing care that previously would have fallen under the Council's eligibility threshold. It is still very early to make firm judgments on the impact of the Care Act as we still have a number of existing clients to review by the end of the year and around 200 people to deal with at the 'front door'. What is becoming clear is that the new ways of working in Adult Social Care are having a positive impact on the number of people that we are able to support without the need to provide long term services.
- (b) Risk Register - ASC maintains a Risk Register to identify potential budget pressures. The key risks include:
 - NHS Continuing Healthcare - The Continuing Health Care (CHC) framework provides for the CCG to review cases where CHC funding is in place. In the event of the service users health condition having improved they may no longer be eligible for such funding and therefore the costs would fall back on the Council.

- 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 – The risk of unknown clients presenting. Whilst young people with learning disabilities living in our area are carefully monitored, there are on occasion, clients that present with significant needs for whom we have no prior knowledge.
- Learning Disability clients at risk - There are currently 22 clients at risk of their circumstances changing due to family carers becoming frail or unstable family home situations. If the risk materialises there would be significant pressure on the Service.
- Deprivation of Liberty Safeguarding - New legislation has resulted in a significant increase in the number of referrals to be dealt with and therefore costs. A report on the likely impact was considered by Members last year and it was agreed that this would be held as a risk item for 2015-16. It will need to be considered as a base budget pressure for future years.

(2) Children's Services

- (a) Placements and Allowances - The pressures on the Looked after Children budgets are anticipated to continue in 2015-16. At the start of the current financial year 282 children were in receipt of care or allowances funded via the placement budget. Tight controls are maintained on children entering the care system, but because children must be protected from the risk of significant harm overall numbers cannot be fully controlled and we are not always able to meet the needs through WBC placements. During the current financial year there has been a trend of increasing numbers of children either in placements or in receipt of allowances funded from the placement budget. It should be noted that although total numbers have increased, the number of Looked after Children in placements has reduced.
- (b) Churn and Instability in the Workforce - Significant levels of churn in both agency staff and the permanent work force in 2014-15 created a significant financial pressure which has continued in 2015-16. The national shortage in qualified Child Protection workers has resulted in a very competitive recruitment market and demand for high cost agency staff. The Recruitment and Retention Strategy was implemented with support from members to address the dependency on agency staff in 2014-15. Early signs for recruitment in 2015-16 have been positive; however assumptions regarding the level of permanent appointments anticipated between Quarter Three and the end of the financial year have been revised. It is anticipated that the service will still be reliant on agency workers to cover social worker posts at the start of financial year 2016-17.

(3) Education

- (a) Disabled Children's support budgets - The number of children accessing support via either residential placements or community based support packages has been increasing. Tight controls are in place to ensure that all care packages are appropriate.

2. Capital

Service	2015/16 Original Capital Programme £000	2015/16 Revised Capital Programme £000	Amount spent/ committed to 31/12/15 £000	Forecast spend in year £000	Forecast under/over spend in year £000
Adult Social Care	875	1,237	405	1,237	0
Care Commissioning, Housing & Safeguarding	2,064	3,532	2,859	3,132	(400)
Children's Services	20	50	28	50	0
Education	15,575	15,230	14,455	15,175	(55)
Total	18,534	20,049	17,747	19,594	(455)

2.1 88.5% of the Communities Programme is committed at the end of Quarter Three.

- (1) In Adult Social Care funds will be moved between projects to accommodate an increase in the cost of the Notrees project. Funds set aside for Prepayment cards are no longer needed for that purpose but will be used for a financial self assessment tool for the Client Financial Services. £368k grant funds for telecare equipment, the redevelopment of Chestnut Walk and supported living and self referral and assessment have been reprofiled to 2016/17. The budget has also been adjusted to allow for approximately £500k expenditure on occupational health equipment to be funded from capital in order to generate a net savings in the revenue budget.
- (2) In Care Commissioning, Housing and Safeguarding, the Homes Improvement Agency (HIA) has given notice on its contract to manage Home Repair Assistance grants, so the management of this programme is under review. For this reason, the budget for Disabled facilities grants is also expected to be underspent by £400k and it is planned to carry forward this sum to 2016/17 to contribute to the cost of the redevelopment of the Four Houses Corner gypsy and travellers' site.
- (3) The Children's Services budget for building works to foster carer's homes is expected to be spent in full this year. £27.5k has also been transferred from the Corporate Allocation to fund a new system to provide complete, up to date and centralised information policies and procedures to all staff.
- (4) The Education Services programme has been reviewed and revised by Capital Strategy Group and as a result £2.1m has been reprofiled to 2016/17. The majority of this sum relates to delays to the Spurcroft and

Willows primary school schemes due to planning and environmental issues and problems with subcontractors. There is an underlying pressure in the current Education programme of approximately £1.3 million which will be taken into account in building the new capital programme for 2016/17 to 2020/21 by transferring funds from other schemes planned for future years. A small underspend is reported on corporate buildings maintenance and fire remedial programme.

Appendix A (5ii)

Financial Performance Report 2015-16 Quarter Three Directorate Summaries - Environment

1. Revenue

Service	Net Budget	Forecast (under)/over spend				Change from last quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
Corporate Director	167	0	0	0		0
Highways & Transport	7,849	(66)	(197)	(196)		1
Planning & Countryside	3,935	0	(254)	(166)		88
Culture & Environmental Protection	21,540	59	78	57		(21)
Total	33,491	(7)	(373)	(305)	0	68

1.1 Overview

The forecast revenue underspend for the Environment Directorate as a whole is £305k a reduction of £68k from Quarter Two.

(1) Highways and Transport

The Highways and Transport Service is forecasting an underspend of £196k. Pressures within the Service due to consultancy costs associated with the Sandleford Development and the Newbury Transport Interchange have been offset by a continued increase in parking income and a saving in the winter service costs in Quarter Three due to the mild weather.

(2) Planning and Countryside

The Planning and Countryside Service is forecasting an underspend of £166k; the change from Quarter Two is mainly due to the receipt for the planning application for the Sandleford Development determination of which has slipped and so some of the fee will now need to be carried forward into next year due to delays with the application.

(3) Culture and Environmental Protection

Culture and Environmental Protection is forecasting an overspend of £57k mainly due to a payment of £43k from Kennet Leisure which has not yet been agreed, together with an increase in the business rates valuation at the museum following last year's opening. The pressures have increased since Quarter Two due to reduced income within the Activity Team West Berkshire but have been offset by a saving in the Waste contract due to a reduction in landfill costs.

1.2 Risks identified

The payment due from Kennet School for Kennet Leisure Centre will continue into 2016/17.

2. Capital

Service	2015/16 Original Capital Programme £000	2015/16 Revised Capital Programme £000	Amount spent/ committed to 30/12/15 £000	Forecast spend in year £000	Forecast under/over spend in year £000
Highways & Transport	10,179	16,492	15,922	16,372	(120)
Planning & Countryside	135	537	441	537	0
Culture & Environmental Protection	506	1,277	560	943	(334)
Total	10,820	18,306	16,923	17,852	(454)

2.1 92.4% of the total capital budget for Environment has been committed as at the end of December 2015.

- (1) Good progress is being made with the majority of Highways schemes including 2 major new schemes funded by Challenge Fund grant from the Department for Transport (DfT), which were added to the capital programme by the Executive in April – the replacement of street lights with LEDs (£4.3m planned spend in 2015/16) and improvements to the A339 corridor (£2.5m spend in 2015/16). £1.9m has already been reprofiled, mainly in respect of access to the London Road Industrial Estate and a further £120,000 is expected to be reprofiled for the Hermitage to Hampstead Norreys cycle route, pedestrian crossing improvements in Hungerford and footpath improvements in Basildon.
- (2) In Planning and Countryside, the cost of repairs to flood damaged rights of way are still expected to be contained within the amount of the Severe Weather Recovery grant brought forward from 2014/15 and additional investment in play area improvements will be funded from section 106 contributions.
- (3) In Culture and Environmental protection capital maintenance programmes for leisure centre facilities and libraries and Shaw House are expected to be completed on schedule. £335k of the Waste Site budget will be reprofiled to 2016/17 to allow for Part 1 highways claims and for the future development of the household waste recycling centre (HWRC) at Padworth.

Appendix A (5iii)

Financial Performance Report 2015-16 Quarter Three Directorate Summaries - Resources

1. Revenue

Service	Net Budget	Forecast (under)/over spend				Change from last quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
Chief Executive	514	0	(15)	(22)		(7)
Customer Services	2,010	0	11	(44)		(55)
Finance	1,758	0	9	0		(9)
Human Resources	1,150	16	22	48		26
ICT and Corporate Support	2,825	(12)	(19)	(59)		(40)
Legal	972	0	70	115		45
Public Health	229	0	0	0		0
Strategic Support	3,574	(14)	(29)	(25)		4
Total	13,032	(10)	49	13	0	(36)

1.1 Overview

The forecast revenue over spend for the Resources Directorate as a whole is £13k against the budget of £13.03 million net. This is a reduction of £36k from the reported over spend of £49k in Quarter Two.

(1) Chief Executive

The Chief Executive's budget is currently showing a £22k underspend due to some salary savings and the release of some small budgets which have not been spent to date.

(2) Customer Services

Customer Services is forecasting £45k underspend compared to an overspend of £11k in quarter two. The change is due to some additional income from the Registrar's Service; a lower forecast for the superannuation costs and salary savings in the Contact Centre.

(3) Finance

The Finance Service is forecasting on line.

(4) Human Resources

The HR Service is predicting an overspend of £48k, an increase of £26k due to increase in occupational health use and charges and a further reduction in training income.

(5) ICT

The ICT Service is forecasting an underspend of £59k from a forecast underspend position of £19k in Quarter Two. The main change is due to a reduced forecast in postage costs and some additional salary savings.

(6) Legal Services

Legal Services is forecasting an overspend of £115k an increase in £45k from Quarter Two as a result of Judicial Reviews that have taken place in the past 3 months.

(7) Public Health

Public Health has made savings to take into account the in year cut of £355k to their grant and is forecasting to budget within the remaining ring fenced grant.

(8) Strategic Support

Strategic Support is currently forecasting an underspend of £25k a change of £4k from Quarter Two.

1.2 Risks identified

2. Capital

Service	2015/16 Original Capital Programme £000	2015/16 Revised Capital Programme £000	Amount spent/ committed to 31/12/15 £000	Forecast spend in year £000	Forecast under/over spend in year £000
Chief Executive	45	45	46	45	0
ICT and Corporate Support	1,294	4,363	3,541	4,363	0
Finance	105	285	209	285	0
Strategic Support	61	108	63	108	0
Total	1,505	4,801	3,859	4,801	0

2.1 80.4% of the Resources programme is committed at the end of Quarter Three.

The London Road Industrial Estate Development Agreement has now been signed off but there is a risk of overspending on legal and consultancy costs for the scheme.

In Finance the Agresso upgrade has been successfully implemented. The remainder of the members' bids budget for 2014/15 was allocated to schemes in March 2015 and another panel meeting is planned for January.

Phase one of the Superfast Broadband project is now complete. Work on phase 2 began in October and the first parts of the extended network began to go live in December.

The Council's 2015/16 contribution to shop mobility has been paid in full. Parish planning and vibrant village grants outstanding from 2014/15 have also been paid and the current year's grants will be allocated later in the year.

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