

Notice of Meeting



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Executive

Thursday 20th December 2018 at 5.00pm

**in the Council Chamber Council Offices
Market Street Newbury**

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Date of despatch of Agenda: Wednesday 12th December 2018

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Democratic Services Team on (01635) 519462

e-mail: executivecycle@westberks.gov.uk

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



WestBerkshire
C O U N C I L

To:	Councillors Dominic Boeck, Graham Bridgman, Anthony Chadley, Jeanette Clifford, Hilary Cole, Lynne Doherty, Marcus Franks, James Fredrickson, Graham Jones and Rick Jones
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Agenda

Part I

Page(s)

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 11 - 16
To approve as a correct record the Minutes of the meeting of the Committee held on 18 October 2018.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Public Questions**
Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.
 - (a) **Question submitted by Mr Steve Masters to the Portfolio Holder for Highways and Transport, Environment and Countryside**
"Do the Executive have a viable plan and target date to achieve net Zero Carbon status in West Berkshire?"
 - (b) **Question submitted by Ms Susan Millington to the Portfolio Holder for Planning, Housing and Waste**
"In the light of the EU commitment to ban single-use plastics across the EU by 2021, can we ask West Berkshire Council to follow the lead of other councils around the country and bring forward a motion to confirm the phase out of their use as soon as possible (by 2021 at the latest), within WBC itself, to promote the banning of similar products in all businesses with which you work through procurement avenues and other networks, and to keeping residents informed of progress?"
 - (c) **Question submitted by Ms Susan Millington to the Portfolio Holder for Planning, Housing and Waste**
"Now that so many people are concerned to reduce plastic pollution, and your



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neighbouring councils are collecting a wider range of plastics than in West Berkshire, can you please inform us about what efforts you are making to modify your present contract with Veolia so that a greater range of plastics can be collected and recycled?"

(d) Question submitted by Ms Susan Millington to the Portfolio Holder for Planning, Housing and Waste

"When you are intending to provide recycling bins alongside the standard rubbish bins in public places in the local area?"

(e) Question submitted by Mr David Marsh to the Portfolio Holder for Highways and Transport, Environment and Countryside

"The headteachers, governors and parents of Falkland and Park House schools believe that a reduction in the speed limit from 30mph to 20mph on Andover Road near the schools would greatly enhance their children's safety. Do you agree?"

(f) Question submitted by Mr David Marsh to the Portfolio Holder for Highways and Transport, Environment and Countryside

"Will you consider improving safety for residents, pedestrians and road users by extending the 30mph speed limit zone along the A343 south in the direction of Wash Water so that it covers the whole residential area of Andover Road?"

(g) Question submitted by Ms Moz Bulbeck Reynolds to the Portfolio Holder for Planning, Housing and Waste

"Which housing developers are the Council actively seeking out to encourage efficient, environmentally sound, and truly affordable home building on brown sites in the West Berkshire Council area?"

(h) Question submitted by Ms Moz Bulbeck Reynolds to the Portfolio Holder for Corporate Services

"What additional support is the Council provisioning to give Council employees who are at the front line of managing the housing benefit roll over onto Universal Credit, to ensure they are fully supported to best assist clients affected?"

(i) Question submitted by Mr John Stewart to the Portfolio Holder for Health and Wellbeing, Leisure and Culture

"Now that any redevelopment of the London Road Estate is not going to happen for some years, when will the council re-open the Faraday Road football stadium fit-for-purpose so that teams in the Newbury community can once again play their league matches?"

(j) Question submitted by Dr Julie Wintrup to the Portfolio Holder for Corporate Services

"When will the Council disclose all relevant documents including but not limited



Agenda - Executive to be held on Thursday, 20 December 2018 (continued)

to the decisions of committees and individual members, fiscal and legal advice and recommendations, and risk assessments related to the regeneration of the London Road Industrial Estate project since 2010, as it is obliged to do under its Duty of Candour?"

(k) Question submitted by Dr Julie Wintrup to the Portfolio Holder for Planning, Housing and Waste

"Will the council supply details of all public consultation events and outcomes specific to the redevelopment of the London Road Industrial Estate regeneration project for the period between 2008 and 2018?"

(l) Question submitted by Mr Paul Morgan to the Portfolio Holder for Corporate Services

"Given that the football stand is an Asset of Community Value, will the Council provide the necessary legal documentation, such as a bill of transfer to a 3rd party, to show that it has complied with the ACV requirements?"

(m) Question submitted by Mr Lee McDougall to the Portfolio Holder for Planning, Housing and Waste

"Given that there has not been a section 80 Notice of Demolition issued, despite Gary Rayner confirming in writing that one was required, will the Council be reinstating the stand until the necessary approvals are in place?"

(n) Question submitted by Mr Lee McDougall to the Portfolio Holder for Planning, Housing and Waste

"Can Councillor Hilary Cole please advise on the amount of money the Council intends to spend on re-opening the football ground which the Chief Executive has promised the Council will do?"

(o) Question submitted by Mr Jack Harkness to the Leader of the Council

"Does the Council's failure to consult the Newbury Ladies football team about the closure of the Faraday Road Football Stadium demonstrate a sexist mindset within the Council?"

(p) Question submitted by Mr Jack Harkness to the Portfolio Holder for Health and Wellbeing, Leisure and Culture

"Will the Council now permit the ladies teams to play cup matches at Faraday Road?"

(q) Question submitted by Mr Lee McDougall to the Portfolio Holder for Corporate Services

"Could you provide a detailed itemised list of all costs associated with the LRIE redevelopment incurred since 2010 to the present day?"

(r) Question submitted by MsCarolyn Culver to the Portfolio Holder for Planning, Housing and Waste



“What happens to the contents of the green recycling bag if it is contaminated with plastics that cannot be recycled - e.g. bottle tops, margarine tubs etc?”

(s) **Question submitted by Mr Peter Norman to the Portfolio Holder for Corporate Services**

“What actions are the Council taking in light of the Appeal Court ruling its development agreement with St Modwen being invalid due to not following the correct procurement process?”

(t) **Question submitted by Mr Peter Norman to the Portfolio Holder for Corporate Services**

“Will the Council publish all minutes of the meetings it had with St Modwen prior to signing of the agreement along with any legal advice it received?”

(u) **Question submitted by Mr Peter Norman to the Portfolio Holder for Corporate Services**

“What is the total amount spent on facilitating the St Modwen development agreement including the capital costs of the new road junction to the estate, the cost of officer’s time spent on the project and all legal fees spent in pursuing this development to date?”

5. Petitions

Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.

Items as timetabled in the Forward Plan

	Page(s)
6. Key Accountable Performance 2018/19: Quarter Two (EX3421) (CSP: BEC, BEC1, BEC2, SLE, SLE1, SLE2, P&S, P&S1, HQL, HQL1, MEC, MEC1) Purpose: To report Q2 outturns for the Key Accountable Measures which monitor performance against the 2018/19 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to be 'amber' or 'red' and provide information on any remedial action taken and the impact of that action. To recommend changes to measures/targets as requested by services.	17 - 66
7. Capital Financial Performance Report - Q2 of 2018/19 (EX3592) (CSP: MEC & MEC1) Purpose: To inform Members of the progress with major capital schemes, particularly those considered to be high risk, and forecast spend against	67 - 80

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the 2018/19 approved capital budget.

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8. **Revenue Financial Performance Report - Q2 of 2018/19 (EX3562)** 81 - 114
(CSP: MEC & MEC1)
Purpose: To inform Members of the latest revenue financial performance of the Council for 2018/19.
-
9. **Funding arrangements for Newbury Railway Station Improvements (EX3673)** 115 - 146
(CSP: SLE, SLE2, HQL)
Purpose: To seek Executive approval for entering into a funding agreement with Great Western Railway (GWR) to facilitate the improvement works to Newbury Railway Station in accordance with the Thames Valley Berkshire Local Enterprise Partnership (TVB LEP) funding.
-
10. **Devolution of Playgrounds to Thatcham Town Council (EX3649)** 147 - 158
Purpose: To consider Thatcham Town Council's (TTC) devolution proposal for the freehold transfer, and all future maintenance, of the open space and associated playgrounds at Pound Lane and Mount Road, Thatcham. This report seeks approval to transfer the playgrounds and associated open space as a freehold from this Council to TTC.
-
11. **Contract award (exception) for the Public Health Community Services Contract (EX3662)** 159 - 174
(CSP: P&S, HQL & HQL1)
Purpose: To seek approval from the Executive to an exception from the contract rules of procedure to award the Public Health Enhanced Services Contract to each of the 13 GP Practices across West Berkshire from 1st April 2019 to 31st March 2022. The exception will enable the Council to extend the current provision of the service fulfilling public health functions and mandatory directives guidance.
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12. **Supported Living Schemes and Floating Support for Adults with Learning Disabilities (EX3670)** 175 - 186
(CSP: P&S, HQL & HQL1)
Purpose: To inform Executive of the tender process and to seek delegated authority to award the contract.
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13. **Members' Questions**
Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.
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- (a) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Corporate Services**



“What is the estimated cost of officer time spent on the LRIE to date?”

(b) Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Corporate Services

“What are the estimated internal and external costs for re-procuring a London Road preferred partner?”

(c) Question submitted by Councillor Lee Dillon to the Portfolio Holder for Health and Wellbeing, Leisure and Culture

“Why did the council not consult on closing the football ground which has seen men’s, women’s and children’s football displaced across the district?”

(d) Question submitted by Councillor Lee Dillon to the Portfolio Holder for Finance, Transformation and Property

“How much income has the council forgone since it evicted its tenants from the football ground?”

14. Exclusion of Press and Public

RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Rule 8.10.4 of the Constitution refers.](#)

Part II

15. Contract award (exception) for the Public Health Enhanced Services Contract (EX3662) 187 - 204

(Paragraph 6 - information relating to proposed action to be taken by the Local Authority)

(CSP: P&S, HQL & HQL1)

Purpose: To seek approval from the Executive to an exception from the contract rules of procedure to award the Public Health Enhanced Services Contract to each of the 13 GP Practices across West Berkshire from 1st April 2019 to 31st March 2022. The exception will enable the Council to extend the current provision of the service fulfilling public health functions and mandatory directives guidance.

16. Supported Living Schemes and Floating Support for Adults with Learning Disabilities (EX3670) 205 - 218

(Paragraph 5 - information relating to legal privilege)

(CSP: P&S, HQL & HQL1)

Purpose: To inform Executive of the tender process and to seek delegated authority to award the contract.

Andy Day

Head of Strategic Support

West Berkshire Council Strategy Aims and Priorities

Council Strategy Aims:

- BEC** – Better educated communities
- SLE** – A stronger local economy
- P&S** – Protect and support those who need it
- HQL** – Maintain a high quality of life within our communities
- MEC** – Become an even more effective Council

Council Strategy Priorities:

- BEC1** – Improve educational attainment
- BEC2** – Close the educational attainment gap
- SLE1** – Enable the completion of more affordable housing
- SLE2** – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy
- P&S1** – Good at safeguarding children and vulnerable adults
- HQL1** – Support communities to do more to help themselves
- MEC1** – Become an even more effective Council

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



DRAFT

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

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 18 OCTOBER 2018

Councillors Present: Dominic Boeck, Graham Bridgman, Anthony Chadley, Hilary Cole, Lynne Doherty, James Fredrickson, Graham Jones and Rick Jones

Also Present: John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Edward Clintworth (Public Health Programme Officer), Robert O'Reilly (Head of Human Resources), Ian Pearson (Head of Education Service), Councillor Jeff Brooks, Stephen Chard (Principal Policy Officer), Councillor Lee Dillon, Councillor Mollie Lock, Councillor Alan Macro and Councillor Quentin Webb

Apologies for inability to attend the meeting: Councillor Jeanette Clifford and Councillor Marcus Franks

PART I

49. Minutes

The Executive meeting commenced with all present observing a one minute silence. This followed the tragic accident involving friends and colleagues from Priors Court School on 11 October 2018. Three members of the school's staff lost their lives as a result of the accident, with others sustaining serious injuries. Members' thoughts were with all those involved at the school and their families.

The Minutes of the two Special Executive meetings held on 12 July 2018 and the Executive meeting on 6 September 2018 were approved as true and correct records and signed by the Leader.

50. Declarations of Interest

There were no declarations of interest received.

51. Petitions

Councillor Graham Jones stated that petitions would be received in advance of responding to public questions on this occasion due to the high number of public questions.

Councillor Graham Jones presented a petition containing 231 signatures relating to the application for a 20mph speed limit and the re-designation of Back Street as 'access only' in the village of Eastbury. Councillor Graham Jones commented that the petition had received almost total support from Eastbury villagers. The petition would be referred to the Head of Transport and Countryside and the Portfolio Holder for Highways and Transport, Environment and Countryside.

Councillor Alan Macro presented two petitions, one containing 666 signatures and one containing 6,960 signatures, both requesting that the Council abolish the £50 green bin tax. The petition stated that recycling was an essential service and should not be subject to an additional charge which could result in less economically fortunate residents recycling their garden waste. There were also concerns that disabled and elderly residents would be unable to take their recycling to a Household Waste Recycling Centre as an alternative.

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Councillor Hilary Cole questioned the presentation of the green waste petitions by Councillor Macro when she recalled that Liberal Democrat Members supported the introduction of this charge at the Council meeting in March 2018. Councillor Lee Dillon stated that Liberal Democrat Members voted against this proposal and against the budget. Councillor Graham Jones pointed out that Councillor Dillon had proposed a Motion at Council to reduce but not remove the green waste charge.

As the number of signatories to the green waste petitions exceeded the threshold of 1500 signatures which could allow a Council debate, discussions would be held as to whether the petition would be debated at a Full Council meeting. This was a matter to be determined by the two Group Leaders.

52. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

(a) **Question submitted by Ms Carlyne Culver to the Portfolio Holder for Highways and Transport, Environment and Countryside**

A question standing in the name of Ms Carlyne Culver on the subject of not cutting verges so often to allow wild flowers to grow for the benefit of pollinators was answered by the Portfolio Holder for Corporate Services in the absence of the Portfolio Holder for Highways and Transport, Environment and Countryside.

(b) **Question submitted by Ms Carlyne Culver to the Portfolio Holder for Planning, Housing and Waste**

A question standing in the name of Ms Carlyne Culver on the subject of the amount spent by the Council during this financial year on collecting fly tipped waste, in comparison with the 2017/18 financial year, was answered by the Portfolio Holder for Planning, Housing and Waste.

(c) **Question submitted by Mr Thomas Tunney to the Leader of the Council**

A question standing in the name of Mr Thomas Tunney on the subject of the employment of a Conservative Group Support Officer was answered by the Leader of the Council.

(d) **Question submitted by Mr Thomas Tunney to the Leader of the Council**

A question standing in the name of Mr Thomas Tunney on the subject of why budget cuts and belt tightening did not apply to the activity of Councillors was answered by the Leader of the Council.

(e) **Question submitted by Mr Thomas Tunney to the Leader of the Council**

A question standing in the name of Mr Thomas Tunney on the subject of social media activity by an Executive Member was answered by the Leader of the Council.

(f) **Question submitted by Mr Thomas Tunney to the Leader of the Council**

A question standing in the name of Mr Thomas Tunney on the subject of the provision of social media training for all Council Members was answered by the Leader of the Council.

(g) **Question submitted by Mr Peter Carline to the Portfolio Holder for Economic Development and Communications**

A question standing in the name of Mr Peter Carline on the subject of supporting a second Brexit referendum would receive a written response from the Portfolio Holder for Economic Development and Communications.

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(h) **Question submitted by Mr Paul Morgan to the Portfolio Holder for Economic Development and Communications**

A question standing in the name of Mr Paul Morgan on the subject of what evidence and consultation had taken place to support the decision relating to Newbury Football Club, as outlined in a Council press release in June 2018, was answered by the Portfolio Holder for Economic Development and Communications.

Mr Morgan expressed concern that the Portfolio Holder's response did not address the question as originally submitted. It was therefore agreed that, post complete clarification, a full written answer would be provided by the Portfolio Holder for Economic Development and Communications. Mr Morgan would then be given the opportunity to ask a supplementary question. Mr Morgan stated that he would also appreciate a conversation on the matter.

The full response would be detailed in the publically available Question and Answer document (available as a link in these minutes).

(i) **Question submitted by Ms Susan Millington to the Portfolio Holder for Planning, Housing and Waste**

A question standing in the name of Ms Susan Millington on the subject of why the option to pay £25 for six months' of green bin collections had not been publicised was answered by the Portfolio Holder for Planning, Housing and Waste.

(j) **Question submitted by Mr Lee McDougal to the Portfolio Holder for Highways and Transport, Environment and Countryside**

A question standing in the name of Mr Lee McDougal on the subject of when the Playing Pitch Strategy (PPS) would be available to the public to read and whether the Council was committed to adhering to any recommendations made from the PPS was answered by the Portfolio Holder for Economic Development and Communications in the absence of the Portfolio Holder for Highways and Transport, Environment and Countryside.

(k) **Question submitted by Mr Stephen Masters to the Portfolio Holder for Highways and Transport, Environment and Countryside**

A question standing in the name of Mr Stephen Masters on the subject of improving air quality in West Berkshire was answered by the Portfolio Holder for Health and Wellbeing, Leisure and Culture in the absence of the Portfolio Holder for Highways and Transport, Environment and Countryside.

Mr Masters' supplementary question would receive a written response.

(l) **Question submitted by Mr Stephen Masters to the Portfolio Holder for Highways and Transport, Environment and Countryside**

A question standing in the name of Mr Stephen Masters on the subject of whether cuts to rural bus services had helped to reduce car use and improve air quality was answered by the Portfolio Holder for Health and Wellbeing, Leisure and Culture in the absence of the Portfolio Holder for Highways and Transport, Environment and Countryside.

53. **Procurement of Investment Portfolio Services (EX3642)**

The Executive considered a report (Agenda Item 6) which sought approval to delegate authority to (a) the Head of Finance to award the call off contract to Montagu Evans following a mini competition dated 31 August 2018 under the terms of the Crown Commercial Services Framework (ref: RM3816 dated 12 April 2017) and (b) the Head of Legal Services to enter into a call off contract. This was in respect of the appointment of the Council's Property Investment and Management Advisor.

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Councillor Anthony Chadley advised that Montagu Evans had already been appointed to this role, following an appropriate procurement exercise in August 2017, to manage the original sum of £50m to be invested in commercial property. To date, £48m of this sum had been invested and the income target for the Council of £500k per annum was already being exceeded. Councillor Chadley added that the Property Investment Board was in place to oversee this expenditure.

As a result of this success, approval was then given by Council in July 2018 to increase the sum for property investment to £100m and thereby increase the Council's potential income. Advice from the Council's Legal Team was to carry out a procurement process for the additional £50m investment and as this could create two parallel contracts it was agreed that the existing contract with Montagu Evans would be cancelled and a procurement process undertaken to cover the additional investment and the management of the entire £100m portfolio.

Montagu Evans was the only bidder, they were considered suitable and met the required criteria. Montagu Evans was therefore recommended as the Council's Property Investment and Management Advisor.

Councillor Dominic Boeck added to the points made by Councillor Chadley. The Council had worked with Montagu Evans since 2016 and in Councillor Boeck's view they had done an excellent job. While the Council's in house expertise was good, Montagu Evans had provided an extra depth in that expertise. He was delighted to support the recommendation.

Councillor Jeff Brooks felt it was disappointing that only one bid had been submitted and questioned whether the reasons for this had been investigated. He accepted that Montagu Evans had met the required quality criteria, but he was concerned that there was no competitor with which to compare the bid from Montagu Evans and he queried if any lessons had been learned from this process.

Councillor Chadley advised that he had asked the very same questions. It was however very difficult to investigate why no further bids had been submitted. Some assumptions had been made, it was felt that the involvement of Montagu Evans in the first tranche could have resulted in other property firms deciding not to bid. Councillor Chadley did make the point that the bid for the £100m portfolio from Montagu Evans was an improvement upon their original successful bid for the £50m. He also explained that Montagu Evans scored more highly and was a substantially cheaper alternative to its competitors for the original tendering process for the £50m portfolio.

Councillor Boeck added that the sums of £50m and £100m were not considered substantial in the market and there was therefore only a small pool of potential bidders. He went on to explain that Montagu Evans had gained much experience in property investment and would have been challenging competition if any other bids had been forthcoming.

Councillor Brooks accepted that the incumbent provider would have been seen by its competitors as having the fast track for this contract, however he felt it was invaluable to identify lessons learned from the process.

Councillor Brooks noted from the report that fees for a single provider for a £100m portfolio would potentially be in the region of £2.5m for a five year contract and felt that a greater awareness was needed of how the portfolio was structured, i.e. whether bonuses were paid and penalties issued, to help ensure that value for money was being achieved. Councillor Graham Jones noted that a response to this point could involve commercially sensitive information and it was agreed that this would be followed up with Councillor Brooks outside of the meeting.

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Councillor Alan Macro questioned the difference between the fees potentially paid to Montagu Evans and the level of income expected to be received by the Council. His expectation was that the Council's income should, in comparison, be higher than the amount paid to Montagu Evans.

Councillor Chadley explained that he could not answer that point in full due to commercial sensitivities, but did point out that Montagu Evans was responsible for the ongoing management and maintenance of properties and therefore the £2.5m was not a profit for them. The income obtained by the Council was a profit.

RESOLVED that following the conclusion of a further competition process within the Crown Commercial Services framework, it was agreed that the Council should appoint Montagu Evans as its Property Investment and Management Advisor.

Other options considered: None identified.

54. **Members' Questions**

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

(a) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Corporate Services**

A question standing in the name of Councillor Jeff Brooks on the subject of the average margin paid to temporary worker agencies on top of the agency workers cost was answered by the Portfolio Holder for Corporate Services.

(b) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Corporate Services**

A question standing in the name of Councillor Jeff Brooks on the subject of whether agency workers were paid the National Living Wage was answered by the Portfolio Holder for Corporate Services.

(c) **Question submitted by Councillor Alan Macro to the Portfolio Holder for Planning, Housing and Waste**

A question standing in the name of Councillor Alan Macro on the subject of how the part year payment for the green waste bin charge was publicised was answered by the Portfolio Holder for Planning, Housing and Waste.

(d) **Question submitted by Councillor Lee Dillon to the Portfolio Holder for Community Resilience and Partnerships**

A question standing in the name of Councillor Lee Dillon on the subject of how residents were expected to attend the Newbury Vision 2026 Conference when it was being held during the working day was answered by the Leader of the Council in the absence of the Portfolio Holder for Community Resilience and Partnerships.

55. **Exclusion of Press and Public**

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned items of business on the grounds that they involved the likely disclosure of exempt information as contained in Paragraphs 4 and 6 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

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56. Contract extension (exception) for the Public Health School Nursing and Health Visiting Service: 0-19 (up to 25 for young people with special educational needs and disabilities) (EX3643)

(Paragraph 6 – information relating to proposed action to be taken by the Local Authority)

The Executive considered an exempt report (Agenda Item 9) requesting an exception from the Contract Rules of Procedure to extend the current contract for the Public Health School Nursing and Health Visiting Service 0-19 (up to 25 for young people with special educational needs and disabilities). The exception would enable the Council to extend the current provision of the service by an additional 12 months.

RESOLVED that the recommendation in the exempt report be agreed.

Other options considered: as outlined in the exempt report.

57. Approval for an exit payment over £10,000 (Urgent item)

(Paragraph 4 – information relating to terms proposed in negotiations in labour relation matters)

The Executive considered an exempt report (Agenda Item 10) which sought approval to make an exit payment in excess of £10,000.

RESOLVED that the recommendation in the exempt report be agreed.

Other options considered: as outlined in the exempt report.

(The meeting commenced at 5.00pm and closed at 6.07pm)

CHAIRMAN

Date of Signature

Key Accountable Performance 2018/19: Quarter Two - Summary Report

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Dominic Boeck
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Jenny Legge/Catalin Bogos
Forward Plan Ref:	EX3421

1. Purpose of the Report

- 1.1 To report quarter two outturns for the Key Accountable Measures (KAMs) which monitor performance against the 2018/19 Council Performance Framework.
- 1.2 To provide assurance that the objectives set out in the [Council Strategy 2015-2019](#) and other areas of significant activity are being managed effectively.
- 1.3 To present, by exception, those measures which are predicted to be 'amber' (behind schedule) or 'red' (not achievable) at year end, and provide information on any remedial action taken and the impact of that action.
- 1.4 To recommend changes to measures/targets, as requested by services.

2. Recommendations

- 2.1 To note progress against the KAMs and key achievements in all services.
- 2.2 To review those areas reported as 'amber' and 'red' to ensure that appropriate actions are in place:

Amber:

- 1) (LRIER) London Road Industrial Estate redevelopment 2018/19 milestone: Create and gain approval for the business plan (CEO)
- 2) Increase number of West Berkshire premises able to receive Superfast Broadband services 24Mb/s or above
- 3) Average number of days taken to make a full decision on new Benefits claims (F&P)
- 4) % of people presenting as homeless where the homelessness has been relieved or prevented (D&P)

Red

- 1) % of WBC provider services inspected by Care Quality Commission (CQC) that are rated good or better by CQC in the area of "safe" (ASC)

- 2) % of clients with Long Term Service (LTS) receiving a review in the past 12 months (ASC)
- 3) % of 'major' planning applications determined within 13 weeks or the agreed extended time (D&P)
- 4) % of 'minor' planning applications determined within 8 weeks or the agreed extended time (D&P)

2.3 To note that the D&P Service are considering an alternative KPI for “% of high priority Disabled Facilities Grants approved within 9 weeks of receipt of full grant applications”.

3. Implications

- 3.1 **Financial:** To be highlighted and managed by individual services.
- 3.2 **Policy:** To be highlighted and managed by individual services.
- 3.3 **Personnel:** To be highlighted and managed by individual services.
- 3.4 **Legal:** To be highlighted and managed by individual services.
- 3.5 **Risk Management:** To be highlighted and managed by individual services.
- 3.6 **Property:** To be highlighted and managed by individual services.
- 3.7 **Other:** There are no other know direct implications.

4. Other options considered

- 4.1 None

Council Strategy 2015-19: Key Accountable Performance Scorecard

Summary of Performance for 2018/19: Quarter 2

Council Strategy

Priorities for Improvement

*RAG status

Core Business

Educational Attainment **R**

G Protecting our Children

Close the Attainment Gap **R**

G Bin Collection & Street Cleaning

More Affordable Housing **R**

G/A Providing Benefits

Key Infrastructure Improvements **G/A**

G Council Tax & Business rates collection

Safeguarding Children & Adults **G/R**

G/R Older & Vulnerable Adults Wellbeing

Communities Help Themselves **G**

G/A Planning and Housing

More Effective Council **G/A**



Corporate Programme

New Legislation Preparation **G**

G Strategy Development

Strategic Transformation **G**

G Service Transformation

Corporate Health

Net budget for 2018/19: **£119.4m**

Staff turnover (of 1,566 FTE)
rolling 12 months

2018/19 Q1 forecast overspend **£1.3m**

14.5% 2018/19 Q1 staff turnover

2018/19 Q2 forecast overspend **£1.3m**

13.7% 2018/19 Q2 staff turnover



*Red, Amber, Green (RAG). For Strategic Priorities, this is measured over the life of the Council strategy (2015-2019). For Core Business and the Corporate Programme, the RAG relates to year end targets



Executive Summary

5. Introduction / Background

5.1 This report provides the Executive with a summary of the council performance during quarter two 2018/19. Performance is shown against the priorities for improvement (Council Strategy 2015-19), core business activity, the Corporate Programme and Corporate Health Indicators. The overall position is summarised in the Key Accountable Performance Scorecard.

6. Synopsis

6.1 Notable this quarter is the number of measures of volume that reached significantly higher levels compared to the previous 2.5 years for most of them. These suggest increased demand and pressure on Adult Social Care (ASC) service (new requests for services, long term service clients, safeguarding enquiries opened), on Children and Family Services (number of Looked after Children) and other services (number of reported crimes, house price, FOI requests etc.).

6.2 Reduction/downward trend is evident relating to: planning applications received and people killed or seriously injured on West Berkshire's roads.

6.3 In terms of priorities for improvement, most areas are performing well. Milestones for this year for key infrastructure projects (Market Street and Sterling Cables) have been completed but the Superfast Broadband Programme is impacted by further delays. Birchwood Nursing home improved its Care Quality Commission (CQC) rating to "Requires Improvement" and further improvement actions continue. The end of year target for the number of community engagements facilitated by the Building Communities Together Team has already been exceeded.

6.4 Under the 'More effective council' aim, a minority of measures/milestones have not achieved their targets (see exception reports Appendix E).

6.5 For core business areas: Good performance continued this quarter for the Key Accountable Measures (KAMs) relating to children's social care.

6.6 The measure relating to waste recycling is an estimated 7% better than the target. Street cleanliness measure is on target but has declined compared to last year. The ASC Reablement / rehabilitation (still at home 91 days after hospital discharge) measure has further improved. Reviews of ASC long term clients is now rated Red, due to staff deployment solutions not being possible over the summer. In planning, local target setting towards the end of Q1 has meant that adjustments to how applications are processed have only recently been made, but performance declined for major and minor applications (RAG Red) and improved for 'other' (householder applications etc.). The homelessness prevention measure has declined, but more work is needed to ensure the reporting methodology is correct following the Homelessness Reduction Act implementation.

6.7 Corporate Health: Revenue budget forecast overspend is £1.3m (including a number of mitigation strategies). Since Q1, staff turnover has reduced by approximately 1% to 13.7%.

7. Conclusion

- 7.1 Significant increases on a number of measures of volume suggest increasing pressure on Council's services.
- 7.2 The Council continues to perform well in most areas. Improvements have been achieved in some activity domains (e.g. key infrastructure projects, community engagement, some ASC). The Corporate Programme is reporting good progress across all areas of work.
- 7.3 Most of the measures RAG rated Amber or Red have achieved results only slightly below targets, and are not of significant concern at this stage. Performance of a small number of measures is impacted by factors outside the Council's control. In addition, based on the analysis of the available information at Corporate Board:
- (1) Four measures (ASC long term cases review, Homelessness prevention and minor/major planning applications' determination) are proposed for the Executive to monitor closely.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – District Wide Health Check Dashboard
- 8.5 Appendix E – Key Accountable Measures of Volume (Dashboard and by Service)
- 8.6 Appendix F – Key Accountable Measures by Strategic Priority
- 8.7 Appendix G - Exception Reports
- 8.8 Appendix H – Quarterly Service Requests
- 8.9 Appendix I – Technical Background and Conventions
-

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Strategic Support
Team:	Performance, Research and Consultation
Lead Officer:	Catalin Bogos
Title of Project/System:	n/a
Date of Assessment:	n/a

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be personal processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the personal data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

What is the proposed decision that you are asking the Executive to make:	To note performance outturns and to review any remedial actions proposed.
Summary of relevant legislation:	n/a
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Catalin Bogos
Date of assessment:	24/07/2018

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	Yes	Is changing	Yes
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To report on progress on delivering the Council Strategy Priorities and Core Business objectives.
Objectives:	To ensure decision making bodies are informed of the progress made with delivering the Council Strategy Priorities and Core Business objectives.
Outcomes:	Corporate Board and the Executive Committee are informed of performance levels and have reviewed any actions proposed to improve performance.
Benefits:	All beneficiaries of the council's services should benefit, either directly or indirectly, from the delivery of better outcomes.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		

Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Catalin Bogos

Date: 24/07/2018

Key Accountable Performance 2018/19: Quarter Two – Supporting Information

1. Introduction/Background

- 1.1 This report provides the Executive with an update on the Council's performance at quarter two, as described in the Council's Performance Management Framework (refer to Appendix I: technical background and conventions). Information is provided on the following:
- (a) Notable trends in the measures of volume (MoV)
 - (b) Performance against the Strategic Priorities and Core Business
 - (c) Progress of the Corporate Programme
 - (d) Overview of the Corporate Health Measures

2. Supporting Information

- 2.1 District Wide Health Check Dashboard (non-targeted and contextual measures). Although, not all the contextual measures are within our control, they can provide useful information about the health of the district (refer to Appendix D)
- (1) The number of properties subject to business rates has increased by 243 (5,480 to 5,723) since Q2 last year, however the number of empty properties has increased by 113 (from 156 to 269).
 - (2) As expected, the national move from legacy benefits, such as Job Seekers Allowance, Housing Benefit, and Child Tax Credits, has meant an increase in the number of residents claiming Universal Credit (UC) since Q2 2017/18; for those aged 16 and over (445) and aged 16-24 (100). It is expected that this increase will continue as claimants move across to UC when a new claim or a significant change is made and as more benefits come under the UC umbrella.
 - (3) The number of planning applications has reduced by 7.3% (56) since the same period last year. The category 'Other applications' (householder applications etc.) had the highest impact (-119) on reducing total, followed by a reduction of 12 minor applications (1-9 dwellings, under 05 ha etc.), however this does not reflect the complexity of the applications and therefore the demand on officer time for processing. The number of applications is generally lower in Q2. *Please note this data is estimated and will be updated in Q3.*
 - (4) The number of referrals to Children and Family Services has risen compared to Q2 last year by 29.1% (90). The level of referrals are higher than 2017/18, but on a similar level to those in 2016/17.

- (5) The number of new enquiries for support from Adult Social Care has increased substantially since Q1 (654). This increase may be due to work to ensure more robust recording across the locality teams and the consequently more accurate records. The recording of Tier 1 contact was identified as an area in need of improvement during the transition to the new social care records system (Care Director). The majority of requests have been at Tier 1 (information and advice).
- (6) There has been an increase in the number of adult safeguarding enquiries opened (56.9%) (chart 10), which together with last quarter values are the highest levels compared with the previous two years. The service has explored the reason for this and stated that 2018/19 has seen an increase in number of opened enquiries; volume continues to increase in line with the increased volume of concerns that are being recorded, this identifies increased demand and pressure on both Safeguarding and the operational teams. ASC have had significant concerns with the Extra Care Housing schemes which has contributed towards inflating this number. They are actively reviewing the care provided within this schemes in conjunction with the Care Quality and Commissioning teams to address these concerns.
- (7) The number of live applicants qualifying on the Common Housing Register is showing a rising trend since Q3 2017/18 (chart 14), after it had been decreasing sharply for the previous six quarters. This is due to additional resources being brought into the team to enable a better throughput of applications.
- (8) In Public Transport, whilst the in-house services continue to succeed, overall bus passenger journeys commencing in West Berkshire have fallen by 3.8% between 2016/17-18 (chart 36).

2.2 **Key Strategic Measures by Strategic Priority for Improvement** (refer to Appendix F).

(1) **Improve Educational Attainment** (RAG: Red)

- (a) Attainment measures will be reported in Q4 for the 2017/18 academic year.
- (b) Based on the improvements achieved for 2016/17 academic year (the latest published results available and detailed in previous reports) and considering the progress made by other Local Authorities nationally it is estimated that the ambitious target to achieve top 10% nationally at all key stages of education it is unlikely to be achieved by the end of the current strategy.

(2) **Close the Educational Attainment Gap** (RAG: Red)

- (a) Attainment measures will be reported in Q4 for the 2017/18 academic year.
- (b) Based on the results achieved for 2016/17 academic year (the latest published results available and detailed in previous reports) it is estimated that the ambitious target to close the education attainment

gap at all key stages of education it is unlikely to be achieved by the end of the current strategy.

(3) Enable the completion of more affordable homes (RAG: Red)

- (a) The number of homes completed this year will not be reported until Q4.

As previously reported, the number of units completed since the start of 2015/16 to the end of 2017/18, is 412 units which is below the expected trajectory set out in the Council Strategy priority to facilitate the completion of 1000 units by 2020 but planning permission was granted to over 700 additional units yet to be built by the development industry.

(4) Deliver or enable key infrastructure projects in relation to roads, rail, flood prevention, regeneration and the digital economy (RAG: Green/Amber)

- (a) Work to maintain good road conditions is on track. 66 out of 77 planned road re-surfacing schemes have been completed at a cost of £5m as part of the annual highway improvement programme.
- (b) As part of the Market Street development, the Newbury Bus Station on the Wharf is expected to be fully operational in early December.
- (c) Decontamination on the Sterling Cables site is continuing and is due to be completed by the end of February 2019.
- (d) The London Road Industrial Estate redevelopment is still delayed by its dependence on the conclusion of court proceedings. (See Appendix G – Exception reports)

(5) Good at Safeguarding Children and Vulnerable Adults (RAG: Green/Red)

- (a) It was previously reported that Children and Family services achieved a rating of 'Good' at the latest Ofsted inspection and that five ASC provided services are rated at least good by the Care Quality Commission in the inspection domain of safe.
- (b) Birchwood Nursing came under WBC with an existing rating of "Inadequate". At Q1, it was re-inspected and the Care Quality Commission have confirmed that based on the current rating, they would not raise the rating beyond "Requires Improvement". Activities scheduled as part of the improvement plan, continue to be delivered to ensure improvements in all domains and especially in safeguarding. During Q2, for example, additional permanent staff have been recruited, and a review of equipment and refurbishment to support dementia enabled environment has been completed.
- (c) The financial pressures faced by ASC are significant. Staff turnover and sickness absence have reduced capacity in some areas.

(6) **Support Communities to do More to Help Themselves** (RAG: Green)

- (a) Building Communities Together Team have held workshops, a homeless conference, conversations with parish councils, peer mentor co-ordinators and Royal Berkshire Fire and Rescue have engaged with schools. As a result the end of year target for community engagements facilitated has been already exceeded by the end of Q2.

2.3 **Key Strategic Measures by Core Business** (refer to Appendix F)

(1) **Protecting our Children** (RAG: Green)

- (a) Timeliness for completing single assessments and placement stability of Looked After Children has continued good performance.

(2) **Bin collection and street cleaning** (RAG: Green)

- (a) At an estimated 87.4%, the percentage of recycled, composted, reused and recovered household waste is on a par with previous years at this time and is expected to achieve the annual target.
- (b) The level of street cleanliness is on target, but is below the results achieved last year.

(3) **Providing benefits** (RAG: Green/Amber)

- (a) The time taken to process a new benefit claim is slightly higher than the maximum set target. One landlord has been causing claims to take substantially longer and this has pushed the average to just beyond the desirable 20 days.
- (b) The processing time to make changes to an existing claim is well below (better than) target.

(4) **Collecting council tax and business rates** (RAG: Green)

- (a) In year council tax and business income is similar to previous years and on target, with business rates being 2.9 percentage points higher than this time last year.

(5) **Ensuring the wellbeing of older people and vulnerable adults**
(RAG: Green/Red)

- (a) The percentage of long term clients receiving and annual review is nine percent below target (and rated Red), due to a number of vacancies within the team. Staff have been recruited, but the service is waiting for them to start. A planned re-deployment of staff from locality teams to cover the gap, has not occurred due to sickness and planned leave.
- (b) Similarly to 2017/18, a variable target for the number of bed days due to delayed transfer of care (DToC) has been set on how many days there are in the last month in the quarter. Our performance is currently very good.

- (c) The percentage of older people still at home 91 days after discharge from hospital has improved compared to last quarter and continues to be better than the target.
- (6) **Planning and housing** (RAG: Green/Red)
 - (a) Progress is on track regarding the New Local Plan and the Minerals and Waste Local Plan for West Berkshire.
 - (b) The targets for planning application determination have been increased compared to last year's, to reflect the national average for processing time. Changes to procedures were implemented during Q2 and the service will not be able to achieve the new higher target for the full year. Performance relating to major and to minor planning applications has declined compared to the end of last year and to the previous quarter.
 - (c) This Homelessness Reduction Act (HRA) (April 2018) has changed the Council's obligations towards households needing housing advice. This has meant an increase in the number of people coming into the office to receive personal advice on their housing needs. Performance regarding homelessness prevention and alleviation is below target and actions have been taken to provide more housing solutions but also to ensure appropriate monitoring and reporting of results.

2.4 Corporate Programme

- (1) The structure and content of the programme continues to evolve and it now allows for the tracking of the more than 100 significant projects currently in train within the authority, a large proportion of which have their own progress and monitoring arrangements. Highlights for the remainder are shown below.
- (2) **New legislation preparation** – Having met the requirements of the General Data Protection Regulation when it came into force on 25 May, the project has continued to ensure that the necessary arrangements have been fully bedded in. The project will close in Q3.
- (3) **Strategy development** – Work is being undertaken to develop the vision for the district to 2036, the Council strategy 2019 – 2023, a workforce strategy, economic development strategy, the district's Local Plan to 2036 and the Local Transport Plan.
- (4) **Strategic transformation** – The development of the governance arrangements for the Joint Venture with Sovereign Housing is continuing and the Commercial Group is overseeing the introduction of a number of processes to aid trading. A number of specific commercial initiatives are being overseen.
- (5) **Service transformation** – Work continues on both Financial Challenge and New Ways of Working activity.

2.5 **Under the aim of 'A more effective council'**, an analysis of the KAMs shows that from the reported measures 68% (17/25) of them are RAG rated Green, 16% (4/25)

Amber and 16% (4/25) Red, compared to 70% (19/27) Green, 19% (5/27) Amber and 11% (3/27) Red for quarter two 2017/18.

- 2.6 **Corporate Health Measures** are adhered to by all services and provide useful information for the management of staff. Revenue budget forecast overspend has remained at the same level as at the end of Q1 (£1.3m). Since Q1, staff turnover has reduced by approx. 1% to 13.7%. (Refer to the Key Accountable Performance Scorecard).

3. Options for Consideration

None

4. Conclusion

- 4.1 Quarter two results show that performance levels are in line to achieve the end of year targets for most of the areas.
- 4.2 Improvements or maintaining high performance was achieved in the following areas:
- Education – high proportion of schools with Good or better Ofsted rating.
 - Local infrastructure enhancement – Market Street redevelopment and Sterling Cables – achieved the milestones agreed for this year.
 - Support Communities - new community engagements facilitated exceeded already the end of year target.
 - Protecting our children – high performance was maintained for the timeliness of single assessments and placement stability;
 - Providing Benefits – better timeliness of decisions on changes to benefits claims
 - Bin collection and street cleaning – levels of recycling well above the target.
 - Collecting Council Tax and Business Rates – results are following the expected trajectory to achieve the end of year targets.
 - Older people and vulnerable adults’ wellbeing – good timeliness of financial assessments and low levels of bed days due to delayed transfer of care. Reablement (people still at home 91 days after discharge from hospital) measure has further improved from last quarter.
- 4.3 An analysis of the measures RAG rated Amber or Red, shows that actions have been implemented to improve performance, which in many of the cases were just below the targets/thresholds set:
- The Superfast Broadband coverage project is experiencing further delays due to contractor capacity to manage required subcontractors.
 - The average number of days taken to make a full decision on new benefit claims has improved slightly and is now only 0.47 days higher than target.

4.4 The following measures are impacted by factors outside direct Local Authority control:

- The London Road Industrial Estate project is delayed by ongoing court action.
- Improvements to Birchwood Care Home have been implemented, but the CQC have confirmed that at a new inspection the maximum rating that can be achieved is 'Requires Improvement'.

4.5 The following measures are assessed as not likely to achieve the end of year targets:

- Long terms ASC services receiving a review – it was not possible to implement short term re-deployment solutions and despite staff levels being now back up to capacity the end of year target is unlikely to be met.
- Planning applications (major and minor) determined within timescales – the service has made changes to their approach but is not expecting to achieve more the more challenging targets set for this year.

4.6 Based on the analysis of the available information at Corporate Board, it is proposed that:

- (a) Actions to mitigate performance below targets for timeliness of ASC Long Term Cases reviews, homelessness prevention and timeliness to determine major and minor planning applications to be closely monitored by the Executive.

5. Consultation and Engagement

5.1 The Council's performance management framework includes requirements that the information provided for the inclusion in this report is signed off by the relevant Heads of Service and Portfolio Holders.

Background Papers:

[Council Strategy 2015-2019](#)

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Wards affected:

All

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

- BEC – Better educated communities**
- SLE – A stronger local economy**
- P&S – Protect and support those who need it**
- HQL – Maintain a high quality of life within our communities**
- MEC – Become an even more effective Council**

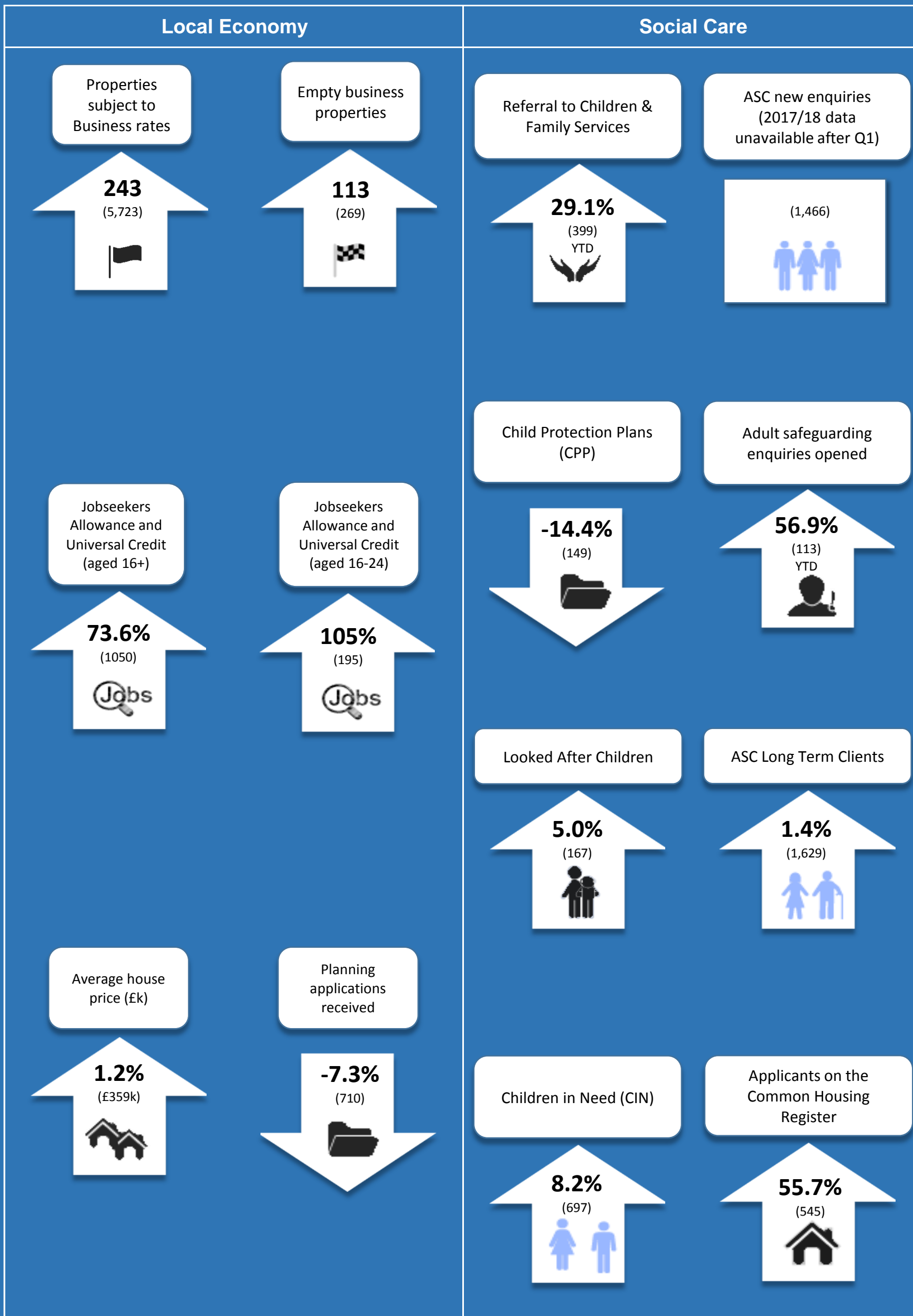
The proposals contained in this report will help to achieve the following Council Strategy priorities:

- BEC1 – Improve educational attainment**
- BEC2 – Close the educational attainment gap**
- SLE1 – Enable the completion of more affordable housing**
- SLE2 – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy**
- P&S1 – Good at safeguarding children and vulnerable adults**
- HQL1 – Support communities to do more to help themselves**
- MEC1 – Become an even more effective Council**

Officer details:

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Job Title: Performance, Research and Consultation Manager
Tel No: (01635) 519102
E-mail Address: Catalin.bogos@westberks.gov.uk

District Wide Health Check 2018/19: Quarter 2

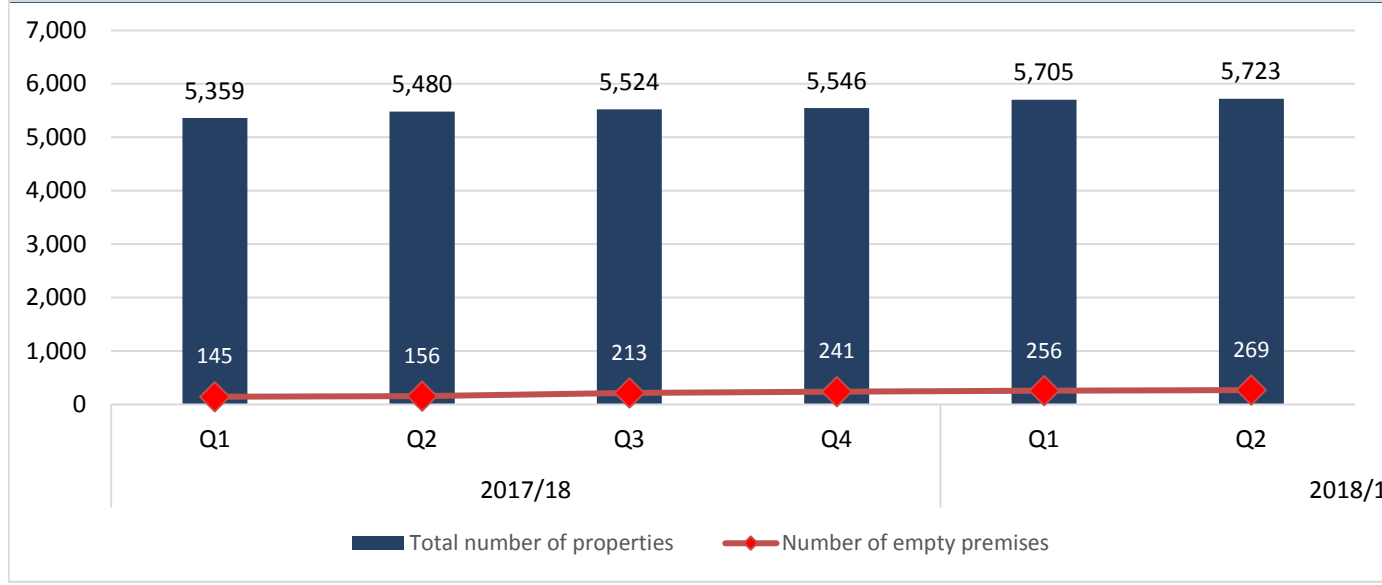


Unless otherwise stated, arrows indicate direction of travel for the latest quarter versus the same period last year. Bracketed figures are the actual values for the current quarter. Figures in bold show actual or percentage change since same period last year.

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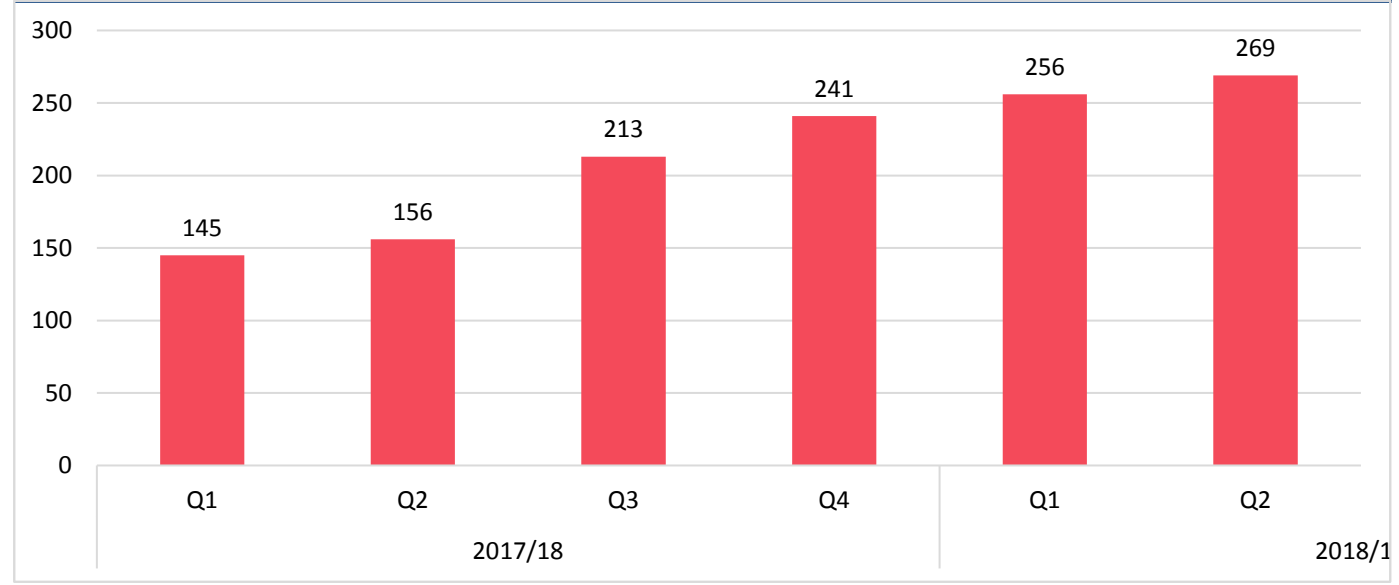
Local Economy

1 Number of properties which are subject to Business Rates QvQ: 243
 Number of empty properties which are subject to Business Rates QvQ: 113



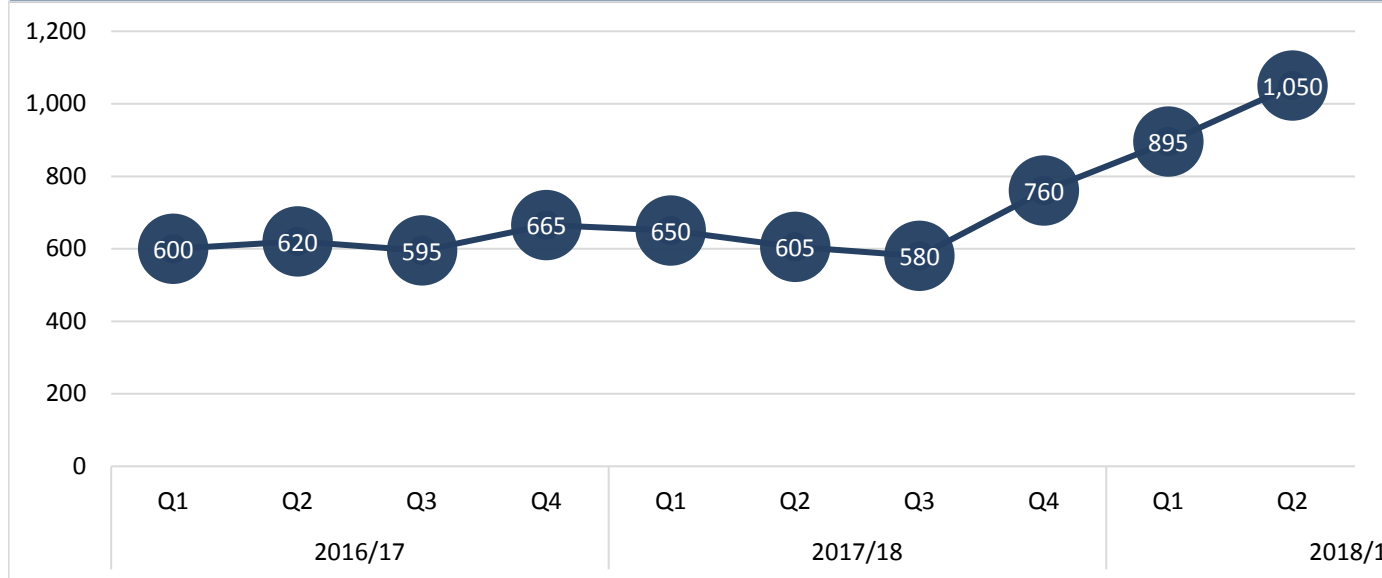
Service comment: Business rates are charged on most non-domestic properties e.g. Shops, offices, pubs

2 Number of empty properties which are subject to Business Rates QvQ: 113



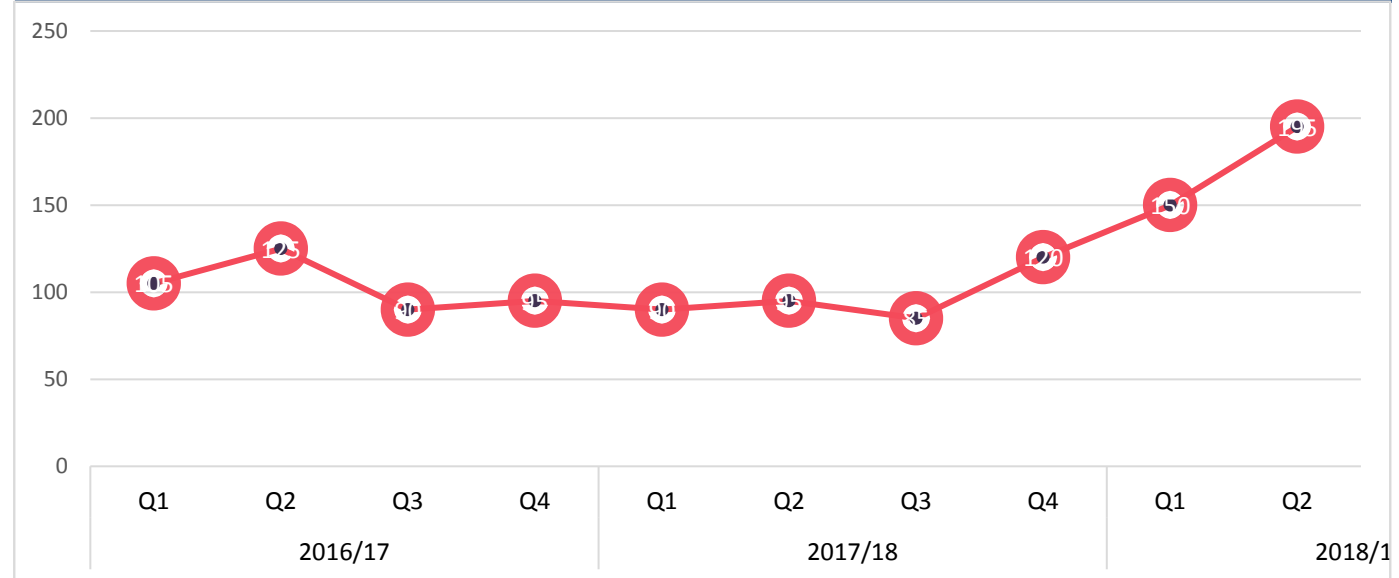
Service comment: Business rates are charged on most non-domestic properties e.g. Shops, offices, pubs

3 Total claimant count (aged 16+) - JSA & Universal Credit QvQ: 73.6%

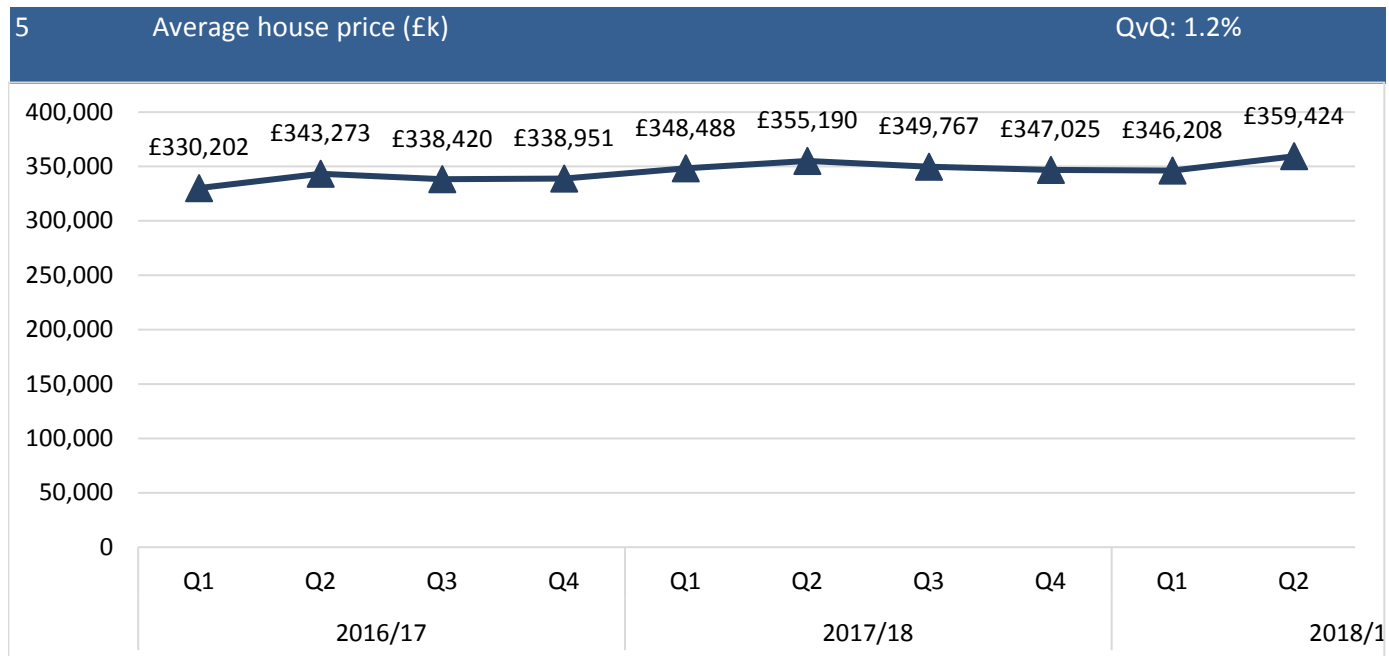


Comment: Reported for last month of the quarter
 Q4 2017/18 updated

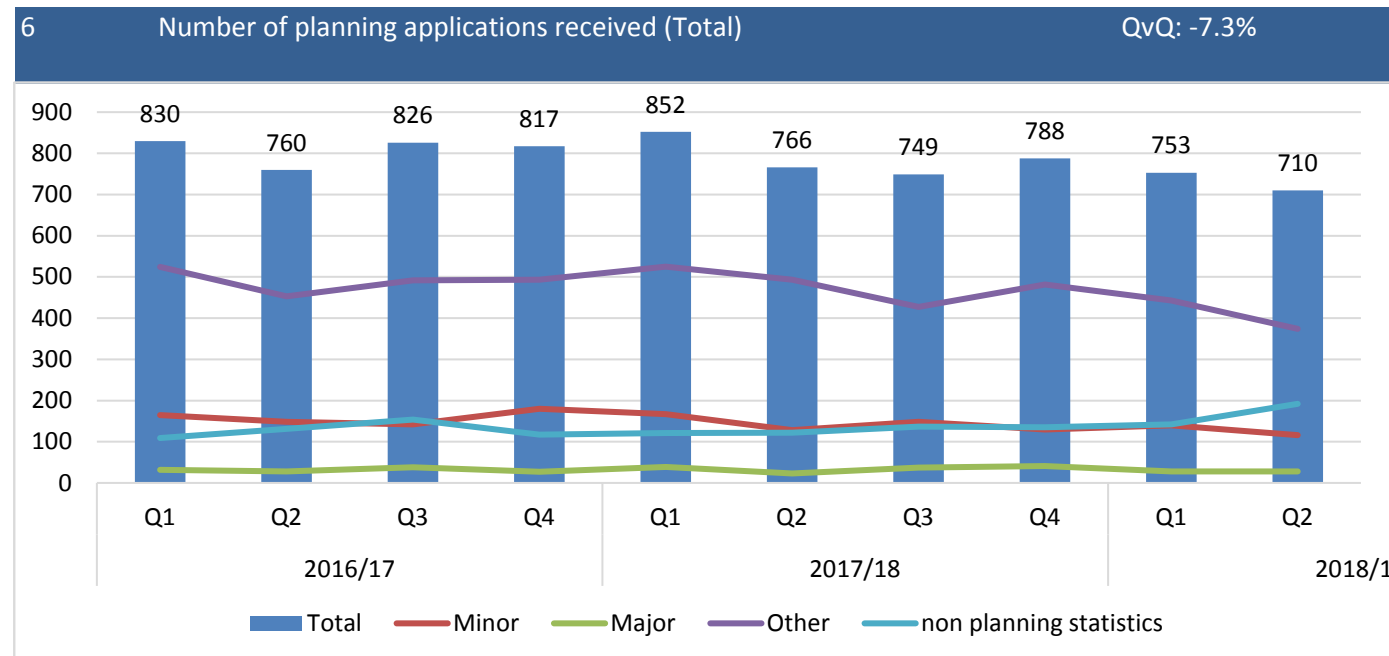
4 Total claimant count (aged 16-24) - JSA & Universal Credit QvQ: 105.3%



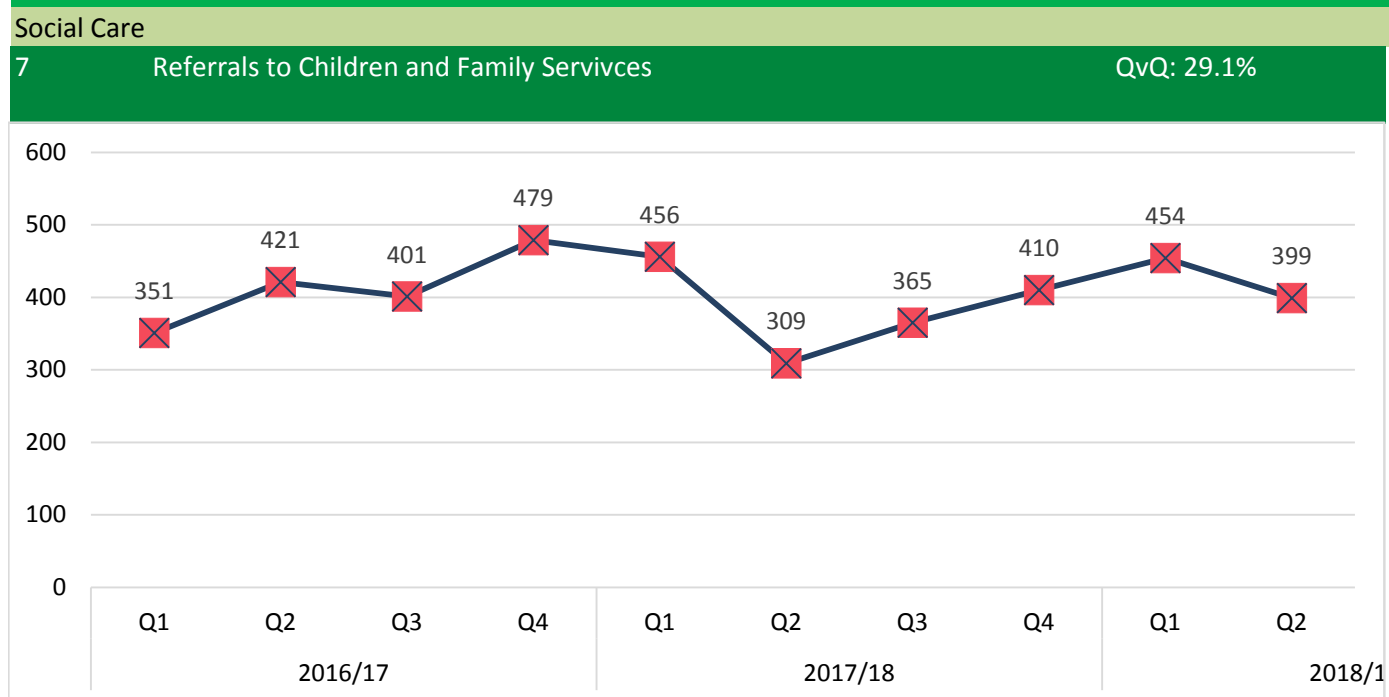
Reported for last month in the quarter. Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance. Universal Credit Full Service has been rolled out in West Berkshire and therefore the number will increase as existing claimants are moved across. As all benefits will be subsumed by UC, this measure can't be used to monitor unemployment, but could possibly give an indication of low income.



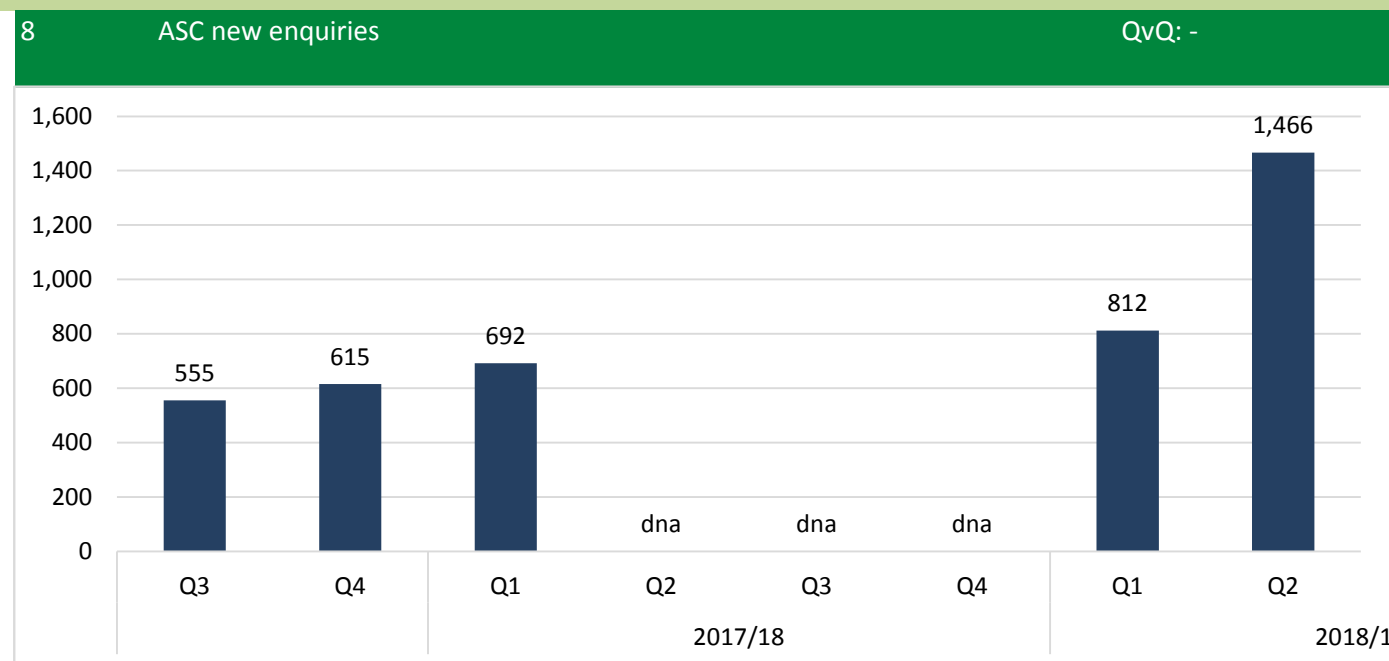
Comment: Usually reported for the last month in the quarter. Q2 as at August 2018
 Historic data updated by the land registry
 (Source: Land Registry) Average price (All property types)



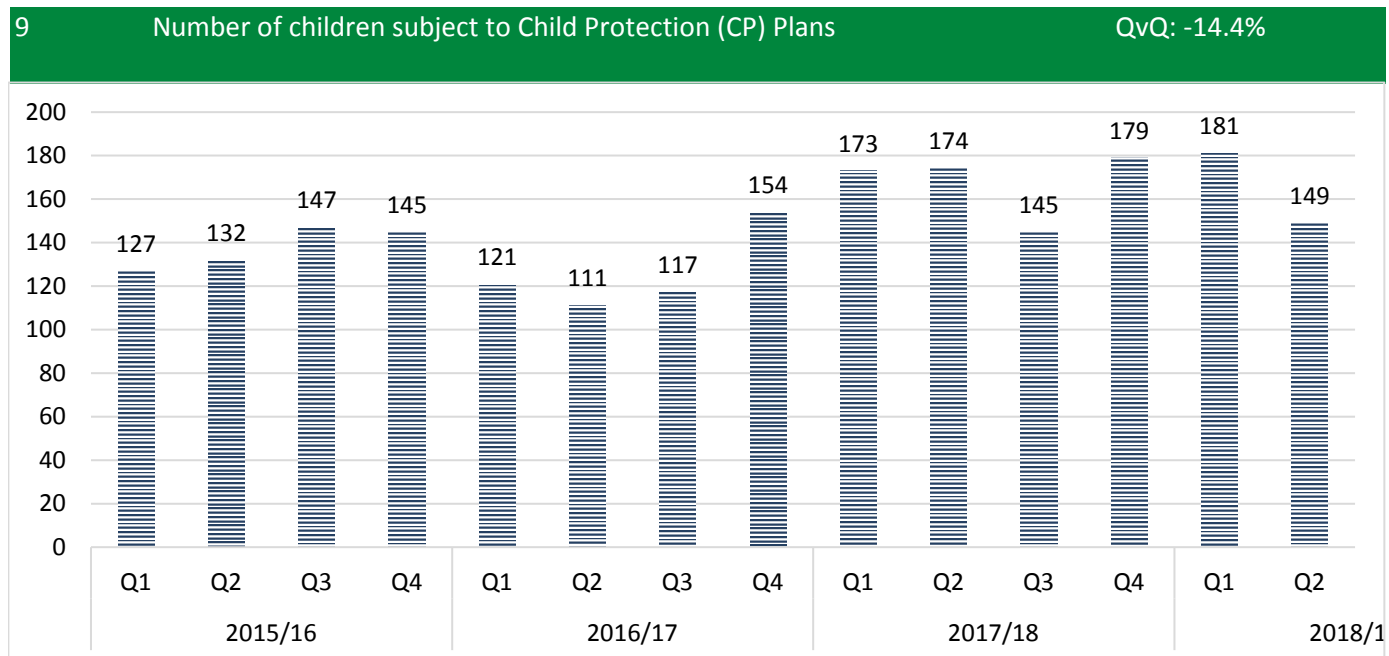
Service comment: Past data (2015/16 to 2017/18 has been updated as it was found that the reported data included a small error in the application types counted and did not include applications held pending registrations. Both these issues have now been resolved.
 Q1 2018/19 data has been confirmed and Q2 2018/19 data is an estimate and will be updated at Q3.



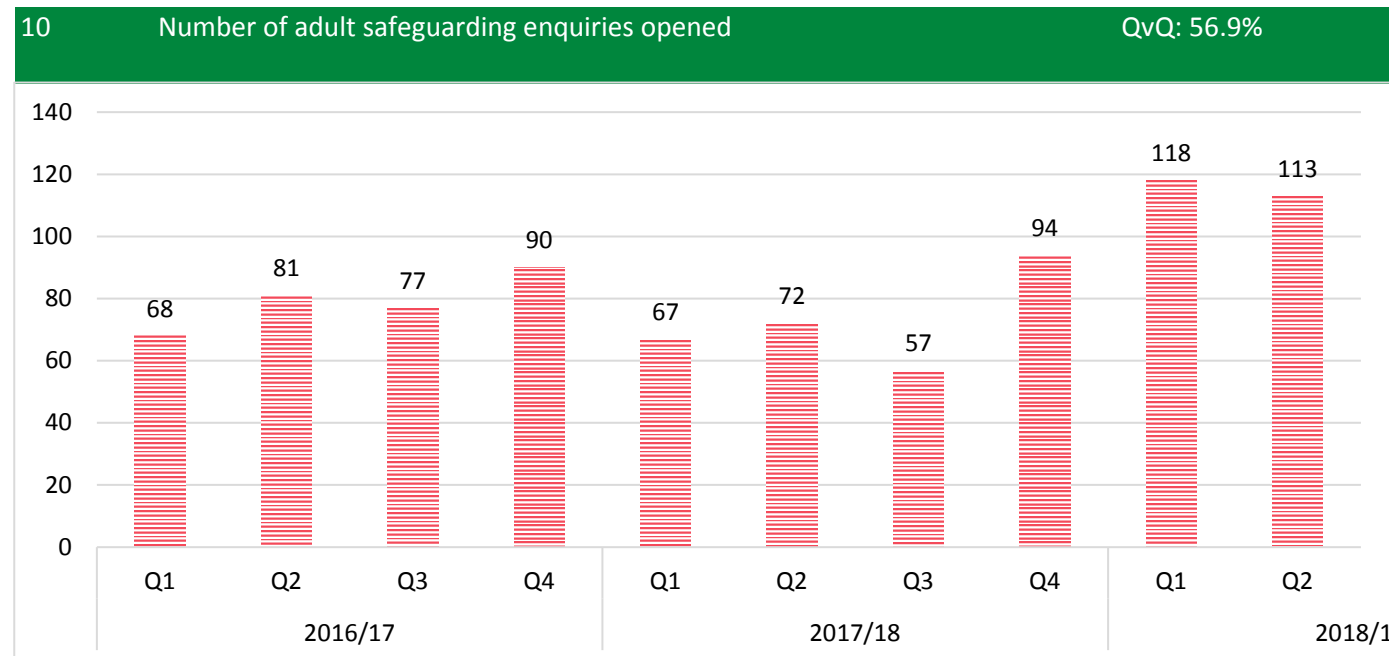
Service comment:



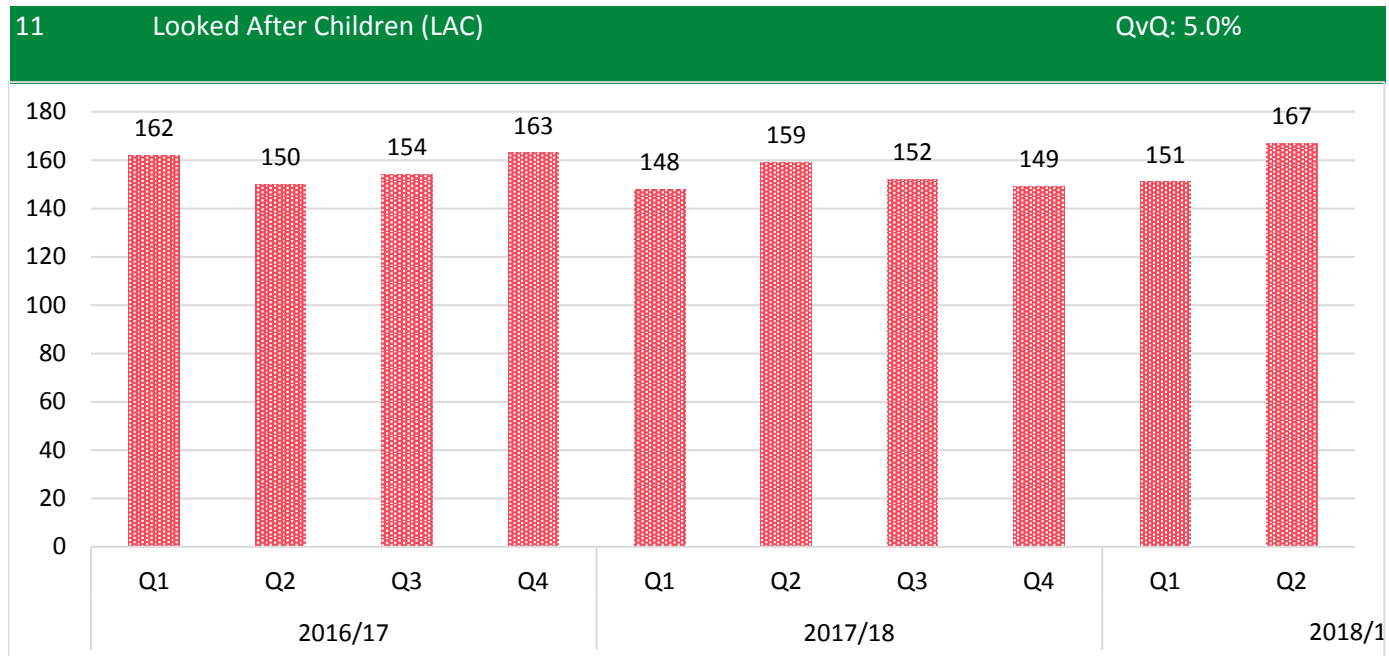
Service comment: Q2 data is provisional. The increase may be due to more accurate reporting of IAS. In 2017/18, the recording of Information/Advice/Signposting (IAS) was identified as an area of improvement due to transition to Care Director. Work was conducted in the latter part of 2017/18 to ensure recording practices were robust across locality teams. (Unable to provide data due to transition to CareDirector. No comparison can be made with data prior to Q3 2016/17 due to changes in working practices).



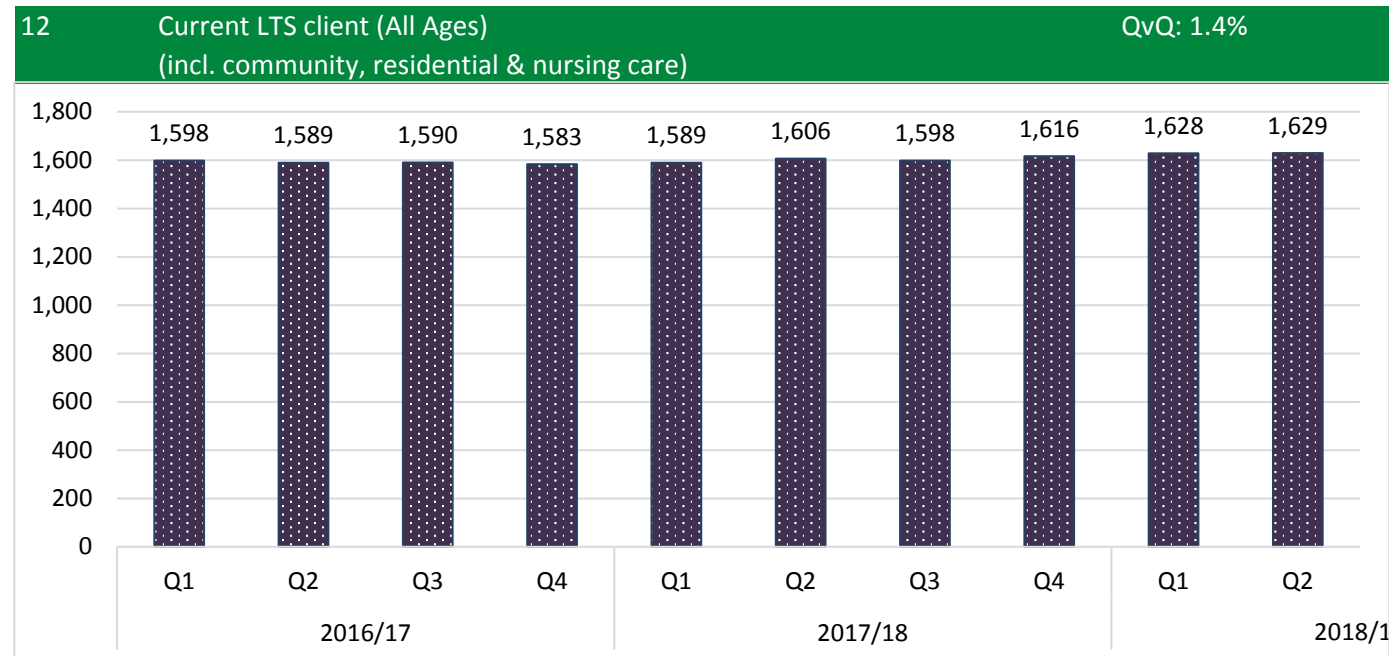
Service comment:



Service comment: 2018/19 has seen an increase in number of opened enquiries; volume continues to increase in line with the increased volume of concerns that are being recorded, this identifies increased demand and pressure on both Safeguarding and the operational teams
 We have had significant concerns with our Extra Care Housing schemes which has contributed towards inflating this number. We are actively reviewing the care provided within this schemes in conjunction with the Care Quality and Commissioning teams to address these concerns. We will continue to monitor the number of enquiries opened during the year to understand any themes.
 Q1 figure has been updated.

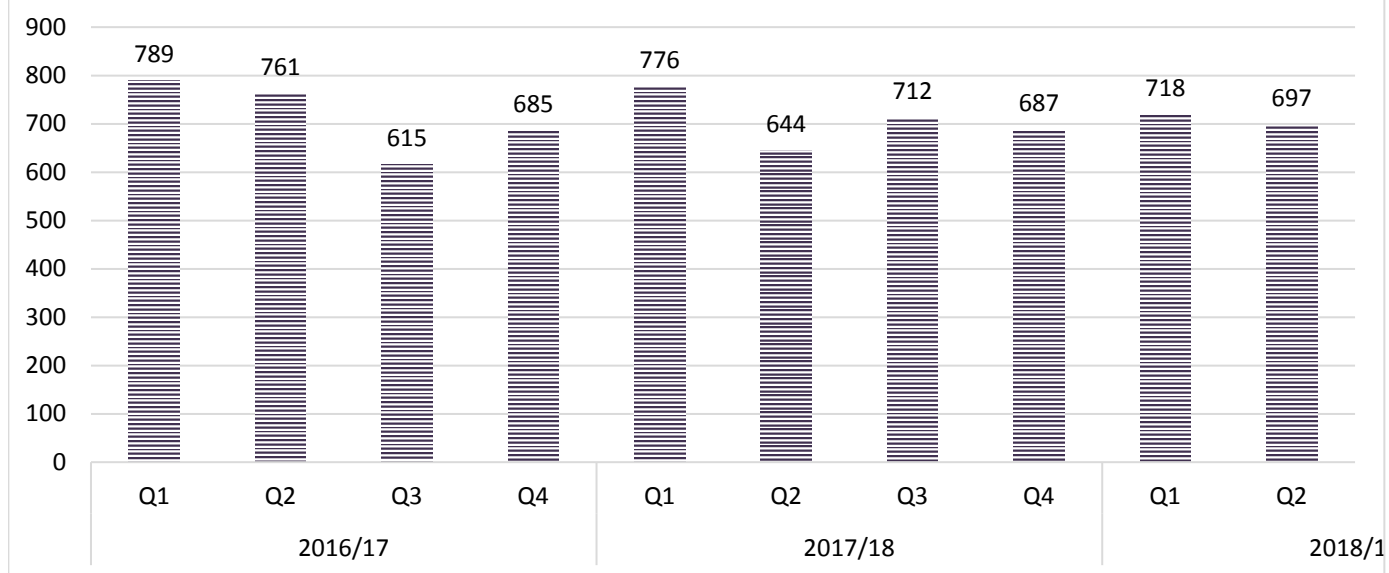


Service comment:



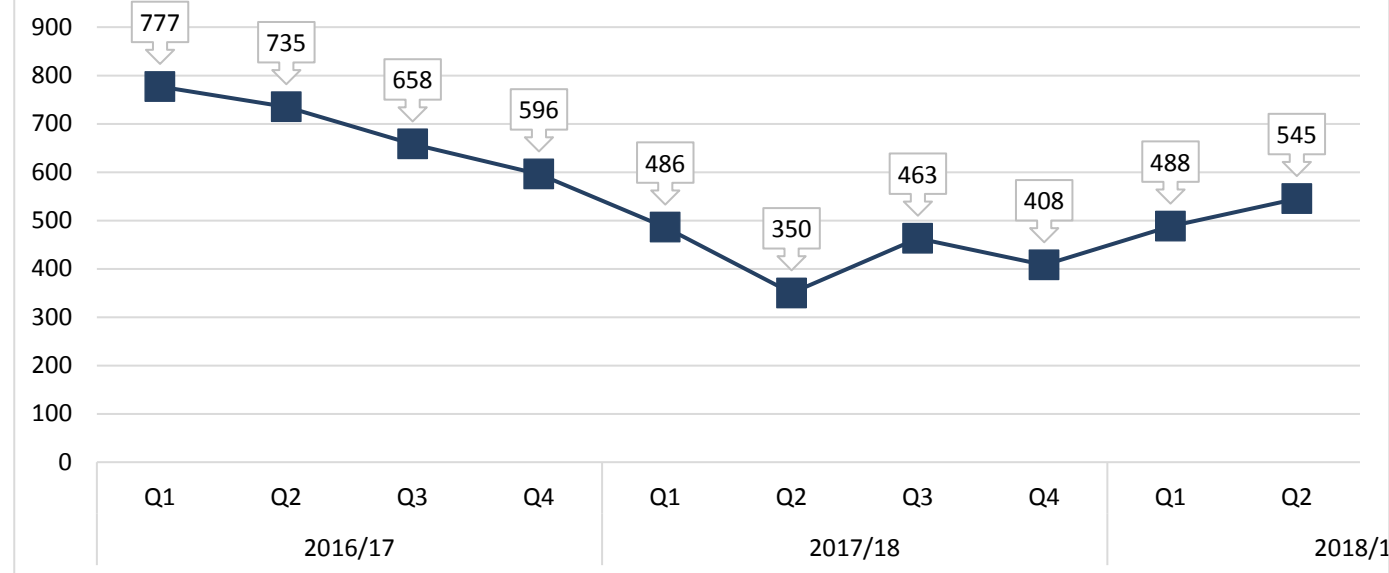
Service comment: Reported as snapshot, not year to date.

13 Number of Children in Need (CIN) (excluding LAC and CP) QvQ: 8.2%



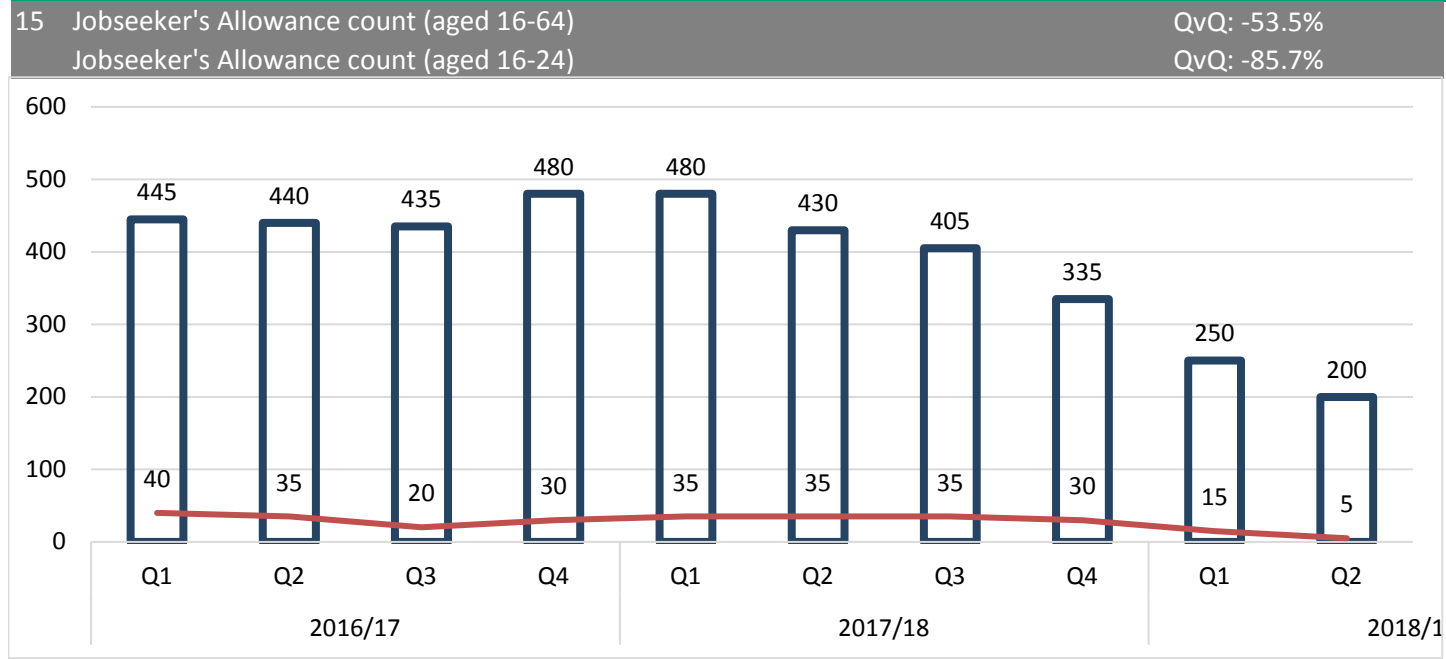
Service comment:

14 Qualifying live applicants on the Common Housing Register QvQ: 55.7%

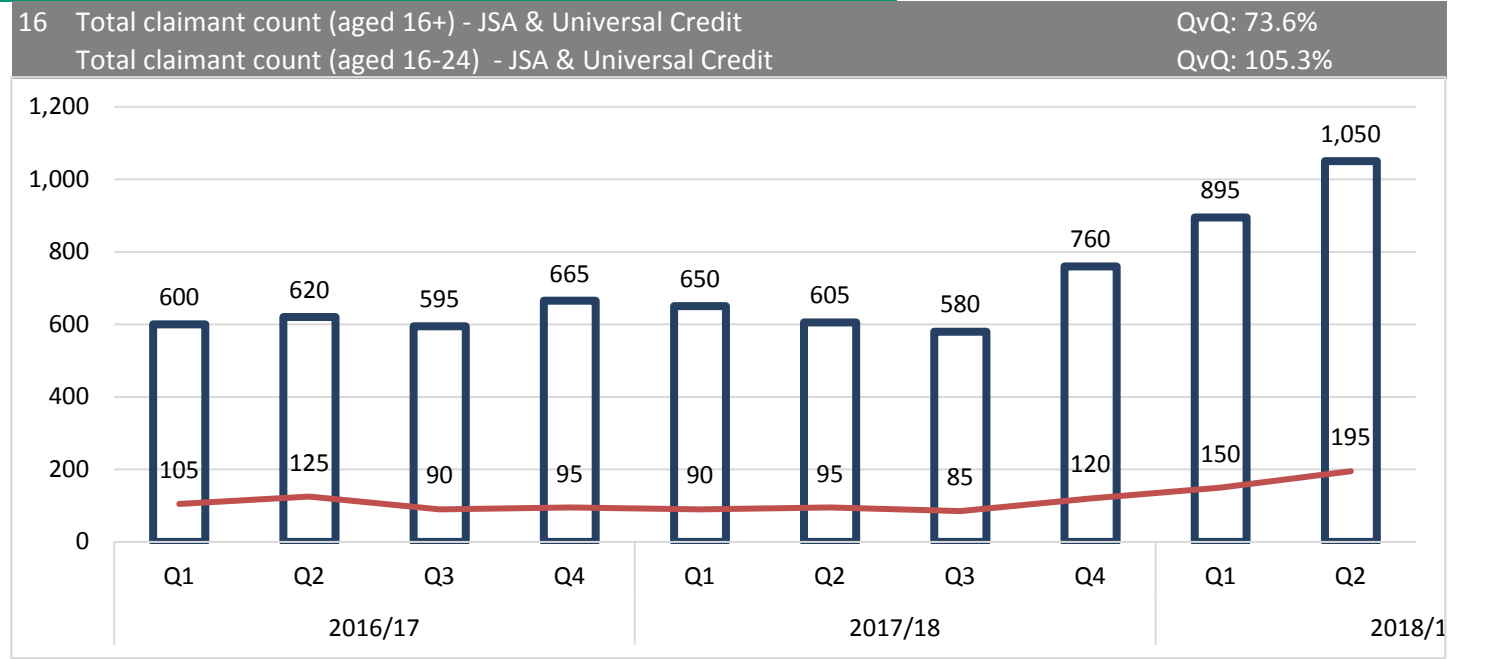


Service comment: Additional resource in the team has enabled better throughput of applications

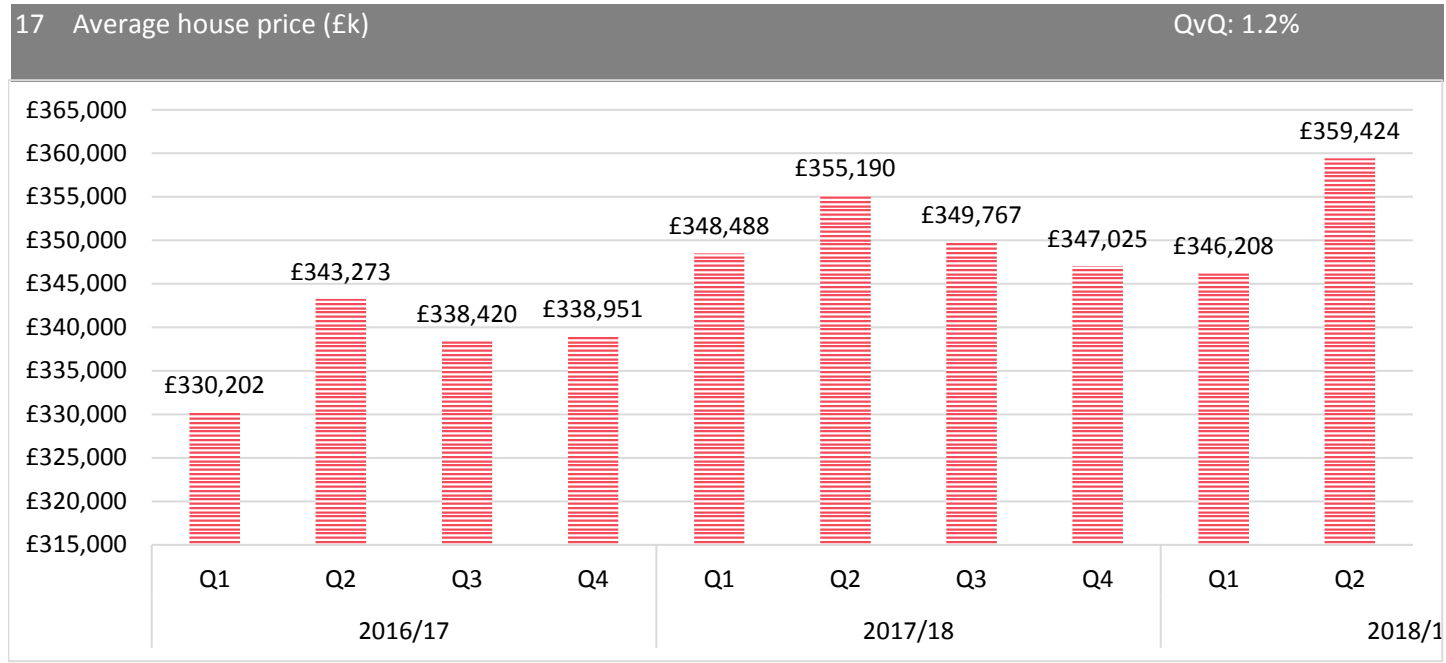
Executive Committee Key Accountable Measures of Volume 2018/19 by Directorate and Service (current qrt v same qrt last year)



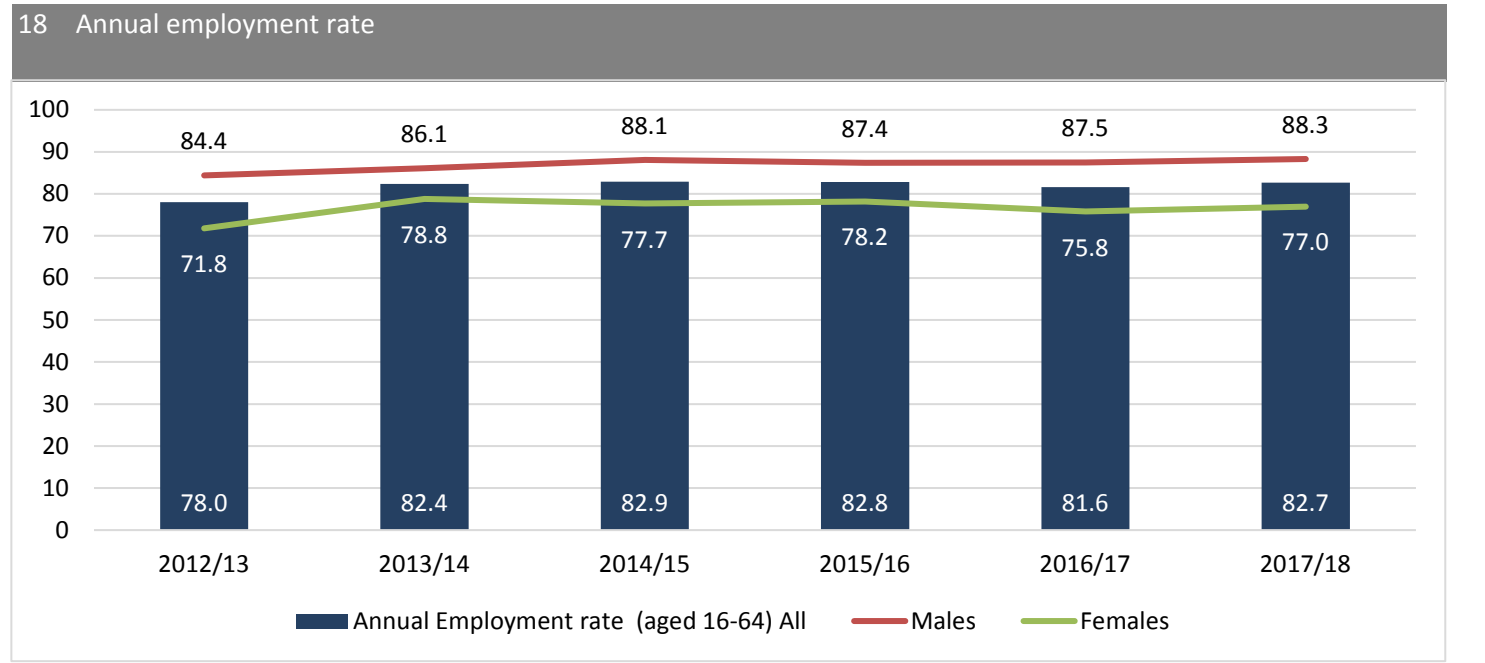
Service Comment: Reported for last month of the quarter
Q4 updated with March 2017/18 figure.
Reported for last month in the quarter. Number of people aged between 16 and 64 who are claiming Jobseeker's Allowance (JSA). This is paid to help people who are unemployed or on a low income that are out there looking for a job.



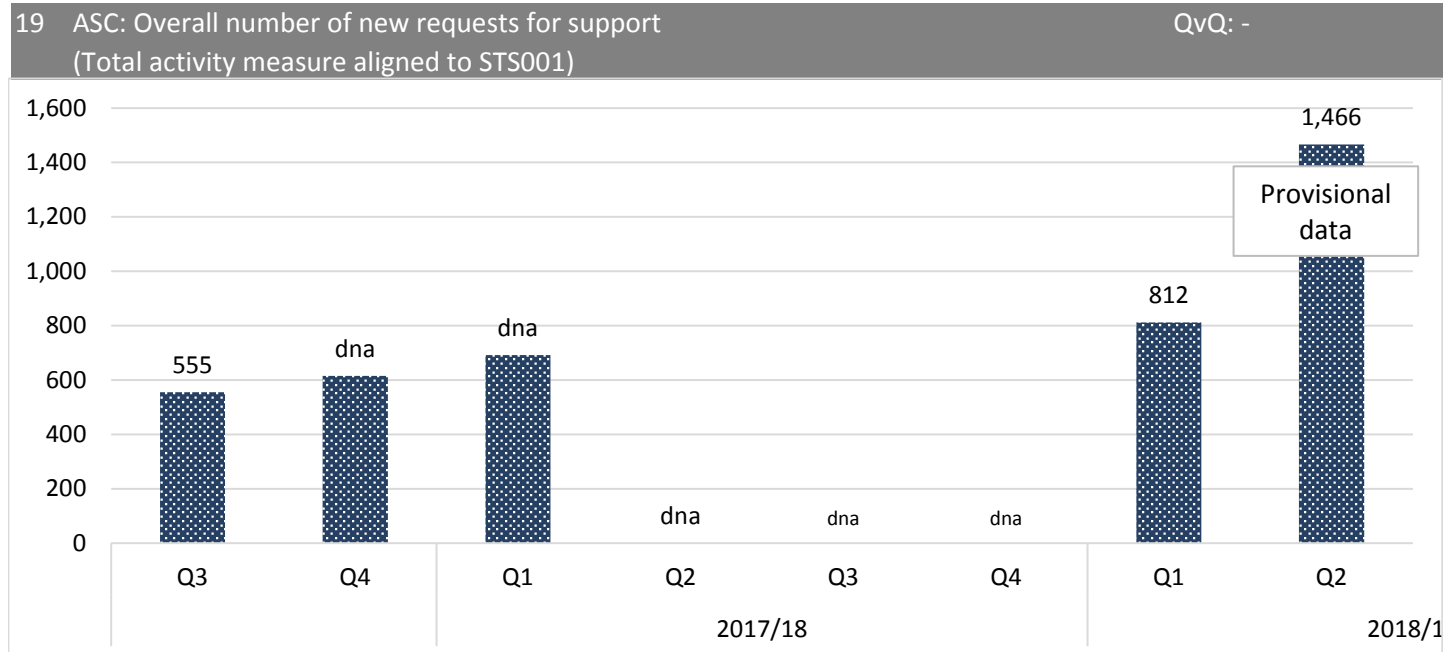
Service Comment: Reported for last month of the quarter
Q4 2017/18 updated
Reported for last month in the quarter. Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance. Universal Credit Full Service has been rolled out in West Berkshire and therefore the number will increase as existing claimants are moved across. As all benefits will be subsumed by UC, this measure can't be used to monitor unemployment, but could possibly give an indication of low income.



Service Comment: Usually reported for the last month in the quarter. Q2 as at August 2018
Historic data updated by the land registry
(Source: Land Registry) Average price (All property types)



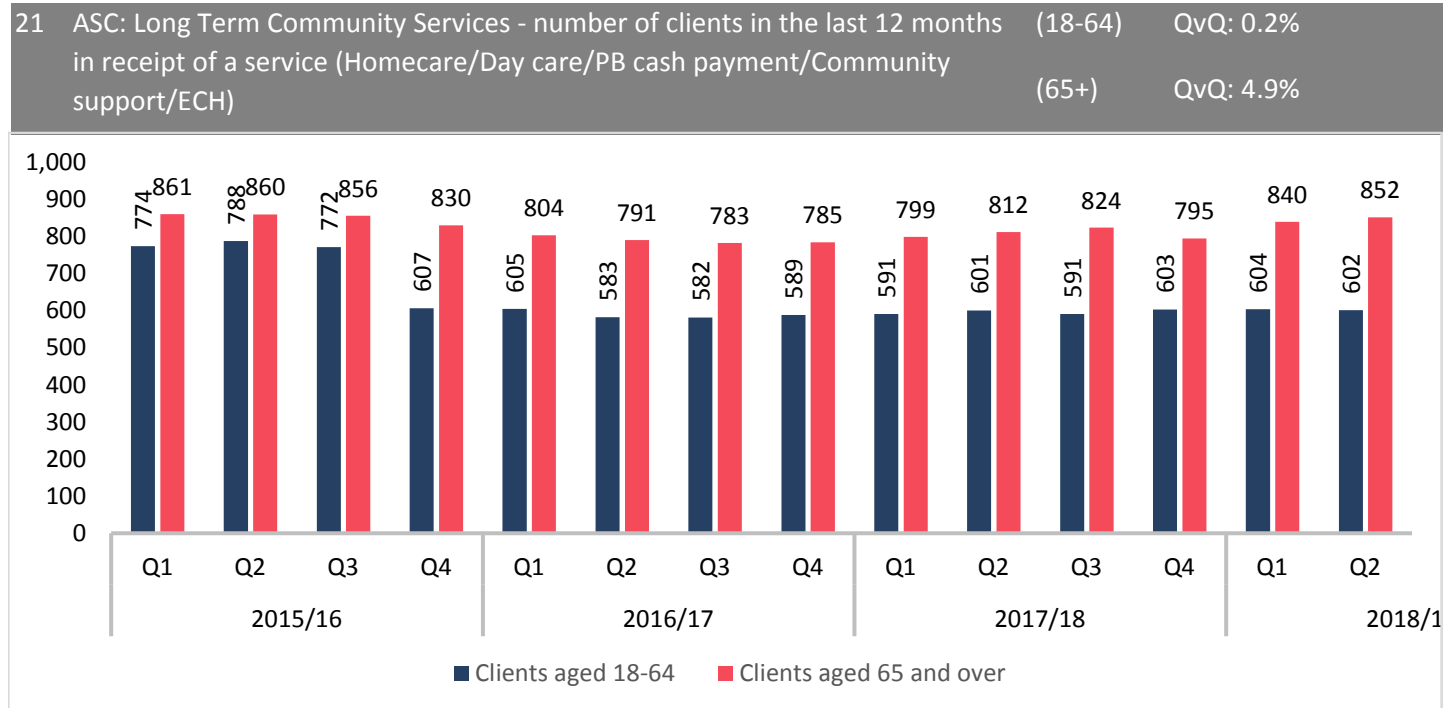
Service Comment: Defined as the number of people in employment expressed as a percentage of all people aged 16-64
(Source: Nomis - Annual Population Survey reporting Apr-Mar)



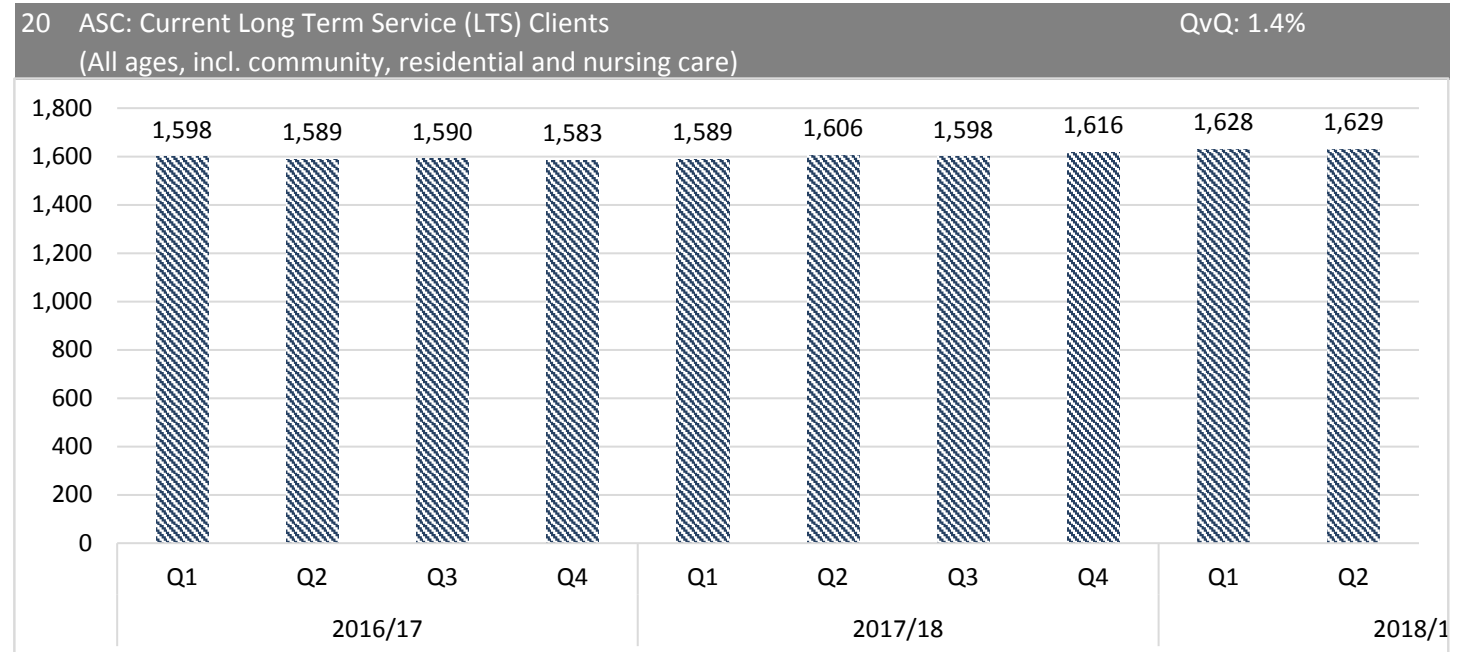
Service Comment: Q2 data is provisional. The increase may be due to more accurate reporting of IAS.

In 2017/18, the recording of Information/Advice/Signposting (IAS) was identified as an area of improvement due to transition to Care Director. Work was conducted in the latter part of 2017/18 to ensure recording practices were robust across locality teams.

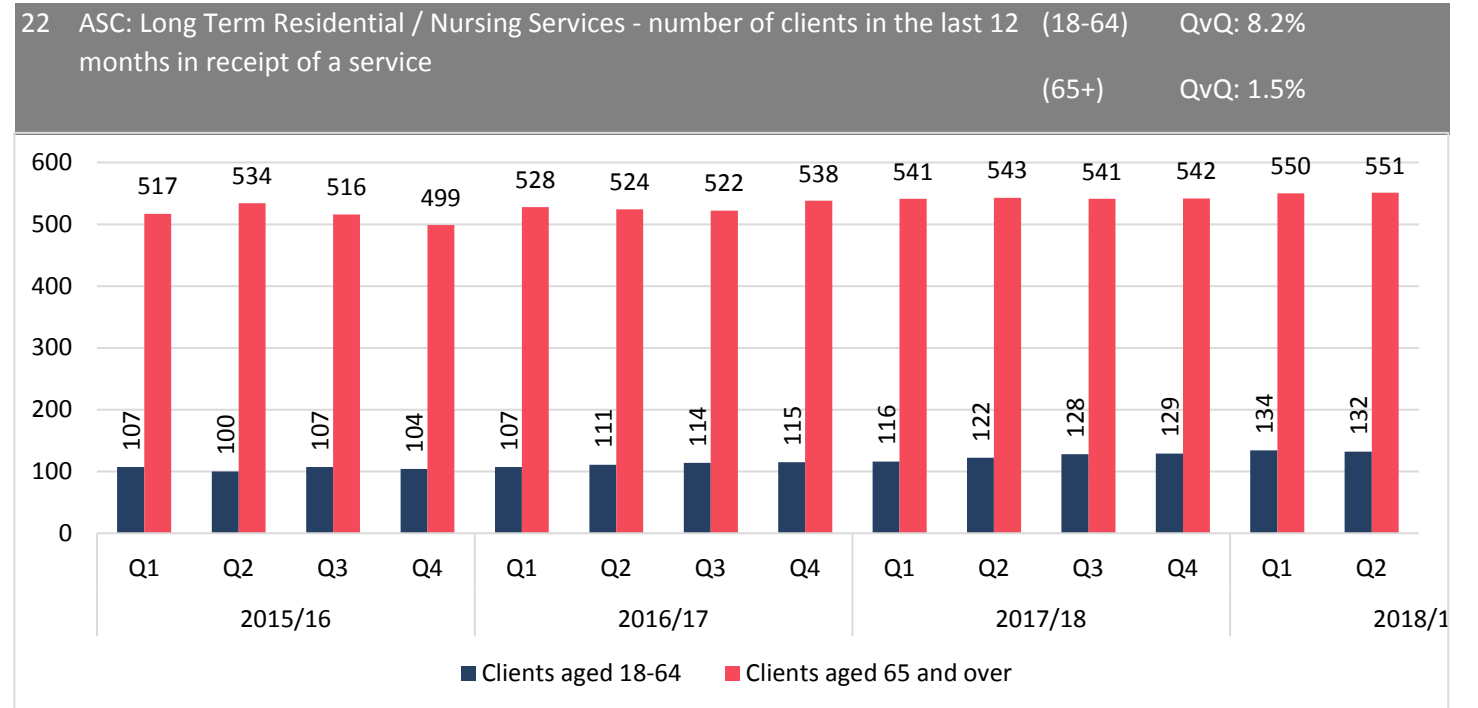
(Unable to provide data due to transition to CareDirector. No comparison can be made with data prior to Q3 2016/17 due to changes in working practices).



Service comment: Rolling 12 months
Rolling 12 months

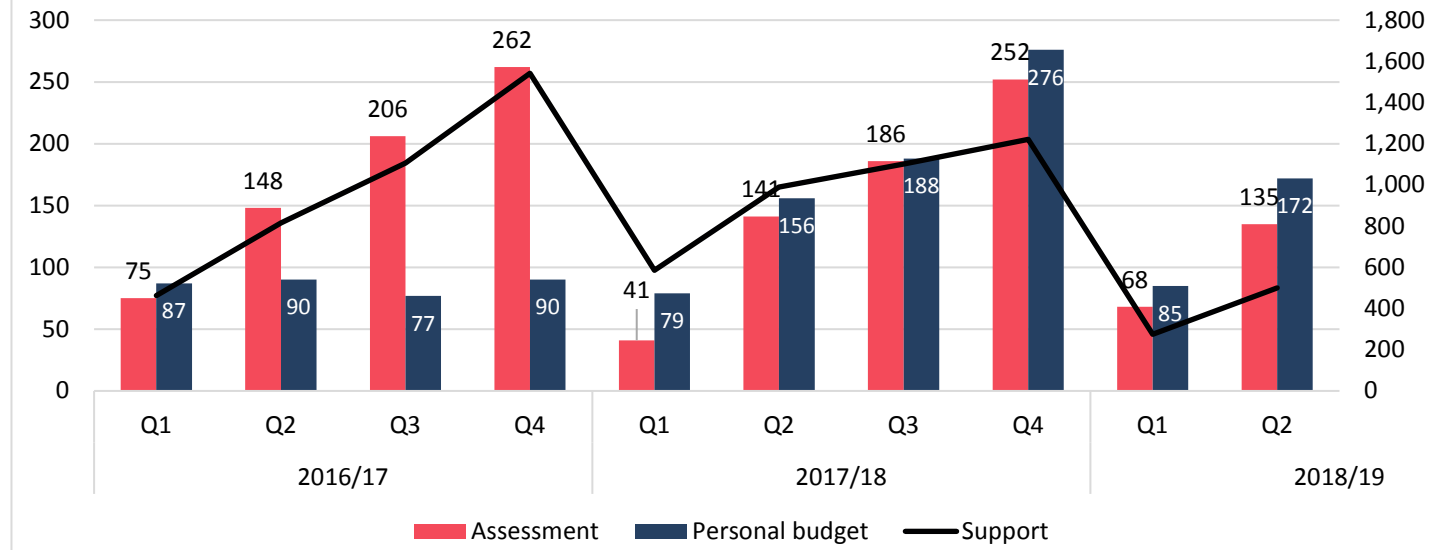


Service Comment: Reported as snapshot, not year to date.



Service comment: Rolling 12 months

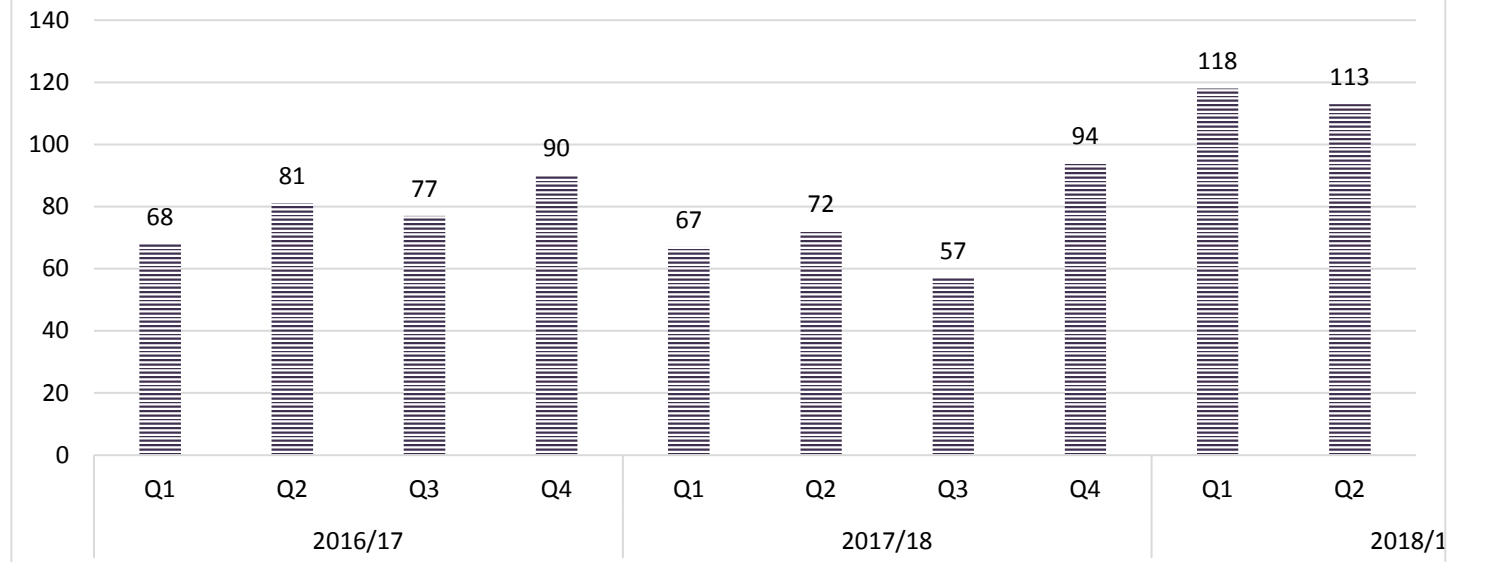
23 ASC: Support for Carers - receiving support, an assessment and/or a personal budget



Service comment: YTD figures

24 ASC: Number of adult safeguarding enquiries opened

QvQ: 56.9%



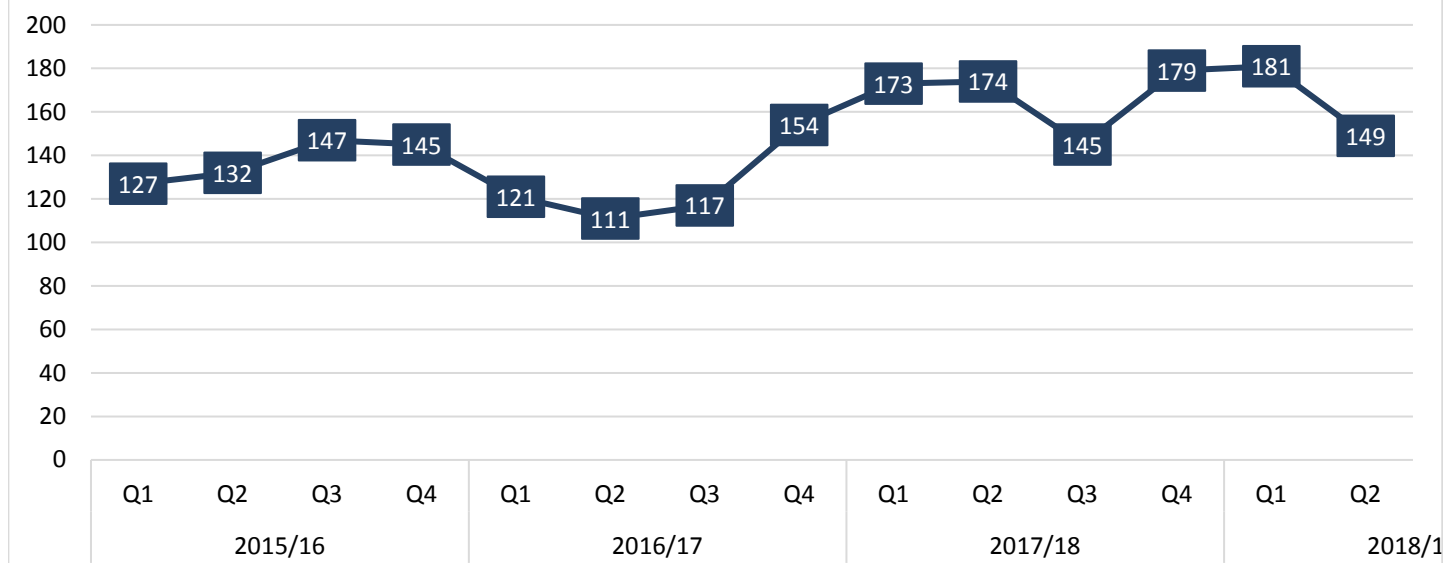
Service comment: 2018/19 has seen an increase in number of opened enquiries; volume continues to increase in line with the increased volume of concerns that are being recorded, this identifies increased demand and pressure on both Safeguarding and the operational teams

We have had significant concerns with our Extra Care Housing schemes which has contributed towards inflating this number. We are actively reviewing the care provided within this schemes in conjunction with the Care Quality and Commissioning teams to address these concerns. We will continue to monitor the number of enquiries opened during the year to understand any themes.

Q1 figure has been updated.

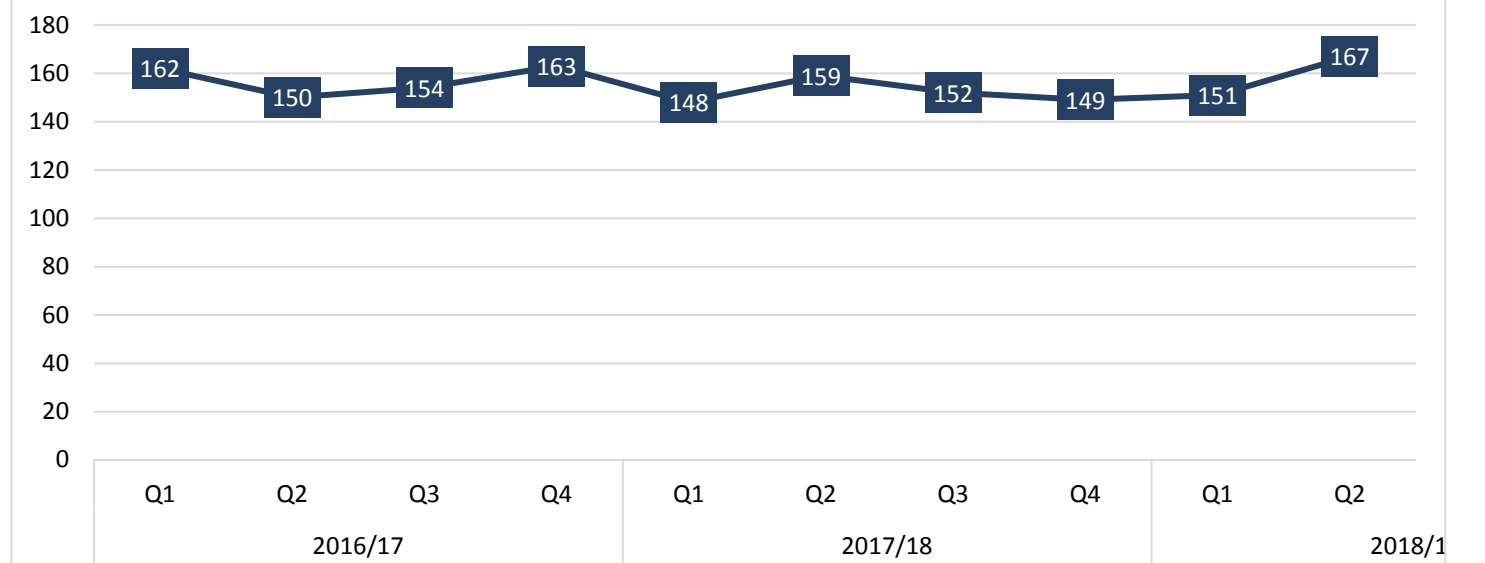
25 CFS: Number of children subject to Child Protection (CP) Plans

QvQ: -14.4%

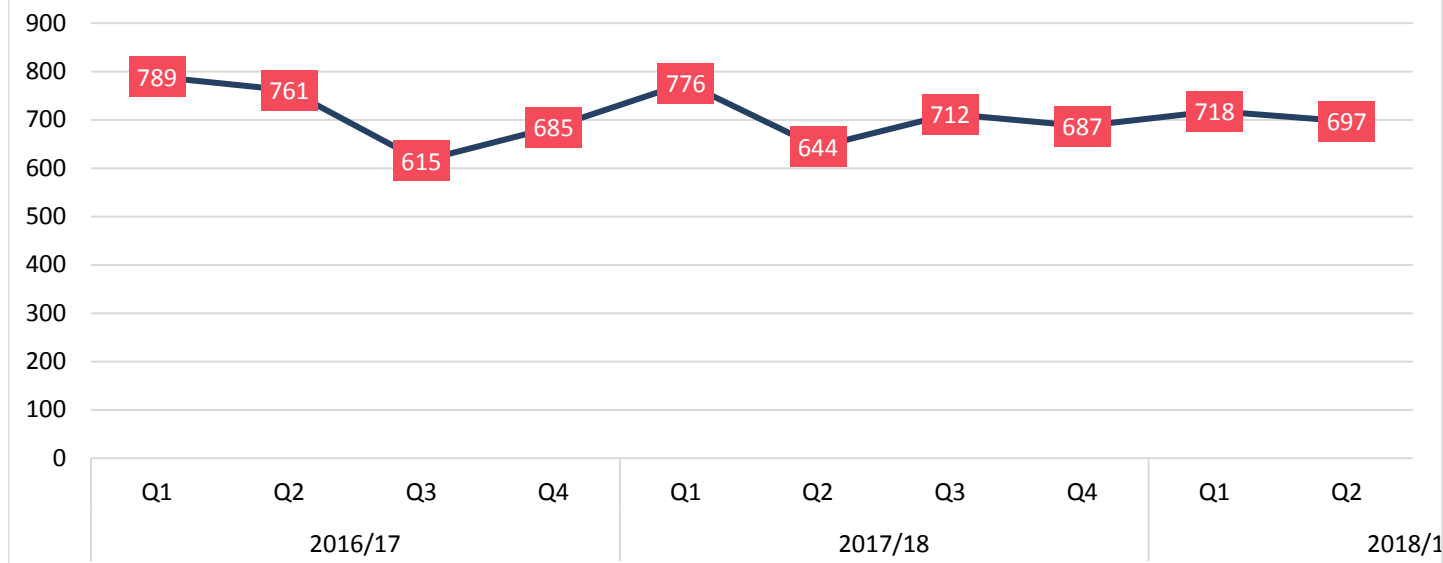


26 CFS: Number of Looked After Children (LAC) cases

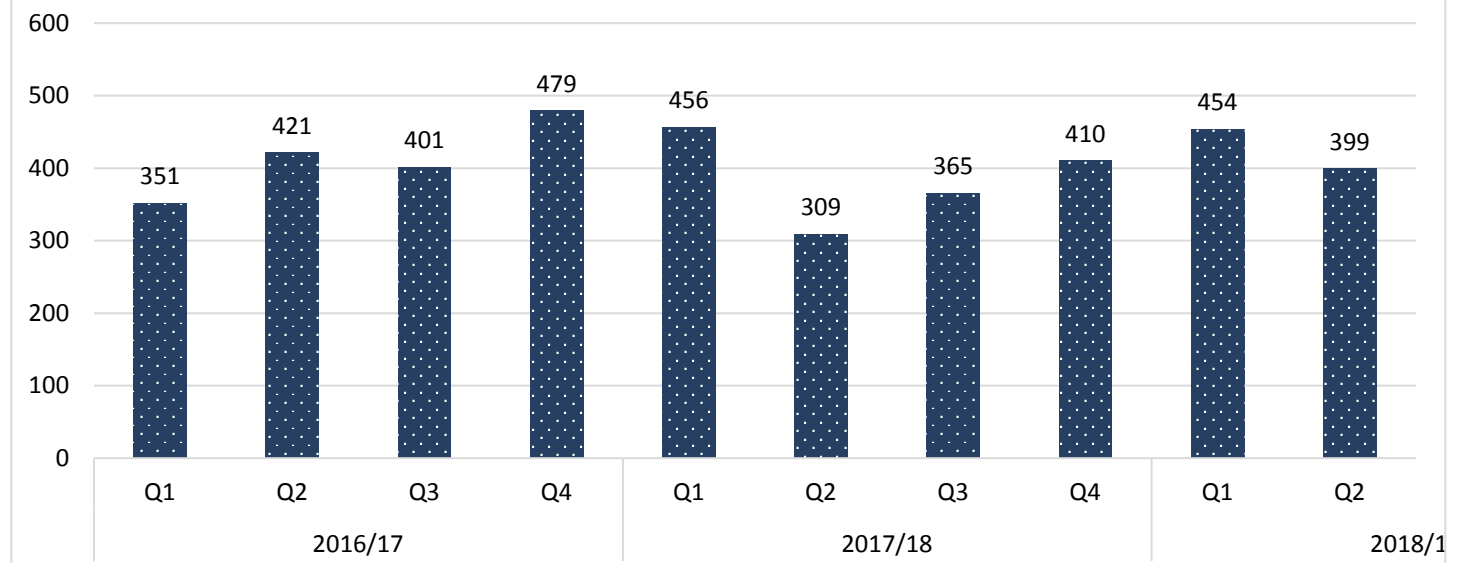
QvQ: 5.0%



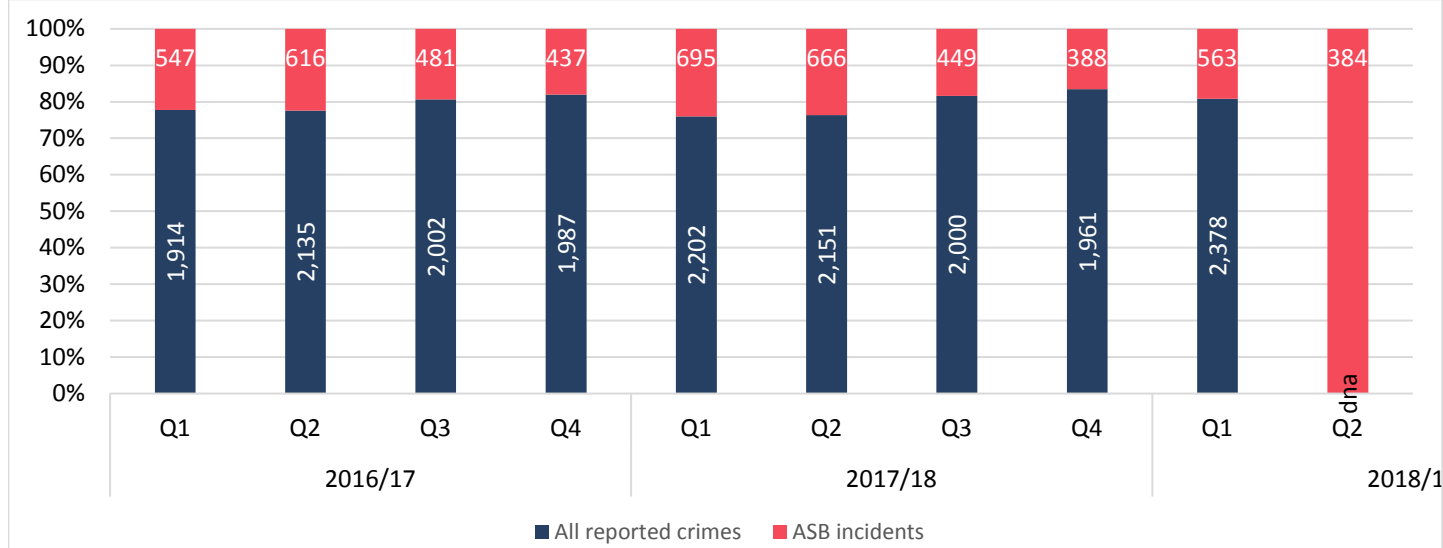
27 CFS: Number of Children in Need (CIN) (excluding LAC and CP) QvQ: 8.2%



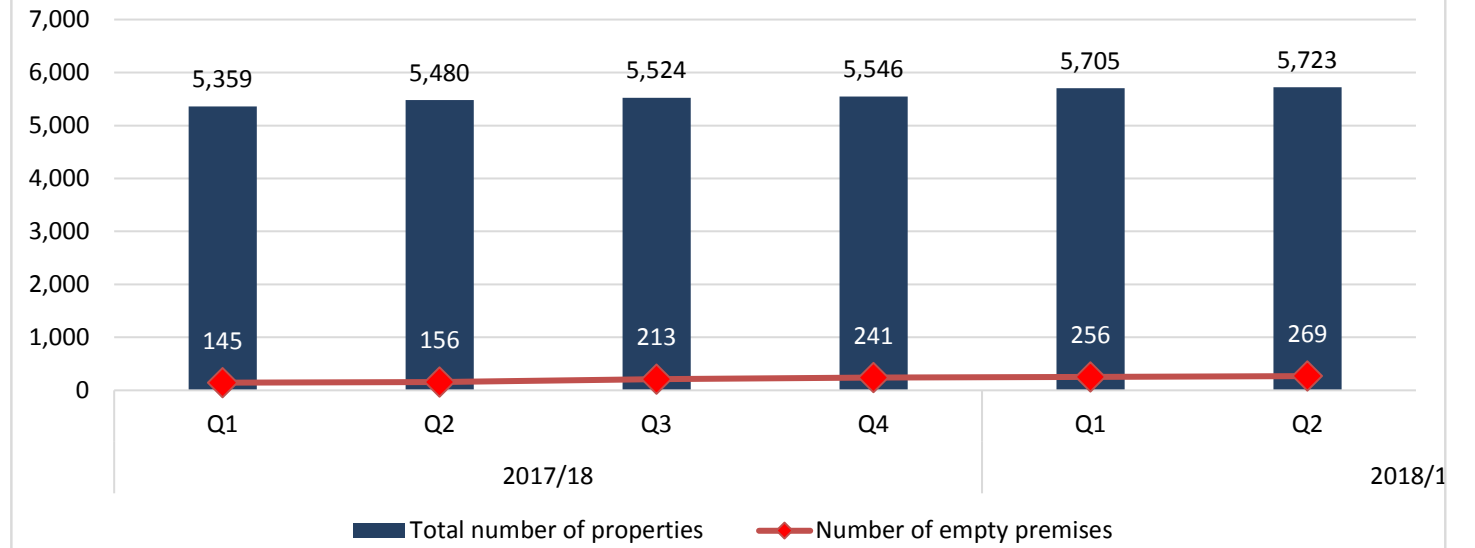
28 CFS: Number of referrals received (all) (Children and Family Services) QvQ: 29.1%



29 BCT: Number of all crimes reported to Thames Valley Police (TVP) QvQ: -
Number of anti-social behaviour (ASB) incidents reported to TVP QvQ: -42.3%



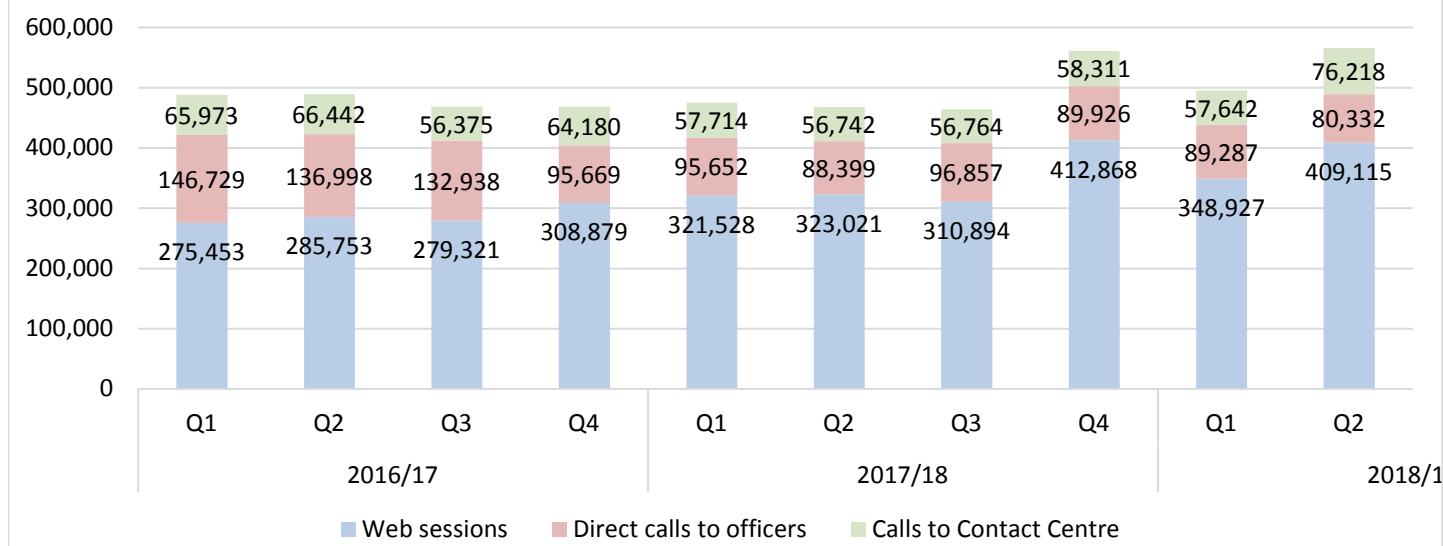
30 F&P: Number of properties which are subject to Business Rates and of those, which are empty. QvQ: 4.4%
QvQ: 72.4%



Service comment:

Service comment: Business rates are charged on most non-domestic properties e.g. Shops, offices, pubs

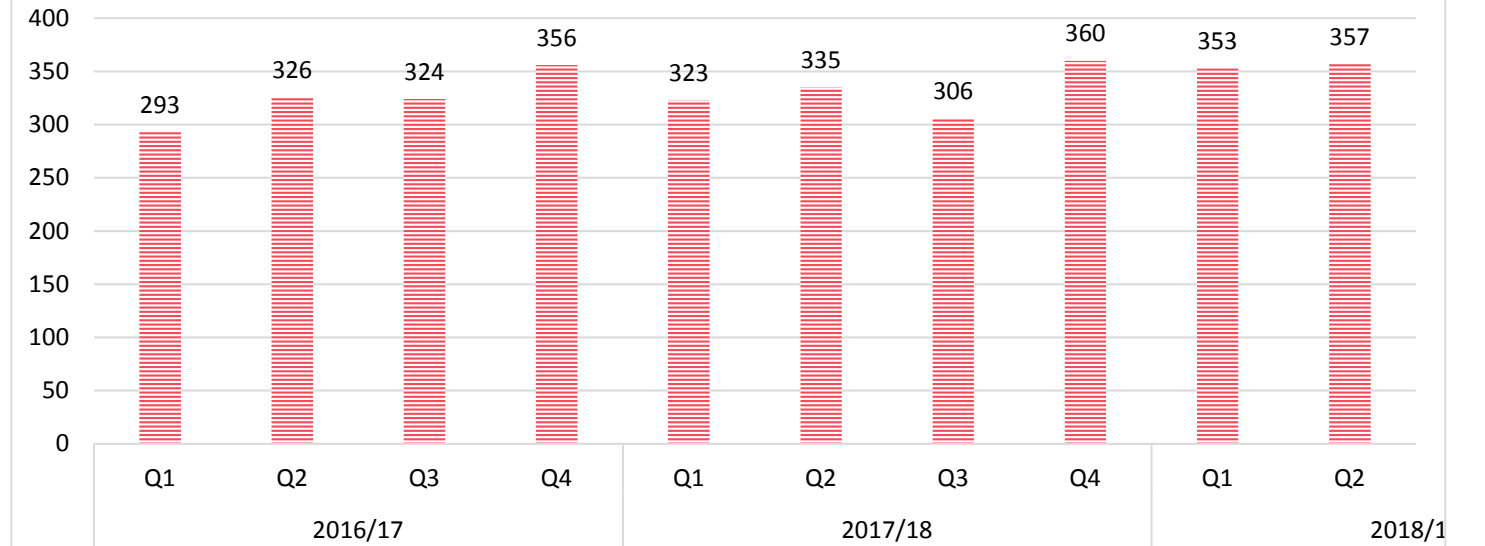
31 SS: Number of individual website sessions, direct phone calls to officers and calls to the Contact Centre



Service comment: From Q2 2017/18 individual sessions on Planning's Public Access site will be included.

32 SS: Number of Freedom of Information requests received

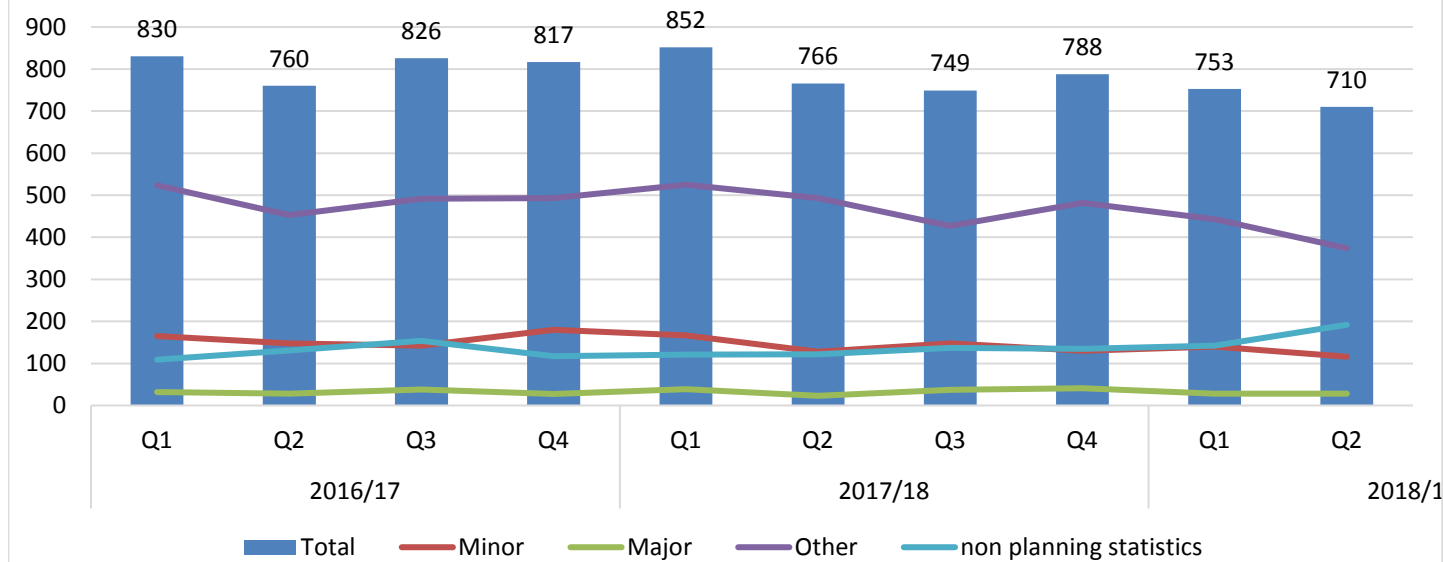
QvQ: 6.6%



Service comment:

33 D&P: Number of planning applications received

QvQ: -7.3%

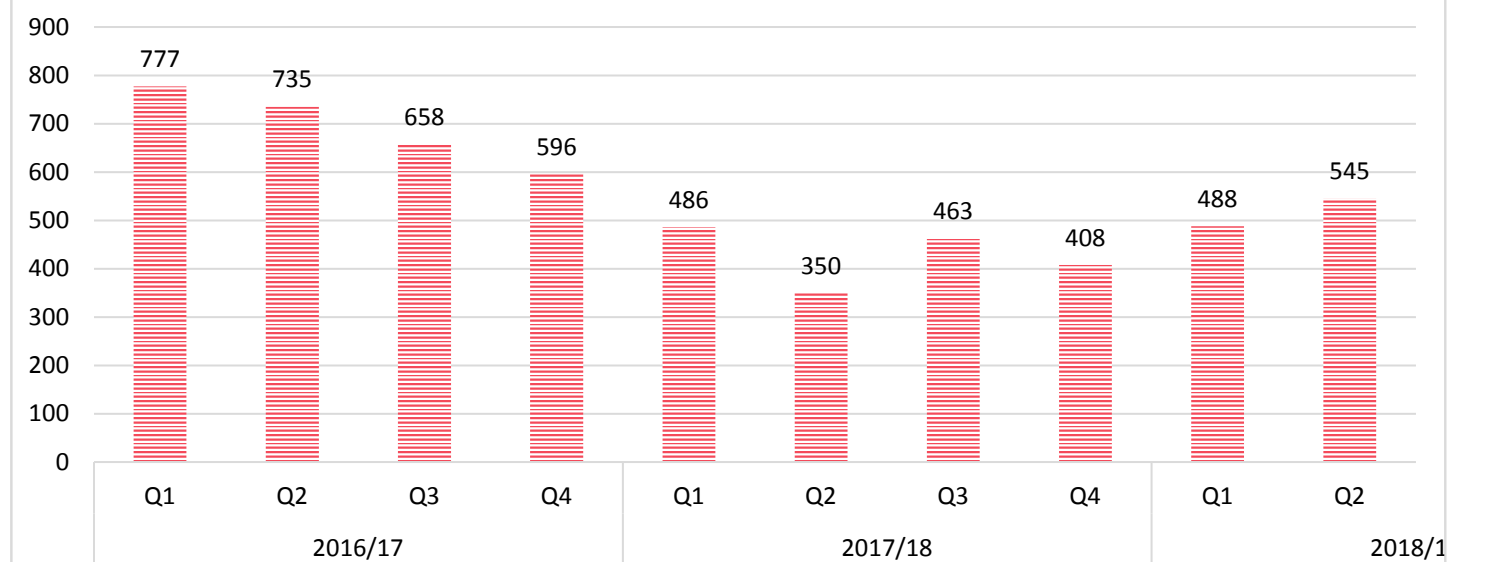


Service comment: Past data (2015/16 to 2017/18 has been updated as it was found that the reported data included a small error in the application types counted and did not include applications held pending registrations. Both these issues have now been resolved.

Q1 2018/19 data has been confirmed and Q2 2018/19 data is an estimate and will be updated at Q3.

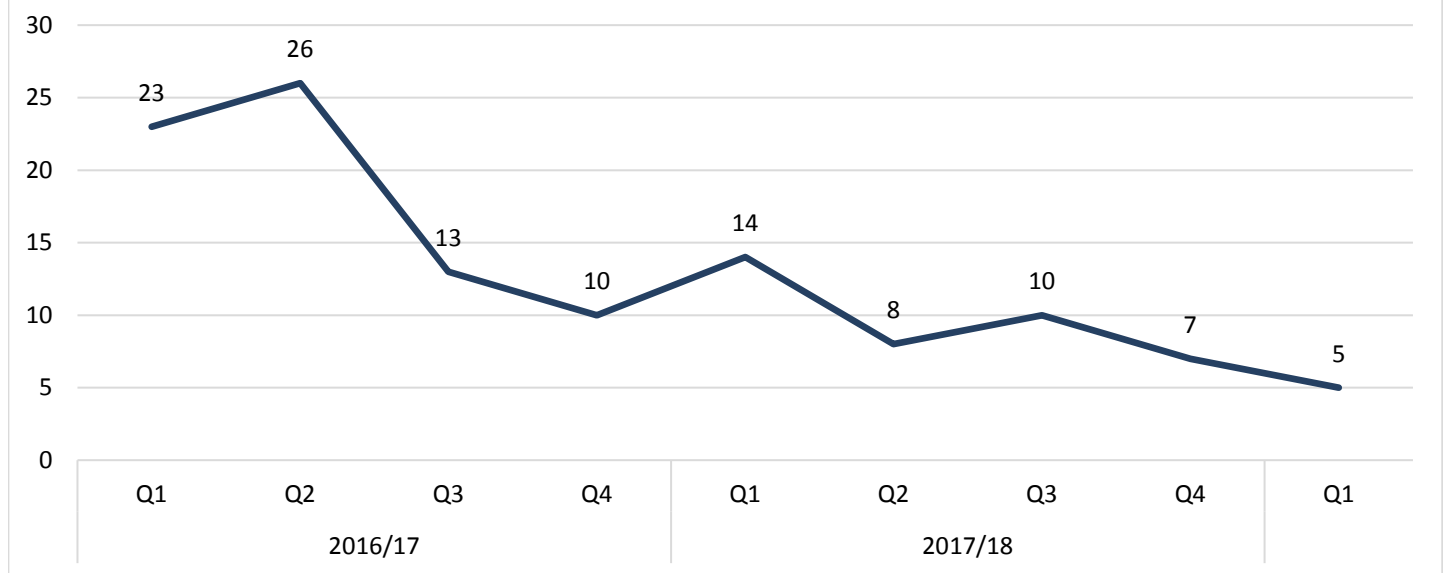
34 D&P: Number of qualifying live households on the Common Housing Register

QvQ: 55.7%



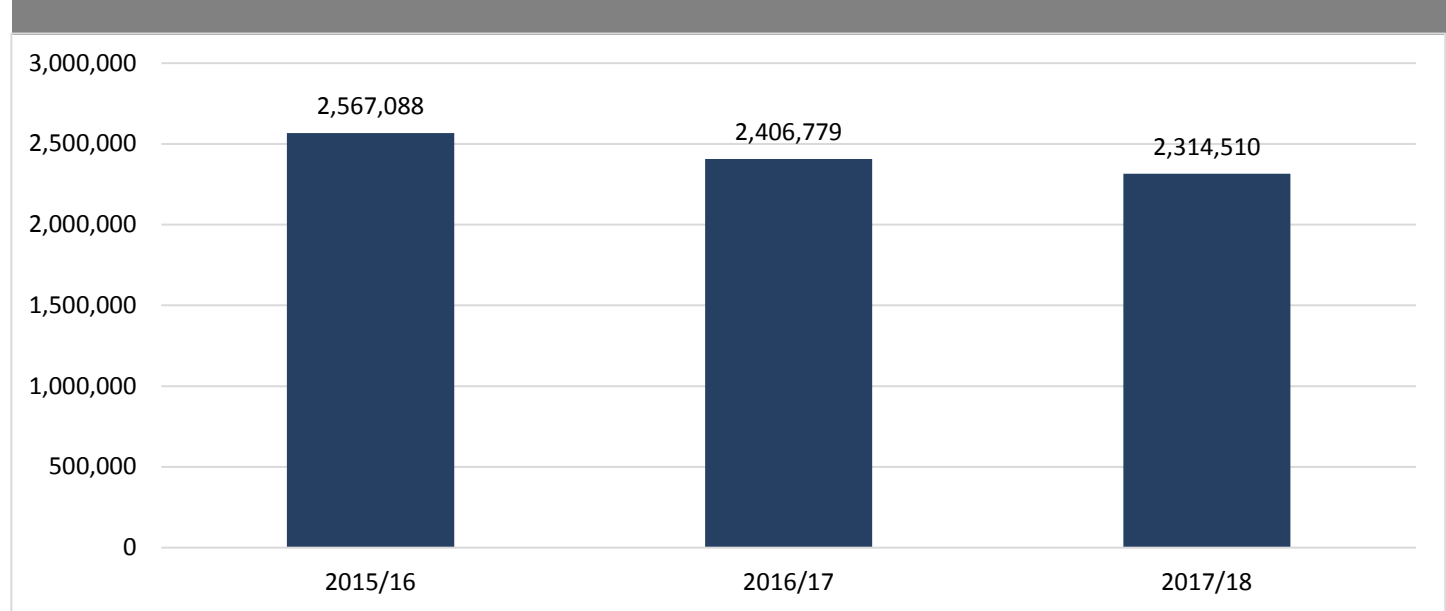
Service comment: Additional resource in the team has enabled better throughput of applications

35 T&C: Number of people killed or seriously injured on roads in West Berkshire (incl Highway Agency roads) QvQ in arrears: -23.1%



Service comment: Reported quarterly in arrears

36 T&C: Number of bus passenger journeys commencing in West Berkshire YEvYE: -3.8%



Service comment:

Improve educational attainment										
ANNUAL ACADEMIC YEAR										
	Title	Responsible Officer	2015/16		2016/17		2017/18			Comment
			Yearend Outturn	National Rank / Quartile	RAG / Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	
Executive	% pupils achieving a Good Level of Development (GLD) at Foundation Stage (EYFS)	Vacant	Top 25% (75%)	Rank ??/152 1st	★ Top 25% (75.8%)	Rank 10/152 (1st)	Top 25%	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4
Executive	At KS4, the average attainment 8 score is in the top 25% of English Local Authorities	Vacant	Top 25% (51 points)	Rank 38/152 1st	■ Top 50% (47.4 points)	Rank 47/152 (2nd)	Top 25%	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4
Executive	At KS4, the average Progress 8 score per pupil is in the top 25% of English Local Authorities	Vacant	Top 25% (0.07)	Rank 37/152 1st	■ Top 50% (0.0 points)	Rank 47/152 (2nd)	Top 25%	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4
Executive	At KS2, the percentage achieving the national standard is in the top 25% in England for reading, writing and maths combined	Vacant	Top 50% (50%)	Rank 50/152 2nd	■ Top 50% (62%)	Rank 65/152 (2nd)	Top 25%	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4

Increase the percentage of school rated "Good" or "Better" through developing outstanding leaders and governors in our schools													
	Title	Responsible Officer	2015/16		2016/17		2017/18			2018/19			Comment
			Yearend Outturn	National Rank / Quartile	RAG / Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn	Q2 (YTD) RAG / Outturn	
Executive	% of schools judged good or better by Ofsted under the new Framework (harder test)	Ian Pearson	(56/70) 80%	-	« (71/82) 86.6%	tbc	90%	★ 95%	Rank 30/152 1st	91%	★ 93.6%	★ 93.6%	YTD: 73 / 78

Close the educational attainment gap
 Our disadvantaged children will have better results and will be closer to the results of other children

ANNUAL ACADEMIC YEAR										
	Title	Responsible Officer	2015/16		2016/17		2017/18			Comment
			Yearend Outturn	National Rank / Quartile	RAG / Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	
Executive	% pupils eligible for Free School Meals (FSM) achieving a Good Level of Development (GLD) at Foundation Stage (EYFS)	Vacant	Top ??? (57%)	Rank ??/152 2nd	■ Top 75% (53%)	Rank 99/152 (3rd)	Top 25%	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4
Executive	To improve on 2016/17 Academic year rankings for reading, writing and maths combined expected standard for FSM pupils in KS2 in 2017/18 Academic Year	Vacant	Top ??? (33%)	Rank 83/152 3rd	■ Rank 146/152 (29%)	4th	To rank higher than 146/152	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4
Executive	To improve on 2016/17 rankings for attainment 8 for FSM pupils in KS4 in 2017/18 Academic Year	Vacant	Rank 118/152 (36 points)	4th	★ Rank 86/152 (33.2 points)	3rd	To rank higher than 86/152	⌚ Due - Q4	dna	Academic attainment results for 2017/18 will be available in Q4

Enable the completion of more affordable housing

Pursue options to accelerate the delivery of affordable housing in the district

Report.	Title	Responsible Officer	2015/16		2016/17		2017/18			2018/19			Comment		
			Yearend Outturn	National Rank / Quartile	Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn	Q2 (YTD) RAG / Outturn			
Executive	To enable the completion of 1,000 affordable homes in the 2015-2020 period	Bryan Lyttle	158	-	-	83	-	1,000 by 2020 / 225 in year	◆	171	-	1,000 by 2020	🎯 Annual - Q4	🎯 Annual - Q4	Reports in Q4

Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy

Invest £17m in our roads.

Executive	% of the principal road network (A roads) in need of repair	Andrew Reynolds	2%	14/149 1st	★	3%	47/150 2nd	5%	★	3%	dna	5%	🎯 Annual - Q4	🎯 Annual - Q4	Reports in Q4
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Seek to develop new partnerships with the private sector and local communities to enhance local infrastructure.

Executive	(MSO) Market Street redevelopment 2018/19 milestone: Commence physical works of the bus station on the Wharf	Nick Carter	-	-	-	-	-	Physical works to start Jul-18 (changed at Q3 from Mar-18)	★	Milestone due to complete in July 2018	-	Jul-18	★ Complete	★ Complete in Q1	Bus station works due for completion 3rd December as per agreed programme. Grainger to take possession of Highfield Avenue and existing Bus Station 3rd December as agreed. Temporary car park works to commence in January 2019 as per programme
Executive	(LRIER) London Road Industrial Estate redevelopment 2018/19 milestone: Create and gain approval for the business plan	Nick Carter	-	-	-	-	-	On hold as dependent on conclusion of legal proceedings	■	Delayed due to court action	-	Dependent on conclusion of legal proceedings	◆ Behind schedule	◆ Behind schedule	See exception report for details
Executive	(Sterling Cables) 2018/19 milestone: Recommence decontamination on site	Nick Carter	-	-	-	-	-	Nov-18 (dependent on Marginal Funding Bid)	★	Marginal funding granted. Project back on track	-	Jul-18	★ On track	★ Complete	Decontamination on site continuing, completion due end of February 2019 as per programme.

Implement the Superfast Broadband Programme for Berkshire and West Berkshire.

Executive	Increase number of West Berkshire premises able to receive Superfast Broadband services 24Mb/s or above	Kevin Griffin	57,340 (82.8%)	-	■	60,519 (87.3%)	-	70,584 (96.6%)	★	67,763 (92.7%)	-	72,893 (99.7%) Oct 2019	★ 68,762 (94.07%) (P)	◆ 69,180 (94.13%)	See exception report for details
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Where services are independently inspected they are rated at least 'good' and peer reviews of safeguarding rated highly.

Executive	% of WBC provider services inspected by Care Quality Commission (CQC) that are rated good or better by CQC in the area of "safe"	Paul Coe	(3/4) 75.0%	-	■	(4/5) 80%	-	100%	★	(5/5) 100%	-	100%	■ 83.3%	■ 83.3%	YTD: 5 / 6 See exception report for details.
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Report.	Title	Responsible Officer	2015/16		2016/17		2017/18			2018/19			Comment	
			Yearend Outturn	National Rank / Quartile	Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn	Q2 (YTD) RAG / Outturn		
Support communities to do more to help themselves														
Accelerate the delivery of local services for local communities by local communities.														
Executive	Number of devolution deals agreed with Parish/Town Councils	Andy Day	-	-	-	-	-	Baseline	3	-	2	★ In progress	⌚ dna	Data available at Q3
Grow community conversations via Brilliant West Berkshire: Building Community Together partnership working														
Executive	Number of new community engagements facilitated (BCT)	Susan Powell	-	-	-	-	-	>10	★ 15	-	>10	★ 8	★ 12	Initial conversations with Purley residents on instigating a community conversation. Progress was stalled until after a public meeting had taken place and the publication of the parish plan had been completed. In August, network meeting to discuss connecting with minority communities resulted in plans for an event in Q3. The Independent Advisory Group was formalised with the adoption of the Terms of Reference and a forward plan was initiated.
Core Business														
Protecting our children														
Executive	% of (single) assessments being completed within 45 working days	Pete Campbell	(1251/1517) 82.5%	67/152 2nd	★ (1467/1518) 96.6%	9/152 1st	>=95%	★ (1858/1890) 98.3%	missing	95%	★ 97.1%	★ 97.2%	Q2: 1,043 / 1,072 YTD: 1,579 / 1,624	
Executive	Placement moves - stability of placement of Looked After Children - number of moves (3 or more in a year)	Pete Campbell	(7/55) 4.5%	5/152 1st	★ (15/161) 9.3%	60/152 2nd	<=10%	★ (5/144) 3.5%	missing	<10%	★ 2.0%	★ 3.2%	Q2: 7 / 164 YTD: 10 / 313	
Bin collection and street cleaning														
Executive	% of household waste recycled, composted, reused and recovered (Local Indicator)	Jackie Ward	83%	-	★ (67,149/80,948) 83%	-	80%	★ (63,536/76,505) 83.0% (P)	-	80%	★ 89.5% (P)	★ 87.4%	YTD: 35,698 / 40,850 Q2 2018/19 result is an estimate based on partially available data and will not be finalised until the next quarter. All results are subject to change once figures are validated and confirmed by Defra after Q4.	
Executive	Maintain an acceptable level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators)	Jackie Ward	Good	-	★ Good	-	Satisfactory	★ Good	-	Satisfactory	⌚ Reports from Q2	★ Satisfactory		

Report.	Title	Responsible Officer	2015/16		2016/17		2017/18			2018/19			Comment
			Yearend Outturn	National Rank / Quartile	Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn	Q2 (YTD) RAG / Outturn	
Providing benefits													
Executive	Average number of days taken to make a full decision on new Benefit claims	Iain Bell	19.04 days	-	■ 22.75 days	-	<20 days	★ 19.54 days	-	<20 days	◆ 20.83 days	◆ 20.47 days	See exception report for details
Executive	Average number of days taken to make a full decision on changes in a Benefit claimants circumstances	Iain Bell	5.85 days	-	■ 8.7 days	-	<9 days	★ 6.32 days	-	<9 days	★ 8.57 days	★ 7.52 days	
Collecting Council Tax and Business Rates													
Executive	The 'in-year' collection rate for Council Tax	Iain Bell	99%	-	★ (98,457,967 / 100,097,445) 98.4%	-	99%	★ (104604310 / 105897764) 98.8%	-	98.8%	★ 29.6%	★ 56.9%	YTD: 64,249,459 / 112,839,451 For comparison, Q2 2017/18 = 57.2%
Executive	The 'in-year' collection rate for Business Rates	Iain Bell	99%	-	★ (85,577,727 / 87,139,235) 98.2%	-	99%	★ (87059126 / 87683258) 99.3%	-	99.0%	★ 37.8%	★ 62.3%	YTD: 55,144,449 / 88,507,614 For comparison, Q2 2017/18 = 59.4%
Ensuring the wellbeing of older people and vulnerable adults													
Executive	% of clients with Long Term Service (LTS) receiving a review in the past 12 months	Paul Coe	(1129/1187) 95.1%	-	■ (841/1,219) 69.0%	-	75%	■ (842/1231) 68.4%	-	70%	◆ 69.0%	■ 61.0%	YTD: 778 / 1,275 See exception report for details.
Executive	Decrease the number of bed days due to Delayed transfers of care (DTC) from hospital	Tandra Forster	-	-	-	-	Q1 = 431.2 Q2 = 431.2 Q3 = 446 Q4 = 446	■ 636	-	Q1 & Q2 = 492 Q3 & Q4 = 508	★ 349	★ 381	Q1 return has been confirmed. Q2 is provisional. The target is variable depending on how many days there are in the last month of the quarter. For Q2 (Sept) the target is 492
Executive	% of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	Tandra Forster	(53/67) 79.1%	117/152 4th	★ (103/111) 92.8%	missing	83%	■ (99/123) 80.5% (P)	missing	82%	★ 85.2%	★ 86.0%	YTD: 123 / 143
Executive	% of financial assessments completed within 3 weeks of referral to the Financial Assessment & Charging Team	Tandra Forster	(1545/1555) 99.4%	-	★ (1580/1588) 99.5%	-	98%	★ (1678/1683) 99.7%	-	98%	★ 100.0%	★ 99.1%	YTD: 571 / 576
Planning and housing													
Executive	% of 'major' planning applications determined within 13 weeks or the agreed extended time	Gary Rayner	(56/70) 80%	72/125 3rd	★ (65/86) 75.6%	108/125 4th	60%	★ (81/103) 78.6%	dna	88%	◆ 80.0%	■ 71.4% (E)	Q2: 14 / 22 YTD: 30 / 42 Please see exception report for details
Executive	% of 'minor' planning applications determined within 8 weeks or the agreed extended time	Gary Rayner	(298/411) 73%	78/125 3rd	★ (329/437) 75.3%	99/125 4th	65%	★ (323/433) 74.6%	dna	85%	◆ 71.4%	■ 71.0% (E)	Q2: 55 / 78 YTD: 120 / 169 Please see exception report for details
Executive	% of 'other' planning applications determined within 8 weeks or the agreed extended time	Gary Rayner	(1,127/1,274) 89%	32/125 2nd	★ (1,193/1,290) 92.5%	45/125 2nd	75%	★ (1,175/1,369) 85.8%	dna	90%	◆ 89.0%	★ 90.2%	Q2: 212 / 231 YTD: 470 / 521

Report.	Title	Responsible Officer	2015/16		2016/17		2017/18			2018/19			Comment
			Yearend Outturn	National Rank / Quartile	Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn	Q2 (YTD) RAG / Outturn	
Executive	Submit a New Local Plan for examination	Bryan Lyttle	Behind schedule	-	★ On track	-	Dec-19	■ Behind schedule	-	Apr-20	★ On track	★ On track	
Executive	Submit a Minerals & Waste Local Plan for West Berkshire to the Secretary of state for examination	Bryan Lyttle	Behind schedule	-	★ On track	-	Dec-19	■ Behind schedule	-	Apr-20	★ On track	★ On track	
Executive	% of people presenting as homeless where the homelessness has been relieved or prevented	Sally Kelsall	-	-	-	-	-	-	-	75%	◆ 68.99%	◆ 62.1%	Q2: 75 / 135 YTD: 164 / 264 Please see exception report for details

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Nick Carter		Chief Executive Officer (CEO)				Q2 2018/19	Amber	
Indicator Ref: CEO3		Redevelop London Road Industrial Estate (LRIER) with St. Modwen Plc Business plan created and approved (Milestone 1)				Type: text		
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2				
RAG	■	■	◆	◆			tbc dependent on court	n/a
Qrtly outturn	-	-	-	-				
YTD outturn	Delayed	Delayed	Delayed	Delayed				
REASON FOR AMBER:								
Continued delay due to ongoing court action. The case brought against the Council by Faraday Developments Ltd (FDL) was won in the High Court, however, the appellant sought leave to appeal. In October 2017 the Court of Appeal granted FDL leave to appeal and the Council will be defending its case. As a result the legal process continues.								
The case was heard at the Court of Appeal on 12-13 June 2018. We're still awaiting the judgement; we're hoping this will be within the next 6 months. The judges have not determined the case on the back of the hearing in June 2018. It is unlikely we will hear before Christmas, as was hoped.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS: None								
FINANCIAL IMPLICATIONS: None								
SERVICE PLAN UPDATES REQUIRED: None								
STRATEGIC ACTIONS REQUIRED: None								

Nick Carter / Kevin Griffin		ICT & Support Services				Q2 2018/19		AMBER	
Indicator Ref: SLE2ict02		Increase number of West Berkshire premises able to receive Superfast Broadband services 24Mb/s or above							
Executive	2015/16 Year End	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
				Q1	Q2	Q3	Q4		
RAG	★	★	◆	★	◆			99.7%	Higher is better
Qrtly outturn	-	-		-	-				
YTD outturn	87.3%	90%	92.7%	68,762 94.07%	69,180 94.13%				
<p>REASON FOR AMBER: Gigaclear have conceded that they will not deliver this programme by the contracted end date of 31 Aug 2018, which is the date that Gigaclear have committed. The cause of this delay has been a failure by Gigaclear to plan and manage their subcontractors and control the overall programme effectively.</p> <p>REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS: Gigaclear are obligated under the contact to issue a Remedial Plan which revises the completion date and clearly addresses the issues that have caused the delays. This is now in progress and it is estimated that the project will now complete at the end of May 2019. The Superfast Berkshire Board have escalated this matter with Gigaclear's CEO and there is a press release being issued by the Superfast Project Board, stating the reason for delay.</p> <p>FINANCIAL IMPLICATIONS:</p> <p>There are no financial penalties for a late delivery under the phase 2 contract with Superfast Berkshire. However, Gigaclear are only paid once they can demonstrate that they have completed the build (and properties have been tested and available to take service).</p> <p>Superfast Berkshire will seek compensation from Gigaclear for extended project management office cost incurred due to this delay.</p> <p>SERVICE PLAN UPDATES REQUIRED: The service will update the KPIs for 2019/20 to reflect the more realistic completion date set out above.</p> <p>STRATEGIC ACTIONS REQUIRED: None</p>									

Tandra Forster			Adult Social Care				Q2 2018/19	RED
Indicator Ref: PS1asc2			% of WBC provider services inspected by Care Quality Commission (CQC) that are rated good or better by CQC in the area of "safe"				Type: %snap	
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	★	■	■			100%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	4/5 80%	5/5 100%	5/6 83.3%	5/6 83.3%				
REASON FOR RED:								
<p>Birchwood Nursing has been re-inspected and achieved an overall rating of Requires Improvement. This was in line with expectations following CQC direction and guidance. The Home is likely to be re-inspected within 12 months, however a new Inspector has been allocated to the Home following an exercise of reallocation as a result of a number of retirements and new appointments within the area Inspectorate. A new Inspector may wish to inspect the Home earlier.</p>								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS:								
<p>A substantive action plan remains in place, which details the improvement requirements within the domain of 'Safe' as well as the other four domains. This plan is a living document and therefore is subject to change on a regular basis.</p> <p>Actions achieved in Q1 included the delivery of safeguarding training at relevant levels to all staff, improvements to care plans, risk assessments and the processes that inform these, plus changes to medication controls and administration processes.</p> <p>In Q2 we have seen further improvements; the number of permanent staff employed has increased; review of equipment and refurbishment to support dementia enabled environment has been completed.</p>								
FINANCIAL IMPLICATIONS:								
<p>Embargo on placing at Birchwood has now been lifted. Phased admissions approach to ensure safety levels not unbalanced, this will reduce the number of void beds. The phased admission will see up to 5 new admissions by the end of October 2018 with a review at that point to determine future safe rates of admission. Respite is the last element of the service to be reinstated as it poses the greatest risks. It is</p>								

anticipated that respite should be available in the Spring of 2019.

SERVICE PLAN UPDATES REQUIRED:

This is already incorporated in the ASC Service Plan and monitored through the Council Delivery Plan.

STRATEGIC ACTIONS REQUIRED:

We have already informed Members and senior management. The service is providing regular updates to Overview and Scrutiny Committee.

Nick Carter / Andy Walker			Finance & Property - Benefits				Q2 2018/19	AMBER
Indicator: CBdF&P8			Average number of day taken to make a full decision on new Benefit claims				Type: Snapshot	
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	★	◆	◆			=<20	Lower is better
Qrtly outturn	-	-	-	-				
YTD outturn	22.75 days	19.54 days	20.83 days	20.47 days				
REASONS FOR AMBER:								
Our processing times are higher because;								
<ul style="list-style-type: none"> Attempts to fulfil our statutory duties related to ensuring that a particular landlord acts in a fit and proper manner has caused some new claims to take substantially longer than usual (pushing the average beyond 20 days), due to the need to seek rent determinations from the Valuation Office. One member of staff is on long term sick and the number of FTE resources within Benefits has reduced over quarter 2. 								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:								
<p>We are trying to obtain the relevant information from the landlord but this is proving difficult and time consuming as the landlords are disputing legislation rather than providing information which may resolve the matter. We will continue to chase as their tenants are vulnerable and should not be encumbered with debts incurred as a consequence of their own support needs.</p> <p>The member of staff who has been off long term, is going through formal stages of managing sickness absence and staffing levels will continue to be monitored and evaluated.</p>								
STRATEGIC ACTIONS REQUIRED: None								

Tandra Forster			Adult Social Care				Q2 2018/19	RED
Indicator Ref: Cbfasc10			% of clients with Long Term Service (LTS) receiving a review in the past 12 months				Type: %snap	
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	■	◆	■			70%	Higher is better
Qrtly outturn	-	-	-	-				
YTD outturn	841/1,219 69.0%	(842/1231) 68.4%	872/1,263 69.0%	778/1,275 61.0%				

REASON FOR RED:

The team currently have a number of vacancies; these have been recruited to but we are waiting for new staff to start, this has had a negative impact on the number of planned reviews that could be completed over the summer.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS:

We planned to re-deploy staff from our locality teams to provide increased capacity in this area, but were unable to do this due to planned leave and sickness. .

Weekly reports provide detail of reviews required and is being actively used to focus work. Care Director supports a proportional approach to reviews and minimises paperwork to be completed; looking to fully apply this approach where appropriate and safe to do so.

We are now back up to capacity in the Reviewing team and will monitor closely in Q3 the impact that this starts to have. A decrease in our waiting lists may also mean that the locality teams have further capacity in this area.

FINANCIAL IMPLICATIONS: None

SERVICE PLAN UPDATES REQUIRED:

Following the recent LGA report we are looking at how we can best use our resources and will review whether we should have a more targeted approach to reviews i.e. focus reviewing clients with a new LTS in the first 6 months to prevent / reduce dependency

STRATEGIC ACTIONS REQUIRED: None

John Ashworth/Gary Lugg			Development and Planning				Q2 2018/19	RED
Indicator Ref: CBO1dp04 CBO1dp05			% of 'major' planning applications determined within 13 weeks or the agreed extended time % of 'minor' planning applications determined within 8 weeks or the agreed extended time				Type: %+	
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	★ (lower targets)	★ (lower targets)	◆	■			88% 85%	Higher is better
Qrtly outturn	-	-	16/20 80% 65/91 71.4%	14/22 63.6% (E) 55/78 70.5% (E)				
YTD outturn	65/68 75.6% 329/437 75.3%	81/103 78.6% 323/433 74.6%	16/20 80% 65/91 71.4%	30/42 71.4% (E) 120/169 71% (E)				
REASON FOR RED:								
Development Control (DC) have historically achieved the targets for Major, Minor and Other planning applications. The targets were set at a level agreed with the Planning Service Customer Panel, the Development Industry Forum (DIF) that allowed time for negotiation and amendment with a view to gaining approval rather than face a refusal and the need to re-submit an application. As part of the New Ways of Working review it was noted that the local performance targets were below other similar Local Planning Authorities. It was therefore agreed to increase the targets to the national average.								
The DC Team are confident that the targets can be achieved but as they have been introduced in quarter 2 it is likely it will be difficult to achieve the new higher target for the full year.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS:								
The team has been advised of the change and procedures updated. Performance will be monitored.								

FINANCIAL IMPLICATIONS:

None

SERVICE PLAN UPDATES REQUIRED:

None

STRATEGIC ACTIONS REQUIRED:

None

John Ashworth / Gary Lugg			Development and Planning				Q2 2018/19	AMBER
Indicator Ref: CBO5dp14			% of people presenting as homeless where the homelessness has been relieved or prevented				Type: %+	
Executive	2016/17 Year End	2017/18 Year End	2018/19				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	-	-	♦	♦				
Qrtly outturn	-	-	54/70 (77%) 35/59 (59%) Total – 89/129 (69%)	33/71 (47%) 42/64 (66%) Total – 75/135 (56%)			75%	Higher is better
YTD outturn	-	-	54/70 (77%) 35/59 (59%) Total – 89/129 (69%)	87/141 (62%) 77/123 (66%) Total – 164/264 (62%)				

REASON FOR AMBER:

The Homelessness Reduction Act (HRA) came into force on 3 April 2018 and significantly changed the council's obligations towards households approaching for housing advice. This has meant that the volume of people coming into the office to receive Personal Housing Plans has increased. The data reflects the prevention duty of 56 days and relief duty of 56 days. It may not have been possible to prevent homelessness in the first quarter if someone approaches towards the end of the quarter, so those cases will roll over to the next quarter.

Figures were submitted to the government and it was anticipated that they would be available for this Performance reporting. However, there have been difficulties with assembling the data and it is not yet available. It will then be possible to provide a comparison against other local authorities to demonstrate performance more accurately.

REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:

National data will be available next quarter to provide benchmarking data in order to assess performance and there will be an opportunity to amend the indicator to reflect performance under the HRA. Recruitment is continuing as well as work on the private rental offer to provide more housing solutions. Procedures and processes are all under review.

STRATEGIC ACTIONS REQUIRED:

No strategic action required.

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Quarterly Service Requests for Reviews of Measures

Heads of Service can request amendments to their measures and targets on a quarterly basis in order to ensure they reflect the reality of the service. This include, which measures are reported, where they are reported to and agreed targets. As part of the quarterly reporting, approval for any amendments is sought from the appropriate decision maker e.g. changes to Key Strategic Measures will need to be approved by Corporate Board.

Measures of Volume				
Quarter	Title (ref number)	Request	Reason	Decision
1	Jobseeker's Allowance Count (16-64 and 16-24)	Performance, Research and Consultation: <ul style="list-style-type: none"> Replace with a count of the total number of claimants, which includes Universal Credit. 	Claimants are being encouraged to apply for Universal Credit (UC), as it encompasses benefits for the employed and unemployed in one application. The reduction in residents claiming Jobseekers Allowance (JSA) may therefore be due to their swapping over to UC, rather than a reduction in unemployment. The total Claimant Count monitors both JSA and UC	Agreed by Corporate Board and Executive
Key Strategic Measures				
Quarter	Title (ref number)	Request	Reason	Decision
2	% pupils achieving a Good Level of Development (GLD) at Foundation Stage (EYFS) (Target = Top 25%)	Education Services: Agree measure and target	To be monitored as part of the Improve Educational Attainment Priority	
2	At KS4, the average attainment 8 score is in the top 25% of English Local Authorities (Target = Top 25%)	Education Services: Agree measure and target	To be monitored as part of the Improve Educational Attainment Priority	
2	At KS4, the average Progress 8 score per pupil is in the top 25% of English Local Authorities (Target = Top 25%)	Education Services: Agree measure and target	To be monitored as part of the Improve Educational Attainment Priority	
2	At KS2, the percentage achieving the national standard is in the top 25% in England for reading, writing and maths combined (Target = Top 25%)	Education Services: Agree measure and target	To be monitored as part of the Improve Educational Attainment Priority	
2	% pupils eligible for Free	Education Services:	To be monitored as part of the Close the	

	School Meals (FSM) achieving a Good Level of Development (GLD) at Foundation Stage (EYFS) (Target = Top 25%)	Agree measure and target	Educational Gap Priority	
2	To improve on 2016/17 Academic year rankings for reading, writing and maths combined expected standard for FSM pupils in KS2 in 2017/18 Academic Year (Target = To rank higher than 146/152)	Education Services: Agree measure and target	To be monitored as part of the Close the Educational Gap Priority	
2	To improve on 2016/17 rankings for attainment 8 for FSM pupils in KS4 in 2017/18 Academic Year (Target = To rank higher than 86/152)	Education Services: Agree measure and target	To be monitored as part of the Close the Educational Gap Priority	
1	% of high priority Disabled Facilities Grants approved within 9 weeks of receipt of full grant applications (Ref: CBO6dp15)	Development and Planning: <ul style="list-style-type: none"> • To be remove this measure and investigate an alternative. 	The measure is no longer useful. The work by the service is carried out before the application is submitted and therefore the processing time from submission to approval does not reflect demand on the service	Agreed by Corporate Board and Executive

Key Accountable Measures - Technical background and conventions

This report sets out the Council's progress against its Key Accountable Measures (KAMs). Performance is presented by priority and augmented with measures of volume and contextual measures to further describe the operating environment and / or challenges.

Activities are monitored within the council priorities and RAG rated by projected year end performance, e.g. a prediction of whether the target or activity will be achieved by the end of the financial year (or, for projects, by the target date):

★ On target ♦ Behind target ■ Target missed 🎯 Annual target ⌚ Data not available 🌊 Baseline

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

Where a KAM is reported as 'amber' or 'red', an exception report is provided. This identifies the reasons for this assessment and shows what remedial action has been put in place to either bring the measure back on target or to mitigate the consequence of it not being achieved; and whether any Strategic action is required.

NB: where a change has been made to a target or the way in which a measure is reported, an asterisk (*) is placed next to the current target and in the adjacent explanatory comment.

Comparative outturns

Where possible our progress is compared to 152 local authorities, showing in which quartile we stand; because of the timescales involved in central government publication these are available 6-12 months in arrears.

Measures of Volume / Contextual Measure

Non-targeted measures are reported to either illustrate the workload in a service or the state of the district, e.g. average house prices. These are presented in the District Wide Health Check Dashboard and listed by service.

Scorecard

The Council Performance Scorecard is an overall summary of performance against the Council Strategy Priorities and Overarching Aim, Core Business areas and the two corporate health measures relating to revenue expenditure forecast and staff turnover.

A RAG rating is given to each Priority and the Overarching aim. The RAG judgement aims to reflect the likelihood of delivering the priorities and aims over the lifetime of the Council Strategy.

- Green (G) – indicates we have either achieved / exceeded or expected to achieve / exceed what we set out to do
- Amber (A) – indicates we are behind where we anticipated to be, but still expect to achieve or complete the activities as planned
- Red (R) indicates that we have either not achieved – or do not expect to achieve what we set out to do based on the current plans and results to date.

In a similar manner, an overall RAG rating is applied to each core business area and the Corporate Programme, but the focus is instead on the likelihood of achieving the end of year targets.

District Wide Health Dashboard

This provides a visual representation of the evolution of some Measures of Volume. The elements used to provide information are as follows:

- Arrows – upwards or downwards based on the evolution of the measure quarter versus quarter (e.g. Q2 this year vs. Q2 of the previous financial year). In some cases it is more appropriate to compare Year to Date values and this is indicated by the 'YTD' text on the arrows. A sideways pointing arrow indicates that there is not much difference between the two reporting periods.
- The number or percentages provided in bold on the arrows show the actual difference change or the percentage variance respectively between the reporting period (quarter only or year to date) and the corresponding period of previous year. The values between brackets reflect the result for the reporting quarter (except where 'YTD' text is added which indicates that the value is year to date).

NB: direction of travel is based on the difference between the two values and not as a result of a statistical test to assess if such a difference is statistically significant or not.

2018/19 Capital Financial Performance: Quarter Two

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Anthony Chadley
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Shannon Coleman-Slaughter
Forward Plan Ref:	EX3592

1. Purpose of the Report

- 1.1 To inform Members of the progress with major capital schemes, particularly those considered to be high risk, and forecast spend against the 2018/19 approved capital budget.

2. Recommendations

- 2.1 That Members should note progress against the Council's capital programme and forecast expenditure against the approved capital budget.

3. Implications

- 3.1 **Financial:**
Any potential capital slippage will be monitored in year and any impact on the 2019/20 capital programme reviewed by the Capital Strategy Group (CSG).
- 3.2 **Policy:** n/a
- 3.3 **Personnel:** n/a
- 3.4 **Legal:** n/a
- 3.5 **Risk Management:** n/a
- 3.6 **Property:** n/a
- 3.7 **Other:** n/a

4. Other options considered

- 4.1 N/a – factual report for information.

5. Executive Summary

- 5.1 The Council set an original capital budget for 2018/19 of £72.8million, with funding of £25.5million from external grants, £4.5million section 106 contributions and Community Infrastructure Levy and with £42.8million planned to be funded from borrowing. In-year changes to the capital budget may occur as a result of budgets brought forward from the previous financial year, additional grants and section 106 allocations received in year and spend re-profiled into 2019/20.
- 5.2 The current capital budget has increased to £83.7million, mainly as a result of £12.7million programme slippage from the financial year 2017/18 and the re-profiling of £2 million highways spend to 2019/20, agreed by Capital Strategy Group in May and July 2018.
- 5.3 At the end of Quarter Two, total spend of £80million is forecast against the revised capital budget of £83.7million and 69% (£58million), of the revised budget has been committed. The Communities Directorate is forecasting an under spend of £937k mainly on Education schemes, the Economy and Environment Directorate is forecasting an under spend of £2.9million on Highways schemes and the Resources Directorate is forecasting a net overspend of £24k mainly relating to property schemes.

Directorate Summary	Current Budget	Quarter One		Quarter Two		Change in Forecast from Last Quarter
		Forecast Spend in Year	Forecast (under)/Over Spend	Forecast Spend in Year	Forecast (under)/Over Spend	
	£'000	£'000	£'000	£'000	£'000	£'000
Communities	12,715	12,061	(654)	11,778	(937)	(283)
Economy & Environment	28,825	26,825	(2,000)	25,947	(2,878)	(878)
Resources	42,125	42,149	24	42,149	24	0
Totals	83,665	81,035	(2,630)	79,874	(3,791)	(1,161)

- 5.4 At the end of Quarter Two the Communities directorate is forecasting capital spend of £11.7 million, or 93% of the revised capital budget of £12.7 million.
- 5.5 Education Services is forecasting an under spend of £944k against the current year's capital budget of £10.9million. The forecast under spend of £944k is net of £1.16million of spend on a number of schools schemes which is planned to be re-profiled to 2019/20. An additional saving of £174k achieved relating to the expansion of the Castle School which was completed in August. Additional in year savings forecast on the expansion of Compton and Fir Tree primary schools giving totalling £284k. The reduction in spend in the current year due to re-profiling and savings is offset by pressures of £502k, relating to planned maintenance of schools, the expansion of Theale and Winchcombe Primary Schools and the proposal to treat expenditure on aids and adaptations for disabled children as capital expenditure.
- 5.6 In respect of other major projects, construction of the new Highwood Copse School started in July and the school is planned to be completed in July 2019. Theale Parish Council has now agreed in principle to relinquish the lease on the land required for the relocation of Theale Primary school. Subject to finalising the new lease with the Englefield Estate and confirmation of the contract price, it is currently expected that construction will commence in February 2019 with completion

scheduled for April 2020. Agreement about the design of the replacement of the East of Area PRU with Tilehurst Parish Council, who own the site, is yet to be resolved.

- 5.7 Children & Family Services are forecasting a £7k pressure as a result of works to a foster carer's home estimated at £7k above the current year budget of £18k. Adult Social Care is forecasting on line.
- 5.8 At the end of Quarter Two the Economy & Environment Directorate is forecasting capital spend of £25.9million, or 90% of the capital budget of £28.8million. At Quarter Two £2.9million of spend has been identified for re-profiling into 2019/20. This includes £1.2million for the A339/Bear Lane junction improvements. The scheme is now scheduled for January 2019, so the majority of the cost will now be incurred in 2019/20. £980k spend on improvements to Station Road will be delayed to 2019/20, as this scheme is dependent on completion of the Station redevelopment by Great Western Rail. £350k Local Economic Plan (LEP) funding for the A4 cycleway improvements will also be delayed to tie in with the new racecourse junction which is scheduled for summer 2019.
- 5.9 The Development and Planning Service and the Public Protection and Culture Service are forecasting on line positions.
- 5.10 The Resources Directorate at the end of Quarter Two is forecasting capital spend of £42.15million, or 100.1% of the capital budget of £42.13million. The Finance and Property Service is forecasting an over spend of £39k, relating to pressures on maintenance of non-corporate buildings and to facilitate future developments of Council land. Human Resources is forecasting a £15k underspend relating to the new HR/Payroll system, it is anticipated that this sum will be re-profiled to 2019/20. Legal Services and Strategic Support are forecasting on line positions. Customer Services and ICT are also forecasting on line. However it should be noted that the three current Superfast Broadband contracts are still subject to delay, and the impact on spending in the current year will be reported at Quarter Three.

6. Proposal

- 6.1 To note the forecast position.

7. Conclusion

- 7.1 The level of expenditure against the agreed Capital Programme will continue to be monitored by CSG and a further report will be made to the Executive at the end of Quarter Three.

8. Appendices

Appendix A - Data Protection Impact Assessment
Appendix B - Equalities Impact Assessment
Appendix C - Supporting Information

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Lead Officer:	Shannon Coleman-Slaughter
Title of Project/System:	Q2 Capital Financial Performance
Date of Assessment:	23/8/18

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favorably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	No decision.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	
Name of assessor:	Shannon Coleman-Slaughter
Date of assessment:	23/8/18

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil		

Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes/No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Capital Programme Financial Performance Report Quarter Two 2018/19 - Supporting Information

1. Introduction

- 1.1 This financial performance report, provided to Members quarterly, reports on progress with major capital schemes and forecast spend against the 2018/19 approved capital budget.
- 1.2 A capital budget for 2018/19 of £72.8 million was set by Council in March 2018 with funding of £25.5 million from external grants, £4.5 million section 106 contributions and Community Infrastructure Levy and with £42.8 million planned to be funded from borrowing. During the year budget changes may occur, mainly as a result of budgets brought forward from the previous financial year, additional grants and section 106 allocations received in year and spend re-profiled into 2019/20.
- 1.3 The repayment of principle and interest on loans which are used to fund capital spending are met from the revenue budget for capital financing and risk management. Forecast spend on this budget is reported in the Revenue Financial Performance Report.
- 1.4 At the end of Quarter Two, total spend of £80 million is forecast against the revised capital budget of £83.7 million and 69% of the revised budget has been committed. The Communities Directorate is forecasting an under spend of £937k mainly on Education schemes, the Economy and Environment Directorate is forecasting an under spend of £2.9 million on Highways schemes and the Resources Directorate is forecasting a net overspend of £24k mainly relating to property schemes.

Directorate Summary	Current Budget	Quarter One		Quarter Two		Change in Forecast from Last Quarter
		Forecast Spend in Year	Forecast (under)/Over Spend	Forecast Spend in Year	Forecast (under)/Over Spend	
	£'000	£'000	£'000	£'000	£'000	£'000
Communities	12,715	12,061	(654)	11,778	(937)	(283)
Economy & Environment	28,825	26,825	(2,000)	25,947	(2,878)	(878)
Resources	42,125	42,149	24	42,149	24	0
Totals	83,665	81,035	(2,630)	79,874	(3,791)	(1,161)

2. Revised Budget as at the end of Quarter Two 2018/19

- 2.1 During the year budget changes may occur, mainly as a result of budgets brought forward from the previous financial year, additional grants and section 106 allocations received in year and spend re-profiled into 2019/20. Allocations of additional funding of less than £50k can be approved by the Finance Manager and the relevant Head of Service and other budget changes must be approved by CSG set in the Council's Financial Regulations.
- 2.2 The revised budget at Quarter Two is £83.7million compared to an original budget of £72.8million. The change mainly consists £12.7million programme slippage from

the financial year 2017/18, which was agreed by CSG in May 2018 and which was explained in the Capital Outturn Report to the Executive on the 14th June 2018. The table below gives a breakdown of programme slippage by service and all other changes to the capital budget as at the end of Quarter Two.

Service Area	Original Budget 2018/19 £000	Budget Agreed by CSG to be Slipped from 2017/18 £000	Other Agreed Changes to 2018/19 Budget £000	Revised Budget for 2018/19 £000	Explanation of Other Agreed Changes	Approved by
COMMUNITIES DIRECTORATE						
Adult Social Care	1,309	310	75	1,694	£75k increase in cost of Care Director funded from savings in 2017/18 programme	CSG 19-7-18
Children & Family Services	20	44	42	106	Increase in cost of West Point refurbishment funded from Corporate Allocation (in Finance)	CSG 17-5-18
Education Services	10,355	516	44	10,915	£29k Additional School Condition Grant Received for 2018/19; £15k grant and revenue contributions to new SEND website	CSG 17-5-18 Finance Manager & HoS
Total for Communities Directorate	11,684	870	161	12,715		
ENVIRONMENT DIRECTORATE						
Development and Planning	4,267	579	0	4,846	None	
Public Protection & Culture	953	313	14	1,280	Additional revenue contribution for Newbury Library Boiler replacement	Finance Manager & HoS
Transport & Countryside	18,621	6,078	(2,000)	22,699	Re-profiling of Environment Agency Grant for Thatcham flood alleviation schemes	CSG 19-7-18
Total for Environment Directorate	23,841	6,970	(1,986)	28,825		
RESOURCES DIRECTORATE						
Finance and Property	32,349	4,506	(52)	36,803	£42k transferred to Children and Families re West Point refurbishment; £10k transferred to strategic support for disability adaptations	CSG 17-5-18 CSG 14-12-15
Customer Services and ICT	4,811	147	0	4,958	None	
Human Resources	0	61	0	61	None	
Legal	43	0	0	43	None	
Strategic Support	105	145	10	260	£10k allocated for disability adaptations as agreed in 2015/16	CSG 14-12-15
Total for Resource Directorate	37,308	4,859	(42)	42,125		
Totals	72,833	12,699	(1,867)	83,665		

3. Communities Directorate Quarter Two Review

Communities	Current Budget £'000	Quarter One		Quarter Two		Change in Forecast from Last Quarter £'000
		Forecast Spend in Year £'000	Forecast (under)/Over Spend £'000	Forecast Spend in Year £'000	Forecast (under)/Over Spend £'000	
Adult Social Care	1,694	1,694	0	1,694	0	0
Children & Family Services	106	113	7	113	7	0
Education Services	10,915	10,254	(661)	9,971	(944)	(283)
Totals	12,715	12,061	(654)	11,778	(937)	(283)

- 3.1 At the end of Quarter Two the directorate is forecasting capital spend of £11.7 million or 93% of the revised capital budget of £12.7million.
- 3.2 Adult Social Care is forecasting an online position at Quarter Two. No issues are currently reported with delivery of the programme which includes occupational therapy equipment, assistive technology, ICT and refurbishment of care homes.
- 3.3 Children and Family Services is forecasting a year end overspend of £7k against a £106k capital budget at Quarter Two. The forecast pressure is the result of works to a foster carer's home. The cost of works to a foster carer's home is estimated at £7k above the current year budget of £18k. The service has therefore requested funds to be brought forward from the 2019/20 budget for this purpose, if agreed the service will deliver an online position at the year end. In respect of major projects the refurbishment of West Point House is complete and the relocation of staff from York House is underway.
- 3.4 Education Services is forecasting an under spend of £944k against the current year's capital budget of £10.9 million. The forecast underspend has increased by £283k since Quarter One, primarily as a result of further delays to the Trinity and Aldermaston schemes.
- 3.5 The forecast under spend of £944k is net of £1.16million of spend on a number of schools schemes which is planned to be re-profiled to 2019/20. An additional saving of £174k achieved relating to the expansion of the Castle School which was completed in August. In year savings are also forecast on the expansion of Compton and Fir Tree primary schools giving total savings of £284k. However re-profiling of budgets and savings are offset by in year pressures of £502k, relating to planned maintenance of schools, the expansion of Theale and Winchcombe Primary Schools and the proposal to treat expenditure on aids and adaptations for disabled children as capital expenditure.
- 3.6 In respect of other major projects, construction of the new Highwood Copse School started in July and the school is planned to be completed in July 2019. Theale Parish Council has now agreed in principle to relinquish the lease on the land required for the relocation of Theale Primary school. Subject to finalising the new lease with the Englefield Estate and confirmation of the contract price, it is currently expected that construction will commence in February 2019 with completion scheduled for April 2020. Agreement about the design of the replacement of the East of Area PRU with Tilehurst Parish Council, who own the site, is yet to be resolved.

4. Economy and Environment Directorate Quarter Two Review

Economy & Environment	Current Budget	Quarter One		Quarter Two		Change in Forecast from Last
		Forecast Spend in Year	Forecast (under)/Over	Forecast Spend in	Forecast (under)/Over	
	£'000	£'000	£'000	£'000	£'000	£'000
Development & Planning	4,846	4,846	0	4,846	0	0
Public Protection & Culture	1,280	1,280	0	1,280	0	0
Transport & Countryside	22,699	20,699	(2,000)	19,821	(2,878)	(878)
Totals	28,825	26,825	(2,000)	25,947	(2,878)	(878)

- 4.1 At the end of Quarter Two the directorate is forecasting capital spend of £25.9 million, or 90% of the capital budget of £28.8 million.
- 4.2 The Development and Planning Service is forecasting an online position at Quarter Two. Although the service is currently planning to deliver the capital programme in year, problems with the relocation of some tenants of the Four Houses Corner Gypsy and Travellers site are ongoing and alternative options for the future of the site are now being considered. The funding of new temporary accommodation is also being reviewed with a view to using capital receipts and S106 to minimise the impact on the revenue budget for the housing service. The new transport planning model is on track to be completed in the third quarter of the financial year.
- 4.3 Public Protection and Culture is forecasting an online position at Quarter Two. Good progress is being made with the Public Protection and Culture programme, but it may be necessary to re-profile to 2019/20 some spending on the chemical store at the Northcroft Leisure Centre and on new energy saving schemes.
- 4.4 As reported at Quarter One by Transport and Countryside, £2 million Environment Agency Grant for the Dunstan Park and South East Thatcham Flood Alleviation Schemes has been re-profiled to 2019/20. A further £2.9million has been identified at Quarter Two which also needs to be re-profiled. This includes £1.2million for the A339/Bear Lane junction improvements for which the contract has now been awarded to Colas. However the start of the scheme is now scheduled for January 2019, so the majority of the cost will now be incurred in 2019/20. £980k spend on improvements to Station Road will be delayed to 2019/20, as this scheme is dependent on completion of the Station redevelopment by Great Western Rail. £350k LEP funding for the A4 cycleway improvements will also be delayed to tie in with the new racecourse junction which is scheduled for summer 2019.
- 4.5 The developer of the Kings Road link site has now commenced decontamination of the site, but the Council's contribution to the scheme cannot be finalised until Homes England funding has been finalised. Other schemes, including the surfacing programme, the new Newbury Bus Station, are progressing well.

5. Resources Directorate Quarter Two Review

Resources	Current Budget	Quarter One		Quarter Two		Change in Forecast from Last
		Forecast Spend in Year	Forecast (under)/Over	Forecast Spend in	Forecast (under)/Over	
	£'000	£'000	£'000	£'000	£'000	£'000
Finance & Property	36,803	36,842	39	36,842	39	0
Customer Services & ICT	4,958	4,958	0	4,958	0	0
Human Resources	61	61	0	61	0	0
Legal Services	43	28	(15)	28	(15)	0
Strategic Support	260	260	0	260	0	0
Totals	42,125	42,149	24	42,149	24	0

- 5.1 At the end of Quarter Two the directorate is forecasting capital spend of £42.15 million, or 100.1% of the capital budget of £42.13 million.
- 5.2 The Finance and Property Service is currently forecasting an over spend of £39k. Pressures have been identified relating to maintenance of non-corporate buildings

(£26k) and the Grazeley and Sandford developments (£13k). £35.1 million of the £36.8 million budget relates to Property Investments. At Quarter Two 2018/19, £32.7 million of the Property Investment budget had been committed. This brings the total amount spent from the original £50 million commercial property investment budget to £47.6 million (including expenditure in 2017/18). It is anticipated that the full amount of this budget will be committed by the year end. Council on the 3rd July 2018 approved an additional £50 million budget for investment in commercial property, which is not included in the budget figures shown above. The forecast profiling of spend against this additional budget will be reported at Quarter Three.

- 5.3 Customer Services and ICT are currently forecasting an on line position at Quarter Two. However it should be noted that the contracts with British Telecom and Gigaclear to deliver phase 3 of the Superfast Broadband project are both now subject to considerable delay. The impact of this delay on spend against the current year's capital budget will be reported at Quarter Three. It should also be noted that the current year budget for the corporate ICT replacement programme is overspent by £65k at the end of Quarter One and there is likely to be further pressure on this budget and/or it may be necessary to postpone the replacement of some equipment, now due, until next financial year.
- 5.4 Legal Services are forecasting online position at Quarter Two. Identified costs for capital schemes will either be funded from the budget for the scheme to which they relate or from the budget for legal capital salaries.
- 5.5 The Human Resources Service is forecasting that £15k of its budget in respect of the leave management module of the new HR/Payroll system will need to be re-profiled to 2019/20. The Myview module of the new Human Resources/Payroll system has now been deployed in 5 schools and continue to be rolled out to other users over the remainder of the financial year.
- 5.6 Strategic Support is forecasting an online position at Quarter Two. Members' community bids and parish planning grant programmes are expected to be fully allocated and claimed by year end.

6. Conclusion

- 6.1 The level of expenditure against the agreed Capital Programme will continue to be monitored by CSG and a further report will be made to the Executive at the end of Quarter Three.

7. Consultation and Engagement

- 7.1 John Ashworth – Corporate Director, Capital Strategy Group. Andy Walker – Head of Finance.

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

MEC – Become an even more effective Council

The proposals contained in this report will help to achieve the following Council Strategy priority:

MEC1 – Become an even more effective Council

Officer details:

Name: Andy Walker
Job Title: Head of Finance
Tel No: 01635 519433
E-mail Address: andy.walker@westberks.gov.uk

2018/19 Revenue Financial Performance: Quarter Two

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Anthony Chadley
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Melanie Ellis
Forward Plan Ref:	EX3562

1. Purpose of the Report

- 1.1 To inform Members of the latest revenue financial performance for 2018/19.

2. Recommendations

- 2.1 To note the report, and in particular the continued challenge of managing pressures in adult social care, which are shared nationally, and the mitigation that is proposed in year to reduce the current end of year projection.

3. Implications

3.1 Financial:

The current financial forecast is an overspend of £1.3m against a net revenue budget £119.4m. This figure includes a number of mitigation strategies, notably the in year reduction of expenditure, where appropriate, across the Council, and in particular in Adult Social Care. Members will be aware that risk reserves were agreed for a number of Services, including Adult Social Care, as part of this year's Budget setting. £1.3m of these risk reserves could be used to mitigate further the forecast overspend but this has not yet been deployed and is not included in the forecast. At the same time there is a £768k risk management budget which could be utilised to help mitigate further the current forecast overspend. This has also not been deployed at this time. Taken together both would have a significant mitigating effect.

3.2 Policy: n/a

3.3 Personnel: n/a

3.4 Legal: n/a

3.5 Risk Management: n/a

3.6 Property: n/a

3.7 Other: n/a

4. Other options considered

4.1 N/a – factual report for information.

5. Executive Summary

- 5.1 The financial performance reports provided to Members throughout the financial year report the forecast under or over spend against the Council's 2018/19 approved revenue budget of £119.4m. The Quarter Two forecast is an overspend of £1.3m, which is 1.1% of the net budget. The forecast overspend has increased by £12k from last quarter.

Directorate Summary	Current Net Budget	Forecast (under)/over spend		Change from Last Quarter
		Quarter One	Quarter Two	
	£000	£000	£000	£000
Communities	67,709	2,768	2,803	36
Economy and Environment	30,909	3	(333)	(336)
Resources	12,827	(280)	(667)	(387)
Capital Financing & Risk Management	7,982	(1,200)	(500)	700
Total	119,427	1,291	1,303	12

NB. Rounding differences may apply to nearest £k.

- 5.2 The forecast overspend of £1.3m takes into account £2m of mitigating action to be delivered by services during the remainder of the current financial year. Prior to any mitigation, the Council would be forecasting an overspend position of £3.3m.
- 5.3 The main driver of the forecast overspend position is the Communities Directorate which is forecasting an overspend of £2.8m (4%) against a net budget of £67.7m. £2.1m of this sum relates to Adult Social Care which is facing increasing financial pressures on demand led, externally commissioned, placement budgets, over and above the modelled assumptions that formed the basis of budget setting. In addition, a number of risks, which are provided for in the service specific risk reserve, have materialised. Local Authorities nationally are facing significant financial challenges relating to the funding of Adult Social Care budgets, increasing demand on services and rising costs of commissioning care. Our position, as with other Local Authorities across the country, highlights the urgent need for a national review of funding for Adult Social Care. A further £650k relates to Children and Family Services where £500k of the forecast overspend is due to pressure in Child Care Lawyers. This is in part attributable to an unmet savings target and in part to an increase in complex cases since last quarter. The demand led placement budgets are reporting an overspend of £173k mainly in Independent Fostering Agencies' and Special Guardianship cost centres.
- 5.4 A decision has been taken corporately to slow expenditure in the remainder of the current financial year as a corporate response to the Adult Social Care overspend. Adult Social Care has been tasked with identifying £500k mitigation strategies. Children & Family Services and the Education Service, have been tasked with identifying mitigation strategies of £200k each. A further £500k mitigation target was allocated to corporate services. £2m has now been identified and reported within the Directorates forecasts. £987k mitigation has been found within services with the remaining £1039k forecast to be achieved by year end.

- 5.5 A £500k underspend has been forecast in Risk Management in response to the Adult Social Care grant that has been announced. The news of this meant it was too early to include in the service forecast for Quarter Two, but will be included in Adult Social Care from Month Seven.
- 5.6 In response to the volatility of some of the Council's budgets, service specific risk reserves have been established. The levels of these reserves are informed by the level of risks in the service risk registers. Named risks that have arisen so far in 2018/19 amount to £1.3m and could be used to support the financial position. The forecast is before any use of the risk reserves.
- 5.7 The 2018/19 budget was set with a risk management budget of £768k. As per the Medium Term Financial Strategy and Revenue Budget approved by Council, this budget was built because the Council was facing a number of risks that could arise in 2018/19 but could not be quantified at the time of budget setting. These included increase in demand for services over and above budget assumptions, inflationary pressures, income risks and risk to delivery of savings plans. This budget could be released to support the financial position. The forecast is before any use of this budget provision.
- 5.8 The Council's Quarter Two forecast position of £1.3m overspend, is after forecasting the impact of a corporate mitigation measures to stop non-essential spend, but before release of the risk management budget (£768k) and before use of available risk reserves (£1.3m). Deployment of these options would bring the year in under budget.
- 5.9 The budget for 2018/19 was set with a savings and income generation programme of £5.2m. The programme is monitored on a monthly basis using the RAG system. The Council set a revenue budget of £119.4m for 2018/19. At Quarter Two £372k of risks are Red (7%), £777k Amber (15%) and £4.1m Green (78%).
- 5.10 The Council created a Transformation Reserve of £1m in order to ensure that the Council has the resources to pursue transformation plans outlined in the MTFS and to invest in strategies that will bring future benefits to the organisation. £566k was allocated in 2017/18 and £567k in 2018/19. Council approval was given to increase the Transformation Reserve in 2018/19 by £561k, as part of the Strategy for use of Capital Receipts. The reserve currently stands at £428k.

6. Proposal

- 6.1 To note the forecast position.

7. Conclusion

- 7.1 The Council is facing an in year overspend of £1.3m against a net revenue budget of £119.4 m, which is 1.1% of the net budget. The main driver of this is a £2.1m overspend in Adult Social Care and a £650k overspend in Children and Family Services. The Council has responded to the financial position and has put in place measures to mitigate the overspend, and identified budgets that could be released to bring the forecast overspend down further. These measures will be monitored through the remainder of the year. The Council has an excellent track record of managing the savings programme and minimising budget over spends, but if the forecast over spend remains at year end, it will impact on our reserves.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Summary Revenue Forecast 2018/19
- 8.5 Appendix E – Savings and Income Generation Programme Risk Items
- 8.6 Appendix F – Budget Changes
- 8.7 Appendix G – Employee Costs

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Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Lead Officer:	Melanie Ellis
Title of Project/System:	Q2 Financial Performance
Date of Assessment:	23/8/18

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><small>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</small></p>	<input type="checkbox"/>	x
<p>Will you be processing data on a large scale?</p> <p><small>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</small></p>	<input type="checkbox"/>	x
<p>Will your project or system have a “social media” dimension?</p> <p><small>Note – will it have an interactive element which allows users to communicate directly with one another?</small></p>	<input type="checkbox"/>	x
<p>Will any decisions be automated?</p> <p><small>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</small></p>	<input type="checkbox"/>	x
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	x
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	x
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p><small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small></p>	<input type="checkbox"/>	x

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	No decision.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	
Name of assessor:	Melanie Ellis
Date of assessment:	23/8/18

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil		

Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes/No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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2018/19 Revenue Financial Performance: Quarter Two – Supporting Information

1. Introduction

- 1.1 The financial performance reports provided to Members throughout the financial year report the forecast under or over spend against the Council's 2018/19 approved revenue budget of £119.4m. The Quarter Two forecast is an over spend of £1.3m, which is 1.1% of the net budget. The forecast overspend has increased by £12k from last quarter's forecast overspend.
- 1.2 The forecast overspend of £1.3m includes £2m of mitigating action to be delivered by services during the remainder of the current financial year. Prior to any mitigation, the Council is forecasting an overspend position of £3.3m. The main driver of the overspend is Adult Social Care. Local Authorities nationally are facing significant financial challenges relating to the funding of Adult Social Care budgets, increasing demand on services and rising costs of commissioning care. Our position, as with other Local Authorities across the country highlights the urgent need for a national review of funding for Adult Social Care.
- 1.3 The Communities Directorate is forecasting an overspend of £2.8m (4%) against a net budget of £67.7m. The services forecasting overspend positions are Adult Social Care £2.1m and Children and Family Services £657k. The forecast overspend has increased by £36k from last quarter.
- 1.4 In Adult Social Care, the service is facing increasing financial pressures on demand led, externally commissioned placement budgets, over and above the modelled assumptions that formed the basis of budget setting. In addition, a number of risks, which are provided for in the service specific risk reserve, have materialised. Further pressures have arisen due to the financial impact of making improvements to transfers of care from hospital and improving one of our care homes.
- 1.5 In Children & Family Services, £500k of the forecast overspend is due to pressure in Child Care Lawyers. This is in part attributable to an unmet savings target and in part to an increase in complex cases since last quarter. The demand led placement budgets are reporting an overspend of £173k mainly in Independent Fostering Agencies' and Special Guardianship cost centres.
- 1.6 The remainder of the Communities Directorate is on line.
- 1.7 Economy & Environment is forecasting an underspend of £333k, an increase of £336k from last quarter. The Resources Directorate is forecasting an underspend of £667k, largely due to the over achievement of investment property income and as a result of identifying savings to contribute to the corporate target.
- 1.8 Capital Financing and Risk Management is forecasting an underspend of £500k, which has been forecast in response to the Adult Social Care grant that has been announced. The news of this meant it was too early to include in the service

forecast for Quarter Two, but will be included in Adult Social Care from Month Seven.

- 1.9 A decision has been taken corporately to slow expenditure in the remainder of the current financial year as a corporate response to the Adult Social Care overspend. Adult Social Care has been tasked with identifying £500k mitigation strategies. Children & Family Services and the Education Service, have been tasked with identifying mitigation strategies of £200k each. A further £500k mitigation target was allocated to corporate services. £2m has now been identified and reported within the Directorates forecasts. £987k mitigation has been found within services with the remaining £1039k forecast to be achieved by year end.
- 1.10 The 2018/19 budget was set with a risk management budget of £768k. As per the Medium Term Financial Strategy and Revenue Budget approved by Council, this budget was built because the Council was facing a number of risks that could arise in 2018/19 but could not be quantified at the time of budget setting. These included increase in demand for services over and above budget assumptions, inflationary pressures, income risks and risk to delivery of savings plans. This budget could be released to support the financial position. The forecast is before any use of this budget provision.
- 1.11 In response to the volatility of some of the Council's budgets, service specific risk reserves have been established. The levels of these reserves are informed by the level of risks in the service risk registers. Named risks have arisen so far in 2018/19 amounting to £1.3m. The risk reserves could be used to support the financial position. The forecast is before any use of the risk reserves.
- 1.12 The forecast position of £1.3m overspend, is after forecasting the impact of a corporate response to stop non-essential spend, but before release of the risk management budget (£768k) and before use of available risk reserves (£1.3m). Deployment of these options would bring the year in under budget.

2. Changes to the 2018/19 Budget

- 2.1 The Council set a revenue budget of £119.4million for 2018/19. During the year budget changes may be approved as per the approval limits in the Council's Financial Regulations. Budget increases occur when budgets are brought forward from the previous year as a result of requests that are approved at year end, after the original budget has been set in early March. These budget changes are submitted to the Finance and Governance Group (FAGG) and must meet certain criteria to be approved. Other reasons for in year budget changes include drawing from reserves to support specific projects or to cover risks that have arisen and have previously been provided for. Budget changes are summarised at Appendix F. There are no changes requiring Executive approval at Quarter Two.

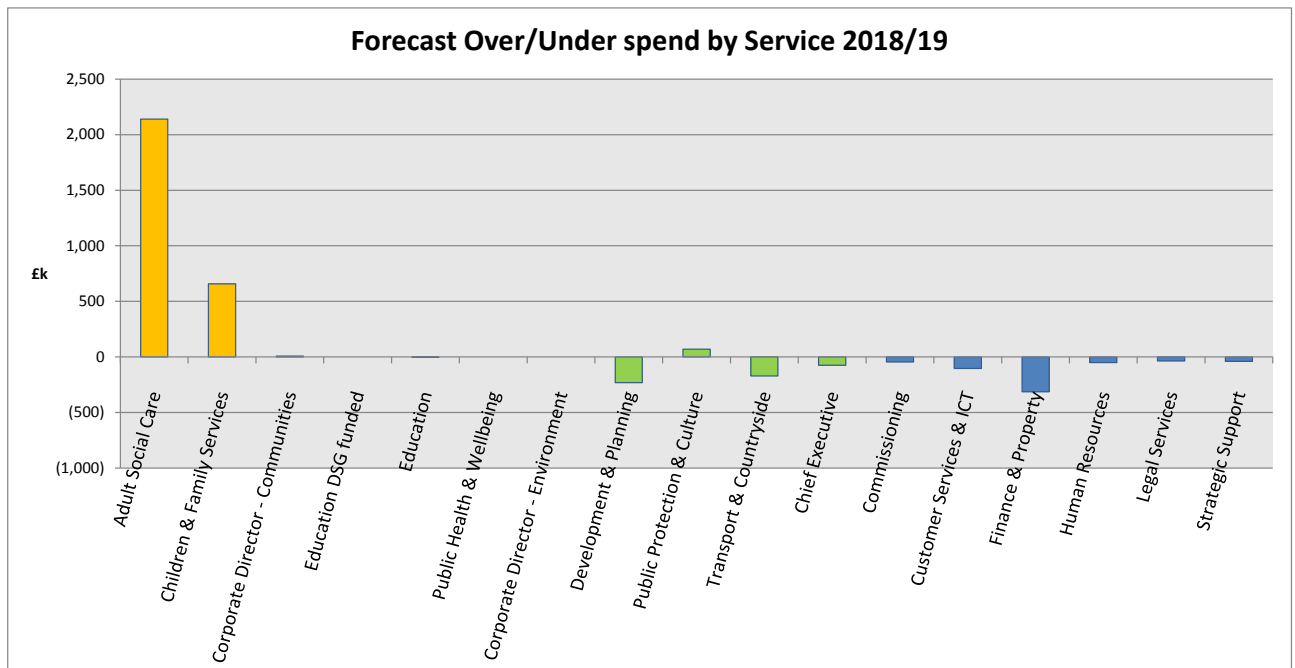
3. Summary Revenue Forecast 2018/19

Directorate Summary	Current Net Budget	Forecast (under)/over spend		Change from Last Quarter
		Quarter One	Quarter Two	
	£000	£000	£000	£000
Communities	67,709	2,768	2,803	36
Economy and Environment	30,909	3	(333)	(336)
Resources	12,827	(280)	(667)	(387)
Capital Financing & Risk Management	7,982	(1,200)	(500)	700
Total	119,427	1,291	1,303	12

NB. Rounding differences may apply to nearest £k.

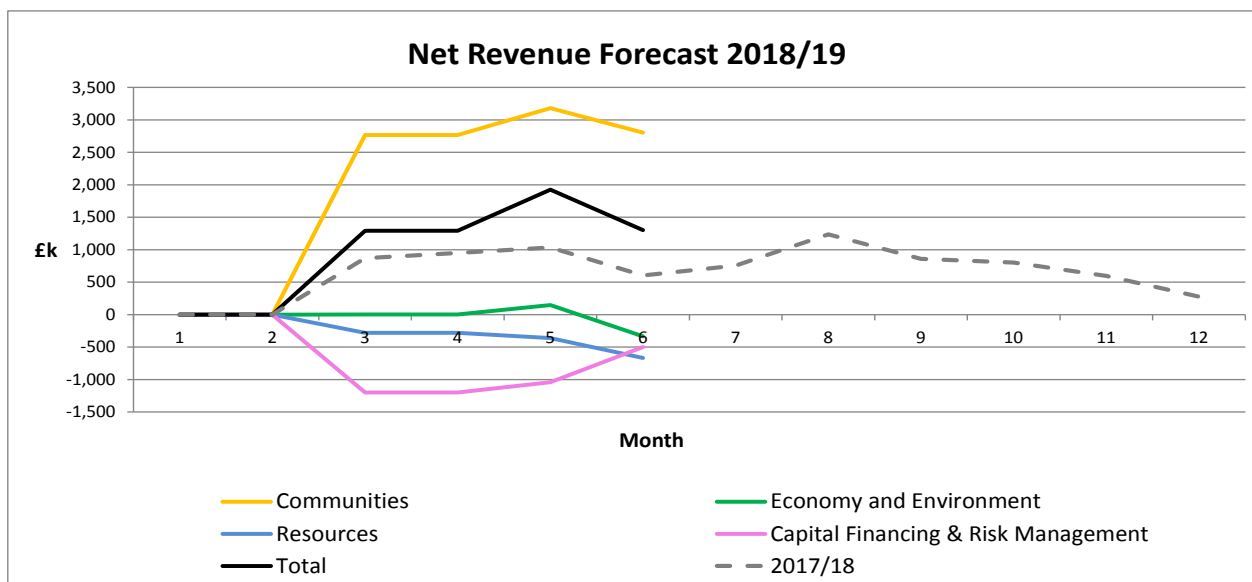
At Quarter Two the Council’s revenue forecast is an over spend of £1.3m against a net revenue budget of £119.4m.

The forecasts by Service are shown in the following chart.



3.1 The main service driving the over spend is Adult Social Care with a forecast over spend of £2.1m (4%) against a budget of £42.8m. The pressure has arisen primarily, although not exclusively, within the demand led commissioning budgets. The cost of commissioning client packages from the external market has risen significantly and has exceeded inflationary forecasts that the budget was built on. The service and the whole Council is putting mitigation strategies in place in order to bring the forecast overspend down by year end.

3.2 The following chart shows the monthly forecasts through 2018/19, with a 2017/18 comparison.



4. In Year Savings Programme

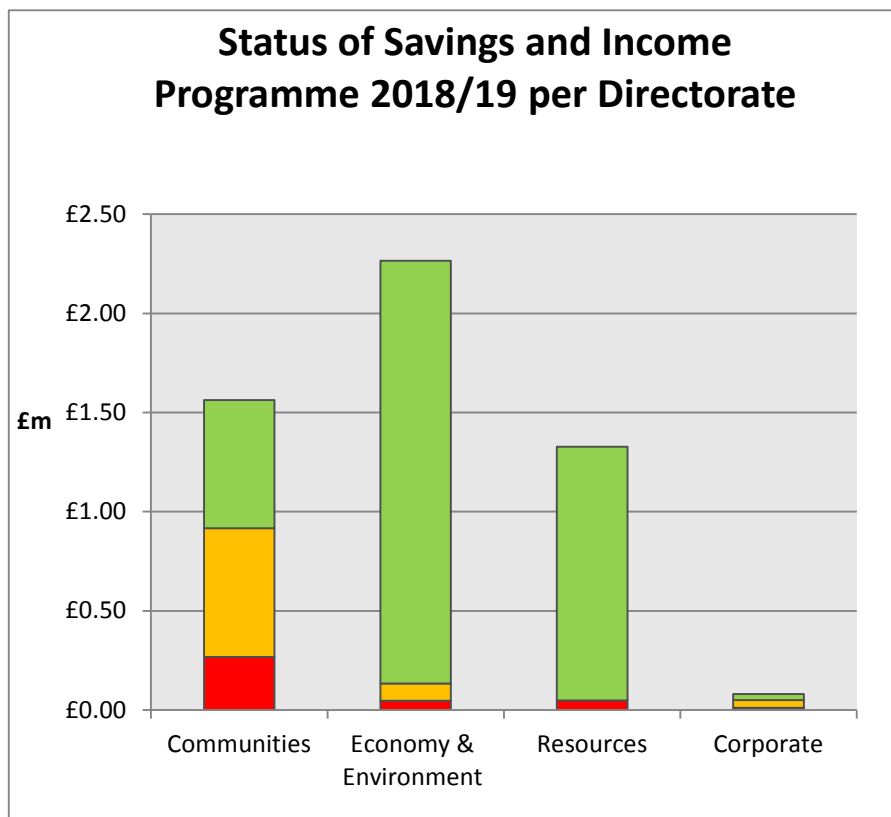
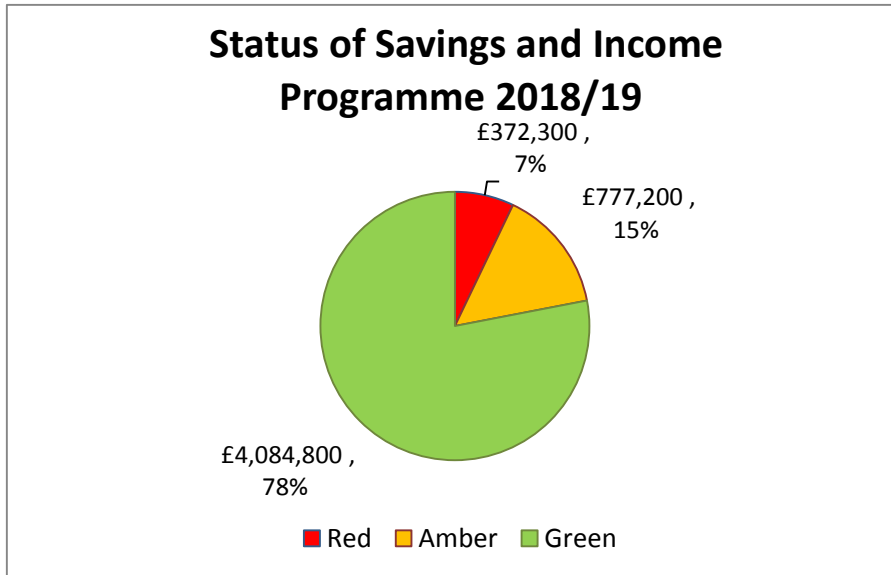
4.1 A decision has been taken corporately to slow expenditure in the remainder of the current financial year as a corporate response to the Adult Social Care overspend. Adult Social Care has been tasked with identifying £500k mitigation strategies. Children & Family Services and the Education Service, have been tasked with identifying mitigation strategies of £200k each. A further £500k mitigation target was allocated to corporate services. £2m has now been identified and reported within the Directorates forecasts. £987k mitigation has been found within services with the remaining £1039k forecast to be achieved by year end.

4.2 Progress to date is shown in the following table:

In Year Savings 2018/19		Actual at	In	Remaining	Total
Directorate	Service	Q2 £000	Progress £000	Target £000	£000
Communities	Adult Social Care	86	98	316	500
	Childrens and Family Services	167	33		200
	Corporate Director - Communities				0
	Education (DSG Funded)				0
	Education	100	100		200
	Public Health & Wellbeing		25		25
	Total	353	256	316	925
Economy & Environment	Corporate Director - Environment				0
	Development and Planning	86	45		131
	Public Protection and Culture	10	20		30
	Transport and Countryside	105	303		408
	Total	201	368	0	569
Resources	Chief Executive	75			75
	Commissioning	46			46
	Customer Services and ICT	78	31		109
	Finance and Property	59	40		99
	Human Resources	31	19		50
	Legal Services	112	0		112
	Strategic Support	32	9		41
	Total	433	99	0	532
Total	987	723	316	2026	

5. 2018/19 Savings and Income Generation Programme

5.1 In order to meet the funding available, the 2018/19 revenue budget was built with a £5.2m savings and income generation programme. The programme is monitored on a monthly basis using the RAG traffic light system. The status of the programme is shown in the following charts:



5.2 Communities

The revenue budget for the Communities Directorate 2018/19 was built with a savings and income generation programme of £1.6m. The programme is currently £645k Green, £650k Amber and £267k Red.

Corporate Director:

£61k of savings relating to income and efficiency targets assigned to the former Prevention & Safeguarding Service are Red, due to insufficient demand. The target has been reallocated as an efficiency target against the Communities Corporate Director cost centre and the directorate is reviewing alternative options for delivery of the savings target. However it is unlikely that the target will be achieved in 2018/19.

Adult Social Care:

Adult Social care 2018/19 budget was built with a £761k savings and income generation programme.

A £6k saving in respect of the establishment of a framework for S12 specialist GPs for Deprivation of Liberty safeguards for Adult Social Care is forecast as Red and is unlikely to be achieved in the financial year.

The Transforming Lives (delivering care differently strategy), £175k and the New Ways of Working transformation programme, £225k savings are both forecast as Amber at Quarter Two. Transforming Lives, which is now titled Delivering Care Differently, is focused on delivery of savings through the Shared Lives programme and a programme of reviewing client packages, progress is being made against delivery of the saving.

Implementation of the new case management system meant ASC did not receive NWW performance reports. This has been resolved for 2018/19 and the key indicator of people coming to the front door who then go on to long term services is a very positive 7%. The service will continue to maintain a focus on maintaining this conversion rate but this will not mitigate other factors that impact commissioning budgets e.g. delayed transfers of care or private funders who run out of money and become the Council's responsibility.

£355k of income generation is expected to be achieved in full.

Children & Family Services:

Children & Family Services 2018/19 budget was built with a £426k savings & income generation programme.

The saving of £200k for Childcare Lawyers demand management is Red which means it is not on track to deliver. Demand for this service has increased mostly due to particularly complex West Berkshire cases before the Family Court this year.

Placements management (family safeguarding), £200k, is forecast as Amber at Quarter Two. As the Placement budget is overspent in Quarter Two there is a risk the savings target will not be fully achieved in year.

All other savings are expected to be achieved.

Education:

Education 2018/19 budget was built with a £313k of savings & income generation programme.

The saving of £50k for Castlegate is amber as there is a medium risk of the saving not being achieved due to income generation plans not being implemented yet and subsequent increase in demand for WBC children requiring respite care has filled these beds.

All other savings are expected to be achieved.

Public Health & Wellbeing:

Public Health & Wellbeing services 2018/19 budget was built with a £333k of savings & income generation programme.

Income generation of £29k is red due to traded services implementation being delayed. Needle Exchange, £5k, and SRCL Waste, £2k, are flagged as red due to the savings not be feasible to be fulfilled. These savings will be offset by underspends on dual diagnosis nurse.

All other savings are expected to be achieved.

Economy and Environment

The revenue budget for the Economy and Environment Directorate was built with a savings programme of £2.3m. The programme is expected to be £2.13m Green, £88k Amber and £46k Red.

Transport and Countryside:

£46k of car parks income is Red as considerable difficulty in recruiting Civil Enforcement Officers has resulted in reduced income from penalty charges, and there has been no increased income from on street parking charges as this savings proposal was not pursued.

£75k car parks income is Amber due to external power problems, vandalism and thefts from parking machines, and less enforcement resources than anticipated has had an adverse impact on income.

Development and Planning:

£13k for increased rent levels for temporary accommodation is Amber as it is too early in the year to confirm.

5.3 Resources

The 2018/19 budget for Resources was built with a £1.3m savings and income generation programme, including £500k net income from new investment properties. The programme is expected to be £1.28m Green and £48k Red.

Strategic Support:

There is a £68k income target for the graphics team of which £48k is expected to be Red. Reduced internal demand for the services of the imagery and graphics design team has resulted in anticipated income being £48k lower than target for this service. Currently other in year savings identified within the service are expected to mitigate this pressure during 2018/19.

Appendix E provides a list of the savings and income items that are at risk.

6. Communities Directorate Quarter Two Review

Communities	Current Net Budget	Forecast (under)/over spend		Change from Last Quarter
		Quarter One	Quarter Two	
	£000	£000	£000	£000
Adult Social Care	42,804	2,388	2,140	(248)
Children & Family Services	15,983	220	657	437
Corporate Director - Communities	152	8	8	(0)
Education DSG funded	(444)	0	0	0
Education	8,961	152	(1)	(153)
Public Health & Wellbeing	253	0	0	0
Communities	67,709	2,768	2,803	36

6.1 The forecast revenue over spend for the Communities Directorate is £2.8million against a net budget of £67.7million.

6.2 Two services are forecasting year end overspend positions as at Quarter Two, Adult Social Care £2.1million and Children and Family Services £657k. Across these two services increasing financial pressures have been identified on demand led, externally commissioned placement budgets. Agency pressures have been identified across the Child Protection Teams within Children & Family Services and a further financial pressure has been identified relating to the Children and Family Service’s Childcare Lawyers budget.

(1) Adult Social Care

Adult Social Care is forecasting an over spend of £2.1million at Quarter Two, against a £42.8million budget.

The pressure is primarily within the demand led commissioning budgets. The forecast commissioning pressure at Quarter Two is £2.4million against a net commissioning budget of £28.3million, an 8% forecast overspend. The cost of commissioning client packages from the external market has risen significantly. All primary support reasons (PSR), are forecast to overspend against budget. The most significant forecast overspends within the commissioning budget are against physical support over 65s, memory and cognition support services for over 65s learning disability support services for age group 18-64 years.

Client numbers accessing long term services are monitored weekly; the overall number of services clients are in receipt of has remained relatively constant historically. In common with other local authorities the service strategy is to maintain as many people to stay at home avoiding high cost residential placements. These care packages will comprise more than one element e.g. a young adult with a learning disability or older adult with dementia may have respite to give the family a break, day activities and transport.

Mitigation strategies are currently under review to address the pressures identified in the commissioning budget.

(2) Children and Family Services

Children & Family Services is forecasting a £657k overspend against budget at Quarter Two, an increase of £437k from last quarter.

The increase in overspend is attributable to Child Care Lawyers, which is in part attributable to unmet savings target and in part due to updated information which shows an increase in complex high cost cases that are being dealt with. Childcare lawyer costs are incurred when applying for Court Orders to safeguard a child. The complexity of the case and the extent to which it is contested can add considerably to the costs. Furthermore, there is increasing expectation that children in care should be safeguarded by Court Orders rather than informal (voluntary) arrangements. 80% of West Berkshire children in care have a Court Order protecting their status. It is difficult to predict future demand accurately, however there is an opportunity to better forecast costs particularly high cost cases by having the latest data on legal costs which we are working with Reading council on. Longer term there may also be the opportunity to procure legal services from a different provider.

The demand led placement budgets are overspent by £173k mainly in Independent Fostering Agencies and Special Guardianship cost centres. The increase in cost is driven by demand which fluctuates during the year. Mitigation strategies are currently under review to address the pressures identified in the commissioning budget.

There is a £20k forecast overspend for the Emergency Duty Team and £20k in Child protection teams due to agency covering vacancies and sabbaticals.

The Children & Family Services risk reserve is £415k. Any over spends which relate to identified risks could be mitigated through the risk reserve should Members decide to do so. Identified risks currently total £377k.

(3) Education

The Education Service is forecasting on line at Quarter Two. There are overspends in residential placements, £130k and adjustments in community care packages, £77k. SEN services are overspent owing to a reduction in SEN reform grant of £54k, and a shortfall on staffing budgets of £11k.

The overspend has been partially offset by underspends on transport and other disabled children services. In-Year savings of £100k have been identified through capitalisation of revenue costs £30k, a vacant Educational Psychology post £15k,

transport savings in reduction in pupil numbers and usage of Taxi's £28k and an adoption grant not budgeted for £30k. An additional £100k in year is forecast to be achieved by year end.

The Education risk reserve is £279k for 2018/19. The residential placement over spend relates to identified risks and therefore the risk reserve could be utilised to offset the over spend, should Members decide to do so. However, if the service is not overspent at year end, the reserve will not be required.

(4) Public Health & Wellbeing

Public Health is forecast to be on line by year end.

7. Economy & Environment Directorate Quarter Two Review

Economy and Environment	Current Net Budget	Forecast (under)/over spend		Change from Last Quarter
		Quarter One	Quarter Two	
	£000	£000	£000	£000
Corporate Director - Environment	179	0	0	0
Development & Planning	2,831	(114)	(232)	(118)
Public Protection & Culture	4,022	47	70	23
Transport & Countryside	23,877	70	(171)	(241)
Economy and Environment	30,909	3	(333)	(336)

The Directorate is currently forecasting a £333k under spend against a budget of £30.9m.

(1) Development and Planning

The service is forecasting an under spend of £232k. This is largely due to salary and associated savings in Development Control and savings of £25k in Housing as a result of project delays.

(2) Public Protection & Culture

The Service is forecasting an over spend of £70k. This is mainly due to:

- Mop up costs associated with two functions that have now ceased - Activity Team and the Duke of Edinburgh scheme £32k.
- Salary costs associated with libraries are expected to be in excess of target by £12k. There is a risk reserve associated with this service of £90k.
- The overall leisure net budget is expected to be exceeded by £44k, this is mainly due to the level of third party contributions. There is a risk reserve associated with this service of £50k.

(3) Transport and Countryside

The service is forecasting an under spend of £171k. In year savings are forecast to achieve £408k, largely as a result of the capitalisation programme. The service is also experiencing pressures as follows:

- Winter maintenance budgets are expected to be overspent by £73k as a result of under estimating the budget requirement. There is a risk reserve of £75k associated with this service.
- Car parking income is expected to be lower than target due in part to ticket sales in Q2 being 7% down on the same period last year.

8. Resources Directorate Quarter Two Review

Resources	Current Net Budget	Forecast (under)/over spend		Change from Last Quarter
		Quarter One	Quarter Two	
	£000	£000	£000	£000
Chief Executive	791	0	(75)	(75)
Commissioning	932	0	(46)	(46)
Customer Services & ICT	3,036	(3)	(104)	(101)
Finance & Property	3,199	(260)	(314)	(54)
Human Resources	1,472	0	(52)	(52)
Legal Services	1,054	0	(36)	(36)
Strategic Support	2,343	(17)	(40)	(23)
Resources	12,827	(280)	(667)	(387)

8.1 The Directorate is forecasting a £667k underspend against a budget of £12.8m. This underspend has increased by £387k from Quarter One. The Directorate is forecasting to achieve £0.5m in year savings in response to the corporate slow down.

(1) Finance & Property

The council has invested £38m in commercial property out of a total budget of £100m. This investment has primarily been made to generate income to support the provision of council services. The forecast for this year is that the target of £500k net income will be exceeded by £250k.

A summary is shown below:

2018/19	£
Total Rent in 2018/19	2,649,594
Total Management Costs	1,899,595
Surplus Income 2018/19	750,000
Gross Yield 2018/19	3.7%
Net Yield 2018/19	1.1%

New pressures of £30k have been highlighted in Quarter Two being: additional £20k contract cleaning costs as a result of mid-year change of contractor and; costs of £10k arising as a result of the member decision to continue pay-by phone services. The need for this service, for groups without access to on-line facilities was highlighted by the recent introduction of charging for Garden Waste collections.

(2) Legal

Legal are reporting a pressure on the disbursements budget of £76k, largely due to the LRIE Court of Appeal case and the cost of two planning inquiries which are scheduled to take place in November 2018 and January 2019. This budget is primarily used to fund the cost of external lawyers who are instructed to represent the Council in matters that are before the higher courts. There is a £50k reserve that could be used against this.

9. Risks

9.1 In response to the volatility of some of the Council’s demand led budgets, a number of service specific risk reserves have been established. The risk reserves are based on service risk registers. The reserves can be released if the named risks arise, subject to member approval. The current level of service specific risk reserves and the risks that have arisen in 2018/19 are shown in the table below.

Risk Reserve Summary	Reserve Balance 1.4.2018	Change to level of Reserve	Current Reserve Balance	Risks arising 2018/19	Potential Risk Reserve balance 31.03.2019
Service	£000	£000	£000	£000	£000
Adult Social Care	881	719	1,600	-716	884
Children & Family Services	38	377	415	-377	38
Education	0	279	279	-130	149
Leisure	0	50	50	0	50
Libraries	0	90	90	0	90
Transport & Countryside	0	75	75	-73	2
Legal Services	50	0	50	-50	0
Total	969	1,590	2,559	-1,346	1,213

9.2 The forecasts are before any use of these reserves, but £1.3m could be released to support the forecast position, subject to member approval.

9.3 Adult Social Care has a dedicated risk reserve of £1.6million. The current position and risks that have arisen are shown in the following table.

Adult Social Care	Value	Reserve Balance
	£000	£000
Risk Reserve closing balance 31.3.2018	881	
Adult Social Care Support Grant	313	
Increase in reserve agreed via bid	406	
Risk Reserve balance 01.04.2018	1,600	
Risk Reserve balance 30.06.2018		1,600
Risks arising as at Quarter One 2018-19:		
Individual transition package higher than expected	-87	
Delayed transfers of care	-41	
Loss of a Continuing Health Care Award (CHC)	-83	
Additional one off resource due to Birchwood Embargo	-229	
Additional care management resource	-22	
Contracts retendered higher than inflation	-254	
Total risks arising in 2018/19		-716
Risk Reserve potential closing balance 31.03.2019		884

9.4 Children and Family Services have a dedicated risk reserve of £415k as shown below.

Children & Family Services	Value	Reserve Balance
	£000	£000
Risk Reserve closing balance 31.3.2018		38
Increase in reserve agreed by Budget Board	377	
Risk Reserve balance 1.4.2018		415
Risks arising 2018/19:		
Requirement to cover key posts (social workers) above base budget provision	-130	
Childcare lawyers	-200	
Potential Risk Reserve balance 31.03.2019		85

9.5 Education Services have a dedicated risk reserve of £279k as shown in the table below.

Education	Value	Reserve Balance
	£000	£000
Risk Reserve closing balance 31.3.2018		0
Increase in reserve agreed by Budget Board	279	
Risk Reserve balance 1.4.2018		279
Risks arising 2018/19:		
Residential placements - Requirement to fund additional residential placements to ensure the safety and wellbeing of young people on our caseload.	-130	
Potential Risk Reserve balance 31.03.2019		149

9.6 A risk reserve of £90k (Libraries) and £50k (Leisure) is available this year to mitigate financial risks. No use of these is currently anticipated.

9.7 Transport & Countryside had a risk reserve of £224k that was created last year for winter gritting costs. This was fully utilised. The reserve was established at £75k this year to cover unbudgeted costs that may arise this coming winter. It is expected that this will be required as the budget was set below the level of anticipated costs.

Other potential and ongoing budget risks in Transport & Countryside include:

- Draw downs on the Emergencies budget – the nature of this area means that outturn is difficult to predict and pressures unavoidable.
- The hand patching budgets of £178k has been identified as having the potential to be capitalised. This is included in the in-year savings targets above but is still subject to capitalisation approval. If capitalisation is rejected and budgets are overspent, there is a risk that the current outturn overspend will be understated.
- Grants available to fund hand patching roads are ad hoc and not guaranteed.

9.8 The legal disbursements budget is currently forecasting an overspend of £76k for 2018/19, largely due to the LRIE Court of Appeal case and the cost of two planning inquiries which are scheduled to take place in November 2018 and January 2019. A risk reserve of £50k which was not utilised in 2017/18 is available to support the disbursements budget. Other potential and ongoing budget risks in legal services include ongoing and future legal challenges/ Judicial Reviews and an increase in the number of planning inquiries.

9.9 Other risks:

- (1) Building Control has experienced some fluctuations in market share which impacts on the re-charge made by Wokingham BC (as hosts of the shared service). This may result in a small pressure.
- (2) Strategic Support: Reduced demand for Local Land Charges Services, reflecting reduced volumes of property transactions, is forecast to have an adverse impact on the council's income in 2018/19 of £22k. This demand led service is vulnerable to economic conditions that are outside the control of the council.

10. Transformation Funding

10.1 The Transformation Reserve was established in order to ensure that the Council has the resources to pursue transformation plans outlined in the MTFs and to invest in strategies that will bring future benefits to the organisation. Funds have so far been allocated as shown in the table:

Directorate	Service	Project Description	Transformation Funding Awarded
			£000
		Opening Balance	1,000
Communities	Education	Emotional Health Academy	-6
Resources	Commissioning	Invest to save posts in commissioning	-225
Resources	HR	Invest to save post - Apprenticeship Coordinator	-74
Resources	Legal	Shared service advice	-12
Communities	Education	Invest to save - Family Hub transformation	-28
Resources	F&P, HR, SSU	Invest to save - New Ways of Working project	-216
Communities	ASC	Transport	-5
		Total awarded 2017/18	-566
		Closing Balance 31.3.18	434
		Capital Receipts allocated to transformation	561
		Opening Balance 1.4.2018	995
Resources/Env	SSU/PPC	Commercial Group 2 sales & marketing officers(2yrs)	-169
Communities	ASC	Transport data reviewing officer extension	-3
Resources	Commissioning	Extend fixed term post 1 yr re ASC	-41
Resources	F&P	Digital transformation Revs and Bens	-147
Resources	Legal	Shared service advice	-16
Resources	Commissioning	Invest to save posts in commissioning	-42
Communities	ASC	Review of care packages	-150
		Total awarded 2018/19	-567
		Closing Balance 31.3.19	428

10.2 Council approval was given to increase the Transformation Reserve in 2018/19 by £561k, as part of the Strategy for use of Capital Receipts.

11. Dedicated Schools Grant – Quarter Two Review

11.1 The Dedicated Schools Grant (DSG) is a ring fenced specific grant which can only be spent on school/pupil activity as set out in The School and Early Years Finance (England) Regulations 2018.

11.2 The 2018/19 DSG allocation is £129m. This includes £35.5m which funds Academies and post 16 high needs places and is paid direct by the Education and Skills Funding Agency (ESFA). The remaining grant, after any actual brought forward over spend, is £92.8m.

11.3 The DSG budget for 2018/19 was built with a planned over spend of £464k. At Quarter Two there is a forecast overspend of £798k, which is £334k greater than planned. The overspend is all within the High Needs Block.

12. Proposals

12.1 To note the forecast position.

13. Conclusion

13.1 The Council is facing an in year overspend of £1.3m against a net revenue budget of £119.4 million, which is 1.1% of the net budget. The main driver of this is a £2.1m overspend in Adult Social Care. The Council has responded to the financial position and has put in place measures to mitigate the overspend, and identified budgets

that could be released to bring the forecast overspend down further. These measures will be monitored through the remainder of the year. The Council has an excellent track record of managing the savings programme and minimising budget over spends, but if the forecast over spend remains at year end, it will impact on our reserves.

Subject to Call-In:

Yes: No:

- | | |
|---|-------------------------------------|
| The item is due to be referred to Council for final approval | <input type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position | <input type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision | <input type="checkbox"/> |
| Report is to note only | <input checked="" type="checkbox"/> |

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

MEC – Become an even more effective Council

The proposals contained in this report will help to achieve the following Council Strategy priorities:

MEC1 – Become an even more effective Council

2018/19 Summary Revenue Forecast: Quarter Two

	Budget		Forecasted Performance						
	Original Budget for 2018/19 £	Revised Budget for 2018/19 £	Expenditure			Income			Net
			Annual Expenditure Budget for 2018/19 £	Annual Expenditure Forecast for 2018/19 £	Expenditure Variance for 2018/19 £	Annual Income Budget for 2018/19 £	Annual Income Forecast for 2018/19 £	Income Variance for 2018/19 £	Net Variance £
Adult Social Care	41,610,640	42,803,910	59,184,640	61,947,300	2,762,660	-16,380,730	-17,003,740	-623,010	2,139,650
Childrens and Family Services	14,620,710	15,983,260	18,072,840	19,170,610	1,097,770	-2,089,580	-2,530,650	-441,070	656,700
Corporate Director - Communities	208,190	151,790	151,790	159,580	7,790	0	0	0	7,790
Education (DSG Funded)	-444,000	-444,000	102,385,900	102,505,500	119,600	-102,829,900	-102,949,500	-119,600	0
Education	8,264,500	8,961,340	11,843,550	11,670,340	-173,210	-2,882,210	-2,709,700	172,510	-700
Public Health & Wellbeing	-80,000	252,540	6,245,010	6,245,010	0	-5,992,470	-5,992,470	0	0
Communities	64,180,040	67,708,840	197,883,730	201,698,340	3,814,610	-130,174,890	-131,186,060	-1,011,170	2,803,440
Corporate Director - Environment	171,120	179,570	179,570	179,570	0	0	0	0	0
Development and Planning	2,564,890	2,830,800	5,032,970	4,796,970	-236,000	-2,202,170	-2,198,290	3,880	-232,120
Public Protection and Culture	3,719,900	4,021,620	9,276,990	8,881,750	-395,240	-5,255,370	-4,790,480	464,890	69,650
Transport and Countryside	23,279,940	23,876,720	33,391,110	33,057,870	-333,240	-9,514,390	-9,351,950	162,440	-170,800
Environment	29,735,850	30,908,710	47,880,640	46,916,160	-964,480	-16,971,930	-16,340,720	631,210	-333,270
Chief Executive	765,640	790,960	790,960	716,460	-74,500	0	0	0	-74,500
Commissioning	752,300	931,610	7,218,150	7,171,890	-46,260	-6,286,540	-6,286,540	0	-46,260
Customer Services and ICT	3,056,630	3,035,040	3,905,810	3,735,410	-170,400	-870,770	-804,830	65,940	-104,460
Finance and Property	3,166,980	3,199,230	45,205,790	45,166,790	-39,000	-42,006,560	-42,281,060	-274,500	-313,500
Human Resources	1,349,430	1,472,590	1,990,490	1,887,500	-102,990	-517,900	-466,910	50,990	-52,000
Legal Services	1,006,290	1,053,880	1,184,140	1,208,610	24,470	-130,260	-190,730	-60,470	-36,000
Strategic Support	2,181,970	2,343,600	2,793,930	2,750,750	-43,180	-450,330	-447,150	3,180	-40,000
Resources	12,279,240	12,826,910	63,089,270	62,637,410	-451,860	-50,262,360	-50,477,220	-214,860	-666,720
Capital Financing & Management	10,359,130	10,465,690	10,973,370	10,973,370	0	-507,680	-507,680	0	0
Movement Through Reserves	-117,000	-3,251,250	-3,251,250	-3,251,250	0	0	0	0	0
Risk Management	2,989,890	768,250	768,250	768,250	0	0	-500,000	-500,000	-500,000
Capital Financing and Risk Management	13,232,020	7,982,690	8,490,370	8,490,370	0	-507,680	-1,007,680	-500,000	-500,000
Total	119,427,150	119,427,150	317,344,010	319,742,280	2,398,270	-197,916,860	-199,011,680	-1,094,820	1,303,450

2018/19 Savings and Income Generation Programme: Risk items

Appendix E

R#	Directorate	Service	Description	Category	£	RAC	Explanation of Red/Amber
25	Communities	Corporate Director	Family Group Conferencing	Income	20,000	Red	Demand for this service from Reading Council has not met the levels to achieve the target. A pressure bid has been made for 19/20.
26	Communities	Corporate Director	Emotional Health Service	Income	20,000	Red	Insufficient demand for this service up to this point in time has not been realised.
27	Communities	Corporate Director	Merging LSCB Boards	Efficiency	15,000	Red	Expected efficiencies not yet being delivered by Berkshire West LSCB because of the commitment to continue current contribution levels.
28	Communities	Corporate Director	Trading expertise for the conduct of Family Group Conference	Income	6,000	Red	Unachievable as the expert who this saving was attached to is no longer at WBC.
1	Communities	Adult Social Care	Transforming lives - delivering care to existing clients with complex needs differently	Efficiency	175,000	Amber	Now titled Delivering Care Differently. Progress is being made and will be reviewed at Month 7.
2	Communities	Adult Social Care	New Ways of Working	Transformation	225,000	Amber	Implementation of the new case management system meant ASC did not receive NWW performance reports. This has been resolved for 2018/19 and the key indicator of people coming to the front door who then go on to long term services is a very positive 7%. The service will continue to maintain a focus on maintaining this conversion rate but this will not mitigate other factors that impact commissioning budgets e.g. delayed transfers of care or private funders who run out of money and become the Council's responsibility.
78	Communities	Adult Social Care	Establish a framework for S12 specialist GPs for Deprivation of Liberty safeguards for ASC	Efficiency	6,000	Red	Unlikely to be achieved this financial year
11	Communities	Children & Family Services	Placements demand mgt/Family Safeguarding/lower cost placements	Transformation	200,000	Amber	Placement budgets are forecast to be overspent driven by demand. There is a risk the savings target which will not be fully achieved in year
12	Communities	Children & Family Services	Childcare Lawyers demand management	Transformation	200,000	Red	Childcare lawyer costs are incurred when applying for Court Orders to safeguard a child. The complexity of the case and the extent to which it is contested can add considerably to the costs. Furthermore, there is increasing expectation that children in care should be safeguarded by Court Orders rather than informal (voluntary) arrangements. 80% of West Berkshire children in care have a Court Order protecting their status. It is difficult to predict future demand accurately, however there is an opportunity to better forecast costs particularly high cost cases by having the latest data on legal costs which we are working with Reading council on. Longer term there may also be the opportunity to procure legal services from a different provider.
10	Communities	Education Services	Castlegate Transformation	Income	50,000	Amber	Initial spare bed capacity was to be sold to non WBC children however subsequent increase in demand for WBC children requiring respite care has filled these beds.
32	Economy & Environment	Planning & Development	Increase rent levels charged for temporary accommodation	Income	13,000	Amber	It is too early in the year to confirm this as green
42	Economy & Environment	Transport & Countryside	Income targets for service budgets - car parks	Income	75,000	Amber	External power supply problems, vandalism of, and thefts from parking equipment and fewer enforcement resources than anticipated has had an adverse impact on income.
44	Economy & Environment	Transport & Countryside	Increase number of CEOs by 1.5FTE and include CEOs into the debate for Site/Street inspections.	Income	46,500	Red	Considerable difficulty in recruiting enforcement officers has resulted in reduced income from penalty charges, and there has been no increased income from on street parking charges.
73	Resources	Strategic Support	Income generation from internal recharging for services provided by Graphics Team	Income	48,000	Red	Reduced internal demand for the services of the imagery and graphics design team has resulted in anticipated income being £48k lower than target for this service.
80	Corporate	Corporate	Corporate Digitisation Enablers	Transformation	39,200	Amber	Delay in completing digitisation work has resulted in uncertainty about the level of deliverability of savings this year. These remain possible but not yet certain.
80	Corporate	Corporate	Corporate Digitisation Enablers	Transformation	10,800	Red	Delay in completing waste digitisation work has reduced possible full year resource savings by 30%
					5,234,300		

2018/19 Budget Changes

Appendix F

Service	Original Net Budget	Approved Budget B/F from 2017/18	Changes not requiring approval	Approved by S151 & Portfolio Holder	Requiring Executive Approval	Current Net Budget	Explanation of Changes requiring approval
	£000	£000	£000	£000	£000	£000	
Adult Social Care	41,611	485	708			42,804	
Children and Family Services	14,621	887	475			15,983	
Corporate Director -	208		(56)			152	
Education DSG funded	(444)					(444)	
Education	8,264	446	251			8,961	
Public Health & Wellbeing	(80)	333				253	
Communities	64,180	2,151	1,378	0	0	67,709	
Corporate Director - Environment	171		8			179	
Development & Planning	2,565	94	172			2,831	
Public Protection & Culture	3,720		302			4,022	
Transport & Countryside	23,280	315	282			23,877	
Economy & Environment	29,736	409	764	0	0	30,909	
Chief Executive	766	27	(2)			791	
Commissioning	752		180			932	
Customer Services & ICT	3,057		(21)			3,036	
Finance & Property	3,167		32			3,199	
Human Resources	1,349	4	119			1,472	
Legal Services	1,006		48			1,054	
Strategic Support	2,182		161			2,343	
Resources	12,279	31	517	0	0	12,827	
Capital Financing & Management	10,359		106			10,465	
Movement through Reserves	(117)	(2,591)	(543)			(3,251)	
Risk Management	2,990		(2,222)			768	
Capital Financing & Risk Mgt	13,232	(2,591)	(2,659)	0	0	7,982	
Total	119,427	0	0	0	0	119,427	

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2018/19 Employee Expenditure: Quarter Two

Employee Costs	Last Years' Outturn £	Original Budget for 2018/19 £	Total Changes to Budget during 2018/19 £	Current Budget for 2018/19 £	Profiled Current Budget £	Exp/Inc to date £	Actual Variance £
Communities							
Salary costs	23,318,693	24,253,440	2,227,100	26,480,540	13,187,712	12,160,575	-1,027,137
Agency & Temporary Staff	3,346,024	2,983,090	-318,970	2,664,120	1,326,732	2,071,777	745,045
Other Costs	2,018,775	876,410	266,960	1,143,370	569,238	694,227	124,989
Total	28,683,492	28,112,940	2,175,090	30,288,030	15,083,682	14,926,579	-157,103
Economy & Environment							
Salary costs	13,268,065	13,835,180	895,500	14,730,680	7,337,092	7,090,674	-246,418
Agency & Temporary Staff	366,836	333,800	-174,970	158,830	78,397	306,727	228,330
Other Costs	517,850	447,450	12,260	459,710	228,987	136,452	-92,535
Total	14,152,751	14,616,430	732,790	15,349,220	7,644,476	7,533,853	-110,623
Resources							
Salary costs	11,686,960	12,450,780	651,020	13,101,800	6,525,048	5,744,632	-780,416
Agency & Temporary Staff	262,997	131,140	0	131,140	65,308	135,980	70,672
Other Costs	-58,494	66,110	-7,550	58,560	29,099	-334,790	-363,889
Total	11,891,463	12,648,030	643,470	13,291,500	6,619,455	5,545,822	-1,073,633
Total							
Salary costs	48,273,718	50,539,400	3,773,620	54,313,020	27,049,852	24,995,881	-2,053,971
Agency & Temporary Staff	3,975,857	3,448,030	-493,940	2,954,090	1,470,437	2,514,484	1,044,047
Other Costs	2,478,131	1,389,970	271,670	1,661,640	827,324	495,889	-331,435
Total	54,727,706	55,377,400	3,551,350	58,928,750	29,347,613	28,006,254	-1,341,359

The chart shows the profiled budget to 30 September 2018, i.e. six months' worth of budget. It should be noted that invoices will often be received in the month after the cost is incurred, so not all costs to date will be captured. Outstanding invoices will be accrued for as part of our year end closedown so there may be an increase in expenditure compared to budget at this point.

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Funding arrangements for Newbury Railway Station Improvements

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Jeanette Clifford
Date Portfolio Member agreed report:	29 November 2018
Report Author:	Jenny Graham
Forward Plan Ref:	EX3673

1. Purpose of the Report

- 1.1 To seek Executive approval for entering into a funding agreement with GWR to facilitate the improvement works to Newbury Railway Station in accordance with the Thames Valley Berkshire Local Enterprise Partnership (TVB LEP) funding.

2. Recommendations

- 2.1 The Executive resolves to delegate authority to:
- (a) the Head of Development and Planning (in consultation with the Head of Finance and the Portfolio Member for Transport) to award the funding in connection with improvement works at Newbury Station to GWR. The source of this funding is from the TVB LEP and will only be allocated once it is available.
 - (b) the Head of Legal Services to enter into a funding agreement with GWR.

3. Implications

- 3.1 **Financial:** The full financial implications are discussed within the body of the report. The scheme does not require any additional Council funding.
- 3.2 **Policy:** There are no policy implications in connection with this decision. The scheme the funding will deliver has been planned to comply with local policies.
- 3.3 **Personnel:** No implications - this project can be delivered with existing personnel.
- 3.4 **Legal:** Prior to the award of grant there needs to be in place a funding agreement with GWR and TVB LEP
- 3.5 **Risk Management:** A risk register has been prepared to support the business case for this scheme. It can be found in Appendix D of the business case which is available online at www.westberks.gov.uk/sep under Project 24: Newbury – Railway Station Improvements. The business case also includes details GWR's Procurement and Contract

Management Strategies (contained in Chapter 6 of the business case).

3.6 **Property:** None

3.7 **Other:** None

4. Other options considered

4.1 The consideration of various options for the improvement works at Newbury Station are dealt with in the Options Assessment Report (OAR) which forms part of the formal documentation in support of this scheme. The OAR can be found on the Council's website at www.westberks.gov.uk/sep under Project 24: Newbury – Railway Station Improvements.

4.2 Given the fact that a large proportion of the proposed improvement works will affect land and buildings on railway land (owned by Network Rail and leased to GWR), it is not considered an option for the Council to procure the work directly. The only realistic option for the delivery of the works is for GWR to procure the improvements works within the station lease area in accordance with their Procurement Strategy.

4.3 An alternative option to the Council awarding funding to GWR would be for TVB LEP to fund GWR directly. The mechanisms in place do not currently allow for this and so the strong preference is for the Council to receive funding from the TV LEP and to then award a portion of this to GWR for their elements of the scheme.

Executive Summary

5. Introduction / Background

- 5.1 The Council and GWR have jointly developed and promoted a scheme of improvements to Newbury Railway Station. This scheme will link with the Market Street development and will deliver significant enhancements to the buildings and facilities at the station alongside work on the highway to the south of the station to improve the transport interchange facilities. Full details of what is proposed to be delivered are listed in Appendix D.
- 5.2 The works outlined in Appendix D have attracted £6.051m of Growth Deal Funding from TVB LEP (this is based on a full business case prepared for the scheme by the Council and GWR available on the Council's website). Conditional approval for this funding was granted in July 2018 by the Berkshire Local Transport Body (BLTB). Full approval should be achieved in December 2018 once the conditions have been met.

6. Proposals

- 6.1 The funding from TVB LEP will be confirmed to the Council through a Capital Grant Letter. A draft of this letter is included at Appendix E. The detailed wording will be finalised and agreed between TVB LEP and the Council during December.
- 6.2 The rules around the establishment of the BLTB and the way in which Growth Deal funding is granted for transport schemes means that the full funding will be paid to the Council (in instalments). The split of the Growth Deal Funding in order to deliver the proposed scheme is: GWR £4.734m and WBC £1.317m
- 6.3 To ensure appropriate financial and procedural controls, the Council will enter into a legal agreement with GWR. This will ensure that the GWR elements of the scheme are delivered in accordance with the business case and the conditions contained in the Capital Grant Letter from TVB LEP.

7. Conclusion

- 7.1 The proposed scheme at Newbury Railway Station is in the Capital Programme and has been through the BLTB process to attract funding. A resolution from the Executive is required for the Council to provide funding to GWR as described above. The Executive is therefore asked to approve the recommendations as set out in Section 2.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Summary of proposed scheme
- 8.5 Appendix E – DRAFT Capital Grant Letter from TVB LEP

8.6 Appendix F – Initial document outlining improvements to Newbury Railway Station

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Economy and Environment
Service:	Development & Planning
Team:	Transport Policy
Lead Officer:	Jenny Graham
Title of Project/System:	Funding for Newbury Railway Station Improvements
Date of Assessment:	14.11.2018

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	To grant delegated authority for an award of funding to GWR for improvements to Newbury Railway Station and to enter into a funding agreement with GWR to govern the award of this money which is being provided via the local growth fund deal between TVB LEP and Government.
Summary of relevant legislation:	n/a
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Jenny Graham
Date of assessment:	14.11.2018

Is this a:		Is this:	
Policy	Yes/No	New or proposed	Yes/No
Strategy	Yes/No	Already exists and is being reviewed	Yes/No
Function	Yes/No	Is changing	Yes/No
Service	Yes/No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To receive delegated authority to award funding and enter into a funding agreement with GWR.
Objectives:	To deliver the project in line with the business case and agreement with the TVB LEP
Outcomes:	To have a significantly improved environment with better facilities at Newbury Railway Station.
Benefits:	Passengers will benefit from the improved facilities and a more pleasant journey experience. The public as a whole will benefit through the facilitation of more people using rail travel.

<p>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race,</p>
--

Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Disability	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Gender Reassignment	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Marriage and Civil Partnership	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Pregnancy and Maternity	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Race	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Religion or Belief	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Sex	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Sexual Orientation	Not affected by the decision	The decision is one relating to funding and not the delivery of the scheme itself.
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes/No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Jenny Graham

Date: 14.11.2018

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Funding arrangements for Newbury Railway Station Improvements – Supporting Information

1. Introduction/Background

- 1.1 It has been a long standing desire to improve Newbury Railway Station so that it can adequately cater for the travel demands of all passengers into the future. Four years ago a document was produced for the purpose of focussing attention on this matter and bringing together the key areas for improvement. This can be found at Appendix F and provides a helpful short summary of the issues facing Newbury Railway Station.
- 1.2 Following this, a case for funding towards improvements at the station was put forward to the Thames Valley Berkshire Local Enterprise Partnership (TVB LEP) and the Berkshire Local Transport Body (BLTB) who determine how Local Growth Deal funding is spent on transport schemes in their area.
- 1.3 The case that was promoted jointly between the Council and GWR for improvements at Newbury Railway Station scored well and was accepted by the BLTB and given Programme Entry Status in March 2017.

2. Supporting Information

- 2.1 Once a scheme has been awarded Programme Entry Status an amount of money (from the Local Growth Deal) is allocated to it and the promoters are required to develop a full business case in line with Government guidelines.
- 2.2 The Council has therefore been working with GWR (as joint promoters) to develop the business case. The full business case and all other documents relating to the scheme can be found on the Council's website website at www.westberks.gov.uk/sep under Project 24: Newbury – Railway Station Improvements.
- 2.3 The Business Case presents the assessment and appraisal for a proposal to improve passenger interchange and buildings and facilities at Newbury station. This is to be achieved in two distinct elements; improvements to passenger interchange, led by West Berkshire Council and the improvement of station buildings and facilities, led by Great Western Railway Ltd. Details of what is proposed to be delivered are listed in Appendix D. These, plus improvements outside of the north entrance through the Market Street development, will enhance the public realm and provide an attractive gateway to Newbury town centre.
- 2.4 The key elements of the proposal have undergone a series of assessments in line with the Department for Transport WebTAG guidance to outline the strategic, economic, financial, commercial and management aspects of the projects. Assessment and sensitivity tests undertaken as part of the Economic Case demonstrate that the scheme can achieve a Benefit/Cost Ratio of 3.8:1, indicating a **High** value for money. This fits the criteria set by the BLTB as a scheme that can be considered by them as suitable for Growth Deal funding.

3. Options for Consideration

- 3.1 The consideration of various options for the improvement works at Newbury Station are dealt with in the Options Assessment Report (OAR) which forms part of the formal documentation in support of this scheme. The OAR can be found on the Council's website at www.westberks.gov.uk/sep under Project 24: Newbury – Railway Station Improvements.
- 3.2 Given the fact that a large proportion of the proposed improvement works will affect land and buildings on railway land (owned by Network Rail and leased to GWR), it is not considered an option for the Council to procure the work directly. The only realistic option for the delivery of the works is for GWR to procure the improvements works within the station lease area in accordance with their Procurement Strategy and their arrangements with Network Rail.
- 3.3 This paper seeks delegated authority for the Council to award the funding to GWR for their elements of the scheme. An alternative option would be for TVB LEP to fund GWR directly. The decisions in relation to such transport schemes and the awarding of growth deal funds are made by the BLTB. The BLTB's Founding Document (2013) does not currently allow for a direct award to a body other than one of the Local Transport Authorities. A formal change to the BLTB's Founding Document would be required to enable funding to be awarded directly to GWR. The indications were that the TVB LEP / BLTB would not favour going down this route which is likely to be a lengthy process with no guaranteed successful outcome. The strong preference is to use the alternative mechanism of awarding funding to the Local Transport Authority and for the LTA to then award the relevant funding to GWR for their elements of the scheme.

4. Proposals

- 4.1 Once the business case for a scheme is completed, it is submitted for independent assessment by consultants commissioned by TVB LEP / BLTB. Once accepted as meeting the Government Guidelines for assessment and showing that it provides good value for money, the 'allocated' funds are then confirmed by the BLTB.
- 4.2 The Growth Deal funding allocated to this scheme is £6.051m. The Council and GWR submitted their business case earlier in the year and the BLTB granted conditional approval of the business case. Full approval should be achieved in December 2018 once the conditions have been met.
- 4.3 The funding from TVB LEP will be confirmed to the Council through a Capital Grant Letter. A draft of this letter is included at Appendix E. The detailed wording will be finalised and agreed between TVB LEP and the Council during December.
- 4.4 The rules around the establishment of the BLTB and the way in which Growth Deal funding is granted for transport schemes means that the full funding will be paid to the Council (in instalments). The split of the Growth Deal Funding in order to deliver the proposed scheme is: GWR £4.734m and WBC £1.317m
- 4.5 The Council proposes to pass on the funding required to deliver the elements of the scheme inside the station lease area to GWR. This will be done in arrears with evidence of the work and expenditure presented to the Council. To ensure appropriate financial and procedural controls, the Council proposes to enter into a

legal agreement with GWR. This will ensure that the GWR elements of the scheme are delivered in accordance with the business case and the conditions contained in the Capital Grant Letter from TVB LEP.

5. Conclusion

- 5.1 The proposed scheme at Newbury Railway Station is in the Capital Programme and has been through the BLTB process to attract funding. A resolution from the Executive is required for the Council to provide funding to GWR as described above. The Executive is therefore asked to delegate authority to:
- (a) the Head of Development and Planning (in consultation with the Head of Finance and the Portfolio Member for Transport) to award the funding in connection with improvement works at Newbury Station to GWR. The source of this funding is from the TVB LEP and will only be allocated once it is available.
 - (b) the Head of Legal Services to enter into a funding agreement with GWR.

6. Consultation and Engagement

- 6.1 Key people consulted on this report are: Cllr Jeanette Clifford, Shiraz Sheikh, Sarah Clarke, Andy Walker, John Ashworth, Gary Lugg, Bryan Lyttle, Jon Winstanley and Chris Sperring. GWR and TVB LEP have confirmed that there is no reason why this information cannot be in the public domain as the BLTB meetings and decisions are made in a public forum.

Background Papers:

The formal documentation relating to this scheme can be found on the Council’s website at www.westberks.gov.uk/sep under Project 24: Newbury – Railway Station Improvements.

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council’s position
- Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

- SLE – A stronger local economy**
- HQL – Maintain a high quality of life within our communities**

The proposals contained in this report will help to achieve the following Council Strategy priority:

- SLE2 – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy**

The proposals contained in this report will help to achieve the above Council Strategy aims and priorities by assisting to deliver a key piece of infrastructure improvement in line with the Newbury Vision. It will help to support housing delivery and economic growth in Newbury and the surrounding area.

Officer details:

Name: Jenny Graham
Job Title: Transport Policy Team Leader
Tel No: 01635 519623
E-mail Address: Jenny.Graham@westberks.gov.uk

Appendix D

Summary of Proposed Scheme

Improvements within the station lease area relating to buildings and facilities - To be delivered by GWR

- *New relocated ticket hall / office to better serve the Market Street development and*
- *the new station footbridge*
- *Relocated gateline onto north side platform*
- *New canopy and forecourt outside north entrance*
- *New cycle hub within the station*
- *New and increased secure cycle parking (including cycle hub) with CCTV*
- *New retail space and vending machines on the station*
- *Waiting room refurbishment*
- *New refurbished toilets, with improved facilities for disabled passengers*
- *New two-storey office (incubator/business start-up) development within rail land to the south of the station*

Improvements to the south of the station within highway land for enhanced interchange - To be delivered by WBC

- *Creation of a forecourt area with simple landscaping feature*
- *Improved and safer access for pedestrians and cyclists*
- *Increased bus interchange facilities able to accommodate three buses*
- *New retaining structure to enable a widened footway for safer pedestrian movement*
- *Revised and clearly marked parking and taxi areas*
- *New parking areas created*
- *10 minute short-stay waiting zone introduced*
- *Creation of 20mph zone along Station Road*
- *Introduction of improved drainage features*

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HM Government



[Date]

Nick Carter
Chief Executive
West Berkshire Council
Council Offices
Market Street
Newbury
West Berkshire
RG14 5LD

Dear Nick

Thames Valley Berkshire Growth Deal– Capital Grant Letter
2.24 Newbury Railway Station Improvements

This letter confirms the award of up to £6,051,000 capital grant to West Berkshire Borough Council from the [Thames Valley Berkshire Local Growth Deal](#) for the Newbury Railway Station Improvements scheme. The grant will be payable according to the following Financial Profile:

Financial Year	Payment by TVB LEP	Council Capital programme	s.106, CIL and other developer contributions	Other capital contributions (Railway industry)
2017/18				£2,000,000
2018/19	£4,050*			£4,240,000
2018/19	£3,625,950	£20,000		
2019/20	£921,000	£20,000	£4,710,000	
2020/21	£1,500,000		£1,400,000	
Total:	£6,051,000	£40,000	£6,110,000	£6,240,000

*The cost £4,050 (ex-VAT) of the independent assessment of the Full Business Case by Thames Valley Berkshire (TVB) LEP consultants Hatch Regeneris has been capitalised in agreement with the accountable body and paid by TVB LEP in 2018/2019. It is therefore shown as a deduction from the headline £6,051,000 grant.

Scheme Information

Reference Number	2.24
Title	Newbury Railway Station Improvements
TVB LEP authorisation	The scheme is included in one of the LEP's three Growth Deals. In its Assurance Framework, the LEP recognises the Berkshire Local Transport Body (BLTB) as the competent body to prioritise and implement transport capital schemes on its behalf.
Programme entry status	March 2017
BLTB minute	Minute 23 (a)
Full Business case approval	July 2018 – conditional approval
BLTB report	Item 10

BLTB minute	Not published yet. Minutes will appear here
Discharge of condition confirmation (where appropriate)	[insert link here]
Independent Assessment	Report dated 10 July 2018

Grant Conditions

The capital grant of £6,051,000 is a maximum figure which cannot be increased but may be reduced if savings are achieved during implementation. In the event that West Berkshire Council wishes to alter the profile of the grant payments, it must seek prior written permission from TVB LEP, having first raised the matter with the BLTB. The grant is made subject to the following:

1. Roles: TVB LEP is a part funder of the scheme. West Berkshire Council is the scheme promoter and is the relevant highway and planning authority. Great Western Railway is the occupier of Newbury Railway Station and work to the station lease area is subject to Network Rail's consent.
2. Responsibilities: TVB LEP is responsible for allocating the capital finance in accordance with its Assurance Framework. Outside of the station lease area, West Berkshire Council is responsible for all aspects of the design, risk management, insurance, procurement, construction and implementation of the scheme, including its responsibilities as highway and planning authority, any other statutory duties, and any financial or other liabilities arising from the scheme. Inside of the station lease area, Great Western railway, is responsible for all aspects of the design, risk management, insurance, procurement, construction and implementation of the scheme, including its responsibilities as station leaseholder any other statutory duties, and any financial or other liabilities arising from the scheme.
3. Implementation: In addition to any reporting requirements within West Berkshire Council, the scheme promoter will use the pro forma supplied by TVB LEP to make reports on progress of the implementation of the capital scheme to each meeting of the BLTB until the build is complete. In particular, West Berkshire Council will report on any change in the size, scope or specification of the scheme; and on any substantial savings against the scheme budget whether achieved by such changes to the size, scope or specification of the scheme, or through procurement, or through the efficient implementation of the scheme.
4. Reporting: The scheme promoter must provide accurate, timely, verified and quality assured quarterly monitoring and forecast data, which relate to defined output and outcome indicators agreed between TVB LEP and government as a condition of the Growth Deal. This scheme will not be required to participate in an evaluation as set out in the Growth Deal Monitoring and Evaluation Plan.
5. Auditing: West Berkshire Council will keep financial records such that the expenditure on the scheme is readily identifiable, and if and when BEIS, DfT or other government department or the accountable body for TVB LEP requests access to financial or other records for the purposes of an audit of the accounts, West Berkshire Council will co-operate fully.
6. Timing and Triggers for payments: See the Claim Proforma at Appendix 1.
7. Contributions from Other Funders: There will be £1,890,000 from GWR/SCPF in 2018/19; £3,900,000 from Network Rail spread over 2017/18 and 2018/19; £,4,710,000 from Grainger in 2018/19 and £1,400,000 in 2020/21; £40,000 from West Berkshire Council spread across 2018/19 and 2019/20 and £450,000 from the DfT's Cycle Rail Fund in 2018/19. West Berkshire Council capital programme will contribute £20,000 in 2018/9 and £20,000 in 2019/20; in addition,

there will be [£xxx,000] of s.106 contributions secured by West Berkshire Council in [insert financial year here]. In the event that the scheme experiences or it is anticipated that the scheme will experience a shortfall in these contributions, West Berkshire Council will be required to notify TVB LEP of these developments. The provisions of clauses 8, Consequences of Delay; 9, Consequences of Change to the Design or Specification of the Scheme; or 10, Consequences of Failure will then be applied.

8. Consequences of Delay: In the event that the scheme experiences minor delays to its overall Business Case programme (no more than 10 weeks), West Berkshire Council will report these delays and the reasons for them, and the proposed remedial action to the next available meeting of the BLTB. In the event that the scheme experiences major delays to its overall Business Case programme (11 weeks or longer) West Berkshire Council will be required to seek permission from TVB LEP to reschedule any payments that are due, or may be delayed in falling due because of the delay to the overall Business Case programme.
9. Consequences of Change to the Design or Specification of the Scheme: In the event that West Berkshire Council wishes to change the design or specification of the scheme such the scheme delivered will vary in any material aspect from the description given in the overall business case, West Berkshire Council will be required to seek prior written consent from TVB LEP. Failing this permission, no further monies will be paid to West Berkshire Council after the change becomes apparent to TVB LEP. In addition, consideration will be given to recovering any monies paid to West Berkshire Council in respect of this scheme.
10. Consequences of Failure: As soon as it becomes apparent to West Berkshire Council that it will not be possible to deliver the scheme at all, written notice shall be given to the accountable body for TVB LEP. No further monies will be paid to West Berkshire Council after this point. In addition, consideration will be given to recovering any monies paid to West Berkshire Council in respect of this scheme.
11. Claw back: If the overall scheme achieves savings against budget, these savings will be shared by TVB LEP and the other funders noted above in proportion to the amounts set out in the Financial Profile. The accountable body for TVB LEP reserves the right to claw back any amounts of grant that have been spent on purposes other than the scheme as approved and any repayments due as a consequence of changes to the design or specification of the scheme or scheme failure.
12. Evaluation One and Five Years On: West Berkshire Council will produce scheme evaluations One and Five years after practical completion that comply with DfT guidance.
13. Other Conditions of Local Growth Funds: West Berkshire Council will acknowledge the financial contribution made to this scheme through Local Growth Funds and follow the 'Growth Deal Identity Guidelines' at [Appendix 2](#)). It will also give due regard to the Social Value Act, particularly through the employment of apprentices across the scheme supply chain.

Please sign and return a scanned copy of this letter to Eve Bednarska, Data Administrator: eve@thamesvalleyberkshire.co.uk. If you have any questions about this grant letter, please contact Richard Tyndall richard@thamesvalleyberkshire.co.uk 07880 787007.

Yours sincerely

Tim Smith
Chief Executive

.....
for West Berkshire Council

APPENDIX 1 – CLAIM PROFORMA

Payments will only be made against an invoice and accompanying certificate of work completed, along with proof of planning consent. This is dealt with in two stages:

1. The first is via the LEP: please submit a draft certificate of work (proforma below) and draft invoice to Eve Bednarska: eve@thamesvalleyberkshire.co.uk. The invoice should be made out to:

Richard Bunn, Chief Accountant
Royal Borough of Windsor & Maidenhead
Town Hall
St Ives Rd
Maidenhead
SL6 1RF
2. When we have satisfied ourselves that all is in order we will contact both you and the Accountable Body (Royal Borough of Windsor and Maidenhead) to confirm that you can issue the invoice (and the certificate) and that the accountable body should pay it.

From: West Berkshire Council

Certificate of Work Completed in [insert financial year here] on [Scheme No and name]

This invoice is for [£x,xxx,xxx] in respect of work completed in [insert financial year here] on [Scheme No and name].

I certify that the following works have been completed in the year in question:
[insert list of works here]

This invoice is the [only] [first] [second] [add as appropriate] invoice claiming payment for this scheme.

The amount already paid in [earlier years] is [£x,xxx,xxx]
The amount of this claim is [£x,xxx,xxx]
The amount we intend to claim in future years is [£x,xxx,xxx]

[There have been savings against the sums identified at the time the project was approved.

The overall saving is [£x,xxx,xxx], which is to be split between the funders in the following shares [...]

[TVB LEP approved the following change to original Financial Profile for this scheme [...]]

[There have been no savings or other approved changes to the Financial Profile against the sums identified at the time the project was approved.]

Signed:

Senior responsible officer for West Berkshire Council

APPENDIX 2

GROWTH DEAL IDENTITY GUIDELINES (AS OF 26 JUNE 2018)

Government provides local growth funding via Local Enterprise Partnerships in England; using appropriate government branding recognises this partnership, while increasing the profile of local projects. These guidelines provide clarity on how LEPs should use such branding to help promote projects funded via the Local Growth Fund (LGF) and other UK government funded projects, and collaborate on external communications opportunities.

For use of logos, please download from our website [here](#). For an .eps version please contact Margot Tomkinson-Smith, Communications Manager at the LEP, at margot@thamesvalleyberkshire.co.uk. Forward this document to all team members working on the LGF-funded projects as it is imperative the guidelines are adhered to. The communications guidance set out by government is:

Communications

Ministerial quotes and attendance

Ministerial attendance and quotes cannot be guaranteed, but where this is possible, the DCLG press office or area lead will inform LEPs as promptly as possible.

Logos

For projects in receipt of Local Growth Fund allocations, the current Local Growth Fund logo will be replaced with the HMG logo in all marketing and promotional materials. Please send Margot Tomkinson-Smith photos of your marketing and promotional materials, which will be passed on to government.

Social Media

If applicable, use the LEP's Twitter handle [@TVBLEP](#) and Cabinet Office [@GCSLondonSE](#) and hashtag [#BerkshireLocalGrowth](#) [#GrowthDeals](#) [#LocalGrowthFund](#)

Photos

Please take photos of the HMG logo on a building site/alongside a road/on a wall and send them to the Susan Jones, LEP Programmes Manager at susan@thamesvalleyberkshire.co.uk, so that they can be shared with government.

Press Releases

When drafting your press releases please ensure that:

- Thames Valley Berkshire LEP is given advance notice of announcements (2 weeks if possible) to allow potential quotes from DCLG, DfT, BEIS, etc
- The Notes to Editors are used in media releases.
- Ministers (DCLG, BEIS, and other relevant policy departments) are invited to landmark events.

Please add the below notes to editors:

Local Growth Fund

Local Enterprise Partnerships are playing a vital role in driving forward economic growth across the country, helping to build a country that works for everyone.

That's why by 2021 Government will have invested over £12bn through the Local Growth Fund, allowing LEPs to use their local knowledge to get all areas of the country firing on all cylinders.

Contact information

Please send Margot Tomkinson-Smith your press releases before they are issued to the media: margot@thamesvalleyberkshire.co.uk and to the DCLG press office NewsDesk@communities.gsi.gov.uk and the Cities and Local Growth Unit's Communications Hub: Localgrowthhub@bis.gsi.gov.uk.

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Accessibility & Interchange

Outline for Improvement



Newbury Station

Prepared by West Berkshire Council - December 2014



West Berkshire
COUNCIL



Introduction

Newbury station is well located in Newbury town centre, close to the main retail area, employment, and residential areas.

It is a busy station with around 1.68 million passenger movements per annum, a 10-year increase of 27%. This will increase further as a result of expansion of Newbury and forecasted growth in rail travel.

Services are especially popular with commuters with a high demand for peak trains to Reading & London as well as to Newbury from Reading. This can cause congestion within the station on the station footbridge, platform and ticket office, especially around the gatelines, and can lead to many conflicting movements on the forecourt areas outside both station entrances.

As well as managing movements in and around the station, there is a need to tackle congestion on the local road network around the station by encouraging more sustainable means of accessing the station, such as walking, cycling and by bus. Improvements on routes to and facilities at the station will be crucial in helping to achieve this.

This brochure seeks to identify the key issues that affect passengers at the station and to guide where future investment to facilities is necessary to enable the station to adequately cater for the travel demands of all passengers in the 21st Century.

About the Station

About the Station

Two entrances to the station; Cheap Street/Station Approach (with ticket office and ticket vending machines) and Station Road (ticket vending machine).

The two main platforms are connected by a footbridge; however there is no means of step free access between platforms other than a lengthy diversion outside of the station, which can be difficult for disabled passengers.

Gatelines on both platforms have reduced fare evasion, but cause congestion on the platforms, especially during peak services

Conflicting movements between pedestrians, cyclists and other road users creates potential safety issues outside both station entrances.

The lack of a clearly defined and signed pedestrian route between the Cheap Street/Station Approach entrance and Newbury town centre.

The station has 240 car parking spaces, which are often full before 10:00 on most weekdays.

There are 45 bicycle parking spaces plus eight secure cycle lockers. However incidences of theft and vandalism can deter passengers from cycling to the station.



Main areas for Improvement

There are a number of areas in and around the station that require improvement to help cater for the needs of all future passengers. These could be supported by the development of a Station Travel Plan to help manage journeys to the station and improve interchange between modes.

The main four areas below identify where improvements are required at the station. In addition there are a number of potential minor improvement works identified through the Council's Accessibility Audit of the station undertaken in 2010.

1. Improved access between platforms

- Lifts are needed on both platforms connecting to the footbridge to allow all passengers to cross between the 2 main platforms.
- Current step free route is a lengthy and tiring diversion outside the station via the A339 over bridge.
- Replacement of the station footbridge as part of the electrification project would provide an appropriate opportunity to provide lifts or at very least enable the design to be future proofed so that lifts can be readily installed.
- It is strongly suggested that Network Rail take the opportunity to provide lifts as part of the works for electrification and/or that an application is made to the DfT's

2. Improved cycle parking

- Further improvements are needed to accommodate future demand and to increase security.
- Seek to increase the amount of covered platform cycle parking.
- Ensure CCTV coverage is extended to cover all cycle parking areas.

3. Better connections to the town centre

- An improved and safer pedestrian and cycle route between the station and Newbury town centre is needed.
- Visitors arriving by train are directed up Station Approach to Cheap Street where the Wayfinding project signs help to guide them around the town centre.
- Pedestrians accessing the Cheap Street/Station Approach entrance from the Bartholomew Street area often make their way through the station and Council offices car parks.
- A clearly defined walking route from the Cheap Street entrance through the car parks to the town centre and bus station needs to be developed to help reduce conflict with car park users.
- Long-term proposals as part of the Market Street redevelopment project will create an opportunity for a new gateway and link between the Station and the town centre.

4. Station forecourt improvements

- Need for improvements outside both station entrances to help provide clear routes to/from the station buildings and to improve safety.
- Signing at the station entrances and to the ticket office is poor.
- Surfacing and marking improvements to the forecourt areas outside the station entrances should help improve safety by minimising pedestrian/ vehicle conflict.
- Also consider improvements to the Vodafone bus pick-up point on Station Road.

Market Street area Redevelopment

Newbury Vision recognises the importance of Newbury station as a key gateway to the town and that very little is made of the station's position in the town.

Joint venture between West Berkshire Council, Network Rail and Grainger looking at an opportunity to redevelop land between the Cheap Street entrance and Market Street. This will include the amalgamation of parking areas and relocation of the bus station.

Key objectives of the proposals include facilitating an improvement to the setting and access to Newbury railway station, particularly from the rest of the town centre, and to improve pedestrian and cycle connectivity through the proposed development site.

Will see creation of a new “interchange spine” providing a direct pedestrian route between the station and the town centre which will help improve connectivity and create a better gateway image for the railway station and town.

This will also lead to improvements to interchange, including the development of a possible cycling hub.

Redevelopment and amalgamation of the station and Council offices car parks may present an opportunity to increase the number of car parking spaces at the station.



Station Road Entrance



Part of current step-free route between platforms

If you require this information in an alternative format or translation, please call 01635 42400 and ask for the ask for the Transport Policy Team.

West Berkshire Council
Transport Policy Team
Market Street
Newbury
Berkshire
RG14 5LD

T 01635 42400
e lt@westberks.gov.uk
www.westberks.gov.uk

Devolution of Playgrounds to Thatcham Town Council

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Jeanette Clifford
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Paul Hendry, Countryside Manager
Forward Plan Ref:	EX3649

1. Purpose of the Report

- 1.1 To consider Thatcham Town Council's (TTC) devolution proposal for the freehold transfer, and all future maintenance, of the open space and associated playgrounds at Pound Lane and Mount Road, Thatcham.
- 1.2 The locations of the open space are shown at Appendix 1.
- 1.3 The current sites are under the management of TTC by virtue of a lease dated 28 April 2003. The lease period is for 99 years. This report seeks approval to transfer the playgrounds and associated open space as a freehold from this Council to TTC.

2. Recommendation

- 2.1 That Corporate Board agree that officers can enter into discussions with TTC as to the heads of terms for the freehold transfer.

3. Implications

- 3.1 **Financial:** There are no financial implications. All costs relating to the management of these sites, both revenue and capital, currently sits with the Town Council.
- 3.2 **Policy:** The proposal supports the Council's new policy Devolution in West Berkshire
<http://info.westberks.gov.uk/index.aspx?articleid=34205>
- 3.3 **Personnel:** There are no staffing implications.
- 3.4 **Legal:** This disposal complies with the European Commission's State aid rules. As the land is open space the potential disposal of the land is consequently being advertised in accordance with legislation. If objections to the disposal are received the objections will have to be considered. Based on the merits of these a decision will have to be made as to whether to proceed with the freehold disposal.

3.5 **Risk Management:** There are no implications.

3.6 **Property:** The assets are shown at Appendix 1.

3.7 **Other:** None.

4. Other options considered

4.1 None.

Executive Summary

5. Introduction / Background

- 5.1 Thatcham Town Council (TTC) submitted an asset transfer proposal through the Devolution Portal at the end of June 2017. This requested the freehold transfer, from this Council to TTC, of a number of playgrounds. The freehold of 3 playgrounds at Crowfield Drive, Dunstan Park and Kennet Heath are currently in the process of being transferred. TTC meanwhile made a further request for the freehold transfer of the Pound Lane and Mount Road facilities.
- 5.2 TTC already maintain a number of large open spaces and other playgrounds under their own contract arrangements and they view this proposal as a means to amalgamate all Thatcham assets under the ownership of one authority.
- 5.3 The playgrounds and open spaces subject of this report are already managed by TTC under a lease for 99 years dated 23 April 2003. What officers are seeking is approval to transfer the freehold to TTC as requested.
- 5.4 TTC already maintain a number of large open spaces and other playgrounds under their own contract arrangements and they view this proposal as a means to amalgamate all Thatcham assets under the ownership of one authority. In response to concerns raised by officers as to why a freehold transfer is now being requested TTC responded as follows:

“The Town Council does not think that Thatcham tax payers should fund the provision of assets that the Town Council doesn’t own”.

- 5.5 TTC have expressed an interest in other playgrounds and open spaces being devolved to them and as above would seek to have them transferred by freehold rather than leasehold. This request addresses a future anomaly whereby some assets are leased whilst others are have been/are being, transferred by leasehold.
- 5.6 The locations of these playgrounds are shown on the map attached as Appendix 1.

6. Opportunity

- 6.1 This proposal offers an opportunity for West Berkshire Council to support the devolution agenda and permanently place local playgrounds and open space assets at the appropriate level of government to ensure that they are maintained appropriately and continue to meet the requirements of the local community into the future.
- 6.2 TTC will have greater access to the necessary funding required, specifically capital funding to ensure these play assets remain available to the public.

7. Considerations

- 7.1 The Council has the power to dispose of the land pursuant to s123 of The Local Government Act 1972 subject to it being at the best consideration that can reasonably be obtained. The Freehold transfer to TTC is a disposal for the purposes of s123 Local Government Act 1972

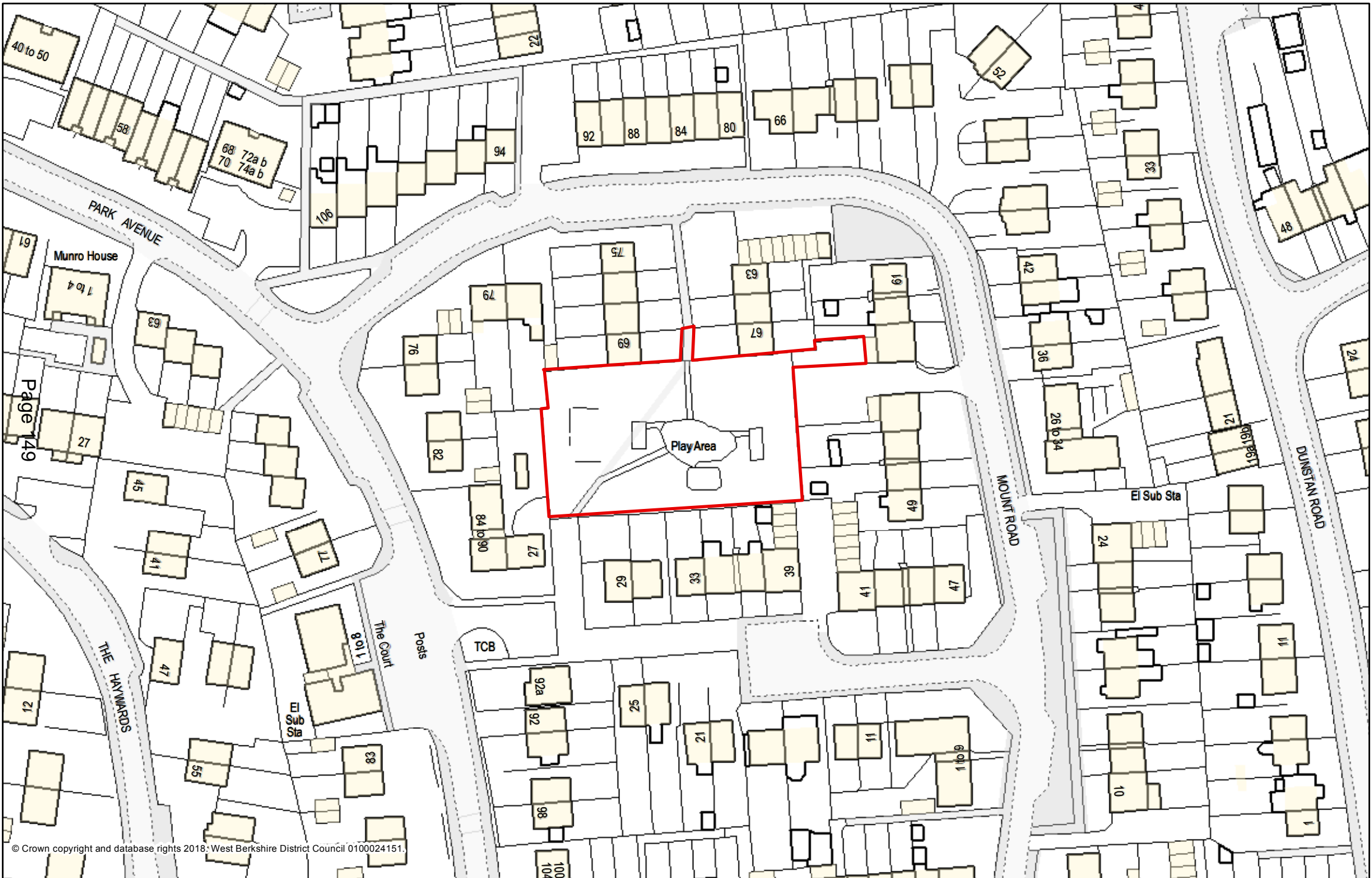
- 7.2 All disposals must comply with the European Commission's State aid rules. When disposing of land at less than best consideration the Council is providing a subsidy to the occupier of the land. In such cases the Council must ensure that the nature and the amount of the subsidy complies with State aid rules, failure to comply means that the aid is unlawful. State Aid does not apply in this instance because this is a transaction between statutory bodies where there is no distortion of the market or competition.
- 7.3 Heads of terms and the transfer deed will include appropriate provisions restricting the site for the purposes of open space recreation and play. This means that the restrictions imposed on the sites will continue to bind the land forever.
- 7.4 Should TTC want to install additional facilities and buildings on the site they will need to obtain the consent of West Berkshire Council first, who may or may not consent, although the deed will include a clause to confirm that they will not unreasonably withhold their consent provided that the additional facilities do not go against aims of providing and promoting open spaces.
- 7.5 As the land is open space the disposal is being advertised locally under provisions set out in the Local Government Act. If objections to the disposal are received these will have to be considered. Based on the merits of any objections received a decision will then have to be made as to whether to proceed with the freehold disposal.

8. Conclusion

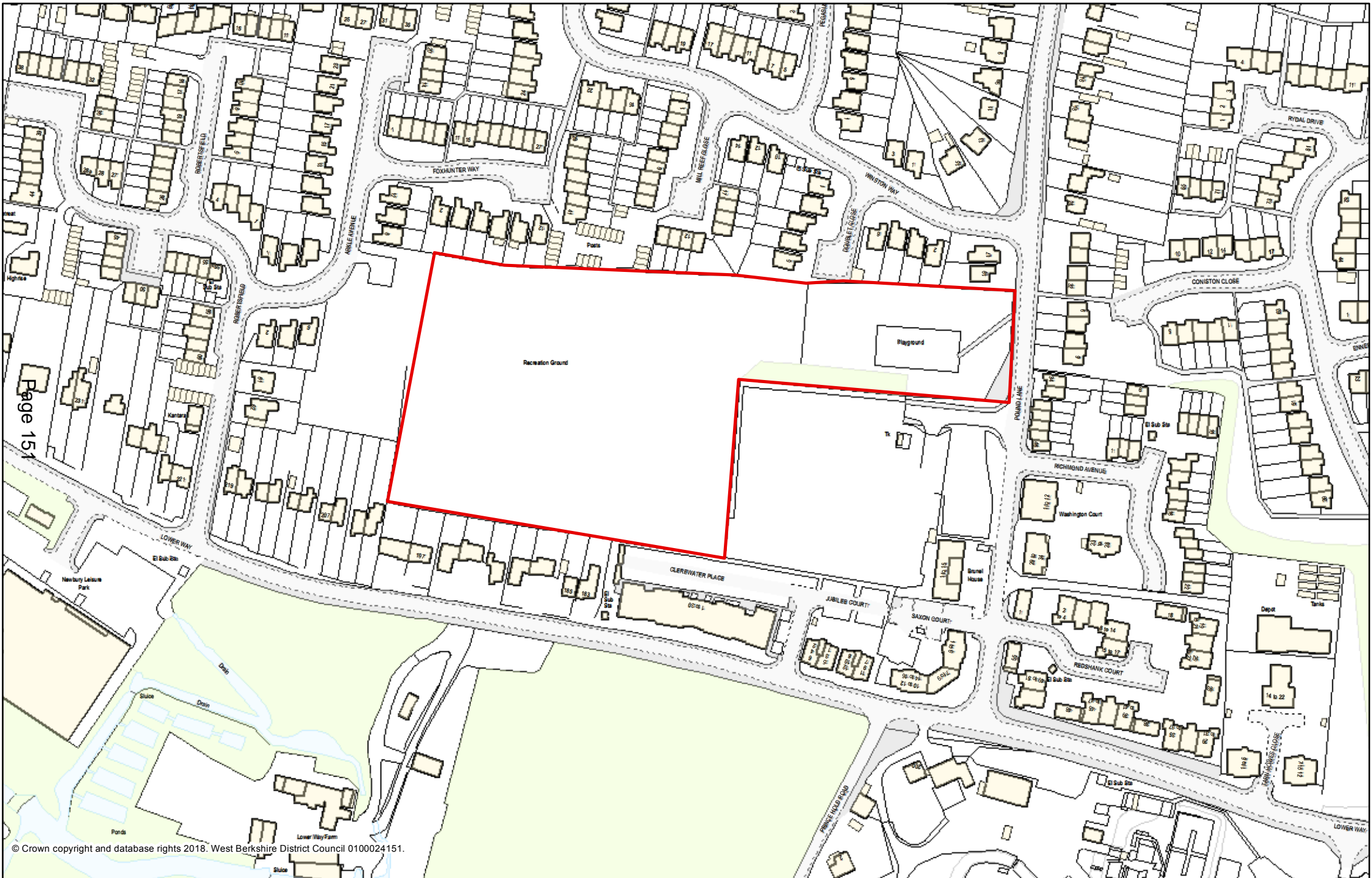
- (1) This proposal supports West Berkshire Council's commitment to helping devolution happen by supporting locally-led service delivery.
- (2) Playground assets are placed at the appropriate level of government to ensure that they are maintained appropriately.
- (3) TTC are better placed and have the necessary experience to continue to manage these assets into the future.

9. Appendices

- 9.1 Appendix 1 – Map of locations
- 9.2 Appendix 2 – Equality Impact Assessment



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Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Approval for the freehold transfer of playgrounds and associated open space in Thatcham to Thatcham Town Council
Summary of relevant legislation:	N/a
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Paul Hendry
Date of assessment:	16 th August 2018

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	Yes	Is changing	No
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Devolution of assets
Objectives:	Transfer of assets to the most appropriate level of local government.
Outcomes:	Thatcham take freehold ownership of playgrounds and associated open space.
Benefits:	Local community manage the assets directly.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	No impact	Provision continues, only ownership changes so no impact on users and protected characteristics.

Disability	No impact	As above
Gender Reassignment	No impact	As above
Marriage and Civil Partnership	No impact	As above
Pregnancy and Maternity	No impact	As above
Race	No impact	As above
Religion or Belief	No impact	As above
Sex	No impact	As above
Sexual Orientation	No impact	As above
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: Provision will continue, only the provider changes.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: As above	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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Contract award (exception) for the Public Health Enhanced Services Contract (Services include NHS Health Checks, Long Acting Reversible Contraceptions Service and Shared Care Opiate Substitute Prescribing Programme)

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Rick Jones
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Edward Clintworth
Forward Plan Ref:	EX3662

1. Purpose of the Report

- 1.1 To seek approval from Executive for an exception from the contract rules of procurement to award the Public Health Enhanced Services Contract to each of the 13 GP Practices across West Berkshire from 1st April 2019 to 31st March 2022.
- 1.2 The 3 year contract (2+1) will be delivered by 13 GP Practices across West Berkshire. The exception will enable the Council to extend the current provision of the service fulfilling public health functions and mandatory directives guidance.

2. Recommendation

- 2.1 To seek approval from Executive to award the Public Health Enhanced Services contract 19-22 to all (13) GP Practices across West Berkshire.

3. Implications

- 3.1 **Financial:** The existing funding for these services derives from the annual Public Health grant, designated to West Berkshire Council from Central Government for the purpose to improve health and reduce health inequalities across West Berkshire.
- 3.2 **Policy:** None of the services outlined in this report are subject to the West Berkshire District Council's Public Consultation exercise on the 2019/20 budget proposals.
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** N/A
- 3.5 **Risk Management:** The Public Health Enhanced Services Contract consists of 3 Public Health services, 2 of which must be delivered locally under statutory local authority regulations*. These are:

Contract award (exception) for the Public Health Enhanced Services Contract (Services include NHS Health Checks, Long Acting Reversible Contraceptions Service and Shared Care Opiate Substitute Prescribing Programme)

- The NHS Health Checks Programme*
- The Long Acting Reversible Contraceptions Service*
- The Shared Care Opiate Substitute Prescribing Programme

If this contract is to be re-tendered, there is a risk that the process may deter and weaken relationships with GP practices.

3.6 **Property:** N/A

3.7 **Other:** N/A

4. Other options considered

4.1 Re-tender the service across West Berkshire ASAP

Executive Summary

5. Introduction / Background

- 5.1 The Public Health Enhanced Services Contract consists of 3 Public Health services, 2 of which must be delivered locally under statutory local authority regulations*. These are the NHS Health Checks Programme*, The Long Acting Reversible Contraceptions Service* and the Shared Care Opiate Substitute Prescribing Programme. These services have been delivered by West Berkshire GP Practices across West Berkshire since 2009. Previously under the umbrella of NHS Berkshire West Primary Care Trust, GP Practices agreed to deliver these services under a Locally Enhanced Service Agreement (LES) as a bolt on to existing General Medical Services (GMS) and Personal Medical Services (PMS). Since 1st April 2013, these services were delivered under a contractual agreement between West Berkshire Council and each GP Practice across West Berkshire.

6. Proposals

- 6.1 The new 3 year contract will provide stability to the continued commitment and delivery of key health and wellbeing outcomes across West Berkshire at a quality and price which is unmatched in today's economic environment. The length of the contract will allow flexibility and an opportunity to vary if required. Whilst there are very few providers in the market who can effectively deliver this contract, GP Practices currently deliver this service at optimum value for money. The criteria is tailored to specific need and requires a specialist service to deliver the key service outcomes. A potential provider would need existing infrastructures, facilities and equipment in place within various venues across West Berkshire to deliver these services effectively. This has acted as a barrier to the wider market.

7. Conclusion

- 7.1 Executive agrees to the exception to award the Public Health Enhanced Services contract 19-22 to all (13) GP Practices across West Berkshire.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Contracts and Commissioning
Team:	Commissioning
Lead Officer:	Edward Clintworth
Title of Project/System:	N/A
Date of Assessment:	N/A

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Executive agrees to award the Public Health Enhanced Services contract 19-22 to all (13) GP Practices across West Berkshire.
Summary of relevant legislation:	Public Contract Regulations 2015
Does the proposed decision conflict with any of the Council's key strategy priorities?	N/A
Name of assessor:	Edward Clintworth
Date of assessment:	05.11.18

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	<p>The overarching aims of these services are;</p> <p><u>NHS Health Checks Services</u></p> <p>The aim of this service is to provide support to service users through joint participation of healthcare professionals in the planned delivery of care for service users at risk of developing CVD. The service aims to develop and provide information and support for patients identified at moderate to high risk of CVD and offer a behavioural lifestyle intervention with the aim of further informing service users of the risk of CVD in the future.</p> <p><u>Long Acting Reversible Contraception Service</u></p> <p>The Long Acting Reversible Contraception Service (LARC) aims to contribute to reductions in unplanned pregnancies, teenage pregnancy rates, repeat abortions and use of emergency hormonal contraception.</p>

	<p><u>Shared Care Service</u></p> <p>The aim of this service is to provide support to service users through joint participation of specialists and GPs in the planned delivery of care for service users with drug problems, informed by an exchange of information beyond routine referral and discharge letters. The service aims to develop and coordinate the care of opiate drug users that have been assessed as stable and therefore suitable for management in primary care with the aim of freeing time and resources in secondary care to work with patients with complex needs.</p>
<p>Objectives:</p>	<p><u>NHS Health Checks Services</u></p> <ul style="list-style-type: none"> • Provide support and information to service users of the risks associated with CVD. • Provide on-going review of a patient's development of care where appropriate. • Encourage behavioural lifestyle changes by addressing the patient's wider physical, mental and social health and wellbeing. • Promote continuity of care. • Promote access to additional lifestyle services or input where required • Actively promote healthy lifestyle behaviour change. <p><u>Long Acting Reversible Contraception Service (LARC)</u></p> <ul style="list-style-type: none"> • Ensure that a range of LARC methods (sub dermal Nexplanon™ implants (Nexplanon implant), coils (IUD) or hormonal coils (IUS)) are provided by practices to women of reproductive age, for contraceptive purposes only, in line with national standards and guidance, including safeguarding practice. • Increase availability of post-coital fitting of IUD for emergency contraception as an additional means of reducing unwanted pregnancies. <p><u>Shared Care Service</u></p> <ul style="list-style-type: none"> • Provide care closer to patients. • Improve access to primary care based treatment for patients who meet the locally agreed criteria. • Normalise the drug treatment process. • Encourage a holistic approach by addressing the patient's wider physical, mental and social health and wellbeing. • Promote continuity of care.

Contract award (exception) for the Public Health Enhanced Services Contract (Services include NHS Health Checks, Long Acting Reversible Contraceptions Service and Shared Care Opiate Substitute Prescribing Programme)

	<ul style="list-style-type: none"> Promote access to additional specialist clinical treatment or input where required Actively promote recovery from drug misuse.
Outcomes:	The public health outcomes framework includes a range of health and wellbeing outcomes which these services are measured. The framework focuses on high level outcomes we want to achieve. The outcome measures are continuously monitored for marked improvements and are embedded into the KPIs of each service.
Benefits:	The Physical and Mental Health and Wellbeing of eligible Men and Women aged 40-74 (NHS Health Checks), eligible Women over the age of 25 (LARC) and eligible Men and Women aged 16+ (Shared Care). Key performance indicators and quality outcomes are available on request.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	The decision to award the existing Public Health Enhanced Services Contract directly to GP Practices across West Berkshire will not affect people with particular characteristics. The exception will not include a major change to an existing policy or not significantly affect how functions are delivered. The existing service will operate as normal and within the current parameters of best practice, governance and clinical standards. The decision will not have an impact on how other organisations operate in terms of equality.	The Public Health Enhanced Services Contract is managed by the Public Health and Wellbeing Team which continuously reviews supporting guidance to maintain effective local delivery of the services. These are in the form of national policy, NICE guidance, and evidence/research publications.
Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		

Further Comments relating to the item:

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Edward Clintworth

Date: 11.12.18

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Contract award (exception) for the Public Health Enhanced Services Contract (Services include NHS Health Checks, Long Acting Reversible Contraceptions Service and Shared Care Opiate Substitute Prescribing Programme)

1. Introduction/Background

The purpose of this paper is to seek approval from Executive for an exception from the contract rules of procurement to award the Public Health Enhanced Services Contract to each of the 13 GP Practices across West Berkshire from 1st April 2019 to 31st March 2022. The 3 year contract (2+1) will be delivered by 13 GP Practices across West Berkshire. The exception will enable the Council to extend the current provision of the service fulfilling public health functions and mandatory directives guidance.

The Public Health Enhanced Services Contract consists of 3 Public Health services, 2 of which must be delivered locally under statutory local authority regulations*. These are the NHS Health Checks Programme*, The Long Acting Reversible Contraception Service* and the Shared Care Opiate Substitute Prescribing Programme. These services have been delivered by West Berkshire GP Practices across West Berkshire since 2009. Previously under the umbrella of NHS Berkshire West Primary Care Trust, GP Practices agreed to deliver these services under a Locally Enhanced Service Agreement (LES) as a bolt on to existing General Medical Services (GMS) and Personal Medical Services (PMS). Since 1st April 2013, these services were delivered under a contractual agreement between West Berkshire Council and each GP Practice across West Berkshire.

2. Supporting Information

The Public Health Enhanced Services Contract consists of 3 Public Health services, 2 of which must be delivered locally under statutory local authority regulations*. These are;

- The NHS Health Checks Programme*
- The Long Acting Reversible Contraceptions Service*
- The Shared Care Opiate Substitute Prescribing Programme

These services have been delivered by West Berkshire GP Practices across West Berkshire since 2009. Previously under the umbrella of NHS Berkshire West Primary Care Trust, GP Practices agreed to deliver these services under a Locally Enhanced Service Agreement (LES) as a bolt on to existing General Medical Services (GMS) and Personal Medical Services (PMS). Since 1st April 2013, these services were delivered under a contractual agreement between West Berkshire Council and each GP Practice across West Berkshire.

The NHS Health Checks Programme (SF)

The NHS Health Check Programme is a national initiative from the Department of Health (DoH), intended to prevent cardiovascular disease (CVD) by early identification and management of individuals at increased risk of CVD. The programme aims to prevent heart disease, stroke, diabetes, kidney disease and raise awareness of dementia and damage from alcohol use both across the population and within high risk and vulnerable groups. In April 2013, the NHS Health Check became a mandated public health service commissioned by Local Authorities in England and offered to individuals between the ages of 40-74 years once every 5 years.

It is calculated that the NHS Health Checks programme and the subsequent appropriate management of risk could prevent 1,600 heart attacks and strokes a year nationally, and provide a real opportunity to tackle the gap in life expectancy between deprived and less deprived populations. It is well established that it is possible to identify the risk factors that cause vascular diseases, thus identification through an NHS Health Check will enable West Berkshire Council to support its residents to act to change them.

In order to reduce risk and prevent development of CVD, the emphasis will be place on encouraging people to take up evidence based lifestyle interventions and medications as appropriate. Interventions aimed to reduce CVD risk can delay and in some circumstances prevent the onset of cardiovascular disease.

The Long Acting Reversible Contraceptions Service (SF)

The Long Acting Reversible Contraception Service (LARC) aims to contribute to reductions in unplanned pregnancies, teenage pregnancy rates, repeat abortions and use of emergency hormonal contraception. Access to effective contraception has several advantages over other methods, particularly for some vulnerable groups. Although there are 15 different methods of contraception available, effectiveness of user dependent methods such as male and female condoms and the oral pill, depend heavily on their correct and consistent use. In contrast, long acting reversible methods of contraception do not depend on users having to remember to take pills daily, fit contraception before each sexual encounter or to negotiate with partners regarding the use of male condoms.

LARC methods including intrauterine devices (IUD), intrauterine systems (IUS) and sub-dermal contraceptive Nexplanon implants (Nexplanon implant™) provide women with a safe and effective alternative to user-dependent methods. LARC methods are around 20 times more effective than other reversible methods of contraception, excluding injectable medroxyprogesterone acetate (DPMA). IUS, IUD and Nexplanon implant methods have high patient acceptability, and compared to other methods of contraception are highly cost-effective in the long term. All LARC methods (including injectable contraception) have been demonstrated to be more cost-effective from an NHS perspective than the oral pill at between 2 and 15 years of use, IUD and injectable DPMA also dominated the oral pill at one year.

The Shared Care Opiate Substitute Prescribing Programme

The Shared Care Opiate Substitute Prescribing Programme aims to provide support to service users through joint participation of specialists and GPs in the planned delivery of care for service users with drug problems, informed by an exchange of information beyond routine referral and discharge letters. The service aims to develop and coordinate the care of opiate drug users that have been assessed as stable and therefore suitable for management in primary care with the aim of freeing time and resources in secondary care to work with patients with complex needs. In turn, the achievement of these aims will contribute toward West Berkshire Council's Strategy of maintaining a high quality of life within our communities.

Along with the aim to narrow inequalities in premature death from these and other related conditions, the service will reduce the dangers associated with drug misuse, particularly the risk around blood-borne infections. The joint participation of GPs and the West Berkshire drug and alcohol service will support service users wishing to undergo detoxification, maintaining service users in a primary care setting for an appropriate time by prescribing an appropriate substitute medication. This evidently provides closer care to service users, improves access to primary care based treatment, encourages a holistic approach by addressing the service user's wider physical, mental and social needs, and promote access to additional specialist treatment or input where required.

Economic Value

- NHS Health Checks Programme

Since its national implementation in 2009, Public Health England have yet to commission a national study to determine the social return on investment (SROI) of the NHS Health Checks Programme. Whilst we seek to analyse the financial benefits of implementing the service locally, we must keep in mind that an evaluation of the cost-effectiveness of the programme is dependent on the delivery route of the programme, including its roll out plans. However, an early economic analysis of the programme based on the eligible criteria (40-74 year olds screened every 5 years) found the programme to be highly cost effective, with a conservative estimate of its cost per Quality Adjusted Life Year (QALY) of approx. £3,000. The National Institute for Health and Care Excellence (NICE) 'threshold' over which treatments and interventions are less likely to be recommended for use is typically between £20,000 and £30,000 per QALY.

The NHS Health Checks Programme also supports early detection of certain conditions or risk factors, enabling early identification which can take the form of medical treatment or lifestyle changes. Treating conditions in their early stages or managing risk factors will be much more cost effective than treating chronic conditions and result in an overall improvement in the health and wellbeing of the general population. PHE estimate that over the next 4 years, around £57 million will be saved through NHS Health Checks and that over 15 year period, £176 million will be saved.

- Shared Care Service

Drug misuse and dependency is associated with a range of harms including poor physical and mental health, unemployment, homelessness, family breakdown and criminal activity. The health and wellbeing of family members and carers can also be effected. Investment in drug treatment can substantially reduce the economic and social costs of drug related harm. Opiate substitution treatment is the most widely studied medical intervention treatment for heroin dependence, with consistent reports of reduced drug use, injecting and mortality. Several types of psychosocial intervention within specialist services are associated with reductions in offending. The evidence points to opiate substitution treatment as an important driver of crime reduction, with reduced offending proportionate to the time people spend in treatment. Taken together, research suggests that investment substantially reduces social costs associated with drug misuse and dependency. Current estimates suggest that the net benefit-cost ratio is approximately 2.5:1, meaning that every £1 invested in drug treatment results in a £2.50 benefit to society.

To date, there is limited economic evaluations of the cost effectiveness of Methadone Maintenance Therapy (MMT) and Buprenorphine Maintenance Therapy (BMT) for opiate abuse. The reliability of some studies are compounded due to approaches to modelling, different time horizons, country of origin, and effectiveness of data used. Although most economic research is considered to be of high quality, one piece of industry economic evidence suggests that the incremental cost-effectiveness ratio (ICER) when comparing MMT versus no drug therapy was £12,584/QALY and £30,048/QALY when comparing BMT versus no drug therapy. This suggests that both therapies on average are cost effective as an opiate substitution treatment against non-therapy treatment.

- Long Acting Reversible Contraception Service (LARC)

Long-acting reversible contraceptive methods are highly effective for all women of reproductive age who may wish to regulate their fertility. Early analysis of the cost effectiveness of LARC shows that the contraceptive pill is less cost effective than any of the current available LARC methods, even if used for 1 year. The methods of LARC available for clinicians to use within this contract are more cost effective than injectable contraceptives also. An economic analysis estimation of the return on investment (ROI) for publically funded contraception in England by Public Health England (2018) suggests that the return on investment (ROI) is £1.51 for every £1 spent after one year, reflecting the high savings from averted birth costs. The ROI grows gradually to £2.82 for every £1 spent over 5 years, and £3.68 over 10 years, due to the averted costs of providing healthcare to children as they age. When considering total cost savings across the public sector (including both healthcare and non-healthcare cost savings), the ROI is £9.00, meaning a saving of £9.00 for every £1 invested in publically provided contraception. The biggest cost saving categories were ongoing child healthcare costs (£18,309 per live birth over 10 years) and education costs (£21,429 per live birth over 10 years). The welfare cost savings are reported to be substantial when summed across welfare categories.

3. Options for Consideration

- Grant an exception to the contract rules of procurement to award the contract to GP Practices across West Berkshire.
- Re-tender the service across West Berkshire before 1st April 2019.

4. Proposals

It is recommended that Executive agree the retrospective exception to the contract rules of procurement and agree to award a 3 year contract (2+1) to West Berkshire GP Practices to deliver the Public Health Enhanced Services Contract (Services include NHS Health Checks, Long Acting Reversible Contraception Service and Shared Care Opiate Substitute Prescribing

5. Conclusion

The new 3 year contract will provide stability to the continued commitment and delivery of key health and wellbeing outcomes across West Berkshire at a quality and price which is unmatched in today's economic environment.

6. Consultation and Engagement

Public Health and Wellbeing Dept, Legal Dept, Commissioning Dept.

Subject to Call-In:

No

Delays in implementation could compromise the Council's position

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

P&S – Protect and support those who need it

HQL – Maintain a high quality of life within our communities

The proposals contained in this report will help to achieve the following Council Strategy priority:

HQL1 – Support communities to do more to help themselves

Officer details:

Name: Edward Clintworth
Job Title: Public Health Category Manager
Tel No: 01635 503255
E-mail Address: edward.clintworth@westberks.gov.uk

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Supported Living Schemes and Floating Support for Adults with Learning Disabilities

Committee considering report:	Executive on 20 December 2018
Portfolio Member:	Councillor Graham Bridgman
Date Portfolio Member agreed report:	6 December 2018
Report Author:	Rebecca Braithwaite
Forward Plan Ref:	EX3670

1. Purpose of the Report

This paper seeks to inform Executive of the tender process and seeks delegated authority to award the contract from Executive. The existing contract is due to end 25th February 2019 and is currently made up of three separate contracts. The decision by Procurement Board was to combine the re-tender of the current service into one lot due to economies of scale indicated by providers that would be the most cost effective route to market. The tender submissions have now been received.

2. Recommendation

Executive approves the recommendation from Procurement Board to re-tender the service as one lot.

3. Implications

3.1 Financial:

The tender submissions have now been received. The new rates are higher than those originally tendered, resulting in a financial pressure. This increase is consistent with an adjustment for inflation experience over the previous 3 years.

Whilst the rates have increased compared to the original tendered rates, the new rates have reduced when compared to the interim arrangement. There has been a significant reduction in the rates that have been tendered compared to the prices that are currently being paid to the providers in the interim arrangements.

3.2 Policy: N/A

3.3 Personnel: TUPE implications for incumbent provider. It is known that there are challenges around recruitment in this sector however, there does not seem to be as many vacancies in supported living as there are in older peoples care.

3.4 Legal: Tender in line with OJEU regulations. Legal have advised that it would not be appropriate to extend the contract, as the existing providers requested

an increased hourly rate. Extending the contract on this basis could have given rise to legal challenge.

- 3.5 **Risk Management:** The existing providers were willing to extend, but requested an increase which became non-compliant with procurement legislation and WBC contracts rules and procedures. There is a risk of using one sole provider however the market has been tested and combining the three lots into one will benefit from higher economies of scale.
- 3.6 **Property:** Ongoing use of the properties at each scheme provided by registered social landlords and client tenanted properties.
- 3.7 **Other:** N/A

4. **Other options considered**

- 4.1 Do nothing – this would leave over 100 adults with learning disabilities at risk of being made homeless and or/without the necessary care and support that they need to go about their everyday life.
- 4.2 Contract extension – contract extensions for the three contracts have been considered and the existing providers were willing to extend. However, both providers requested an increase which became non-compliant with procurement legislation and WBC contracts rules and procedures. To ensure that there is sufficient time to re-tender and bring all of the contract end dates in-line, all three contracts have been extended until 25th February 2018.
- 4.3 Two-stage tender – we want to encourage as many providers in and reduce the administrative burden for the providers tendering.
- 4.4 Two lots – the decision was made at Procurement Board to re-tender the three existing contracts into one lot due to indicative savings that would be made due to larger economies of scale. Procurement Board asked Commissioning to undertake a desktop exercise with providers to understand the effects of tendering in a single lot or multiple lots. The providers response demonstrated that tendering in a single lot would be cheaper tendering in multiple lots due to the economies of scale they may achieve. No prices were given by either provider or WBC at this stage, this was an exercise in the most cost effective route to market.

Executive Summary

5. Introduction / Background

- 5.1 There are currently three contracts being delivered by two providers. The providers are providing a total of 221,004 hours for 102 Service Users. Service Users are being supported in a range of properties across West Berkshire, including supported living shared housing schemes as well as support in clients own homes. All three contracts are due to expire in February 2019 and so in order for this service to continue, the contract needs to be re-tendered.
- 5.2 This service is for people with learning disabilities and is provided at various different properties across West Berkshire. The clients living in these properties are supported with a wide range of needs, in all aspects of their daily living. This ranges from managing their homes, personal care and engaging in the community.
- 5.3 Previous tender for supported living services was in 2015. Towards the end of the 3rd year of operation WBC had contractual facility to extend the contracts by a further 2 years. All providers were approached individually to question their intention to extend by 2 years on existing rates and terms, which was rejected due to requirement for increases in rates – a number of reasons were cited, including inflation and national living wage expenses (case law at the time required an increase in the rates paid for sleeping night cover where the average rate paid for the member of staff for all their hours worked was below the national living wage. A subsequent higher court decision overturned the need to apply National Living Wage to sleeping night cover). No additional budget was created to cover this cost. This delay in negotiation with the providers around terms for continuation on existing terms necessitated an interim position with the providers.

6. Proposals

This paper seeks to inform Executive of the tender process and seek delegated authority to award the contract from Executive. The decision to re-tender the three existing contracts into one single lot was made by Procurement Board on 26 July 2018 as a result of a market engagement exercise.

7. Conclusions

The Executive resolves to award the contract for the provision of Supported Living Schemes and Floating Support for Adults with Learning Disabilities services on the form approved by the Head of Legal Services whom shall have delegated authority to enter into the contract.

The tender submissions have now been received.

8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Supporting Information

Appendix A

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	This paper seeks to inform Corporate Board and Operations Board of the tender process and seek delegated authority to award the contract from Executive Board.
Summary of relevant legislation:	The Care Act 2014
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Rebecca Braithwaite
Date of assessment:	25/09/2018

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	Yes
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	This aim of the service will provide care and housing related support to adults with learning disabilities within supported living schemes and service users own tenanted homes. The provider will work co-operatively with the housing provider, with a housing management agreement where relevant.
Objectives:	<ul style="list-style-type: none"> • Provide person-centred care and support, which takes full account of diverse needs and lifestyle choice • Promote people's independence by focusing on abilities and encouraging people to be as self-directing as possible. • Encourage access to employment/education. • Support Service Users with personal care. • Reduce health inequalities by:- maximising access to health services, income, learning and work. • Support Service Users be as independent as possible and to help them avoid loneliness and isolation. • Support Service Users to maintain tenancies

	Establish and sustain effective social support.
Outcomes:	Supplier award
Benefits:	Care delivered in line with expectations

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	There is no change to the proposed service model	
Disability	There is no change to the proposed service model	
Gender Reassignment	There is no change to the proposed service model	
Marriage and Civil Partnership	There is no change to the proposed service model	
Pregnancy and Maternity	There is no change to the proposed service model	
Race	There is no change to the proposed service model	
Religion or Belief	There is no change to the proposed service model	
Sex	There is no change to the proposed service model	
Sexual Orientation	There is no change to the proposed service model	
Further Comments relating to the item:		

3 Result

Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
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Please provide an explanation for your answer:

Will the proposed decision have an adverse impact upon the lives of	No
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people, including employees and service users?	
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Rebecca Braithwaite

Date: 01/11/2018

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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Supported Living Schemes and Floating Support for Adults with Learning Disabilities

1. Introduction/Background

- 1.1 This service is for people with learning disabilities and is provided at various different properties across West Berkshire. The clients living in these properties are supported with a wide range of needs, in all aspects of their daily living. This ranges from managing their homes, personal care and engaging in the community.
- 1.2 There are currently three contracts being delivered by two providers. They are providing 221,004 hours for 102 Service Users. Service Users are being supported in a range of properties across West Berkshire, including supported living shared housing schemes as well as support in clients own homes.
- 1.3 Previous tender for supported living services was in 2015. Towards the end of the 3rd year of operation WBC had contractual facility to extend the contracts by a further 2 years. All providers were approached individually to question their intention to extend by 2 years on existing rates and terms, which was rejected due to requirement for increases in rates – a number of reasons were cited, including inflation and national living wage expenses (case law at the time required an increase in the rates paid for sleeping night cover where the average rate paid for the member of staff for all their hours worked was below the national living wage. A subsequent higher court decision overturned the need to apply National Living Wage to sleeping night cover). No additional budget was created to cover this cost. This delay in negotiation with the providers around terms for continuation on existing terms necessitated an interim position with the providers (rates below). All three contracts (interim arrangements) are due to expire in February 2019 and so in order for this service to continue, the contract has been re-tendered.
- 1.4 This paper seeks to inform of the tender process and seek delegated authority to award the contract from Executive. The tender submissions have now been received and the rates are below.

2. Supporting Information

- 2.1 Tender timetable:

Issue (OJEU/non-OJEU) Contract Notice	12/10/2018
Closing Date and Opening of SQ/Technical Questionnaire/ITT	19/11/2018
Award Decision	21/12/2018
Standstill Period	11/01/2019

Contract Award	11/01/2018
Contract Work starts	26/02/2019

The tender submissions have now been received. The new rates higher than those originally tendered, resulting in a financial pressure. This increase is consistent with an adjustment for inflation experience over the previous 3 years.

Whilst the rates have increased compared to the original tendered rates, the new rates have reduced when compared to the interim arrangement. There has been a significant reduction in the rates that have been tendered compared to the prices that are currently being paid to the providers in the interim arrangements, as per the tables above.

3. Options for Consideration

- 3.1 Do nothing – this would leave over 100 adults with learning disabilities at risk of being made homeless and or/without the necessary care and support that they need to go about their everyday life.
- 3.2 Contract extension – contract extensions for the three contracts have been considered and the existing providers were willing to extend. However, both providers requested an increase which became non-compliant with procurement legislation and WBC contracts rules and procedures. To ensure that there is sufficient time to re-tender and bring all of the contract end dates in-line, all three contracts have been extended until 25th February 2019.
- 3.3 Two-stage tender – we want to encourage as many providers in and reduce the administrative burden for the providers tendering.
- 3.4 Two lots – the decision was made at Procurement Board to re-tender the three existing contracts into one lot due to indicative savings that would be made due to larger economies of scale. Procurement Board asked Commissioning to undertake a desktop exercise with providers to understand the effects of tendering in a single lot or multiple lots. The providers response demonstrated that tendering in a single lot would be approximately 5% cheaper than tendering in multiple lots due to the economies of scale they may achieve. No prices were given by either provider or WBC at this stage, this was an exercise in the most cost effective route to market.

4. Proposals

This paper seeks to inform of the tender process and seek delegated authority to award the contract from Executive. The decision to re-tender the three existing contracts into one single lot was made by Procurement Board on 26 July 2018 as a result of a market engagement exercise.

5. Conclusion

The Executive resolves to award the contract for the provision of Supported Living Schemes and Floating Support for Adults with Learning Disabilities services on the form approved by the Head of Legal Services whom shall have delegated authority to enter into the contract.

6. Consultation and Engagement

Clients and families, current providers, ASC, Legal Services and providers in the market.

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only
-

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

- P&S – Protect and support those who need it**
- HQL – Maintain a high quality of life within our communities**

The proposals contained in this report will help to achieve the following Council Strategy priority:

- HQL1 – Support communities to do more to help themselves**
-

Officer details:

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Agenda Item 15.

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