

Notice of Meeting



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Executive

Thursday 17 October 2019 at 5.00pm

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

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Date of despatch of Agenda: Wednesday, 9 October 2019

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 Steve Ardagh-Walter, Dominic Boeck, Graham Bridgman, Jeff Cant, Hilary Cole, Lynne Doherty, Rick Jones, Richard Somner and Howard Woollaston
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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** 7 - 16
To approve as a correct record the Minutes of the meeting of the Executive held on 5 September 2019.
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. *(Note: There were no questions submitted relating to items not included on this Agenda.)*
 - (a) **Question submitted to the Portfolio Holder for Transport and Countryside by Mr Alan Pearce:**
"Has the A339 road junction for new access into London Road Industrial Estate been constructed with a sustainable drainage system?"

 - (b) **Question submitted to the Portfolio Holder for Public Health and Community Wellbeing by Mr Paul Morgan:**
"Can the Council please confirm that they will provide written confirmation regarding the availability of a Step 5 ground in Newbury to ensure that NCFG's application to enter an Under 23 team and an Academy U18 team into the Hellenic Football League (which is Step 5 league) for next season (2020/2021) is successful?"

 - (c) **Question submitted to the Portfolio Holder for Public Health and Community Wellbeing by Mr Jack Harkness:**
"Is the Council aware that Newbury Ladies FC is currently in a promotion position in the Southern Region Womens Football League and that if promotion is achieved to the FA Womens National League they would have to play outside Newbury as Faraday Road Community Football Ground has been closed by the Council and no other pitch is available that meets the appropriate ground grading requirements?"



(d) **Question submitted to the Portfolio Holder for Public Health and Wellbeing by Mr Jason Braidwood:**
“Can the Council advise what it is doing to address the chronic shortage of children’s football training venues in Newbury?”

(e) **Question submitted to the Portfolio Holder for Public Health and Wellbeing by Mr Lee McDougall:**
“How can the Council expect us to believe it is serious about its Health and Wellbeing Strategy (2017-2020) and specifically the declared Aim and Objective to “Support residents to be more physically active, achieve a healthy weight and eat a healthy diet”, when it unnecessarily closed the Community Football Ground a year ago?”

(f) **Question submitted to the Leader of the Council by Dr Julie Wintrup:**
“When and in what detail will the assessment of the effects of a no deal Brexit be shared with local residents and businesses, headlines of which were apparently leaked from a confidential Council briefing?”

(g) **Question submitted to the Portfolio Holder for Finance by Dr Julie Wintrup:**
“Does the Council know how many families and individuals are living in West Berkshire who are considered to have No Recourse to Public Funds?”

(h) **Question submitted to the Portfolio Holder for Children, Young People and Education by Dr Julie Wintrup:**
“What is the Council’s policy on free school meals entitlement of children from families that have No Recourse to Public Funds?”

(i) **Question submitted to the Portfolio Holder for Children, Young People and Education by Ms Caroline French Blake:**
“Can the Executive describe how and when it will reverse the 97% cuts in Youth Services since 2010, and re-establish or preferably exceed its 2010 funding level to meet the urgent need of young people for support?”

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

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6. Key Accountable Performance 2019/20: Quarter One (EX3713) (CSP: All) Purpose: To report quarter one outturns for the core business measures which monitor performance against the 2019/20 Council Performance Framework.	17 - 44

7. **Members' Question(s)**

Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(a) **Question submitted to the Portfolio Holder for Transport and Countryside by Councillor Alan Macro:**

"What is the Executive Member planning to do to make this council more responsive to requests for speed limit changes from councillors and members of the public?"

(b) **Question submitted to the Portfolio Holder for Environment by Councillor Carolyne Culver:**

"Will the council's draft environment (carbon neutral by 2030) strategy be shared at the conference on Monday 28 October?"

(c) **Question submitted to the Portfolio Holder for Environment by Councillor Carolyne Culver:**

"How will the council determine the questions asked in its online public consultation about the environment strategy?"

(d) **Question submitted to the Portfolio Holder for Environment by Councillor Carolyne Culver:**

"How will the council ensure that the draft environment strategy and public consultation are widely publicised to stakeholders and the public?"

(e) **Question submitted to the Portfolio Holder for Economic Development and Planning by Councillor Adrian Abbs:**

"How much council resource, in terms of officer hours, has been spent on the Sandford development applications to date?"

(f) **Question submitted to the Portfolio Holder for Finance by Councillor Adrian Abbs:**

"Due to a lack of response from officers, can the Executive confirm how much of the £750k invest to save money has been spent to date?"

(g) **Question submitted to the Portfolio Holder for Environment by Councillor Adrian Abbs:**

"Given the slow progress in getting the new Environment Strategy completed, does the Executive agree that the EAG needs to meet more frequently?"

(h) **Question submitted to the Portfolio Holder for Transport and Countryside by Councillor Alan Macro:**

"What is this Council planning to do to ameliorate the extra traffic congestion and resulting pollution likely to be caused on the roads leading to the Thatcham level crossing by the extra passenger train services to be introduced in December?"



(i) **Question submitted to the Portfolio Holder for Transport and Countryside by Councillor Alan Macro:**

“What negotiations have taken place between this Council and the railway companies to request that the extra passenger train services to be introduced in December should call additionally at Thatcham and Theale?”

Sarah Clarke
Head of Legal and Strategic Support

West Berkshire Council Strategy Priorities

Council Strategy Priorities:

PC1: Ensure our vulnerable children and adults achieve better outcomes

PC2: Support everyone to reach their full potential

OFB1: Support businesses to start, develop and thrive in West Berkshire

GP1: Develop local infrastructure to support and grow the local economy

GP2: Maintain a green district

SIT1: Ensure sustainable services through innovation and partnerships

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DRAFT

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

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 5 SEPTEMBER 2019

Councillors Present: Steve Ardagh-Walter, Dominic Boeck, Graham Bridgman, Jeff Cant, Hilary Cole, Lynne Doherty, Rick Jones, Richard Somner and Howard Woollaston

Also Present: Paul Anstey (Head of Public Protection and Culture), John Ashworth (Corporate Director - Environment), Sarah Clarke (Head of Legal and Strategic Support), Tess Ethelston (Group Executive (Cons)), Kevin Griffin (Head of ICT & Corporate Support), Olivia Lewis (Group Executive (Lib Dem)), Andy Sharp (Executive Director (People)), Councillor Adrian Abbs, Councillor Peter Argyle, Rebecca Bird (HR Officer), Stephen Chard (Principal Policy Officer), Councillor Carolyne Culver, Councillor Lee Dillon, Councillor Royce Longton, Councillor Steve Masters, Councillor Erik Pattenden, Councillor Martha Vickers and Councillor Tony Vickers

Apologies for inability to attend the meeting: Councillor Jeff Brooks and Councillor David Marsh

PART I

31. Minutes

The Minutes of the meeting held on 25 July 2019 were approved as a true and correct record and signed by the Leader.

32. Declarations of Interest

Councillor Richard Somner declared an interest in Agenda Item 9 by virtue of the fact that he was a Member of Holybrook Parish Council, but reported that, as his interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

Councillor Jeff Cant declared an interest in Agenda Item 15 by virtue of the fact that he lived in close proximity to Love Lane, but reported that, as his interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

Councillor Lynne Doherty declared an interest in Agenda Item 15 by virtue of the fact that she was Ward Member for the area, but reported that, as her interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, she determined to remain to take part in the debate and vote on the matter.

Councillor Steve Masters declared an interest in Agenda Item 15 by virtue of the fact that he was Ward Member for the area, but reported that, as his interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, he determined to remain to take part in the debate.

During discussion of the item, Councillor Lee Dillon declared an interest in Agenda Item 7 by virtue of the fact that he worked for Sovereign Housing Association, but reported that, as his interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, he determined to remain to take part in the debate.

33. Public Questions

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

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(a) **Question submitted by Mr Vaughan Miller to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr Vaughan Miller on the subject of the publication of the Playing Pitch Strategy was answered by the Portfolio Holder for Public Health and Community Wellbeing.

(b) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Thomas Tunney on the subject of disabled access to the Nature Discovery Centre was answered by the Portfolio Holder for Transport and Countryside.

(c) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Internal Governance**

A question standing in the name of Mr Thomas Tunney asking whether it was in the public interest to release details of any minor offences committed by elected councillors was answered by the Portfolio Holder for Internal Governance.

(d) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Mr Thomas Tunney on the subject of whether or not the Council had sufficient beds for SWEP provision without having to require spaces from West Berkshire Homeless was answered by the Portfolio Holder for Economic Development and Planning.

34. **Petitions**

Mrs Jackie Paynter presented a petition containing 797 signatures which opposed plans to expand Heathrow Airport. The petition stated the view that the expansion of Heathrow Airport was incompatible with the urgent task of tackling climate change and pollution. The petition called upon West Berkshire Council to make a contribution to the public consultation expressing its opposition to expansion.

Councillor Lynne Doherty explained to Mrs Paynter that at the Council meeting on 12 September 2019, a report would be considered regarding Heathrow expansion. The petition would be considered and responded to as appropriate as part of the debate at the Council meeting.

35. **2019/20 Revenue Financial Performance Report - Quarter One (EX3795)**

(Councillor Lee Dillon joined the meeting at 5.20pm).

The Executive considered a report (Agenda Item 6) which outlined the Quarter One revenue financial performance. Councillor Jeff Cant presented the report. He commented that officers were very adept at managing the Council's budget in the face of many constraints.

The Quarter One forecast was an overspend of £620k, of which £210k was provided for in service risk reserves and risk management provision. If this was used then the forecast would reduce to a £410k overspend. This was 0.3% of the Council's 2019/20 net revenue budget of £125m. Councillor Cant reported that this was a small variance. Spend against the budget would be carefully tracked throughout the year.

Councillor Cant also commented that announcements in relation to additional government funding for local government, in particular education, would hopefully assist the Council with its finances moving forward.

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In response to the above point, Councillor Lee Dillon agreed that an increase in funding would be welcomed. However, he added that local government had been subjected to significant cuts since 2010 and the cumulative impact of this needed to be reflected upon alongside considering how much of the additional funding could actually be considered as an increase. Local government needed to be properly funded.

Councillor Cant agreed that local government funding needed to be at the right level, in particular for schools and care for the elderly.

Councillor Alan Macro referred to the savings and income generation programme, in particular the 'red' income target of £39k for the increase in summons (court) costs recovery of council tax debt. He noted that a report had yet to be written on this matter and queried if this delay was the reason why this target was reporting 'red'. Councillor Cant agreed to provide a response in writing once he had consulted the Section 151 Officer.

RESOLVED to note the report.

Other options considered: None.

36. **2019/20 Capital Programme Financial Performance Report - Quarter One (EX3799)**

The Executive considered a report (Agenda Item 7) which outlined the Quarter One capital financial performance.

In presenting the report, Councillor Jeff Cant drew attention to the progress being made with commercial property investment. The Council had achieved some success from investing in sound commercial property opportunities that had become available in recent years. However, these opportunities had been reducing.

The Council was therefore taking a prudent approach by reviewing the Property Investment Strategy and how funding was best invested. Until this review was completed, forecasting was based on the likelihood that the Commercial Property budget of £35 million would not be spent in year. This would result in budgeted revenue returns not being achieved and ways to offset this were being looked at.

Councillor Erik Pattenden noted that there was a £1.8 million underspend forecast in Education Services, much of which related to delays in The Willink expansion. He questioned the impact this was having on The Willink's students. Councillor Dominic Boeck confirmed that the delay to this project had no impact on students.

Councillor Alan Macro queried some of the underspends reported in Development and Planning. He firstly asked why the purchase of temporary accommodation had not completed. Councillor Hilary Cole explained the importance of ensuring that this accommodation was suitable for homeless families. Homes would need to be in close proximity to schools and accessible via public transport. Two properties remained to be purchased, nine had already been purchased. It was very important to have these properties to avoid the use of bed and breakfast facilities.

Councillor Cole added that the Council was in the process of purchasing more properties for the Housing First scheme.

Councillor Macro then queried the £559k underspend against the Disabled Facilities Grant (DFG). This was a demand led budget and Councillor Macro asked if enough was being done to promote awareness of this fund. Councillor Cole advised that the DFG was well advertised and eligible residents were signposted to it. It was a successful scheme and people were encouraged to come forward to apply for funds. The DFG was administered by a well-managed team who processed applications in a timely manner.

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Councillor Graham Bridgman added to this response by explaining that the total DFG budget was contributed to by Council funding. The DFG was being spent subject to suitable applications coming through and the underspend meant that the Council's financial contribution to the fund could reduce.

Councillor Lee Dillon suggested that future versions of the budget papers should show information separately for the DFG, i.e. DFG and Council funding. Councillor Cant agreed that this change would be made.

Councillor Dillon referred back to the points made on temporary accommodation and agreed that the provision needed to be suitable. He then asked if the Council had considered developing its own site rather than seeking to purchase a purpose built property.

Councillor Cole advised that all options would be considered. However, the Council was limited by the land it owned and could therefore develop. She did however highlight the Council's Joint Venture with Sovereign Housing Association for the provision of affordable housing.

Councillor Steve Masters questioned whether all options would be considered. He had previously made a suggestion that an investment pot could be created to fund a mix of accommodation that could form part of the property portfolio. He had given the Kennet Centre as an example at that time. Councillor Masters had been told this was 'too risky' but he queried whether a risk assessment had been conducted as he felt this could be commercially viable.

Councillor Lynne Doherty explained that a proposal of this type fell outside of the remit of the current Property Investment Strategy. She added that the Kennet Centre was a retail space.

Councillor Dominic Boeck made the point that the Property Investment Strategy did not permit investment in speculative prospects and the Kennet Centre would fall within that. It could become a consideration post the review of the Strategy but it currently fell outside of its remit.

Councillor Masters commented that property investment was speculative. Councillor Doherty responded by advising that investment opportunities would only be pursued if they adhered to the Strategy.

RESOLVED to note the report.

Other options considered: Not applicable.

37. **Treasury Management Annual Report 2018-19 (EX3806)**

The Executive considered a report (Agenda Item 8) which informed the Executive of the treasury management activity, including short and long term borrowing, and the performance of the Council's investments for the 2018/19 financial year.

Councillor Jeff Cant reported that net interest of £687k was earned on short term investments in 2018/19. He congratulated the officers on this achievement. Councillor Cant was confident that this very efficient team would continue this good work into the future.

Councillor Lee Dillon was aware that the Treasury Management Strategy permitted investments for up to two years in the hope of achieving a greater level of return. He questioned how much of the £687k came from one year investments and how much from two years. Councillor Cant agreed to provide a written response to this point.

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(Post meeting note: all the investment income in 2018/19 was earned from investments for no more than one year).

Councillor Dillon noted from the report that the Council's long term capital financing debt with the Public Works Loan Board (PWLB) was just over £200 million. He asked Councillor Cant for his view on whether this was a manageable debt. Councillor Cant explained that the Council's borrowing was governed externally by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the level of debt was subject to an annual audit. The external view from this was that the Council's borrowing and investment was both effective and efficient, and adhered to the necessary guidance.

RESOLVED to note the report.

Other options considered: Not applicable.

38. **Devolution: garage adjacent to Beansheaf Community Centre, Calcot (EX3756)**

The Executive considered a report (Agenda Item 9) which sought authority to devolve the freehold interest in The Garage at Beansheaf Community Centre in Calcot from West Berkshire Council to Holybrook Parish Council for a nominal consideration. Councillor Jeff Cant proposed acceptance of the recommendation to devolve the freehold interest.

Councillor Alan Macro clarified the point made in paragraph 5.1 of the summary report by explaining that the ownership of the Beansheaf Community Centre transferred from Theale Parish Council to Holybrook Parish Council in 2018. He then advised that the Community Centre had previously operated as a successful drop in centre for some time and Councillor Macro queried if this use could be returned to by Holybrook Parish Council.

Councillor Cant advised that the use of the premises would be restricted to uses ancillary to Beansheaf Community Centre. Councillor Richard Somner added that efforts had been made for many years to engage young people in the area, but this had proven difficult to sustain due to fluctuating membership. However, Holybrook Parish Council would be happy to provide a facility for young people if the need were to arise. The possibility of doing so at the Community Centre was not precluded.

RESOLVED that the freehold interest in The Garage at Beansheaf Community Centre be transferred to Holybrook Parish Council for a peppercorn.

Other options considered: Retain The Garage and continue leasing to Holybrook Parish Council at nil rent.

39. **Reducing rough sleeping in West Berkshire: A plan to ensure no-one has the need to sleep rough (EX3724)**

The Executive considered a report (Agenda Item 10) which proposed the adoption of the plan which set out how the Council intended to address rough sleeping.

Councillor Hilary Cole felt that the plan outlined a positive step forward. The Council would work closely with partners in the voluntary sector to deliver the plan to reduce rough sleeping. A detailed action plan was provided in the Executive papers.

The plan would form part of the Homelessness Strategy and work to deliver the Strategy was overseen by the Homelessness Strategy Group formed with partners.

Government funding had been and would continue to be used to implement a range of different interventions. The use of this funding was closely monitored by the Ministry of Housing, Communities and Local Government.

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The Housing First scheme was one such intervention. This had been successful in housing rough sleepers and a further three properties were due to be completed in early 2020. This was generally available to single people, but it was the intention to widen this provision to couples.

Councillor Cole took the opportunity to praise the MEAM (Making Every Adult Matter) approach and the support this gave to rough sleepers

In terms of numbers, the number of rough sleepers had reduced from the 20 reported in the autumn of 2017 to a current figure of eight.

Councillor Lynne Doherty gave her support to the plan. She was aware, as a Member of the Health and Wellbeing Board, of the positive partnership working already in place in this area of work which would continue moving forwards.

Councillor Steve Masters queried how the consultation planned with rough sleepers would be undertaken by Ridgeway Associates. Councillor Cole advised that the decision had been taken to bring in external expertise for the consultation from Ridgeway Associates who were a well regarded organisation in this field. The brief for Ridgeway would include an emphasis on the importance of involving key stakeholders and partners in the consultation, i.e. Loose Ends and the Soup Kitchen. Work to reduce rough sleeping was a partnership effort and needed to be owned by partners. Ridgeway Associates would also consult with rough sleepers to gain their input.

Councillor Masters questioned the cost of employing Ridgeway Associates. Councillor Cole explained that it was funded via a budget pressure and would provide the actual sum in a written response.

Councillor Alan Macro had questions relating to the action plan. He noted target dates in the action plan of September and October 2019 and sought assurance that these targets would be met.

A risk against delivery of many of the actions was given as staff resources with the mitigation measure of delegation to other staff. Councillor Macro sought assurance that this would not impact on delivery of other services.

Finally, Councillor Macro questioned if the Council was lobbying the Government for continued grant funding from 2020/21 onwards.

Councillor Cole responded to Councillor Macro's questions. She gave an assurance that targets would be met. They had been agreed with the Government and needed to be met to secure funding.

The recruitment of additional staff would help to manage the workload and ensure adequate resources were in place. The structure of the Housing Team was under review as part of this.

The Council had been regularly lobbying the Government for funding. Councillor Lynne Doherty added that continued funding had been confirmed by Government, but the amount remained unclear. Councillor Lee Dillon was concerned as inadequate funding could impact on the delivery of the plan. In response to this, Councillor Cole explained that the work would continue regardless of the level of grant due to its importance.

RESOLVED to adopt the plan titled – 'Reducing rough sleeping in West Berkshire: A plan to ensure no-one has the need to sleep rough'

Other options considered: The option not to adopt a rough sleeping plan was dismissed as the adoption of a plan is a requirement of the Ministry of Housing, Communities and Local Government in connection with the Rough Sleeper Initiative and Rapid Rehousing Pathway funding awarded to the Council for 2018/19 and 2019/20.

40. Protection of Land - Unauthorised Encampments (EX3655)

The Executive considered a report (Agenda Item 11) which outlined the various options available to the Council in order to fulfil the objectives of the Motion submitted to Council on 13 September 2018:

“The Council resolves that an assessment of the susceptibility of each of its green areas in towns and villages to unauthorised encampments be urgently carried out. The assessment should assess each site on its vulnerability to incursions and the likely impact on nearby homes. The assessment to be used to prioritise a programme to improve the security of the sites against future incursions.”

Councillor Richard Somner presented the report which sought to provide a balanced assessment and options for the protection of open spaces and the action that could be taken to prevent unauthorised encampments. The Council had a duty alongside this to consider the housing needs of gypsy and traveller families.

Much time had been taken to fully consider the available options with Thames Valley Police and parish councils. Their involvement had been essential and would be moving forward with the chosen option.

Councillor Somner recommended acceptance of the third option to implement a compromised solution that would consist of a desk top study, in partnership with the police, to establish the most vulnerable areas, the most ‘popular’ stopping locations, and other areas identified by parishes. Security measures would only be implemented where appropriate and against agreed criteria. The criteria would be developed as part of this process.

Councillor Graham Bridgman noted the points made in paragraph 1.6 of the supporting information on the difficulties associated with larger groups of gypsies and travellers. However, he made the point that these issues could still materialise with smaller groups.

Councillor Bridgman also drew attention to the Joint Protocol established between the Council and Thames Valley Police which provided guidance on managing unauthorised encampments. He highlighted that the 2014 Protocol was published on the website and this needed to be updated to the 2018 Protocol that was referenced within the agenda paperwork.

Councillor Somner noted both of Councillor Bridgman’s points which he would action as necessary.

Councillor Alan Macro felt that the best option was the compromise in proposed option three which he hoped would result in a positive outcome. Councillor Macro was however disappointed at the time taken since the Motion was submitted. There had been incursions on town and parish council land since that time. He was hopeful that progress would be made without further delay.

RESOLVED that:

- The options set out in this report and the potential implications in terms of both staff time and budget be noted.
- Option 3 be implemented:

‘Implement a compromise solution: Carry out a desk top study, in partnership with the police, to establish the most vulnerable areas, the most ‘popular’ stopping locations, and other areas identified by parishes. Implement security measures ONLY where appropriate and against agreed criteria. Criteria to be developed as part of this process.’

Other options considered: None.

41. Interim report on progress since declaring a Climate Emergency (information item)

The Executive considered a report for information (Agenda Item 12) which summarised the actions that had been taken since the Council formally made a Climate Emergency Declaration on 2 July 2019, committing the Council to a carbon neutral district by 2030. This interim report was provided in line with the resolution made at the Council meeting.

Councillor Steve Ardagh-Walter explained that suitable governance arrangements to ensure delivery had been embedded. This included meetings being held of the Environment Board and Environment Advisory Group.

Work was ongoing for the delivery of an Environment Strategy, largely through the above groups. Councillor Ardagh-Walter gave thanks for the comments received on that to date which would be incorporated where appropriate. Public consultation would take place on the Strategy in the autumn. This would coincide with the Climate Conference being held on 28 October 2019. Free tickets would be available for the conference from 16 September 2019. Further details would be shared as and when they became available.

It was the aim to finalise the Strategy by December 2019/January 2020.

Councillor Ardagh-Walter also drew attention to the number of projects, many of which were already in operation, listed in the report. He concluded his presentation of the report by acknowledging that work to achieve a carbon neutral district by 2030 needed to be well advanced by the time the Council Strategy 2019-2023 reached its conclusion.

Councillor Lynne Doherty gave thanks for the work undertaken thus far and the progress made in a relatively short timeframe. It was very important to have the governance structures in place.

Councillor Steve Masters was aware that Newbury Town Council and Thatcham Town Council were looking to commission a full audit of its carbon emissions. He queried if West Berkshire Council would be involved in that and, if so, whether the delivery of the audit had been discussed.

Councillor Ardagh-Walter was aware of discussions held at Thatcham Town Council. West Berkshire Council would also be looking at a relatively light touch approach to an audit alongside a much more detailed piece of work that adhered to the Government guidance for information on carbon emissions. Councillor Ardagh-Walter made it clear that work to produce this detailed information would be balanced with the ongoing work listed in the report to ensure projects were not delayed.

Councillor Carlyne Culver queried when an itinerary for the conference would be available. Councillor Ardagh-Walter explained that it was the intention to provide that as soon as detail on the speakers to be attending had been confirmed.

Councillor Adrian Abbs commented that the cross-party Environment Advisory Group had only met once to date and was therefore concerned at the ability to be involved. The Advisory Group should be able to assist, i.e. with the shaping of the Climate Conference agenda.

Councillor Ardagh-Walter agreed with this point. It was the aim to hold regular meetings of the Advisory Group to enable relevant Members and Officers to take work forward. There had been a slight delay to doing so over the summer holiday period.

Councillor Lee Dillon added that the Advisory Group should have been more closely involved in the itinerary for the conference. He noted that the conference was scheduled for a Monday, but he felt that a Saturday would have been preferable to encourage

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greater attendance from members of the public. The scheduling was something the Advisory Group should have discussed.

In response, Councillor Doherty explained that this date had been chosen so that young people could attend during half term week and this was based on the feedback of young people themselves. Saturdays were not necessary suitable for many people. She had also asked Councillor Ardagh-Walter to ensure that information provided for and at the conference was made publicly available.

Councillor Abbs queried why meetings of the Environment Agency Group, or at the very least its outputs, were not made public. Councillor Doherty stated that advisory groups were formed to support Portfolio Holders. They provided a safe environment for Members and Officers to work together and develop ideas. These meetings were therefore held in private. As already explained, there was no meeting held over the summer holiday period but a meeting was arranged for 11 September 2019. Councillor Doherty did not feel that outputs from Advisory Groups meetings should be made public. However, the public would be consulted ahead of agreeing future plans, for example the delivery of the Environment Strategy.

RESOLVED to note the report.

Other options considered: not applicable.

42. **Members' Questions**

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

(a) **Question submitted by Councillor Carolyne Culver to the Portfolio Holder for Internal Governance**

A question standing in the name of Councillor Carolyne Culver on the subject of when environmental impact assessments would apply to all projects was answered by the Portfolio Holder for Internal Governance.

(b) **Question submitted by Councillor Carolyne Culver to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Carolyne Culver querying the timescale for recruiting an in-house ecologist was answered by the Portfolio Holder for Economic Development and Planning.

(c) **Question submitted by Councillor Carolyne Culver to the Portfolio Holder for Environment**

A question standing in the name of Councillor Carolyne Culver asking what was the Council's initial reaction to the results of the 'Consultation on consistency in household and business recycling collections in England: analysis of responses' when it was published in July was answered by the Portfolio Holder for Environment.

(d) **Question submitted by Councillor Martha Vickers to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Councillor Martha Vickers on the subject of whether the Council would reconsider introducing free parking in the Wharf car park in Newbury on Thursdays to increase town centre footfall on market day was answered by the Portfolio Holder for Transport and Countryside.

EXECUTIVE - 5 SEPTEMBER 2019 - MINUTES

43. 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 involve the likely disclosure of exempt information as contained in Paragraphs 1, 2, 3 and 5 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.

44. Land on Love Lane (EX3787)

(Paragraph 3 – information relating to financial/business affairs of a particular person)
(Paragraph 5 – information relating to legal privilege)

The Executive considered an exempt report (Agenda Item 15) concerning the transfer of an asset.

RESOLVED that the recommendations in the exempt report be agreed.

Other options considered: as outlined in the exempt report.

45. Staffing implications due to a proposed Contact Centre Management Restructure (EX3818)

(Paragraph 1 – information relating to an individual)
(Paragraph 2 – information identifying an individual)

The Executive considered an exempt report (Agenda Item 16) concerning the staffing implications that were likely to result from the proposed management restructure of the Council's Contact Centre.

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 6.36pm)

CHAIRMAN

Date of Signature

Key Accountable Performance 2019/20: Quarter One - Summary Report

Committee considering report:	Executive
Portfolio Member:	Councillor Howard Woollaston
Date Portfolio Member agreed report:	20/09/2019
Report Author:	Jenny Legge/Catalin Bogos
Forward Plan Ref:	n/a

1. Purpose of the Report

- 1.1 To report quarter one outturns for the core business measures which monitor performance against the 2019/20 Council Performance Framework.
- 1.2 To provide assurance that the core business areas set out in the [Council Strategy 2019-2023](#) 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 the end of the quarter, 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 core business measures.
- 2.2 To review those areas reported as 'amber' or 'red', as detailed in Appendix F. To ensure that appropriate actions are in place and are making a difference, in particular for the measures relating to:
 - The timeliness of reviews of clients with ASC long term service – this has been referred to the Overview and Scrutiny Management Commission by the Executive at Q4.
- 2.3 To note the decrease in demand in Q1 in Children and Family Services.
- 2.4 To note the increase in demand and its subsequent impact on performance and financial commitment in Adult Social Care services, in particular on the Locality Teams.

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

Executive Summary

5. Introduction / Background

5.1 This report provides the Executive with a summary of the council performance during quarter one 2019/20. Performance is shown against the core business activities ([Council Strategy 2019-2023](#)), the Corporate Programme and Corporate Health Indicators.

6. Synopsis

6.1 **Measures of volume** indicate a decrease in demand/need for Children's social care and a rise for Adult Social Care.

6.2 Key Performance Indicators (KPIs) and targets to show progress towards achieving our **priorities for improvement** in the Council Strategy 2019-2023 have yet to be agreed, and therefore are not reported this quarter.

6.3 For **core business areas**: Children and Family Services are reporting performance for placement stability better than target. Good performance is also evident for household waste recycling and timeliness for decision on new benefit claims. However, sickness absence has affected some performance of the Benefits Team. ASC are managing their resources to address the poor performance on LTS reviews which continues from previous years. However, the ASC service reports strong results for reablement/rehabilitation and timeliness of financial assessments.

6.4 **Corporate Programme**: Good progress is being reported across strategy development work. Infrastructure projects (school capital and roads) have a mixed progress towards target. System or ICT infrastructure upgrades are being delayed by outside factors.

6.5 **Corporate Health**: High level corporate health indicators show that staff turnover has been maintained at 13%.

7. Conclusion

7.1 Quarter one results show that performance levels are in line to achieve the end of year targets for the majority of the measures of the core business areas.

7.2 An analysis of the measures RAG rated Amber or Red, shows that actions have been implemented to improve performance, which in one of the two cases was just below the targets/thresholds set.

7.3 The area of underperformance to note refers to:

- The timeliness of reviews of clients with ASC long term service – this has been referred by the Executive at Q4 for more in depth scrutiny by the Overview and Scrutiny Management Commission.

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 – Measures of Volume Dashboard

8.5 Appendix E – Core Business Measures by category (Table and Speedometers

8.6 Appendix F – Exception Reports

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 Risk
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 “<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 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:	24/05/2019

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: 24/05/2019

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Key Accountable Performance 2019/20: Quarter One – Supporting Information

1. Introduction/Background

- 1.1 This report provides the Executive with an update on the Council's performance at quarter one, as described in the Council's Performance Management Framework. Information is provided on the following:
- (a) Notable trends in the measures of volume (MoV)
 - (b) Performance against Core Business
 - (c) Progress of the Corporate Programme
 - (d) Overview of the Corporate Health Measures
- 1.2 The report focuses on the performance measures relating to the Council Strategy's core business areas only. Work is progressing to conclude measures linked to the six priorities for improvement for 2019-2023.

2. Supporting Information

2.1 Measures of Volume

- 2.2 Although, not all within our control, the non-targeted and contextual measures can provide useful information about the health of the district (refer to Appendix D)
- 2.3 The number of properties subject to business rates continued to increase this quarter (43 additional units). The number of empty business properties has risen too by 32 additional units. (Chart 2)
- 2.4 As a whole, planning applications have decreased by 10% compared to Q1 2018/19. This is due to a sharp decrease in the 'minor' and 'other' categories. However, the number of 'Major' planning applications has increased by 11%. (Chart 6)
- 2.5 The number of referrals to Children and Family services has decreased by 18.3%, however this measure is volatile. (Chart 7)
- 2.6 The number of children subject to a Child Protection (CP) Plan has dropped by 44.8% since Q1 last year. This is due to several reasons (Chart 9):
- (i) The pilot programme, Family Safeguarding Model is a way of working with families that focusses on family strengths and leads to fewer CP Plans.
 - (ii) A CP Clinic that reviews cases at 9 months has been established, to further reduce drift and delay.

- (iii) Our Contact Advice and Assessment Service has increased their management capacity and are able to deliver intervention at an earlier stage.
- (iv) Initial assessment and analysis has been strengthened to prevent CP Plans from being formed, simply because risk was not quantified.

2.7 The number of adult safeguarding enquiries (s42) opened, whilst below the previous two quarters, was still 10.6% higher than the same quarter last year. This not only impacts the Safeguarding Team, but also the Locality Teams that process the majority of the enquiries. (Chart 10)

2.8 Looked After Children cases have reduced compared to March 2019. There is no reason for this other than the usual turnover of leavers and, at 165 cases for June 2019, it is still 9.3% higher than Q1 2018/19. (Chart 11)

2.9 The Executive to note the reduction in demand in CFS. The increase in demand in ASC safeguarding has been highlighted in previous reports and is again indicated by the rise in ASC enquiries.

2.10 Key Strategic Measures by Strategic Priority for Improvement

2.11 A piece of work is being carried out to produce a detailed Council Delivery Plan that links the Council Strategy's priorities for improvement and the KPIs that report progress against the commitments (What we will do). There has therefore been no agreement yet as to which KPIs will be reported to Executive to report progress against the priorities for improvement or their targets. This report will therefore, only be considering Core Business KPIs.

2.12 Key Strategic Measures by Core Business (refer to Appendix E)

2.13 Protecting our children (RAG: **Green**)

- At 7.4%, performance better than the target (below 10%) was achieved for the placement stability of Looked After Children.

2.14 Maintaining our roads (RAG: **Green**)

- 98.8% of pothole and road repairs are being completed within the 28 day deadline. The service has also reported good progress with the A339 new junction and the Market Street/Cheap Street junction construction.
- Q1 saw the successful prosecution of Scottish and Southern Energy for the issues caused by their failure to manage traffic signals in Parkway during January. The Magistrate fined SSE the maximum under the legislation.
- The Traffic and Road Safety Team has continued their excellent engagement with Parish Councils on speed management. A number of meetings and training sessions have been held regarding SID and Community Speed Watch (CSW). Further discussions have also been held to look how Parishes could progress their own CSW programmes.

2.15 Collecting your bins and keeping the streets clean (RAG: **Green**)

- The estimated return for the local indicator on household waste recycling is on target. The outturn for Q4 was raised to 'Good' for the measure around keeping our streets clean. The service reports that year 2 of the council's garden waste service was launched during Q1, which resulted in a very busy time for the Waste Management team. Issues with the online payment system have been addressed by a number of other teams (Customer Services, ICT, Finance and Digital) providing support to manage demand.

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

- The time taken to make a full decision on benefit claims is better at the beginning of 2019/20 than it has been in previous years (19.12 days) and is within target. Performance was slightly higher than normal with regards to the average number of days taken to make a decision where changes have been made. This was due to sickness absence and annual leave commitments within the team. Staff have now returned and the time taken is being reduced. The service expects to be on target at Q2 (see exception reports for details).

2.17 Collecting Council Tax and Business rates (RAG: **Green**)

- The service is reporting this as on track for this point in the year.

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

- The number and complexity of financial assessments/reviews is increasing. There were 81 more reviews in Q1 this year compared to last. However, excellent performance has been maintained for the timeliness to action the financial assessments.
- Currently 61% of all people with a long term service (LTS) for more than 12 months have had a review in the last 12 months. The cohort is 33 higher than at Q1 last year. The service has examined the reasons for the target of 70% not being met and have an agreed plan of action aimed at increasing this performance. Historically, this KPI has not met its target for the past 2 years, and in Q4 the Executive referred this to the Overview and Scrutiny Management Commission for more in depth investigation.
- Good performance is reported regarding reablement/rehabilitation following discharge from hospital.

2.19 Planning and housing (RAG: **Green**)

- All planning application measures are on target at Q1.
- Work to submit a minerals and waste local plan for West Berkshire to the Secretary of State for examination is reported on track.

2.20 **Corporate Programme**

- 1) The programme is tracking 31 significant projects currently in train within the authority, a large proportion of which (as they involve the spending of significant amounts of capital) have their own progress and monitoring arrangements. Highlights for the remainder are shown below.

- 2) **New legislation preparation** – There are no live projects in this work stream.
- 3) **Strategy development** – Work is being undertaken to develop 6 other strategies. All projects are on track. (RAG: **Green**)
- 4) **Infrastructure** – 14 projects (some of which have sub-elements) are currently underway, the majority of which relate to Transport and Countryside activity or school capital projects. Progress against track is mixed. (RAG: **Amber**)
- 5) **Strategic transformation** – The project to establish the Joint Venture with Sovereign Housing continues and the Commercial Group is overseeing the introduction of a number of processes to aid trading. A number of specific commercial initiatives are also being overseen and 5 digitisation projects are underway. The Family Safeguarding Model implementation (one of two CFS projects) is currently behind schedule but the remainder of the strategic transformation activity is on track. (RAG: **Green**)
- 6) **Service transformation** – Work continues on the New Ways of Working reviews (two of which are slightly behind schedule). The One Public Estate project, led by Wokingham Borough Council, is on track and expected to move to an implementation phase following Q1. (RAG: **Green**)
- 7) **Major ICT projects** – Most of the fourteen projects within this stream are for system or ICT infrastructure upgrades, of which seven are running behind schedule. Delays are attributable in the main to factors outside of ICT & Customer Services. (RAG: **Amber**)

2.21 Corporate Health Measures

- 1) **Corporate Health Measures** are adhered to by all services and provide useful information for the management of staff.
- 2) The financial information usually presented in this report on forecast overspend of the net budget was not available at the time of publication. The percentage turnover for the whole Council is 13%, which is the same as at Q4 and below the 14% for Q1 2018/19.

3. Options for Consideration

3.1 None

4. Conclusion

- 4.1 Quarter one results show that performance levels are in line to achieve the end of year targets for the majority of the measures in the Core Business category.
- 4.2 Performance remained strong in terms of household waste recycled, composted, reused and recovered, timeliness to decide on new benefit claims, in year business rates and council tax collection, ASC financial assessments' timeliness, ASC reablement/rehabilitation and timeliness to determine planning applications.
- 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.

4.4 The area of underperformance to note refers to:

- The timeliness of reviews of clients with ASC long term service – however, this has already been referred to the Overview and Scrutiny Management Commission.

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 head of service and portfolio holder.

Background Papers:

[Council Strategy 2019-2023](#)

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

Wards affected: All

Strategic Priorities Supported:

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

- PC1: Ensure our vulnerable children and adults achieve better outcomes**
- PC2: Support everyone to reach their full potential**
- OFB1: Support businesses to start, develop and thrive in West Berkshire**
- GP1: Develop local infrastructure to support and grow the local economy**
- GP2: Maintain a green district**
- SIT1: Ensure sustainable services through innovation and partnerships**

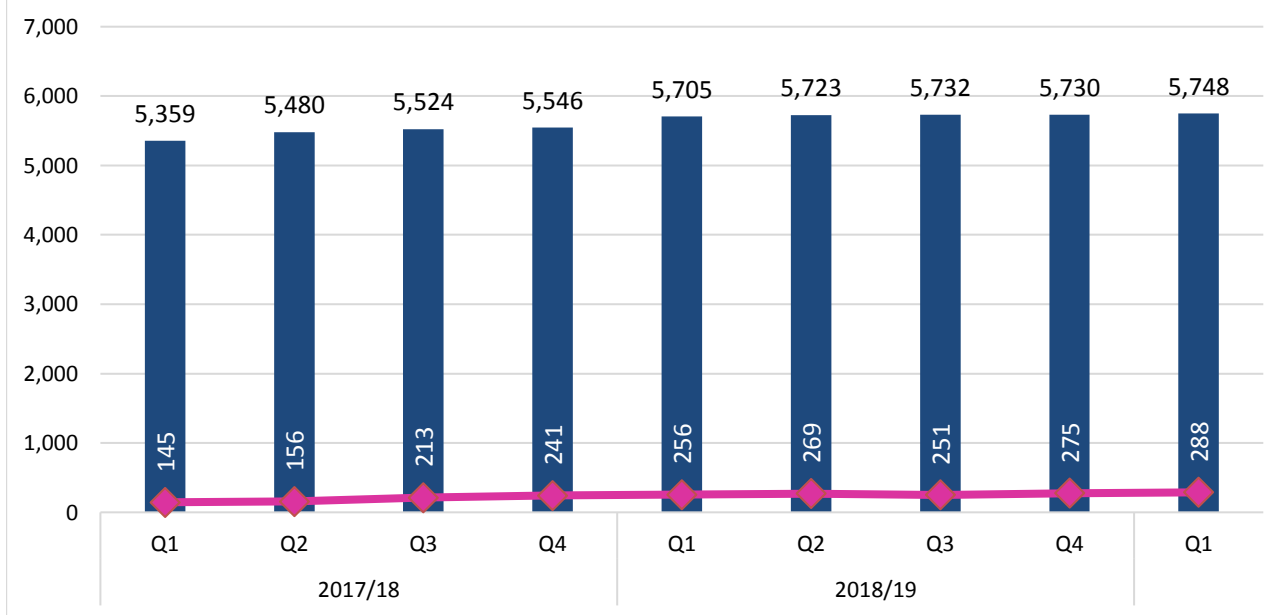
Officer details:

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

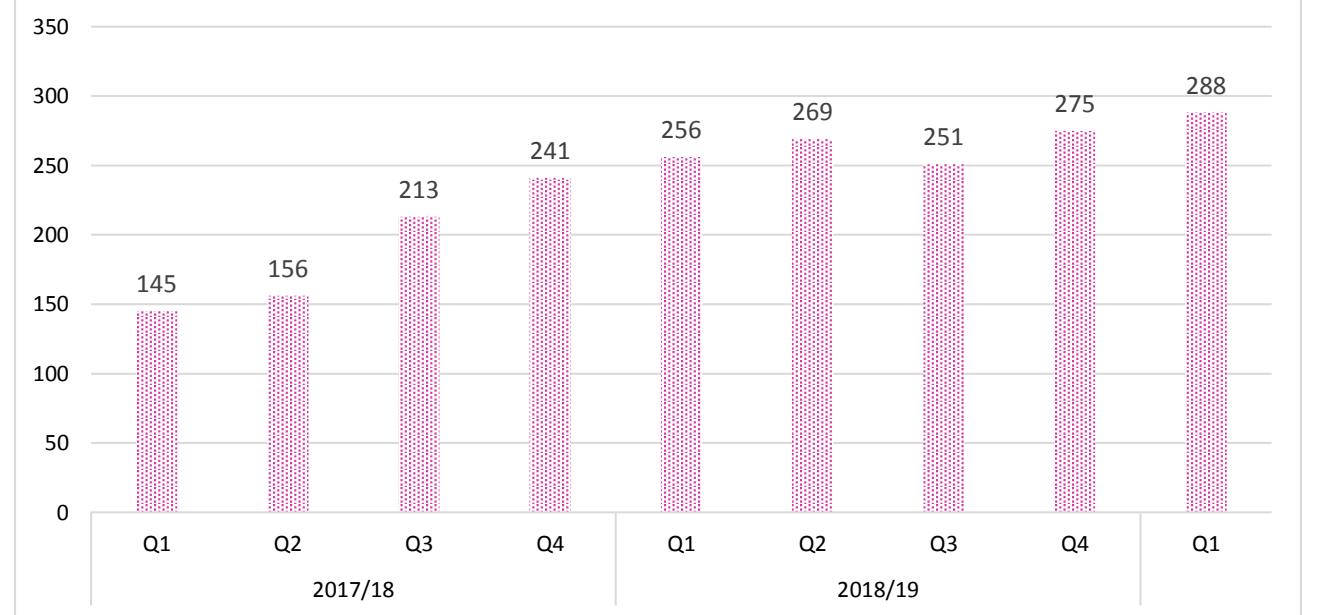
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Local Economy

1	Number of business rated properties	QvQ: 43
	Number of empty business rated properties	QvQ: 32

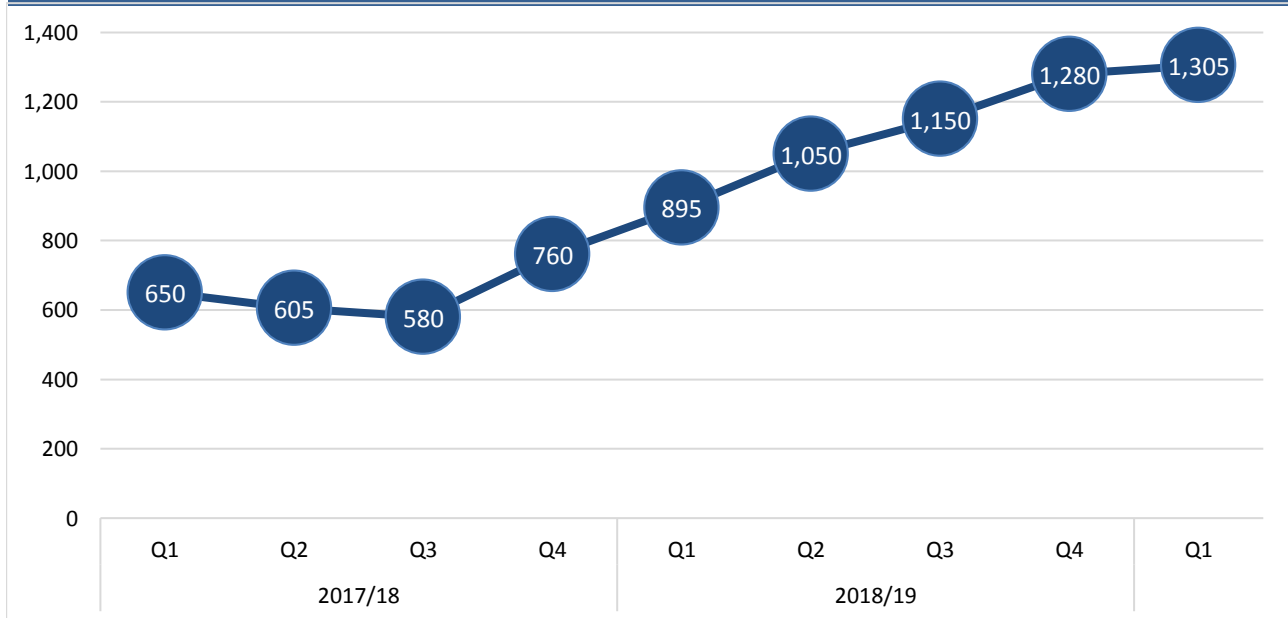


2	Number of empty business rated properties	QvQ: 12.5%
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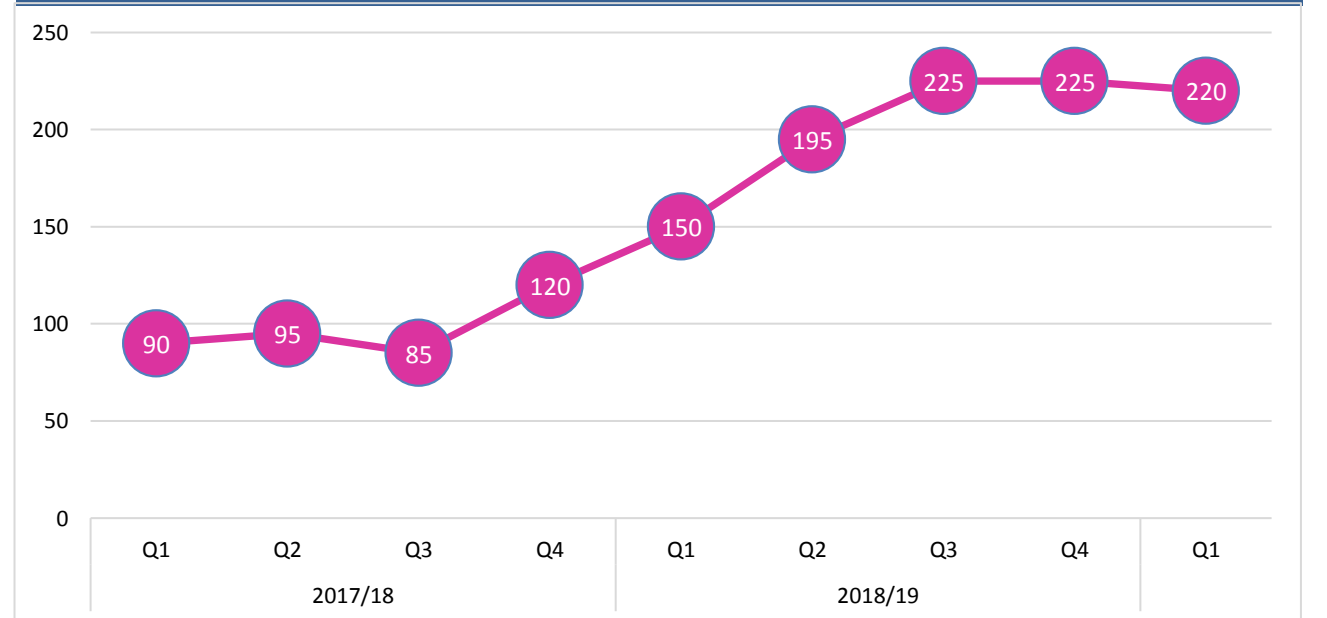


Q1 comment: Business rates are charged on most non-domestic properties e.g. Shops, offices, pubs

3	Total claimant count (aged 16+) - JSA & Universal Credit	QvQ: 45.8%
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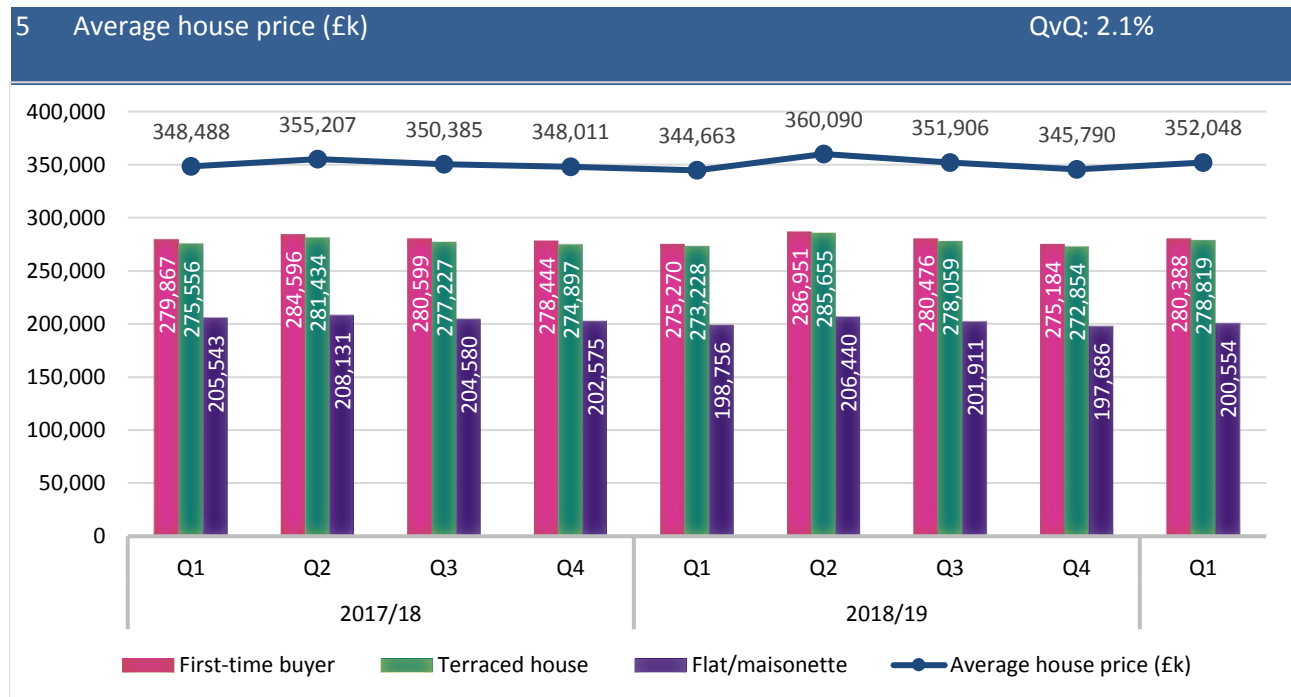


4	Total claimant count (aged 16-24) - JSA & Universal Credit	QvQ: 46.7%
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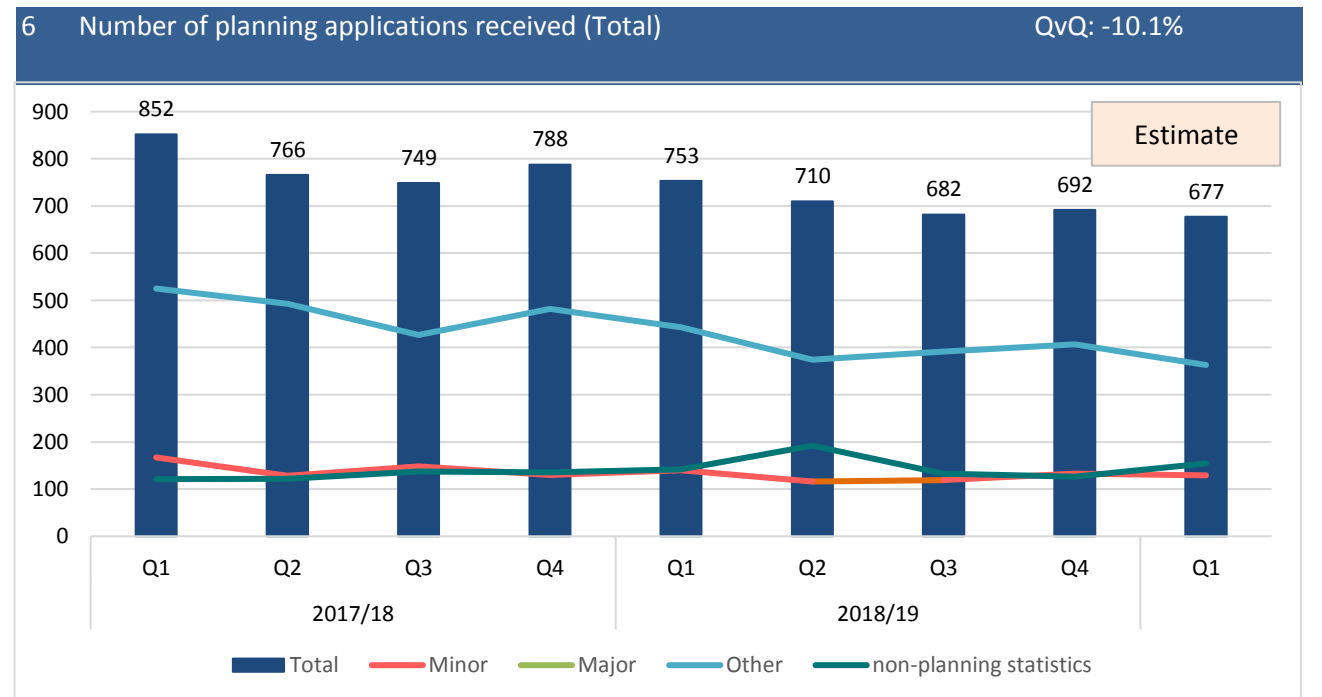
Q1 comment: Reported for last month of the quarter

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.



Q1 comment: Usually reported for the last month in the quarter, however Q1 2019/20 is reporting as an average of April and May 2019 and will be updated at Q2 when the data will be available.

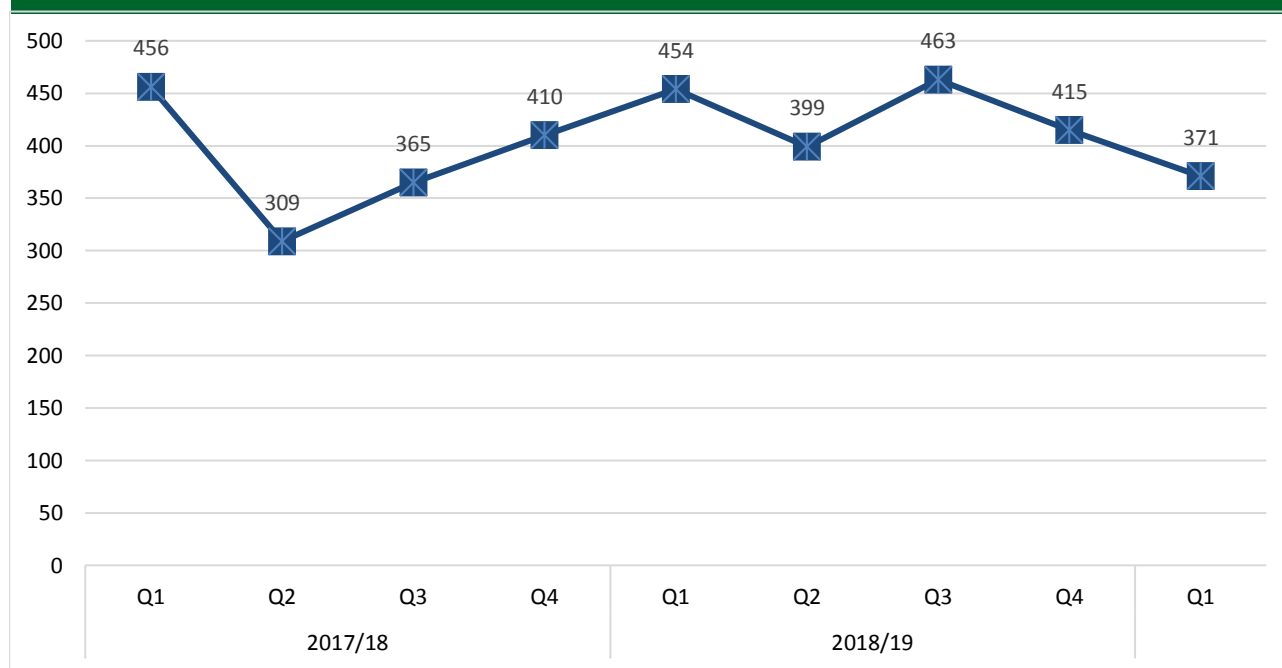
Historic data updated by the land registry
 (Source: Land Registry) Average price (All property types)



Q1 comment: Data is estimated

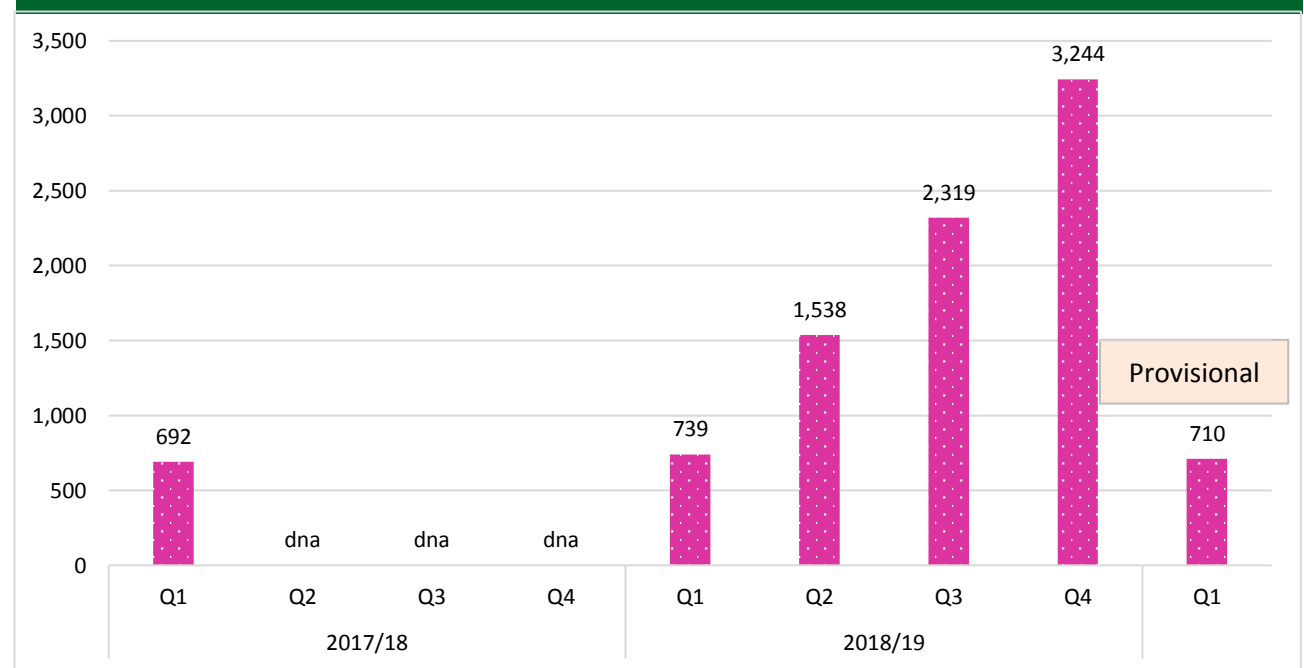
Social Care

7 Number of referrals received (all) (Children and Family Services) QvQ: -18.3%



Q1 comment: None submitted

8 Overall number of new requests for support (ASC) (Total activity measure aligned to STS001 (excludes Blue Badges)) QvQ: -3.9%



Q1 comment: 2018/19 figures has been updated

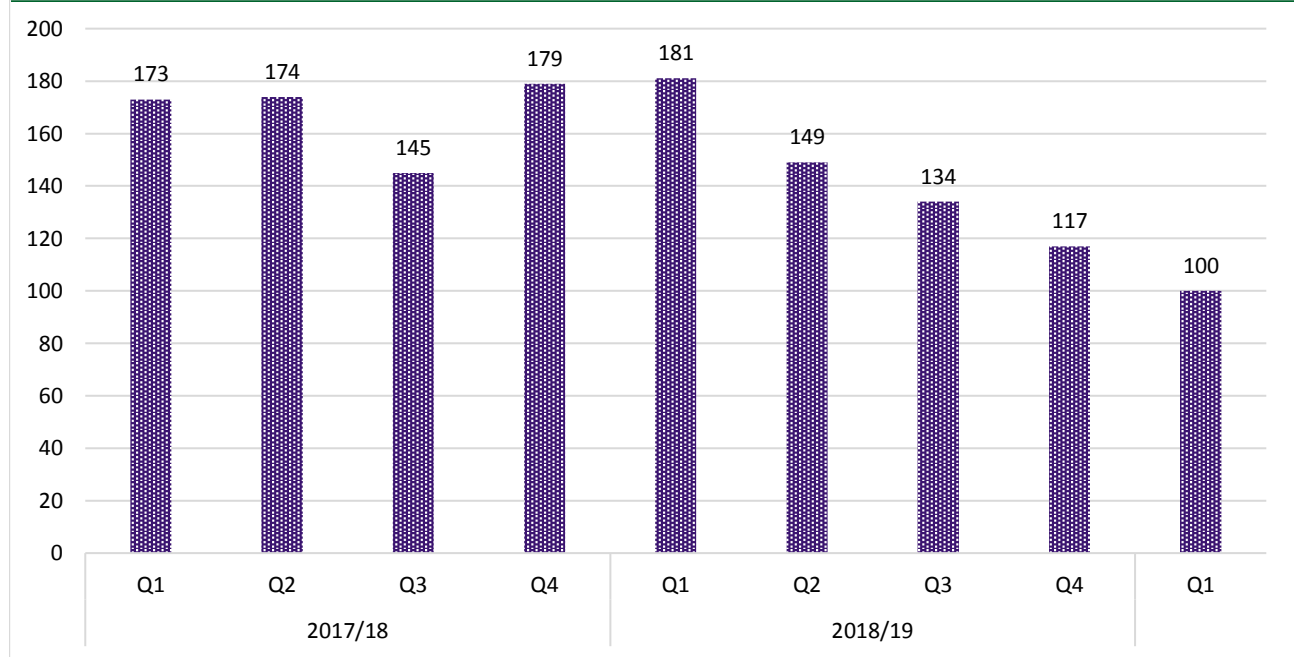
Reporting year to date, provisional data.

This is different to what is reported in STS001 statutory return based indicator, as excludes Blue Badges (included as per statutory guidance, but ASC have little involvement with). Measure includes all Routes of Access (Community, Hospital Discharge, Asset depleters, Transition and Hospital diversion), and can identify reporting source.

Data for Q2 and 3 2017/18 is unavailable due to the transition to Care Director.

Outcomes of enquiries can't be reported until electronic system case monitoring documents have been closed.

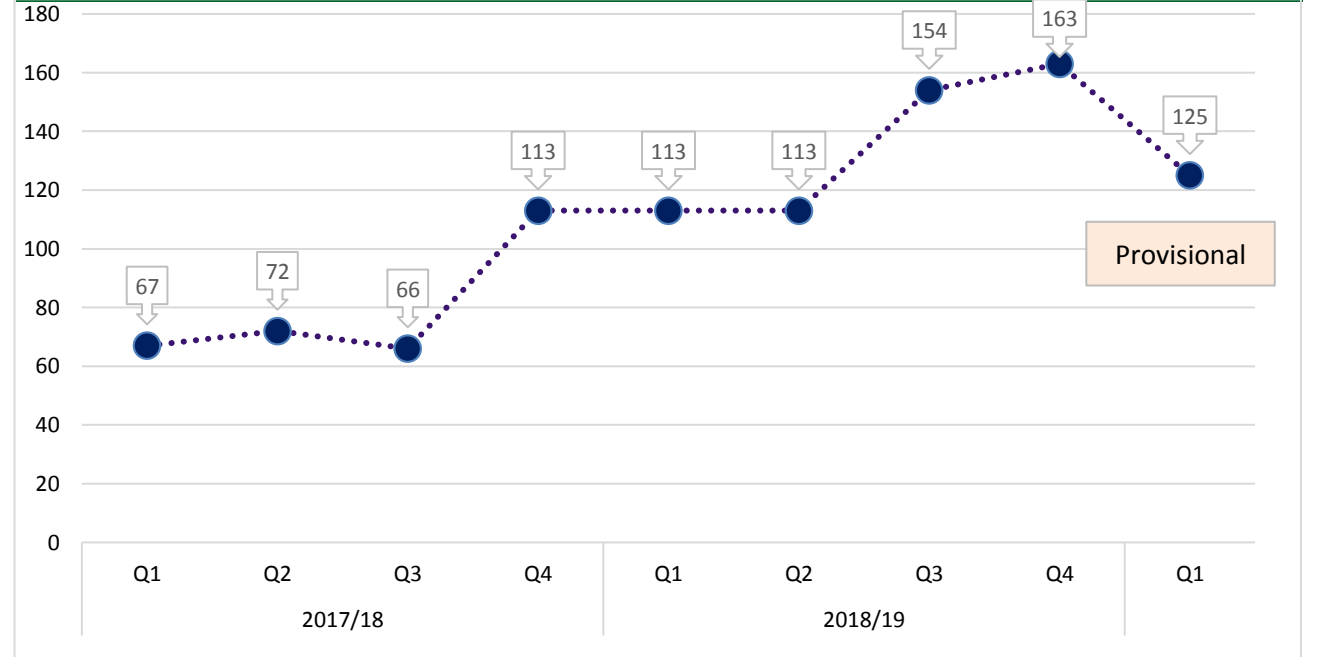
9 Number of Children subject to Child Protection (CP) Plans QvQ: -44.8%



Q1 comment: Family Safeguarding Model (FSM) has allowed us to reduce the number of children being worked with under Child Protection (CP) procedures:

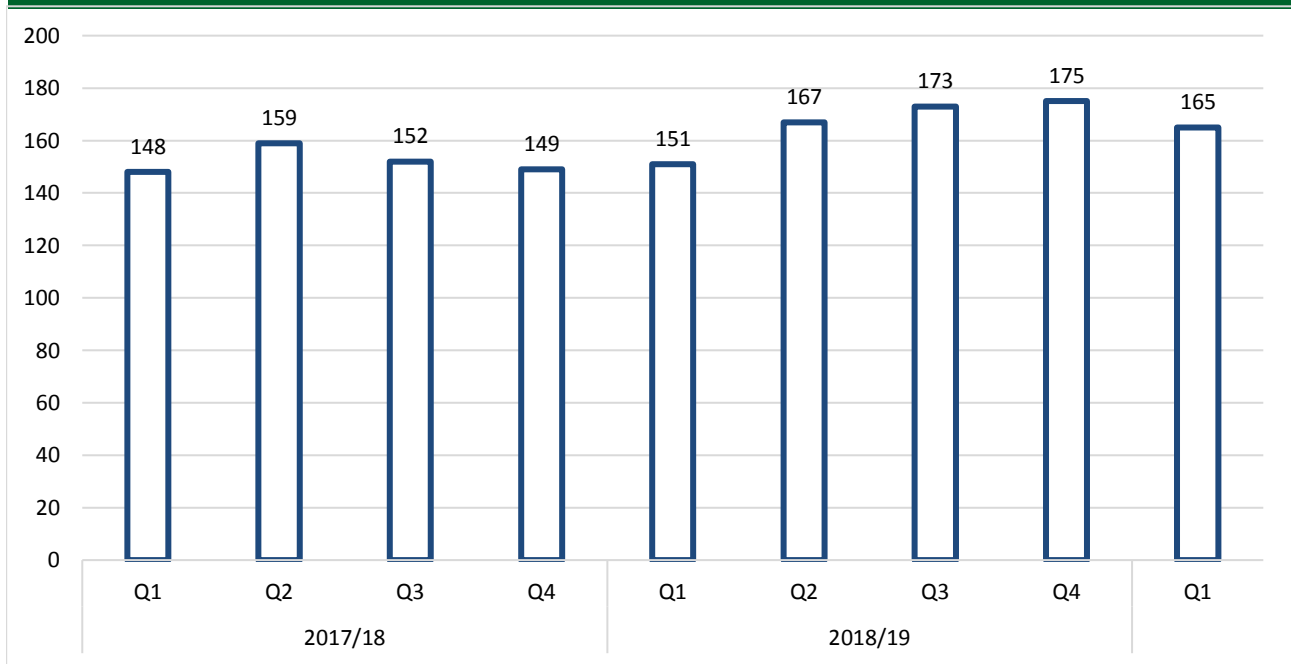
- The FSM model of working with families focusses on family strengths and leads to fewer CP Plans.
- A CP Clinic that reviews cases at 9 months has been established – to reduce drift and delay.
- Our Contact Advice and Assessment Service has increased their management capacity and are able to deliver intervention at an earlier stage
- Initial Assessment and Analysis have been strengthened to prevent CP Plans from being formed simply because risk was not quantified.

10 Number of adult safeguarding enquiries (S42) opened QvQ: 10.6%



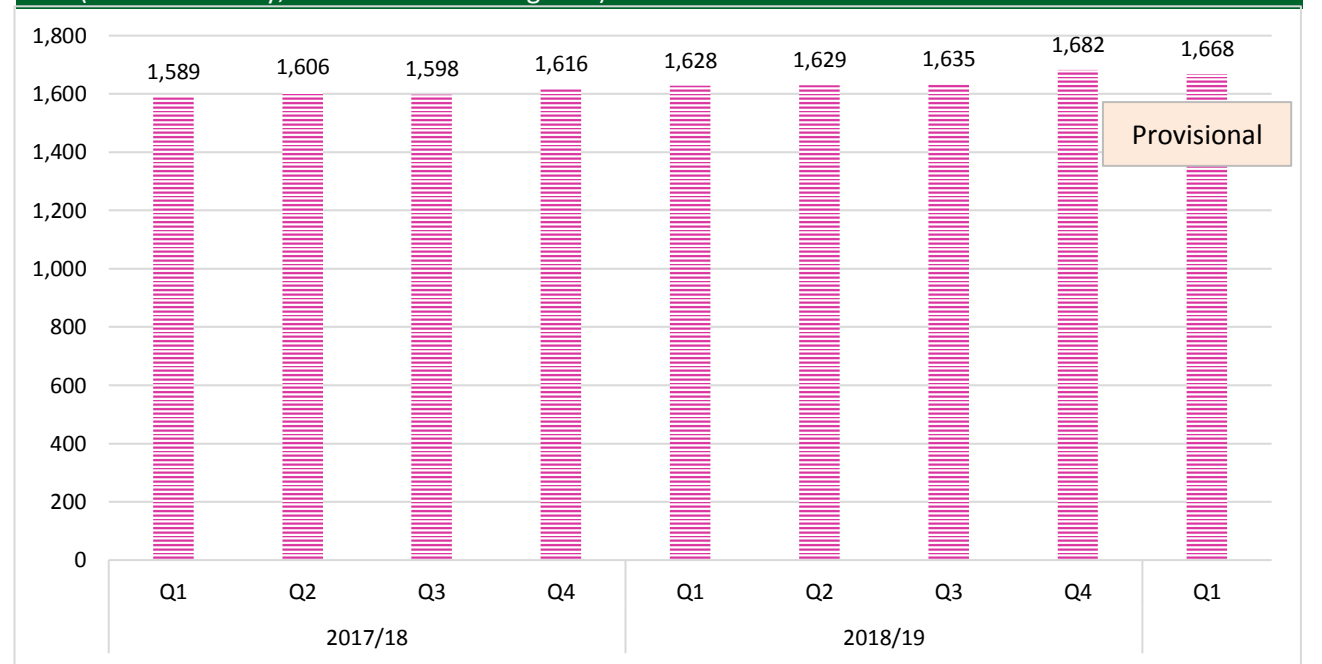
Q1 comment: Provisional, year to date data.

11 Number of Looked After Children (LAC) cases QvQ: 9.3%



Q1 comment: None submitted

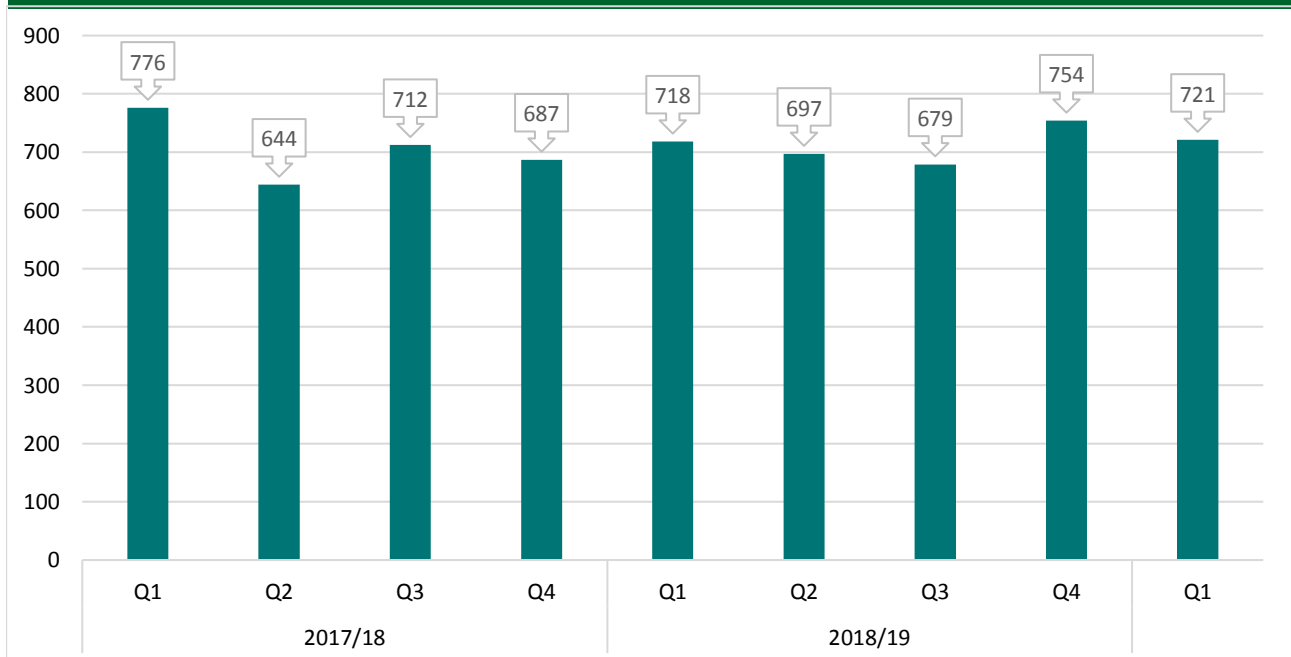
12 Current Long Term Support client (LTS All Ages) (incl. community, residential & nursing care) QvQ: 2.5%



Q1 comment: Provisional data (snapshot at end of quarter). Validated at year end.

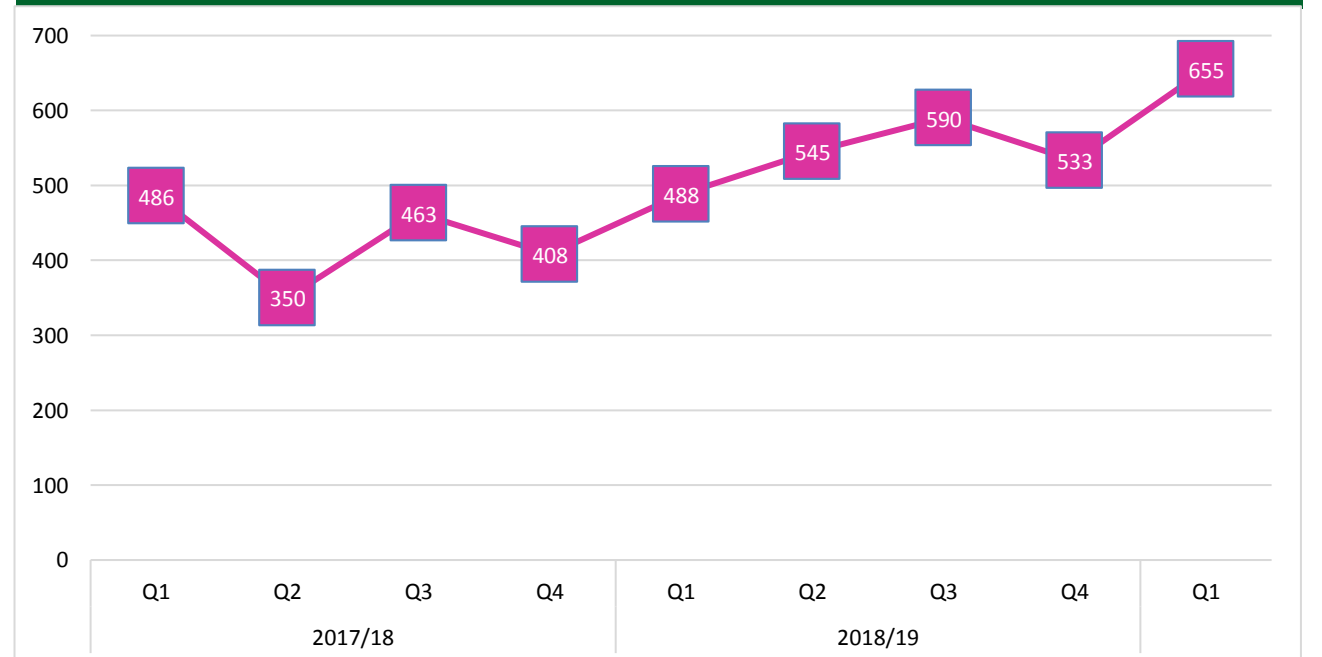
Source: Short and Long Term (SALT) data sources for Adult Social Care Outcomes Framework (ASCOF) - LTS001b

13 Number of Children in Need (CIN) (excluding LAC and CP) QvQ: .4%



Q1 comment: None submitted

14 Number of qualifying live households on the Common Housing Register QvQ: 34.2%



Q1 comment: The backlog has been reduced to approximately 5 weeks. In addition, staff have returned from absence and the team is back to full compliment.

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Core Business													Service comment on target setting
	Title	Responsible Officer	2017/18			2018/19			2019/20		Comment Q1		
			Target	RAG / Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn			
▶ Protecting our children													
Executive	% of Looked After Children who've had 3 or more placement during the past year	Pete Campbell	<=10%	★ (5/144) 3.5%	dna	<10%	★ (16/172) 9.3%	dna	<=10%	★ 7.4%	Q1: 12 / 163		
▶ Maintaining our roads													
Executive	% of the principal road network (A roads) in need of repair	Andrew Reynolds	5%	★ 3%	7/16 2nd	5%	★ 2%	dna	4%	🕒 Annual - Q4			
▶ Collecting your bins and keeping the streets clean													
Executive	% of household waste recycled, composted, reused and recovered (Local Indicator)	Vacant	80%	★ (64,736/77,596) 83.4%	-	80%	★ (63,016/74,171) 84.3% (P)	-	80%	★ 80.2% (E)	Q4 2018/19 has been updated. Q1 2019/20 is an estimate and will be updated later in the year. All results are subject to change once validated by DEFRA after Q4		
Executive	Maintain an acceptable level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators)	Vacant	Satisfactory	★ Good	-	Satisfactory	★ Good	-	Satisfactory	🕒 Reports from Q2			
▶ Providing benefits													
Executive	Average number of days taken to make a full decision on new Benefit claims	Iain Bell	<20 days	★ 19.54 days	-	<20 days	★ 19.54	-	<20 days	★ 19.12			
Executive	Average number of days taken to make a full decision on changes in a Benefit claimants circumstances	Iain Bell	<9 days	★ 6.32 days	-	<9 days	★ 6.50	-	<9 days	🔻 10.76	Q1: n/a / n/a See exception report for details.		
▶ Collecting Council Tax and Business rates													
Executive	The 'in-year' collection rate for Council Tax	Iain Bell	99%	★ (104604310/105897764) 98.8%	-	99%	★ (304,676,716 / 451,951,349) 98.5%	-	99%	★ 28.2%	For comparison 2018/19 Q1: (33343016/112735509) 29.6%		
Executive	The 'in-year' collection rate for Business Rates	Iain Bell	99%	★ (87059126/87683258) 99.3%	-	99%	★ (251,705,119 / 355,628,967) 98.4%	-	99%	★ 34.0%	For comparison 2018/19 Q1: (33917616/89801606) 37.8%		
▶ 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	75%	🔴 (842/1231) 68.4%	-	70%	🔴 (854/1317) 64.8%	-	70%	🔴 61.1%	Q1: 792 / 1,296 Please see exception report for details.	National benchmarking shows we are above the England average. We are looking at ways in which we can improve this target and have started conversations with the team to further understand how we can use flexibilities in the Care Act to improve our performance, but this will take time. We need to be clear that there is an agreed requirement to focus on this area and appetite to support action, which is not without risk.	

Core Business												
	Title	Responsible Officer	2017/18			2018/19			2019/20		Comment Q1	Service comment on target setting
			Target	RAG / Yearend Outturn	National Rank / Quartile	Target	RAG / Yearend Outturn	National Rank / Quartile	Target	Q1 RAG / Outturn		
Executive	% of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	Tandra Forster	83%	■ (99/123) 80.5% (P)	dna	82%	★ (128/151) 84.8%	dna	84%	★ 83.3%	Q1: 155 / 186	Outturn was 84.8% this year, target to be set at 84% (Volatile indicator and above the last known England average 82.9%) Need to further understand impact of APL
Executive	% of financial assessments actioned within 3 weeks of referral to the Financial Assessment & Charging Team	Tandra Forster	98%	★ (1678/1683) 99.7%	-	98%	★ (2,003/2,008) 100%	-	98%	★ 99.0%	Q1: 487 / 492	
► Planning and housing												
Executive	% of 'major' planning applications determined within 13 weeks or the agreed extended time	Gary Rayner	60%	★ (81/103) 78.6%	14/16 4th	88%	■ (78/96) 81.3% E	dna	88%	★ 100.0%	Q1: 17 / 17	
Executive	% of 'minor' planning applications determined within 8 weeks or the agreed extended time	Gary Rayner	65%	★ (323/433) 74.6%	12/16 4th	85%	■ (275/355) 77.5% E	dna	85%	★ 88.6%	Q1: 78 / 88	
Executive	% of 'other' planning applications determined within 8 weeks or the agreed extended time	Gary Rayner	75%	★ (1,175/1,369) 85.8%	14/16 4th	90%	★ (1,069/1,150) 93% E	dna	90%	★ 95.0%	Q1: 301 / 317	
Executive	Submit a Minerals & Waste Local Plan for West Berkshire to the Secretary of state for examination	Bryan Lyttle	Dec-19	■ Behind schedule	-	Apr-20	★ On track	-	Apr-20	★ On track	To be submitted to the Full Council meeting on 5 December 2019	

Nick Carter / Andy Walker			Finance & Property - Benefits				Q1 2019/20	AMBER
Indicator Ref: CBdfp8			Average number of days taken to make a full decision on changes in a Benefit's claimants circumstances				Type: Snapshot	
Executive	2017/18 Year End	2018/19 Year End	2019/20				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	★	★	◆				=<9	Lower is better
Qrtly outturn								
YTD outturn	6.32	6.50	10.76					
REASON FOR AMBER:								
Resource (staff) assigned to update some of this information has not been available through sickness & leave.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:								
Staff now back and focus is now being placed on this area of work. As of the 22nd July the average number of days has reduced to 10.02 days. Would hope by end of Q2 target of 9 days would have been reached.								
STRATEGIC ACTIONS REQUIRED:								
None								

Andy Sharp / Tandra Foster			Adult Social Care				Q1 2019/20	RED
Indicator Ref: CBfasc9			% of clients with Long Term Service (LTS) receiving a review in the past 12 months				Type: Snapshot	
Executive	2017/18 Year End	2018/19 Year End	2019/20				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	■	■	■				70%	Higher is better
Qrtly outturn			-					
YTD outturn	(842/1,231) 68.4%	854/1,317 64.8%	792/ 1,296 (61.1%)					
REASON FOR RED:								
Performance against the review target has been challenging								
During Q1 2019/20 we have spent time with the Review Team and Locality Managers to further examine the data and explore reasons and challenges to meeting this target to help inform how we can improve performance of reviews over the coming year.								
Discussions have identified that complex cases and historic poor recording practices have led to protracted scheduled review work for the Review Team, slowing their turnover of cases. In order to support this work it has been agreed that Locality Teams will look to prioritise review work, being clear about recording expectations and requirements.								
We are still actively exploring how we can utilise flexibilities in the Care Act by completing proportional reviews and using Trusted Assessors, looking at how our in-house provider services can support review work and this can then be recorded appropriately.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS:								
Locality Teams will begin to undertake reviewing work in order to increase the number of staff engaged in reviewing activities.								
Work with the in-house provider teams to consider how they can support reviews and how this can be captured in a way that is streamlined but meets statutory requirements								

Monthly meetings to monitor the contribution of Locality teams to the Reviews indicator.

FINANCIAL IMPLICATIONS:

None

SERVICE PLAN UPDATES REQUIRED:

No changes at this time, proactive monitoring of reviews on a weekly and monthly basis

STRATEGIC ACTIONS REQUIRED:

None, but to be monitored

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