

Notice of Meeting

Executive

Thursday, 31st March, 2011 at 6.30 pm

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

Date of despatch of Agenda: Wednesday, 23 March 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on 01635 519045
e-mail: mfraser@westberks.gov.uk

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



To: Councillors Barbara Alexander, Pamela Bale, David Betts, Keith Chopping, Hilary Cole, Graham Jones, Alan Law, Gordon Lundie, Joe Mooney and Anthony Stansfeld

Agenda

Part I

Page(s)

1. **Apologies for Absence**

To receive apologies for inability to attend the meeting (if any).

2. **Minutes**

9 - 22

To approve as a correct record the Minutes of the special meeting of the Executive held on 6th January 2011 and the meeting on 17th February 2011.

3. **Declarations of Interest**

To receive any Declarations of Interest from Members.

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 Graham Farquhar to the Portfolio Holder for Planning, Housing and Transport Policy**

"Could I please ask the Executive Member for Planning to provide a response to the following question: when a planning application is submitted and approved are the planning conditions and written comments provided by the Planning Officer with regard to measurements considered to be compulsory or arbitrary?"

(b) **Question submitted by Mr Richard Garvie to the Portfolio Holder for Education**

"Following on from comments made to local media outlets this year that our local facilities were safe, can the council assure me that no funding reductions will be made to our local Children Centre's and SureStart schemes?"

(c) **Question submitted by Mr Richard Garvie to the Leader of the Council**

"Could the Leader of the Council please advise as to why Grundon were allowed to continue quarrying the proposed incinerator site for over two years after their planning consent ended?"

(d) **Question submitted by Mr Richard Garvie to the Leader of the Council**

"When social housing is sold off in the district, the proceeds are expected to be

Agenda - Executive to be held on Thursday, 31 March 2011 (continued)

invested locally by said housing association (in this case Sovereign). When Sovereign initially sold off the local housing stock which was given to them in 1989, can the council advise as to where the proceeds were spent, and in 2006 when Sovereign made around £1m on the sale of garages by auction, can the leader advise as to where this money was spent?"

(e) **Question submitted by Mr Richard Garvie to the Portfolio Holder for Community Care, Pensions, Insurance**

"Could the Executive advise on the future of Residential Care at Notrees and Windmill Court, and also inform me of any discussions that the portfolio holder for these facilities may have held regarding their sale?"

(f) **Question submitted by Mr Richard Garvie to the Portfolio Holder for Finance, Economic Development, Property, Health & Safety**

"With the ageing demographic locally and with younger people moving away for higher paid employment, what is the council doing to attract new employment and investment in the district?"

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

	Reference	Page(s)
6. Community Led Planning - Performance Report (EX2207) (CPT 1, 3, 5, 6, 7, 8, 12, 13 & 15) <i>Purpose: To report on progress of Community Led Planning within the District for the first half of the 2010/11 financial year.</i>		23 - 44
7. Report and Action Plan of the Annual Unannounced Inspection of Contact, Referral & Assessment Arrangements within West Berkshire (EX2206) (CPT 11 & 16) <i>Purpose: To present the findings to the Executive of the recent unannounced inspection of the authority's Contact, Referral and Assessment arrangements.</i>		45 - 56
8. Traffic Management and Road Safety Programme 2011/12 (EX2205) (CPT 1, 2, 5, 6, 12, 13 & 15) <i>Purpose: To seek approval of the Traffic Management and Road Safety Programme 2011/12.</i>		57 - 68



Agenda - Executive to be held on Thursday, 31 March 2011 (continued)

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| 9. | Children's Social Care Complaints Report (EX2224)
(CPT 10-16) | 69 - 90 |
| <i>Purpose: To report on the statutory complaints process for the year 1st April 2009 to 31st March 2010.</i> | | |
| <hr/> | | |
| 10. | Anti Child Poverty Strategy (EX2210)
(CPP 1 & 2/CPT 8,11) | 91 - 112 |
| <i>Purpose: To deliver the Council's statutory duty to produce a Child Poverty Strategy by 31/3/11.</i> | | |
| <hr/> | | |
| 11. | Council Plan Outcomes 2010/11: Q3 Update on Achievement (EX2108)
(CPP1-3/CPT1-16) | 113 - 146 |
| <i>Purpose: To report Q3 performance against each of the outcomes identified in the 2010/11 Council Plan and to report remedial action that is or has been taken, where achievement will not be met.</i> | | |
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| 12. | Implementation Plan for the Local Transport Plan (EX2219)
(CPT1, 2, 4, 5, 6, 7, 8, 9, 12 & 13) | 147 - 178 |
| <i>Purpose: To present to the Executive the Implementation Plan which sets out the initial delivery plans for the new Local Transport Plan.</i> | | |
| <hr/> | | |
| 13. | Use of Local Resources - Local Food (EX2191)
(CPT 5 & 8) | 179 - 194 |
| <i>Purpose: To provide Executive's response to the recommendations made by the Overview and Scrutiny Management Commission.</i> | | |
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| 14. | Decommissioning of Statutory Ceremony Room at Shaw House (EX2270)
(CPT 3) | 195 - 200 |
| <i>Purpose: To consider proposals to decommission the current Ceremony Room at Shaw House and if agreed to provide the present Interview Room as the Statutory Room for ceremonies from 1st January 2012.</i> | | |
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Items not timetabled in the Forward Plan

Reference	Page(s)
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15. **Flood and Water Management Act 2010** 201 - 216
(CPT 1, 2, 4, 6, 7, 8, 10, 11 & 12)

Purpose: To consider the implications of the Flood and Water Management Act 2010 for West Berkshire Council.

16. **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 to be answered by the Portfolio Holder responsible for Environment, Cleaner Greener, Public Protection & Customer Services submitted by Councillor Royce Longton**

"What measures have been taken to reduce the level of air pollution around the Burger King roundabout, and with what effect?"

- (b) **Question to be answered by the Portfolio Holder for Children & Families, Youth Service, Culture & Leisure submitted by Councillor Gwen Mason**

"Are the Youth Centre Buildings that you are closing and want the local communities to run totally compliant with all disability requirements?"

- (c) **Question to be answered by the Portfolio Holder responsible for Highways, Transport (Operational) & ICT submitted by Councillor Tony Vickers**

"Why does this Council not require developers and (in effect) the occupiers of their proposed new developments, in areas with Residents Parking Schemes already in place (which indicates that on-street parking is at full capacity), to be denied the right to apply for parking permits, thereby ensuring that developers must make provision on-site for all parking required?"

- (d) **Question to be answered by the Leader of the Council submitted by Councillor David Rendel.**

"Why was no new Council Plan produced before the production of the latest MTFS?"

- (e) **Question to be answered by the Portfolio Holder for Environment, Cleaner Greener, Public Protection & Customer Services submitted by Councillor David Rendel**

"What can residents of Thatcham do to avoid any possible damage to their health caused by the excessive levels of Nitrogen Dioxide found in Central Thatcham?"

- (f) **Question to be answered by the Portfolio Holder responsible for Highways, Transport (Operational) & ICT submitted by Councillor Gabrielle McGarvey**

“Many local residents (including myself) live in areas covered by Resident’ Parking Schemes which are a service provided by this Council. They are designed to give local residents priority parking in their own streets, and an annual charge of £25 is requested as a contribution towards the administration cost of issuing the permits. Did the Executive Member for Highways and Transport approve the information about the Resident’s Parking Scheme displayed on the West Berkshire Council website as well as the explanatory letters, application form and accompanying documents that are sent out to first-time applicants when a new scheme is about to come into force?”

- (g) **Question to be answered by the Portfolio Holder responsible for Councillor Anthony Stansfeld submitted by Councillor Alan Macro**

“Could the Executive Member responsible for public safety please give me the current status of CCTV in Theale, Pangbourne and Lambourn?”

Andy Day
Head of Policy and Communication

West Berkshire Council Plan Priorities and Themes

Council Plan Priorities:

CPP1 – Support our communities through the economic downturn – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged

CPP2 – Raise levels of educational achievement – improving school performance levels

CPP3 – Reduce crime and the fear of crime

Council Plan Themes:

CPT1 - Better Roads And Transport

CPT2 - Thriving Town Centres

CPT3 - Affordable Housing

CPT4 - High Quality Planning

CPT5 - Cleaner and Greener

CPT6 - Vibrant Villages

CPT7 - Safer and Stronger Communities

CPT8 - A Healthier Life

CPT9 - Successful Schools and Learning

CPT10 - Promoting Independence

CPT11 - Protecting Vulnerable People

CPT12 - Including Everyone

CPT13 - Value for Money

CPT14 - Effective People

CPT15 - Putting Customers First

CPT16 - Excellent Performance Management



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West Berkshire
C O U N C I L

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SPECIAL EXECUTIVE
MINUTES OF THE MEETING HELD ON
THURSDAY, 6 JANUARY 2011

Councillors Present: Barbara Alexander, Pamela Bale, David Betts, Keith Chopping, Hilary Cole, Graham Jones, Alan Law, Gordon Lundie, Joe Mooney and Anthony Stansfeld

Also Present: Nick Carter (Chief Executive), David Holling (Head of Legal & Electoral) and Andy Walker (Head of Finance), Councillor Jeff Beck, Councillor Adrian Edwards, Councillor Roger Hunneman, Councillor Alan Macro, Councillor Tim Metcalfe, Councillor Irene Neill, Councillor David Rendel, Councillor Quentin Webb and Councillor Keith Woodhams

Apologies for inability to attend the meeting: Margaret Goldie

PART I

69. Declarations of Interest

Councillor Keith Chopping declared an interest in Agenda Item 4, but reported that, as his interest was personal and not prejudicial, he determined to remain to listen to the debate but did not vote on the matter.

70. Exclusion of Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraph 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 4.2 of the Constitution](#) also refers.

71. St Bartholomew School - Issuing of Instructions for the Construction of the MUGA and STP and Associated Works

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

(Councillor Keith Chopping declared a personal interest in agenda Item 4 by virtue of the fact that he was a Governor at St Bartholomew School. As his interest was personal and not prejudicial he determined to stay in the meeting, listen to the debate but did not vote on the matter..)

The Executive considered an exempt report (Agenda Item 4) seeking approval to issue an instruction to the developer to proceed with the construction of the Synthetic Turf Pitch and Multi Use Games Area and associated works at St Bartholomew's School.

RESOLVED that the amended exempt recommendations tabled at the meeting be agreed.

Reason for the decision: the new school is now built and operational and the funding for Phase 3 works – STP, MUGA and associated works – is in place. The executive now needs to authorise a further instruction to the contractor to proceed with the final components of the project. The recommendations set out in the report were amended to protect the Council's position.

Other options considered: None

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(The meeting commenced at Time Not Specified and closed at Time Not Specified)

CHAIRMAN

Date of Signature

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 17 FEBRUARY 2011

Councillors Present: Barbara Alexander, Pamela Bale, David Betts, Hilary Cole, Graham Jones, Alan Law, Gordon Lundie, Joe Mooney and Anthony Stansfeld

Also Present: John Ashworth (Corporate Director - Environment), Teresa Bell (Corporate Director - Community Services), Nick Carter (Chief Executive), Gabrielle Esplin (Finance Manager (Capital and Treasury Management)), Margaret Goldie (Corporate Director - Children and Young People), David Holling (Head of Legal & Electoral), Joseph Holmes (Accountancy Manager), Robert O'Reilly (Head of Human Resources), Susan Powell (Safer Communities Partnership Team Manager), Keith Ulyatt (Public Relations Manager) and Andy Walker (Head of Finance), Councillor Jeff Beck, Stephen Chard (Policy Officer), Councillor Roger Hunneman, Councillor Royce Longton, Councillor Alan Macro, Councillor Gwen Mason, Councillor Tim Metcalfe, Linda Pye (Principal Policy Officer), Councillor David Rendel, Robin Steel (Group Executive (Cons)), Councillor Julian Swift-Hook, Councillor Tony Vickers, Councillor Quentin Webb and Councillor Keith Woodhams

Apologies for inability to attend the meeting: Councillor Jeff Brooks and Councillor Keith Chopping

PART I

87. Councillor Keith Lock

The Leader of Council proposed a one minute silence in respect of Councillor Keith Lock who had sadly passed away on Saturday 12th February 2011.

88. Minutes

The Minutes of the meeting held on 13 January 2011 were approved as a true and correct record and signed by the Leader.

89. Declarations of Interest

Councillor Julian Swift-Hook declared an interest in Agenda Item 13 and any other applicable items, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate.

Councillor Alan Macro declared an interest in Agenda Item 13, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate.

90. Public Questions

(a) Question submitted by Mr Richard Garvie to the Leader of the Council

A question standing in the name of Mr Richard Garvie on the subject of CCTV in West Berkshire was answered by the Leader of the Council.

(b) Question submitted by Fiona Walker to the Portfolio Holder for Community Care

A question standing in the name of Fiona Walker on the subject of the future of the ROAR project was answered by the Executive Member for Community Care, Pensions, Insurance, Strategy, Performance, Community Safety.

(c) **Question submitted by Joan Lawrie to be answered by the Portfolio Holder for Environment and Public Protection**

A question standing in the name of Joan Lawrie on the subject of the Village Green (105, Tilehurst) Application was answered by the Executive Member for Highways, Transport (Operational), ICT.

91. Petitions

There were no petitions presented to the Executive.

92. Application to Register a Town or Village Green - Village Green 105, Tilehurst (EX2201)

The Executive considered a report (Agenda Item 6) concerning the ratification of the report received from the Inspector appointed by the Council in respect of an application to register a Town or Village Green in relation to Village Green 105 Tilehurst (Pincents Hill).

Councillor Hilary Cole, in introducing the report, made the following points:

- West Berkshire Council was the Commons Registration Authority (CRA) for the District and was subject to the receiving and reviewing of applications for Town or Village Green status under the Commons Act 2006.
- An application was received on 7 April 2009 from Mrs Joan Lawrie on behalf of the Save Calcot Action Group to add certain areas of land at Pincents Hill, Tilehurst to the Register of Town or Village Greens.
- Any individual could apply to register land as a Town or Village Green if certain conditions were met.
- On receipt of the application, the Council proceeded with the consultation of various interested parties and relevant land owners. An objection was received from Blue Living, the owners of a significant area of land at Pincents Hill, and also owners of smaller areas of land who held interests with Blue Living for the development of the land.
- Various exchanges of correspondence between the main parties and the Commons Registration Officer determined that a non statutory public inquiry should be held and this was arranged for June 2010. The cost of the inquiry was borne by the Council as the CRA.
- On considering the evidence before him, the Inspector recommended to the Council that no part of the application site should be added to the register of Town and Village Greens as it did not meet the statutory tests required for such registration under any of the relevant sections of the Commons Act 2006.
- The Executive was therefore asked to ratify the report and accept the recommendation that the Council should not register the land as a Village Green.

Councillor Joe Mooney felt that a number of questions remained unanswered in the report and he was disappointed with the recommendation. He would therefore be voting against the recommendation. This would also be a disappointing outcome for the large number of Tilehurst residents involved in the application and Councillor Mooney took the opportunity of thanking Mrs Lawrie and her team for all their hard work in attempting to register this land as a Village Green.

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Councillor Alan Macro also expressed disappointment with the recommendation and added that this had an impact on Calcot and Theale. Councillor Macro reported that Tilehurst Parish Council had not received a copy of the Individual Decision as part of the consultation.

Councillor Cole advised that she took the decision to bring the report to Executive for ratification due to the high level of public interest, rather than approve as an Individual Decision. She was not aware that Tilehurst Parish Council had not received a copy of the report, but it was published on the West Berkshire Council website early in 2011. It had also been made available to Mrs Lawrie.

Councillor Macro pointed out that relevant consultees needed to be made aware of when information was published on the website.

RESOLVED that the Applicant and objectors be informed that the Council will not register the land at Pincents Hill as a Village Green.

Reason for the decision: As the Inspector cites in his Report annexed to this Decision there is insufficient evidence of use over the relevant periods stated in his Report for the land to be registered as a Village Green

Other options considered: None.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 25 February 2011, then it will be implemented.

93. Financial Performance Report Q3 of 2010/11 (EX2048)

The Executive considered a report (Agenda Item 7) concerning the latest financial performance of the Council.

Councillor Graham Jones, in introducing the report, stated that during 2010/11 the Council had had its direct revenue budget cut by over £1.05m due to measures taken by the Coalition Government as part of the Emergency Budget.

For Quarter 3 of 2010/11 the Council was predicting an underspend of £393k which was a significant swing from the figure which was last reported to the Executive and the Resource Management Select Committee. There were two main factors for this underspend – firstly, following a change in the accounting guidelines the Council had been able to move net just under £1.5m from the revenue budget to the capital budget. This amount related to expenditure on planned highways maintenance which would enhance the district's road infrastructure over the next ten years. This change in accounting procedures had brought the Council's financial position to a break even position. Secondly, in early January 2011 the Department of Health had announced a one-off sum of money for the additional pressures, due to the winter, on the adult social care and health system and was a benefit to the Council of £326k. This additional funding had helped the Council in achieving a forecast underspend position.

Councillor Jones referred to the 2011/12 Budget paper which would be considered later on the agenda and stated that it would be necessary to utilise some funds from the general reserves in order to balance the budget. However, the underspend would assist in offsetting some of the impact of using these reserves to ensure the Council maintained an adequate and appropriate level of general reserves.

Councillor David Betts reiterated that the decision to capitalise the highways maintenance element of the budget had been based on accounting procedures which would guarantee future expenditure on West Berkshire roads.

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Councillor Joe Mooney reported that the large overspend in Community Care had been considerably reduced. However, Councillor Mooney had requested that the expenditure in respect of Learning Disability and Adult Social Care should be shown separately in order to make the tracking of these elements much simpler. The Government had made £162m available to cover the winter pressures in adult social care and the health service and the share which had been allocated to West Berkshire would help considerably in this area.

Councillor David Rendel queried when the decision on the capitalisation of highways maintenance expenditure had first been made. He also queried why this expenditure variance had been shown in the levies and interest line and he queried why amounts were accrued but not spent. Councillor Graham Jones responded that the capitalisation of highways maintenance expenditure had been referred to in at least two previous reports which had been considered at the Resource Management Select Committee and this measure had been undertaken on advice from the Council's Auditors. Andy Walker confirmed that the IFRS had released the guidelines at the end of December and Officers had then needed time to interpret the advice. This had been the first available Executive meeting to bring the proposed change in procedures forward to. Andy Walker advised Councillor Rendel that the reason that the amount was reported below the line was purely an issue of timing. The highways revenue budget had been reduced accordingly. In respect of accruals Andy Walker explained that the amount of accruals was lower than in previous years.

Councillor Keith Woodhams referred to page 128 of the agenda and the planned reduction in some highways maintenance activities of £250k. He queried whether this reduction would affect pot hole repairs. Councillor David Betts confirmed that the reduction would not affect pot hole repairs. The £250k reduction had been achieved across a range of highway areas but would not have an effect on the roads budget. The month of January had been relatively mild and work had commenced on an additional patching and repairing programme. A refund had also been received from SSE in respect of lighting costs.

Councillor Julian Swift-Hook welcomed the windfall from the Department of Health which would assist with the pressures in Adult Social Care. However, it was noted that there was still an underlying overspend in the region of £1.8m. Page 124 of the agenda referred to the Royal Berkshire Hospital Foundation Trust (RBHFT) intending to fine local authorities for official delayed transfers which would be in the region of £100 per day. This was a change on the previous situation and he asked for clarity in that area. Councillor Joe Mooney responded that the £100 fine was for bed blocking. However, since the report had been written the number of people bed blocking had reduced to one. It was therefore unlikely that West Berkshire would be fined and indeed the Royal Berkshire Hospital had been working closely with West Berkshire Council to reduce the amount of bed blocking. In respect of capital depleters Councillor Mooney reported that last year the Council had had eight of these. Every four capital depleters equated to £100k additional spend on the budget and currently the Council already had 14 this year with 6 pending and a further two or more expected to come through the system.

RESOLVED that the Financial Performance Report for Quarter 3 2010/11 be noted.

Reason for the decision: To ensure that Members are fully aware of the latest financial position for the Council.

Other options considered: None.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 25 February 2011, then it will be implemented.

94. Local Government Act 2003 - Borrowing Limits and Annual Investment Strategy 2011/12 (C2180)

The Executive considered a report (Agenda Item 8) summarising the Council's borrowing limits as set out by CIPFA's Prudential Code in compliance with the Local Government Act 2003 and recommending the Annual Investment Strategy for the coming year.

Councillor Graham Jones stated that other than a brief introduction, no debate would be held on any of the finance papers on the agenda that would be presented to full Council on 3 March 2011. The items could be debated at the Council meeting in line with the practice of recent years.

Councillor Jones, in introducing the report, made the following points:

- The report set the Council's policy for borrowing and investment for 2011/12. This included a limit on the amount the Council might borrow to fund capital expenditure. The borrowing limit would increase by smaller amounts in 2011/12 and future years than in previous years (i.e. by £10m in 2011/12 and £7m in 2012/13 as against £15m in 2010/11). This reflected the reduction in Council funded capital spend as explained in the report on the Capital Strategy and Programme, but also allowed for the transfer of highways maintenance from revenue to capital.
- The investment policy required that Council's funds might be invested with UK banks with the highest credit ratings, top ranking UK building societies or other local authorities. The overall emphasis of the policy was to maximise investment income while giving the greatest priority to the security and liquidity of the Council's funds.
- In order to support local business, the Council was also entering into a new arrangement to place short term investments directly with the Newbury Building Society (currently ranked 23rd in the UK) whenever this was beneficial for the Council's cash flow and when the Society offered a competitive rate of interest.

RESOLVED that the Annual Investment Strategy, as detailed in Section 3 of the report, be recommended to Council for 2011/12.

Reason for the decision: To recommend the Annual Investment Strategy as detailed in Section 3 of the report to Council for 2011/12.

Other options considered: Formulation of Treasury Management Policy.

This decision is not subject to call in as the item is due to be referred to Council for final approval, therefore it will be implemented immediately.

95. Capital Strategy and Programme 2011-2016 (C2181)

The Executive considered a report (Agenda Item 9) outlining the Council's proposed five year Capital Strategy for 2011 to 2016, including the Minimum Revenue Provision (MRP) statement and setting out the funding framework for the Council's five year Capital Programme for 2011/12-2015/16.

Councillor Graham Jones stated that the five year Strategy and Programme reduced the revenue impact of capital spending by minimising the level of Council funded capital

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(financed from borrowing) and made optimum use of government grants and developer contributions.

Council funded spend had been set at £35.5m over five years which equated to an average of £7.1m per year. This included the capitalisation of highways maintenance which generated a further saving in the revenue budget. The total capital spend, including government grants and developer contributions, was £121m over five years, which would fund the most urgent needs for investment in the Council's assets.

Highways and Education were particularly dependent upon government grants and Highways capital grants had so far been announced for 2011/12 to 2014/15 but Education grants had been announced for 2011/12 only. The programme assumed both Highways and Education grants would continue at a similar level going forward but it might be necessary to review the programme when the final grant allocations were made.

Councillor Jones advised that the five year programme included the following:

- Over £12m per year to improve the suitability, capacity and condition of primary and secondary school buildings;
- £7.2m per year for highways and transport improvements and road maintenance;
- £1.6m per year for equipment and home adaptations to assist elderly and disabled people to remain independent;
- £2m for the redevelopment of the Newbury Museum (£1.2m of which was from lottery funding);
- Essential maintenance of Council buildings and IT systems, rights of way and play areas;
- Projects to support localism and the Big Society e.g. Parish Councils, local Visions and Members' bids.

RESOLVED that the five year Capital Strategy as set out within the report be approved.

Reason for the decision:

- To enable the Council to align corporate resources to agreed Council priorities.
- To clarify the processes and procedures to ensure that the Capital Programme is managed in accordance with the Council Plan.
- To provide a mechanism for the effective medium term planning of capital resources.
- To ensure effective, efficient and economic use of the Council's assets and resources, and achieve best value for money.

Other options considered: None.

This decision is not subject to call in as the item is due to be referred to Council for final approval.

96. Revenue Budget 2011/12 (C2178)

The Executive considered a report (Agenda Item 10) advising Members of the Council's final Formula Grant settlement for 2011/12 received on 31 January 2011 and outlining the revenue budget for 2011/12, including proposals for investment and savings.

Councillor Graham Jones introduced the item and made the following points:

- The Council was proposing to freeze Council Tax for the 2011/12 financial year. This had been achieved by reducing expenditure across the Council, with a focus

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on maintaining a good level of 'front line' service provision and utilising efficiencies at every possibility. All of this had been achieved when the Council's funding had been reduced from central government by approximately 8% on a like for like basis, and when there continued to be required investment in services, most notably in Adult Social Care.

- The past few months had seen a significant amount of change to how Local Government was financed following the Government's Comprehensive Spending Review. As a result of this, the Government had made less money available to local Councils to help deal with the country's financial deficit. Though Government had reduced spending, it had at every opportunity given local Councils more flexibility over where money was spent. Under the previous Government, the Council received a number of specific ring-fenced grants that needed to be spent according to the Government's priorities. These had ceased and been replaced with non ring-fenced grants allowing money to be spent on local priorities.
- To ensure that Council services had been protected wherever possible, but at the same time maintaining strong financial management, the 2011/12 budget included a proposal to utilise just over half a million pounds from the general reserves. This would ensure that the Council had adequate time to enact some of its longer term savings, while keeping the general reserve above the minimum level recommended by the Section 151 Officer.
- On the topic of local priorities, the Council had started to utilise the results of the budget simulator exercise completed in late 2010, to help formulate the 2011/12 budget. The public provided an excellent response rate to the exercise and it gave a clear steer to some of the services the public wished to see more protected than others. Broadly, the public placed more emphasis on reducing 'people' based services less than 'place' based services.
- As part of the 2011/12 budget, Adult Social Care would see net investment of over £1m, with Children's Services see a, proportionally, low level of savings. At the other end of the spectrum, the Directorate with the largest percentage saving was the Chief Executive Directorate, which included the majority of 'back-office' services. The results of the budget simulator would be used in greater detail for the 2012/13 budget setting process.
- The changes alluded to earlier in Local Government finance meant that on the 10 February 2011 the Council received a further allocation of funding from the Home Office of £147k. This additional non ring-fenced funding would be utilised to reduce the amount of general reserve being used to fund the 2011/12 budget.
- In conclusion, the revenue budget 2011/12 contained a significant level of savings, at £8.2m, but also included investment in the Council's front line services and infrastructure. The budget maintained the Council's reputation for strong financial management and enabled the Council to move forward on a strong financial footing into an era of considerable change.

Councillor Alan Law then presented a further positive amendment to the revenue budget 2011/12, in addition to the funding received from the Home Office.

It had been proposed that the post of Access Officer would be cut following a loss of grant funding. However, as part of efforts to protect vital services, the savings identified from the loss of this post (£29k) would instead be funded by an increase to the anticipated income from setting planning fees to £279k. Therefore the post would be

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retained. The additional income identified would be achieved by charging the local market rate for planning services.

Councillor Keith Woodhams suggested that the responsibilities of this post would be made clearer if it was renamed Disabled Access Officer.

Councillor David Rendel commented that the absence of a debate on the budget at the Executive removed the opportunity to ask detailed questions. He felt it would be timelier to conduct this at the Executive rather than delaying it to full Council which would reduce the value of the debate, thereby excluding the press and public from a more detailed discussion.

In response, Councillor Jones advised that he had informed Councillor Jeff Brooks, Leader of the Opposition, that the budget reports would not be debated at Executive and no concerns had been raised.

Further, there was time for debate in the press and Finance Officers were contactable. There was also the opportunity for a fuller debate at Council should an alternative option be put forward for the budget if this was received within a realistic timeframe.

RESOLVED that, with the inclusion of the amendments referred to by Councillor Jones and Councillor Law, the Executive recommends to Council that:

- (1) the Fees and Charges be approved as set out in Appendices I(a)-(d) and the appropriate statutory notices be placed where required in accordance with the decision of the Executive on 17 February 2011;
- (2) the Special Expenses be approved as set out in Appendices J(a)-(e) in accordance with the decision of the Executive on 17 February 2011;
- (3) a budget requirement for 2011/12 of £111.41 million, requiring a freeze in the Council Tax, be approved.

Reason for the decision: Formulation of the 2011/12 Budget is a requirement to meet the Council's statutory duties.

Other options considered: None.

This decision is not subject to call in as the item is due to be referred to Council for final approval.

97. Interim Medium Term Financial Strategy (C2179)

The Executive considered a report (Agenda Item 11) concerning the medium term financial planning and strategy for the organisation.

Councillor Graham Jones introduced the Medium Term Financial Strategy (MTFS) which set out the financial planning for the next two years. Due to the considerable changes that the Government was proposing to local authority financing over the coming years, the Council had shortened the MTFS to a two year period. A revised MTFS would be presented to the Executive in due course once there was greater stability over the funding of local government.

The MTFS built on the 2011/12 budget and contained similar savings strands to that found in the revenue budget document. All figures included in the report would be reviewed during the Summer of 2011 to include the latest revisions from Government on funding changes.

RESOLVED that the Interim Medium Term Financial Strategy report be approved.

Reason for the decision: To set the Council's financial planning framework for the coming years.

Other options considered: None.

This decision is not subject to call in as the item is due to be referred to Council for final approval.

98. West Berkshire Admission Arrangements 2012-13 for Community and Voluntary Controlled Schools (EX2160)

The Executive considered a report (Agenda Item 12) concerning determination of the West Berkshire Admission Arrangements 2012-13 for Community and Voluntary Controlled Schools.

Councillor Barbara Alexander, in introducing the item, advised that the Local Authority, in its role as the admissions authority for Community and Voluntary Controlled Schools, needed to determine admission arrangements for those schools for the 2012-13 academic year. The deadline for doing so was 15 April 2011.

It was important that the arrangements did not conflict with the West Berkshire Co-ordinated Admissions Scheme for all maintained schools in their relevant area as agreed by the West Berkshire Admissions Forum.

The consultation period, which encompassed Ward Members, closed on 7 January 2011 and as a result it was proposed that the arrangements would be largely similar to the previous year. Some minor amendments were proposed to the catchment areas of five Community primary schools and one Community secondary school which would harmonise with changed catchment areas for two Voluntary Aided primary schools and one Foundation secondary school. It was also proposed that the oversubscription criteria within the arrangements would remain unaltered other than:

- an amendment to the definition of a catchment area to take account of a transition period due to the changes described in catchment areas. This was specifically in response to consultation comments received, the majority of which concern the likelihood of places being available for siblings resident within the changed areas, and
- an amendment to define the period in which to confirm congregation attendance to meet denominational criteria following comments from the Oxford Diocese.

Following consultation responses a number of amendments to the admissions policy for nursery schools and nursery classes were proposed. These related to application and allocation dates and the availability of places in the future for funded two year olds from vulnerable families.

Councillor Alan Macro was pleased to hear that comments had been taken on board from members of the public and schools. He suggested that it would be beneficial for a flow diagram to be produced to help clarify the procedures involved with determining admission arrangements. Councillor Alexander agreed to investigate this.

Councillor Macro then questioned the absence of any mention of school academies, while accepting that the position was unclear. Councillor Alexander advised that this view had been taken based on the uncertain future situation with regard to academies. A limited number of schools were expected to pursue academy status at this time and discussions would need to be held with them to ascertain the way forward when appropriate.

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An academy would act as its own admissions authority. This was already the case with Voluntary Aided and Foundation schools so there was experience of such an arrangement. The Admissions Forum were consulted on these arrangements.

RESOLVED that the West Berkshire Admission Arrangements 2012-13 for Community and Voluntary Controlled Schools be approved.

Reason for the decision: Statutory requirement.

Other options considered: None.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 25 February 2011, then it will be implemented.

99. Review of Number of Parish/Town Councillors

(Councillor Julian Swift-Hook declared a personal interest in agenda item 13 by virtue of the fact that he was a Member of Greenham Parish Council. As his interest was personal and not prejudicial he determined to take part in the debate on this item).

(Councillor Alan Macro declared a personal interest in agenda item 13 by virtue of the fact that he was the Chairman and a Member of Theale Parish Council. As his interest was personal and not prejudicial he determined to take part in the debate on this item).

The Executive considered a report (Agenda Item 13) concerning the review of the number of Councillors on Parish/Town Councils.

Councillor Anthony Stansfeld stated that the report proposed to change the number of Parish Councillors on Greenham and Theale Parish Councils but that no change would be made to the number of Councillors on any other Parish/Town Council in the district.

Councillor Julian Swift-Hook welcomed the increase in the number of Parish Councillors proposed for Greenham Parish Council as this would bring additional resources to deal with the increased number of residents which might be forthcoming in future years. Councillor Alan Macro also welcomed the increase in the number of Councillors on Theale Parish Council as there was a planning application being considered in Theale which would increase the amount of residents by 25% if it was approved.

It was hoped that by increasing the number of Parish Councillors in these areas it would put additional pressure on local residents to become involved in the Parish.

RESOLVED that:

- (1) an Order be made in accordance with Section 17(3) of the Local Government and Rating Act 1997 to change the number of Parish Councillors on Greenham and Theale Parish Councils;
- (2) no change be made to the number of Councillors on any other Parish/Town Council in the District.

Reason for the decision: A review of the number of Parish/Town Councillors has not been undertaken since 2001.

Other options considered: None considered as Council has a statutory duty to keep numbers under review.

This decision is not subject to call in as a delay in implementing the decision would cause the Council serious financial implications or could compromise the Council's position, therefore it will be implemented immediately.

100. Members' Question(s)

- (a) **Question to be answered by the Portfolio Holder for Finance submitted by Councillor Alan Macro**

A question standing in the name of Councillor Alan Macro on the subject of cancellation of Jobs Fair was answered by the Executive Member for Finance, Economic Development, Property, Health and Safety.

- (b) **Question to be answered by the Executive Member Responsible for Procurement submitted by Councillor Royce Longton**

A question standing in the name of Councillor Royce Longton on the subject of the Council's Print Room charges was answered by the Executive Member for Strategy and Performance (responsible for Procurement).

- (c) **Question to be answered by the Portfolio Holder for Highways, Transport (operational) and ICT submitted by Councillor Keith Woodhams**

A question standing in the name of Councillor Keith Woodhams on the subject of the closure of the waiting room at Newbury bus station was answered by the Executive Member for Highways, Transport (Operational), ICT.

- (d) **Question to be answered by the Portfolio Holder for Highways, Transport (Operational) and ICT submitted by Councillor Keith Woodhams**

A question standing in the name of Councillor Keith Woodhams on the subject of the charge for a grit bin was answered by the Executive Member for Highways, Transport (Operational) and ICT.

101. Exclusion of Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 1 and 2 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 4.2 of the Constitution](#) also refers.

102. Revised Staffing Implications Associated with the Draft 2011/12 Revenue Budget - Adult Social Care (EX2197)

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

The Executive considered an exempt report (Agenda Item 16) concerning staff at risk of redundancy arising from restructuring proposals in Care Management and Day Services which was not included in the Special Executive report of 8 November 2010. The report also sought approval to fund the costs of individual redundancies (redundancy payments and pension fund costs) in Care Management, if these occurred as a result of the restructuring.

RESOLVED that the recommendations set out in the exempt report were approved.

Reasons for the decision:

- (1) To ensure that the Council is able to meet its proposed revenue budget savings for 2011/12.
- (2) To ensure that the Council is able to restructure its care management function to deliver the commitments made in the Putting People First programme.

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- (3) To ensure that the Council is able to meet its statutory and policy obligations towards employees whose employment is terminated by reason of redundancy.

Other options considered: For the Adult Social Care redundancies, the initial proposal was to carry out the reorganisation of Care Management (CM) separately from the reorganisation of Day Services (DS). This would have enabled the CM reorganisation to be carried out without the overall loss of posts, other than those 12 vacant FTE already earmarked for deletion. However, this approach potentially denied some 'at risk' employees in Day Services the opportunity to apply for posts in the reorganised CM structure. Thus the recommended approach is to run the two reorganisations together as one 'ring-fence'.

This decision is not subject to call in as a delay in implementing the decision this would cause the Council serious financial implications or could compromise the Council's position, therefore it will be implemented immediately.

103. Restructuring of Services within Children & Young People (EX2211)

(Paragraph 1 – information relating to an individual)

(Paragraph 2 – information identifying an individual)

The Executive considered an exempt report (Agenda Item 17) concerning setting out the rationale for the restructure of Early Years services in line with the DfE Business Plan 2011-2015 and the levels of funding available within the Early Intervention Grant. It also set out the proposal to reconfigure the Parent Partnership service in line with the DfE Business Plan. The impact on the Adult and Community Learning Team, resulting from the imposed change to the Council's contract with the Skills Funding Agenda was considered.

RESOLVED that the recommendations set out in the exempt report were approved.

Reasons for the decision: Funding has been reduced overall for a number of services within the Early Intervention Grant, requiring new approaches to service delivery. West Berkshire does not meet the minimum contract level for the continuation of the ACL contract with the Skills Funding Agency.

Other options considered: None.

Resolved that the recommendations set out in the exempt report were approved.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 25 February 2011, then it will be implemented.

104. Financial Performance Report Q3 of 2010/11 - Appendix 2(e) (EX2048)

RESOLVED that the recommendations set out in the exempt report were approved.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 25 February 2011, then it will be implemented.

(The meeting commenced at 6.30 pm and closed at 7.52 pm)

CHAIRMAN

Date of Signature

Title of Report:	Community Led Planning - Performance Report
Report to be considered by:	Executive
Date of Meeting:	31 st March 2011
Forward Plan Ref:	EX2207

Purpose of Report: To report on progress of Community Led Planning within the District for the first half of the 2010/11 financial year.

Recommended Action: For Members to note the actions in the report and recommend further actions as necessary.

Reason for decision to be taken: This report forms part of the Council's performance monitoring framework.

Other options considered: None

Key background documentation: Community Plan Action Plans and updates provided by individual Communities.

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT1 - Better Roads and Transport**
- ☒ **CPT3 - Affordable Housing**
- ☒ **CPT5 - Cleaner and Greener**
- ☒ **CPT6 - Vibrant Villages**
- ☒ **CPT7 - Safer and Stronger Communities**
- ☒ **CPT8 - A Healthier Life**
- ☒ **CPT12 - Including Everyone**
- ☒ **CPT13 - Value for Money**
- ☒ **CPT15 - Putting Customers First**

The proposals contained in this report will help to achieve the above Council Plan Themes and Outcomes by:

Community Planning enables local communities to take control of projects within their own community and with the mandate of that community.

Community Plans contain projects which support most of the Council Plan Themes and outcomes and also support the Sustainable Community Strategy Themes.

Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk
Date Portfolio Member agreed report:	25 th January 2011

Contact Officer Details	
Name:	Jo Naylor
Job Title:	Principal Policy Officer, Community Planning
Tel. No.:	01635 503019
E-mail Address:	jnaylor@westberks.gov.uk

Implications

Policy:	No implications envisaged.
Financial:	Community Plans impact on Capital Programme, Parish Plan Grant Funding and Vibrant Village Grant Funding.
Personnel:	Considerable resource is needed to support all aspects of the Community Plan process.
Legal:	No implications envisaged
Property:	No implications envisaged
Risk Management:	Risk of implementation of action plans being unachievable due to lack of resource in communities.
Equalities Impact Assessment:	All communities are encouraged to include everyone in their consultation and to think about the impact of their plans on all sections of their communities.

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

Executive Report

1. Introduction

- 1.1 This report covers progress with the Parish/Community Plan project for the first six months of the 2010/11 financial year.

2. Number of Communities Involved

- 2.1 There are currently 42 Community Plans that have been endorsed by West Berkshire Council which cover 44 communities within the District. This reflects the fact that 70% of the District now has a Community Plan in place.
- 2.2 At present a further 3 communities have submitted draft plans for consideration by the Council and a further 5 are preparing to refresh plans that were adopted as early as 2003.

3. Parish Plan Grant

- 3.1 During this period Parish Plan Grants helped support 7 communities with approximately £22k of grant being awarded for community schemes. The following schemes having been successful:
- Pangbourne – Disabled access to village hall.
 - Theale – Funding for notice boards and tree planting.
 - Stratfield Mortimer – Young people's film club (digital media equipment) and playground improvements (see saws and safety surface).
 - Boxford – Handcrafted furniture to enable the church to be used for community meeting space.
 - Ashampstead – Village hall kitchen improvements.
 - East Garston – New boiler in village hall and two marquees for community events.
 - Bucklebury – Partitions to set-up a post office service within the village hall.
- 3.2 In December local communities were notified that there was still £44k of funding available for parish projects which must be spent by the year end. This has generated 10 enquiries from interested parishes.

4. Vibrant Village Grant

- 4.1 Vibrant Village grants are jointly funded with Greenham Common Trust (GCT), typically a 50:50 funding split between the Council and GCT.
- 4.2 In these first six months 15 projects have been funded or part-funded through the Vibrant Village Scheme. This exceeds the Council Plan target of 7 projects to be supported per annum.

The successful projects were:

- Stanford Dingley – Heating system as part of new village hall project.
- Hampstead Norreys Community Shop – Equipment, materials for redecoration, Designated Premises Supervisor's personal license, First Aid Training.

- Boxford Village Hall – Kitchen as part of purpose built Village Hall project.
- Monkeying Around – Hungerford - Soft play mats and equipment.
- Purley Village Youth Club – Extending the forecourt ground area.
- East Woodhay Cricket Club – Contribution to providing electricity to club house.
- Mortimer Village Partnership – Support for Fun Day expenditure.
- Beech Hill Memorial Hall Committee – Kitchen and fitting out of new memorial hall which is under construction.
- Theale's Future – Venue and speaker costs for two evening talks and costs to facilitate five walks in and around Theale.
- Mortimer Youth Club – Running costs and programme of activities for the next year.
- West Ilsley Tennis Court – Resurfacing of court.
- Aldermaston Concert Centre – Start-up funds and equipment.
- Pangbourne & Whitchurch Sustainability Group – Supporting the work of the 7 sub-groups.
- East Garston – Improving shop security with iron bars on windows and a shutter on door.
- The Downs School – Additional swimming pool changing rooms for the public and local primary schools to use the outdoor pool facilities.

4.3 Vibrant Village applications are now submitted on the same application form and to the same timescales as used for the Greenham Common Trust Reactive Grant Aid. This allows for two bidding rounds a year with the closing date of the next round being 11 February 2011.

4.4 Applications are determined by two West Berkshire Council representatives, Councillors Quentin Webb and Royce Longton, alongside two Greenham Common Trust Members, Gillian Hall and John Robertson.

5. Links to other Funding Streams - Playbuilder and RASP

5.1 Despite fears that funding for Playbuilder might have been withdrawn, the second year of this programme has seen a total of £556k allocated to schemes within the District. These were for play areas in Almond Avenue (Shaw, Newbury), Cromwell Road (Newbury), Fifth Road (Newbury), Fairground Adventure playground (Stratfield Mortimer), Great Shefford multiplay, Hampstead Norreys play area, Seigecross play area (Thatcham), Stockcross recreation ground (Newbury) and Turnham's Farm Recreation Ground (Tilehurst). Playbuilder funds have also been allocated for skate parks at Linear Park (Calcot), Victoria Park (Newbury) and Chieveley.

5.2 Rural Access to Services Programme (RASP) money has also provided £23.5k worth of funding for projects in the District. Awards have been up to £5k at a time. The projects funded during 2010-11 include:

- Beenham - Infrastructure for allotments
- Hampstead Norreys – community shop provision
- Beech Hill - community shop provision
- Chieveley - shop and Post Office improvements.

6. Meet the Expert Evenings & Parish Plan Surgeries

- 6.1 The 1st July – Rural Broadband Meet the Expert event generated much interest from West Berkshire communities. ICT services led the event and described the technology that was available using case studies from across the country. The event helped to identify clusters of communities that might be able to work together to consider improving broadband infrastructure within their parishes.
- 6.2 On 2nd December a second Meet the Expert event was held on Elderly Luncheon Clubs. Within this session Council officers provided advice on food handling legislation, entertainment licensing and guidance on CRB checks to protect vulnerable adults. The Community Council for Berkshire (CCB) also provided fact sheets on village hall usage to assist with running community events. The voluntary sector was also involved in the coordination and participation in this event.
- 6.3 Future Meet the Expert events will be shaped around what communities report as being the key issues. There is likely to be a follow-up workshop on rural broadband initiatives due to the level of interest in this topic.
- 6.4 During this period Parish Plan Surgeries were organised for June, September and November. The next one is scheduled for 1 February to give communities a chance to meet directly with officers to agree the parish plan actions before submitting their Parish Plan.

7. Plans Endorsed During this Period

- 7.1 Seven plans have been endorsed by the Council since April 2010. This exceeds the Council Plan target of three parishes being supported to progress a Community Plan per annum.

8. New Plans

- 8.1 The Council has currently received draft plans from Brightwalton, Beedon and Beenham Parish Plans. The Brightwalton plan is due to be endorsed on 25 January by Individual Decision.
- 8.2 Bucklebury, Yattendon, Lambourn, Hungerford and Pangbourne are all being supported in the refresh process of their original plan.
- 8.3 Peasemore Parish is just commencing work on a plan. Tilehurst Parish Council has also requested a briefing on parish planning. This will take place in April to help them to consider what benefit there may be from producing a plan.

9. Other Initiatives

- 9.1 The next Community Planning Conference will be held jointly with a West Berkshire Partnership (WBP) event on Saturday 5th March. This will provide an opportunity for closer engagement between the WBP and local communities. Richard Benyon MP and Alok Sharma MP have both confirmed their attendance and will speak to communities about the Localism Bill and take part in a Question and Answer session. The remainder of the day will be dedicated to sharing best practice and advice, providing a platform for networking between communities and encouraging public sector agency engagement with community planning.

- 9.2 The West Berkshire approach to and experience of community planning was shared at a recent ACRE (Action with Communities in Rural England) and AMT (Action for Market Towns) event to help produce additional guidance for communities to respond to the themes within the Localism Bill 2010.

10. Issues raised by communities

- 10.1 In compiling this report communities were asked for feedback on what support they required from West Berkshire Council. Where concerns have been raised these have been reported to the relevant service areas and detailed responses have been compiled. In some instances officers have been willing to visit communities to discuss their concerns and consider the way forward.
- 10.2 One general concern from communities is a wish to understand the impact of the Localism Bill on community planning and how this fits with the introduction of Neighbourhood Plans. A briefing will be given to parishes once further information emerges about how the legislation will work in practice.

11. Summary of Achievements

- 11.1 Significant activity within parishes is continuing to take place with the individual achievements of local town and parish areas being shown at Appendix A.
- 11.2 Along with the delivery of actions in existing plans, the continued interest in community planning is demonstrated by the number of communities working on plans for the first time or refreshing existing plans. The numbers refreshing plans gives an indication of the value communities place on the community planning process.

12. Recommendations

- 12.1 It is recommended that Members consider and note the performance update on community planning and suggest any improvements as necessary.

Appendices

Appendix A – Updates on the Community Plan areas

Consultees

Local Stakeholders:

Officers Consulted: David Lowe, Scrutiny and Partnerships Manager , Corporate Board

Trade Union: N/A

Feedback from the Towns and Parishes (Nov 2010)

Parish/Town	Plan Successes	Funding brought in	Issues for WBC
Aldermaston (Active Plan – Endorsed – Feb 2005)	<p>Achievements: Parish Councillors reviewed actions against the plan at their January meeting this year.</p> <p>Current status shows 47 of 55 Action Points completed = 85%</p> <p>Enhancement of The Loosey was completed in August 2010.</p>		<p>Issues: Parish dependent on WBC for completion of:</p> <p>Inclusion of reference to Relief Road in LTP-3</p> <p>Construction of footpath/cycleway between Village and Wharf</p> <p>Liaison with First Great Western regarding security at railway station</p> <p>Provision of footpath from Calleva roundabout to Youngs Industrial Estate</p> <p>Clarification of funding for alternative access into Paices Wood.</p>
Aldworth (Developing a Plan)	<p>Achievements: The Parish Planning Group is very close to submitting our finished plan for adoption.</p>		None
Basildon (Active Plan – Endorsed - May 2008)	<p>Achievements: Outreach post office opened (July 09)</p> <p>Resurfaced toddlers play area</p> <p>Site for allotments identified</p> <p>Allotments association established</p> <p>Regular patrolling by Police Community Support Officer (PCSO)</p> <p>Policing update in Country Neighbour magazine (monthly)</p> <p>Village Character Portrait being prepared</p> <p>Review of previous study of requirements for affordable housing</p> <p>Improving surfaces of footpaths (2008)</p> <p>Litter picking and fly-tipping removal (Spring 2010)</p> <p>Replacements of notice boards (Oct 2010)</p>	<p>Toddlers play area. Funding from Parish Plan Grant (£5k) (during 2008-09) and Berkshire Community Foundation (Grass roots).</p>	<p>Issues: WBC to use Section 106 funds to fit a Kent Gate to prevent fly-tipping at Adders Lane.</p>

Feedback from the Towns and Parishes (Nov 2010)

Brightwalton (Active Plan – Endorsed – May 2004 Refreshed Plan due to be Endorsed Jan 2011)	<p>Achievements: Refresh recently completed. Draft plan has been approved by the Parish Council and is being circulated to West Berkshire Council and others for comment.</p> <p>There are some small actions already fulfilled or under way including: New notice boards to replace old ones Bio-mass boiler energy plan going ahead Info distributed about broadband in the village Walks brochure under way with North Wessex AONB</p>	Funding from North Wessex AONB for walks brochure.	<p>Issues: Stated there is much dissatisfaction with the state of the roads and the allocation of affordable housing.</p>
Brimpton (Active Plan – Endorsed 2003)	<p>Achievements: The imposition of a permanent weight restriction on Brimpton roads has been achieved.</p>		<p>Issues: Ongoing issues with WBC are those of road safety/speed through the village.</p>
Cold Ash (Active Plan - Endorsed Refreshed Plan - July 2010)	<p>Achievements: Revised website (in August) being updated with parish activities Email information service (with database of 450 parishioners email addresses) – monthly activities updates from December. NAG monitoring speeding Parish Council monitoring condition of ditches, drains, hedgerows to prevent flooding Emergency plan template established Youth Film Making Club (won award from British Film Institute) Active Parish Development Group (monitors WBC Core Strategy and development). Book exchange and male choir being established. Greening campaign Phase II launch in Oct 2010.</p>		<p>Issues: Seeking advice in relation to Emergency Plan issues – the Civil Contingencies Manager has been notified.</p>

Feedback from the Towns and Parishes (Nov 2010)

Compton (Active Plan – Endorsed April 2005)	<p>Achievements:</p> <p>Notice boards and Magazine to advertise sports, social events, bus timetable information, hospital information, surgery opening hours, Patient Representation Group, village map, etc.</p> <p>Bus shelter provided</p> <p>Parking improved</p> <p>Church path improved for disabled access</p> <p>Hearing loop installed in church</p> <p>Publicising the youth project group's work</p> <p>Parish Council helped fund Scouts/Guide start-up</p> <p>Additional dog waste bins installed</p> <p>Extra litter bins</p> <p>Investigated provision of picnic area</p> <p>MUGA pitch installed</p> <p>Regular use of Speed Indicating Device (SID)</p> <p>Reduction in complaints on parking</p> <p>Footway provided through old railway tunnel to Church</p> <p>Improved lighting outside the Institute of Animal Health Institute (IAH)</p> <p>Rural housing survey carried out</p> <p>Healthy courses activities provided at Leisure Centre and IAH</p> <p>Increase awareness of community safety (Neighbourhood Watch and Parish Councillor liaison with the police).</p> <p>Village Design Statement published in April 2006</p>		
Frilsham (Active Plan – Endorsed Oct 2010)	<p>Achievements:</p> <p>Soon we will be are establishing Frilsham Future Implementation Group (FFIG) and will report next time</p>		

Feedback from the Towns and Parishes (Nov 2010)

Greenham (Active Plan – Endorsed Sept 2010)	<p>Achievements: Early days regarding anything else at the moment as our focus is on publication of the Plan, producing a short version, organising an event to celebrate the publication of the plan and ensuring that we really do get what our community needs from the WB community plan fund.</p> <p>Some projects are underway for example: several involving young people; improving access to Greenham Common; encouraging community cohesion – holding a Fun Day, etc.</p>		
Hampstead Marshall (Active Plan – Endorsed Sept 2007)	<p>Achievements: No progress update since the April 2010 report was submitted.</p> <p>The only matter that is ongoing at present is a partnership with the Police to check vehicle speeds through the village under the Speedwatch scheme. This has been hampered by a problem with the SID's (Speed Indicator Detectors) which are apparently being redesigned to be more accurate/legally acceptable.</p>		

Feedback from the Towns and Parishes (Nov 2010)

<p>Hampstead Norreys (Active Plan - Endorsed Dec 2007)</p>	<p>Achievements: Established contact with Thames Valley Police and now active member of the local NAG Village Community Shop – Business Plan produced (now registered as an Industrial Provident Society). Shop due to open in March 2011. Village Website created and now up and running www.hampsteadnorreys.org.uk Village Business Group set up Raised awareness of the importance and need for recycling. Village composting and bulb planting events held The Well Garden refurbished and regularly maintained. Hedge planting in the village Additional Dog Litter Bins provided Installed a heritage plaque to commemorate the entry of Hampstead Norreys in the Domesday Book. Re-instatement of the old style K6 Red Telephone with a fully functional BT line. Interview and record the oral history of the parish and make available to schools and place on the website. Restoration of the old “kiss-gate” leading into Dene meadow Restoration of the Church Clock (by 30 Nov 2010). Document the history of the Railways in Hampstead Norreys (see website). Pre-school Breakfast Club Reduce vehicle speeds through the village – one VAS install on Compton Road (2 others still outstanding) “Slow School” notices installed Compton Road resurfaced Production of a Study requesting the introduction of off road inter-village cycle ways and footpaths. Provision of football nets for the youth in the village. Extend playing facilities for 8 to 18 year olds – Playbuilder equipment to be installed (Dec 2010).</p>	<p>Grant Awards: Lottery Grant WBC grants in 2007/8, 2008/9 and 2009/10 for: K6 Phone box, Sound recording equipment, Church Clock Restoration, Well Restoration, Football Nets. For the new playground facilities - WBC Playbuilder grant of £50,000 – Parish Council - £2,467 Community Shop.funding from: Greenham Common Trust - £9,960 RDPE Leader Grant - £25,000, Comma - £6978, RASP - £4480, Awards for All - £7,864 For Church Clock Restoration - Church of England Church Building Council - £1,000</p>	<p>Issues: Only one of the three VAS that were agreed by WBC for Hampstead Norreys have been fitted. No speed reduction to 20mph outside the village school at the start and end of the school day. Need for greater support from WBC with its work for the creation of off-road inter-village cycle ways and footpaths. Request for improvements to the poor road surface in Water Street.</p>
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Feedback from the Towns and Parishes (Nov 2010)

Lambourn (No Plan – starting the process of developing a Plan)	Achievements: Starting the process of a Parish Plan – Steering group established, mapping of hard-to-reach groups, community consultation undertaken during summer 2010 including Market stall, Church Fete and Lambourn Festival. Speak out events held during the summer. Working group has worked on evidence from consultation. Design of questionnaire being worked on by Greenham Common Trust.		
Leckhampstead (Active Plan – Endorsed Jan 2006)	Achievements: Item achieved this year was the launch of the village website www.leckhampstead.net		
Midgham (No Plan)	Update comment: Regrettably, Midgham has opted out of the desire to do a parish plan – as a Parish there is very little appetite for the more structured approach. However, outside of the formal process there has been a success in getting parishioners to draw up an Emergency Plan for the village - this is on the drawing board at present. Carolyn Richardson is working with us in this respect.		
Newbury (No Plan but covered by other initiatives)	Update comment: The Town Council has resolved not to complete a Parish Plan because on the whole, it would repeat work already executed via Newbury Vision, Housing Strategy, Local Development Framework, Local Transport Plan, Town Design Statement, Councillor Surgeries, ongoing projects, Town Centre Partnership initiatives, Newbury Town Centre Strategy, Service Plans, Committee Action lists, Working Group action plans, etc.		

Feedback from the Towns and Parishes (Nov 2010)

<p>Pangbourne (Active Plan – Endorsed March 2003 – being refreshed)</p>	<p>Achievements: Completion & adoption of the Village Design Statement Village Hall refurbishment and extension New playground facilities at the Recreation Ground Improved public refuse bins and recycling Increased library opening hours Improved road surfaces and pavements Traffic management/speed reduction Improved street lighting in the Wharf/Ferry Lane area New Parish notice boards Installation of cycle racks Vehicle activated speed signs Installation of CCTV cameras Attractive street lighting Annual Village Christmas Event Annual 'Stop the Drop' litter day Creation of the Business Forum Introduction of the Citizens Advice Bureau Improved road safety at Pangbourne Hill/Tidmarsh Rd junction Resurfacing of car parks Improved overall appearance of village</p>	<p>Grant Awards (past year): Vibrant Villages £1,500 Parish Plan Fund £5,000 (for improving disabled access to village hall)</p>	<p>Issues: Ongoing issues around cycle routes, disabled access to Station, Sheltered Accommodation/Affordable Housing</p>
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Feedback from the Towns and Parishes (Nov 2010)

Purley-on-Thames (Active Plan – Sept 2004 - being refreshed)	<p>Achievements: 80% of actions the plan completed. Farmer's Market introduced Much improved litter service Improved waste recycling Better community centre <u>Highways:</u> A329 speed limit reduction Long Lane traffic calming A329 Safety programme <u>Community Safety:</u> Introduced Neighbourhood Wardens Active NAG participation <u>Youth:</u> Youth Club started for lower village Installed Outdoor Gym for youths & adults <u>Communication:</u> Set up PC website Regular parish magazine column Improved annual report Better notice boards</p>	<p>Grants Awards: Outdoor Gym Improving Barn Community Centre Setting up Youth Club.</p>	<p>Issues: Funding advice sought for available money for producing and updating village plans and publishing costs.</p>
Speen (No Plan)	<p>Update comment: There is no Parish Plan as it is reported that there was a lack of volunteers to help drive and undertake the work.</p>		

Feedback from the Towns and Parishes (Nov 2010)

Stratfield Mortimer (Active Plan - Refreshed in Feb 2010)	<p>Achievements:</p> <p>Inclusive play equipment (disabled facilities) for playground Playbuilder fund for new play facilities (scheduled for Jan 2011)</p> <p>Traffic calming measures – WBC redesigned and changed the road layout at the war memorial junction.</p> <p>Emergency Plan being developed</p> <p>Mortimer Village Partnership (MVP)</p> <p>Partnership now established for a full year</p> <p>Community website developed (also promotes village and small businesses)</p> <p>Book club meeting monthly</p> <p>Theatre trips club established</p> <p>Social opportunities for older people (including very popular monthly lunch club)</p> <p>Film Club established</p> <p>Mortimer Green Group established</p> <p>Litter picking initiatives</p>	<p>Grant Awards:</p> <p>Parish Plan Grant £1,593.15 (March 2010) for inclusive play equipment.</p> <p>Improved play area - £50,000 Playbuilder</p> <p>£40,000 Open Space (Section 106) funding</p> <p>Parish Plan Grant £2,941 (for Wicksteed see saws and new safety surface – Oct 2010)</p> <p>£58,000 WBC Section 106 for Highways works.</p> <p>£2,059.00 Parish Plan Grant (Oct 2010) awarded for Film Club and the training of young people in digital media.</p>	
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Feedback from the Towns and Parishes (Nov 2010)

<p>Sulhamstead & Ufton Nervet (Active Plan - Endorsed 2006)</p>	<p>Achievements: Traffic Cross roads at Hollybush Lane and Shortheath Lane made safer by improvement of line of sight. Public transport - Bus companies now provide three services per week to Newbury. Service to Reading from Ufton Nervet effectively withdrawn and made into a Wednesday bus club. Business Club - successfully launched and it continues to thrive with up to 25 attending sessions/ presentations. Village Website - Launched and kept up to date.</p>	<p>Major issues: <u>Fly-tipping and litter:</u> Situation no better; in fact worsened due to £25 charge being placed on the collection of major items, i.e. beds and stoves and tightening of disposal conditions at the Reading Recycling centre near the Madejski Stadium <u>Traffic:</u> Awaiting clarification regarding weight limits but lorries will still need delivery access so improvement very limited. <u>Youth needs:</u> play park and sports facility limited by land not being made available at a sensible cost and little benefit being derived for considerable overall capital cost. (This is an area for which it is difficult to put together a sensible cost/benefit case.)</p>
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Feedback from the Towns and Parishes (Nov 2010)

<p>Thatcham (Active Plan – Endorsed January 2007 – Refresh due 2011)</p>	<p>Thatcham Vision includes 138 Projects or Actions 85 of the 138 are in progress, 53 of the 138 are complete (or discharged to other agencies).</p> <p>Achievements:</p> <p>Thatcham Heritage Publication - published in November – being sold. Profit from sales may be used for Heritage Plaques and Heritage Maps for Thatcham.</p> <p>Vision had a stand at Thatcham Family Fun Day (June) – also Thatcham Masters Quiz competition launched.</p> <p>Continued use of Facebook/Twitter pages and Action for All microsite to keep friends and supporters up to date.</p> <p>Main community website, www.thatchamonline.net is kept up to date and is more community focussed. Webpace given to local groups to publicise their activities and recruit members/interest.</p> <p>Treasurer and Core Member of Neighbourhood Action Group has sourced £4460 for roller skating project.</p> <p>Greening Thatcham Committee established to look at reducing Thatcham's Carbon Footprint and build resident awareness of climate change. Phase 2 likely to look at sustainable travel planning.</p> <p>Lifelong Learning Fair organised and hosted on 16th Oct 2010. Distributed Thatcham Learning Directory.</p> <p>Launched Lifelong Learning Forum.</p> <p>Cycle rack installation underway in several locations across Thatcham to encourage more cycle travel and safer parking.</p> <p>Playing a consulting part in the redevelopment of The Priory in Church Lane</p> <p>Youth Forum has set up Youth Photographic Club, improved skate/bike facilities & urban sports and has investigated disused sites for possible off-road cycling and leisure use etc. Plans being progressed with support from the Moorside Community Centre.</p>	<p>Grant Awards:</p> <p>Successful award of £4460 for Roller Skating Project from Thatcham Town Council, BCF & Youth Trust.</p>	<p>Issues:</p> <p>Planning application for the PRU/Porch due on the 10th January 2011: 10/02685/FUL</p> <p>Requires a contact person at WBC to discuss sustainable travel planning.</p>
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Feedback from the Towns and Parishes (Nov 2010)

Thatcham (continued).	<p>Thatcham Vision Youth Club meets fortnightly for 8-12 year olds (50 attendees currently). Considered a huge success – funding will need to be sought for the youth workers wages from April 2011.</p> <p>Researched enhanced opportunities for volunteering via creation of a Thatcham Branch of the West Berkshire Volunteer Bureau.</p> <p>Thatcham Vision had entered into discussions to provide an Internet Café/drop-in office and advice service in the town centre in conjunction with “Community Connect”.</p> <p>Vision and TTC are investigating the use of a portakabin (a former pupil referral unit, PRU a.k.a. ‘the Porch’) within the grounds of the Priory as a temporary drop-in/volunteer centre.</p> <p>Sustainable travel plans re-initiated in association with Greening Thatcham Phase 2</p>	See above	See above
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Feedback from the Towns and Parishes (Nov 2010)

<p>Theale (Active Plan – Endorsed Sept 2009)</p>	<p>Achievements: Parish Councillor trained in SID – first report made Pedestrian crossing installed near Co-op and kerb modifications made. New Neighbourhood Watch Scheme started and promoted. Christmas Lights event organised with volunteers support 2010 Trees Project has set up 4 walks, 3 talks and 2 major tree planting events involving several business organisations and the community. Some progress with Thames Water on improving the performance of the sewerage and storm drainage in Theale. SPOKES involved in increasing bicycle usage around Theale Presentations made to dog walkers in an attempt to reduce dog fouling – final report awaited. Traffic lane and islands at roundabout near Arlington Business Park (footbridge over A4 seen by WBC as too expensive). Early meetings with train operators, WBC and Parish Council have been held to discuss improved disabled access to the train station. Website established new webmaster sought. 3 Newsletters published. Bus timetables published on the website.</p>	<p>Grant Awards: Parish Plan Grant for 2010 Tree Project: £1,800</p>	
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Feedback from the Towns and Parishes (Nov 2010)

<p>Tidmarsh & Sulhampstead (Active Plan – Endorsed April 2008)</p>	<p>Achievements: (Since Jan 2010)</p> <p><u>Mill Lane junction with A340</u> was widened and bollards moved to reduce congestion along Mill Lane.</p> <p><u>Drainage work to A340 bottom Tidmarsh Lane</u> to reduce risk of flooding road and adjacent properties</p> <p><u>Speed limits and road markings</u> - Trial with no road markings on new surface to reduce speed and increase safety.</p> <p><u>Litter Picking</u> - in the spring resulted in a substantial amount of rubbish collected. This will be repeated Spring 2011.</p> <p><u>Drainage work to A340 bottom Tidmarsh Lane</u> to reduce risk of flooding road and adjacent properties</p> <p>The <u>Village Walk</u> has been enhanced by clearing riverbanks along sections of the Pang at Moor Copse and other work providing habitats to encourage water voles. This is a co-operative initiative with BBOWT.</p> <p>New <u>Children's Play Area</u> on the Millennium Green continues to be well used.</p> <p>The <u>Parish Mag</u> has been greatly improved.</p> <p>Adult dance classes continue.</p> <p>Walking group continues with 4 people are now trained walk leaders.</p> <p>Village coffee morning continues.</p> <p>Book club continues</p> <p>Parish magazine/website successful.</p> <p>Village Hall usage is good.</p> <p><u>Village Design Statement (VDS)</u> - The Open Meeting (10th June 2010) went well and several names were taken with a view to setting up a team.</p> <p>1st VDS Group Meeting 13th September 2010. All those having expressed interest were invited to attend - however there were no attendees on the night. The Parish Council has decided to withdraw support for the project. It was agreed not to proceed.</p>	<p>Grant Awards:</p> <p>Play equipment purchased with grant from HEAP.</p>	
			14/15

Feedback from the Towns and Parishes (Nov 2010)

Woolhampton	<p>Achievements: As it stands, all action points except one from the Woolhampton Parish Plan have been either completed or resolved.</p> <p>The one outstanding action point is the production of the Village Design Statement. This is currently in hand and the Plan Steering Group is in the process of selecting our preferred style and content from examples of other villages' design statements. Once this has been agreed, we would expect to approach WBC with our intentions and plan for completion.</p>		
Yattendon (Active Plan – Endorsed 2005)	<p>Achievements: Addressed vandalism Secured initial youth club funding Created green path, Withys to school Installed courtesy lighting Set up adult classes Arranged lunches for elderly Increased litter collection Addressed dog fouling Investigated affordable housing needs Re-invigorated Neighbourhood Watch Installed new notice boards Created Parish website Refurbished village hall Separate transport survey</p>	<p>Grant Awards: (Public and private) of £80,000</p> <p>Funding from: Countryside Agency West Berks Partnership Vibrant Villages Scheme Awards for All (Lottery) Community Champions Fund Local Network Fund Thatcham Nature Discovery Centre Yattendon & Frilsham Sports & Social Trust Lord Iliffe Trust Fund Englefield Trust Vodafone Royal Oak Chairman, Reading F.C. Yattendon Parish Council Local Residents</p>	<p>Issues: Controlling speeding traffic – refused request for Vehicle Activated Sign (VAS) Reconfiguring of pavements Rerouting of heavy vehicles (input to Transport Plan still awaited) Parking problems in the square and at the school.</p>

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Title of Report:	Report & Action Plan of the Annual Unannounced Inspection of Contact, Referral & Assessment Arrangements within West Berkshire
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2206

Purpose of Report: To present the findings to the Executive of the recent unannounced inspection of the authority's Contact, Referral and Assessment arrangements.

Recommended Action: To note the report and agree the action plan.

Reason for decision to be taken: Statutory requirement

Other options considered: None

Key background documentation: Unannounced inspection of safeguarding services in West Berkshire, November 2010

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT11 - Protecting Vulnerable People**
- ☒ **CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Portfolio Member Details	
Name & Telephone No.:	Councillor Gordon Lundie - Tel (01488) 73350
E-mail Address:	glundie@westberks.gov.uk
Date Portfolio Member agreed report:	20 January 2011

Contact Officer Details	
Name:	Sue Adamantos
Job Title:	Locality Manager West Central
Tel. No.:	01635 503059
E-mail Address:	sadamantos@westberks.gov.uk

Implications

Policy: none

Financial: none

Personnel: none

Legal/Procurement: none

Property: none

Risk Management: none

Equalities Impact Assessment: Report for information only and therefore no EIA required..

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

Executive Summary and report

1. Introduction

- 1.1 An unannounced Ofsted inspection of West Berkshire Council's Children's Services contact, referral and assessment arrangements was carried out on 16th and 17th November 2010. The previous unannounced inspection was carried out on the 12th and 13th January 2010.
- 1.2 The inspectors spend two days considering a range of evidence as to the quality and effectiveness and impact of the service, including reading case records, supervision files and observing and interviewing a range of staff.
- 1.3 The findings were published in a report on 15th Dec 2010 (see attached Appendices A) and will contribute to the annual review of the performance of the authority's children's services, for which Ofsted will award a rating later in the year.

2. Proposals - findings

- 2.1 The Inspectors found that the area of priority action identified in January had been fully addressed and the previous areas of development with one exception.
- 2.2 The findings overall were very positive with three areas of strength, many areas of good practise that meet requirements and some areas for development.
- 2.3 One of the areas of strength, recognised by the inspectors, was the effective delivery of early intervention services, including good use of the CAF and our Locality Network system. West Berkshire was nationally praised for this in the December edition of the publication "Children and Young People Now"

3. Conclusion

- 3.1 The findings of the report were accepted by Children's Services.
- 3.2 The Referral and Assessment Team Action Plan has been revised to address the areas for development that have been identified (see appendices B)

Appendices

Appendix A – Report of Inspection Findings of the Unannounced Inspection November 2010

Appendix B - Referral and Assessment Team Inspection Action Plan

Consultees

Local Stakeholders: Not consulted

Officers Consulted: Children's services management team 11th Jan 2011 , Corporate Board

Trade Union: Not consulted

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15 December 2010

Ms Margaret Goldie
Corporate Director for Children and Young People
Civic Offices
West Berkshire Council
West Street House
West Street
Newbury
RG14 1BZ

Dear Ms Goldie

Annual unannounced inspection of contact, referral and assessment arrangements within West Berkshire children's services

This letter summarises the findings of the recent unannounced inspection of contact, referral and assessment arrangements within local authority children's services in West Berkshire Council which was conducted on 16 and 17 November 2010. The inspection was carried out under section 138 of the Education and Inspections Act 2006. It will contribute to the annual review of the performance of the authority's children's services, for which Ofsted will award a rating later in the year. I would like to thank all of the staff we met for their assistance in undertaking this inspection.

The inspection sampled the quality and effectiveness of contact, referral and assessment arrangements and their impact on minimising any child abuse and neglect. Inspectors considered a range of evidence, including: electronic case records; supervision files and notes; observation of social workers and senior practitioners undertaking referral and assessment duties; and other information provided by staff and managers. Inspectors also spoke to a range of staff including managers, social workers, other practitioners and administrative staff.

The inspection identified areas of strength and areas of practice that met requirements, with some areas for development.

The areas of development identified at the previous inspection of contact, referral and assessment arrangements in 12 and 13 January 2010 have been addressed with one exception that relates to casework allocations to family support workers.

The area of priority action identified at the previous inspection of contact, referral and assessment arrangements in January 2010 has been addressed.



From the evidence gathered, the following features of the service were identified:

Strengths
<ul style="list-style-type: none"> ▪ Prompt and responsive strengthening of resources within the referral and assessment service, due to a significant increase in demand, has assisted the improved timeliness of assessments and manageable workloads. ▪ The out-of-hours service has developed very strong inter-agency relationships and access to resources. This enables children and young people who are in need, including those in need of protection, to consistently receive timely, effective and well co-ordinated services out-of-hours. ▪ Early intervention services are very well established across West Berkshire. A comprehensive common assessment framework register and monthly multi-agency panels enable services to deliver effective interventions to children with identified additional needs.
The service meets the requirements of statutory guidance in the following areas
<ul style="list-style-type: none"> ▪ Child protection policy and procedures are in place and provide a clear framework for agencies to meet their responsibilities. ▪ Consistent and effective management oversight of high risk cases is clearly and comprehensively recorded. ▪ Where children are clearly identified as suffering from significant harm, child protection arrangements work well. ▪ Completed assessments appropriately identify risk and protective factors that impact upon children's safety and welfare. ▪ Assessments include an appreciation of the issues for young people arriving unaccompanied to the United Kingdom and for minority ethnic families and ensures the provision of culturally suitable services. ▪ Case file and thematic audits are used well to inform the management and development of the referral and assessment service and to improve the quality of individual casework. ▪ In most cases records, including case chronologies, are up-to-date, clear and support effective case planning. ▪ In most cases children are seen promptly and their views are consistently sought and taken into account in case work assessment and planning. ▪ Arrangements for the transfer of cases between referral and assessment and other teams are robust and enable the prompt delivery of preventative services.

Areas for development

- Most cases held within the referral and assessment service are allocated to suitably qualified staff. However, the implementation of a new policy regarding the use of family support workers is not yet fully effective and in some instances they hold inappropriately complex work.
- Social work caseloads are manageable and balanced, although the more skilled, qualified staff experience significant additional pressures due to the frequency that they are required to undertake child protection enquiries.
- Assessments which exceed statutory timescales are not consistently or robustly monitored. In some cases this leads to delays in assessments being concluded.
- Social workers generally receive good support and management oversight. However inexperienced staff do not consistently receive the level of formal supervision that is required given the complexity of work allocated to them.
- The inaccurate classification of some contacts as referrals has contributed to a high rate of re-referrals during this year. Although appropriate action has been taken to address this, the rate of re-referrals remains high.

Any areas for development identified above will be specifically considered in any future inspection of services to safeguard children within your area.

Yours sincerely

Richard Nash
Her Majesty's Inspector

Copy: Nick Carter, Chief Executive, West Berkshire Council
 Stephen Barber, Chair of West Berkshire Safeguarding Children Board
 Gordon Lundie, Lead Member for Children's Services, West Berkshire Council
 Andrew Spencer, Department for Education

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Inspection Outcome Action Plan (November 2010)

Inspection Outcome	Action	Lead	Timescale	How do we know it has happened?	Comments
Social work caseloads are manageable and balanced, although the more skilled, qualified staff experience significant additional pressures due to the frequency that they are required to undertake child protection enquiries.	Allocation of cases to experienced workers to reflect the complexity of cases allocated to them. ATMs and TM to monitor in supervision and allocation meetings.	ATM/TM	Ongoing	This will be evidenced from the workers caseloads and from supervision and audits.	
	Where possible to allocate less complex cases to less experienced staff, to enable the above to happen.	ATM/TM	Ongoing	As above	
	Audit of caseloads and Supervision	ATM/T/M/SM/LM	Monthly	Spreadsheet of audits to be designed and monthly updated.	Spreadsheet currently in use
Assessments which exceed statutory timescales are not consistently or	Audit of overdue assessments.	TM	Monthly	Spreadsheet of audits to be designed and monthly updated	Spreadsheet currently in use

robustly monitored. In some cases this leads to delays in assessments being concluded.	Through supervision	ATM/TM	Monthly	Through supervision audit	Through supervision audit	
	More regular formal supervision to be offered to inexperienced SW as required.	ATMs	Supervision audit May 2011	Through supervision audit and monthly spreadsheet.	Spreadsheet currently in use	
Social workers generally receive good support and management oversight. However inexperienced staff do not consistently receive the level of formal supervision that is required given the complexity of work allocated to them.	Supervision files to be kept up to date	ATMs		Through supervision audit and monthly spreadsheet	Spreadsheet currently in use	
	Audit of re-referrals	Lead Christine Ramshaw, Health	December 2010	Recommendations to LSCB Feb 2011	Completed	
The inaccurate classification of some contacts as referrals has contributed to a high rate of re-referrals during this year. Although appropriate action	Performance Meeting R&A management Team and Information	R&A management Team and Information	Feb 2011	System reflects the improvement. Fortnightly management	Completed - reports provided	

<p>has been taken to address this, the rate of re-referrals remains high</p> <p>Implementation of a new policy regarding the use of family support workers is not yet fully effective and in some instances they hold inappropriately complex work.</p>	Team.	Team		information reports to R+A management team, SM and LM.	fortnightly
	FSW's only to be allocated cases according to the policy.	Supervisor, ATM and TM	With immediate effect and ongoing	This will be evidenced from the workers caseloads and from supervision and audits.	Completed Dec 2010

TM = Team Manager, SM = Safeguarding Manager, LM = Locality Manager

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Title of Report:	Traffic Management and Road Safety Programme 2011/12
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX 2205

Purpose of Report: To seek approval of the Traffic Management and Road Safety Programme 2011/12.

Recommended Action: That the Executive approves the Programme.

Reason for decision to be taken: To ensure that this year's programme is approved at the same time as the Councils Capital Programme and is in place for the financial year 2011/12.

Other options considered: None.

Key background documentation: None

The proposals will also help achieve the following Council Plan Theme(s):

- ☒ **CPT1 - Better Roads and Transport**
- ☒ **CPT2 - Thriving Town Centres**
- ☒ **CPT5 - Cleaner and Greener**
- ☒ **CPT6 - Vibrant Villages**
- ☒ **CPT12 - Including Everyone**
- ☒ **CPT13 - Value for Money**
- ☒ **CPT15 - Putting Customers First**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

- a) Providing better information to stakeholders on timetable and prioritisation of work ;
- b) Improving road safety;
- c) Improving traffic management.

Portfolio Member Details

Name & Telephone No.:	Councillor David Betts - Tel (0118) 942 2485
E-mail Address:	dbetts@westberks.gov.uk
Date Portfolio Member agreed report:	10 March 2011

Contact Officer Details

Name:	Andrew Garratt
Job Title:	Principal Traffic & Road Safety Engineer
Tel. No.:	01635 519491
E-mail Address:	agarratt@westberks.gov.uk

Implications

Policy:	The recommendations within this report accord with existing Council policy.
Financial:	None arising from this report because the Traffic Management and Road Safety Programme is funded from the Councils Revenue and Capital Programmes, which provisionally total £291,990 and £305,000 respectively.
Personnel:	None arising from this report.
Legal/Procurement:	None arising from this report.
Property:	None arising from this report.
Risk Management:	None arising from this report.
Equalities Impact Assessment:	EIA stage 1 completed

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

Executive Summary

1. Introduction

- 1.1 The purpose of this report is to seek approval of the Traffic Management and Road Safety Programme 2011/12.

2. Proposals

- 2.1 Approximately 50% of the work undertaken by the Traffic Management and Road Safety Team is planned and consists of schemes that are approved by the Council during March as part of the Capital Programme. Due to the nature of the work undertaken by the team many schemes cannot be identified in advance as they are requested throughout the year by Members, in correspondence with stakeholders, at Neighbourhood Action Groups and from maintenance inspections. A programme of both planned and an estimate of unplanned schemes for 2011/12 is provided in Appendix A.
- 2.2 That the Traffic Management and Road Safety Programme 2011/12, as shown in Appendix A is approved.

3. Conclusion

- 3.1 Given the high volume of work and the available resources to deliver it the prioritisation of work is important. If the programme is approved it will commit a fully resourced Traffic Management and Road Safety team for the year. Any variations to the programme resulting from changed priorities will require the approval of the Executive Member for Highways, Transport (Operational) and ICT and may result in reprogramming of some schemes.

Executive Report

1. Introduction

- 1.1 The purpose of this report is to seek approval of the Traffic Management and Road Safety Programme 2011/12. The programme needs to be approved at this time so that it runs alongside the Councils Capital Programme and is in place for the financial year 2011/12.
- 1.2 Approximately 50% of the work undertaken by the Traffic Management and Road Safety Team is planned and consists of schemes that are approved by the Council during March as part of the Capital Programme. These schemes are identified under the following work areas:
- School Safety Programme.
 - Local Safety Schemes.
 - Network Signing Schemes.
 - Parking Schemes.
 - Speed Limit Review.
 - Section 106 Schemes.
 - Safety Campaigns.
 - Road Safety Events.
- 1.3 Due to the nature of the work undertaken by the Traffic Management and Road Safety Team many schemes cannot be identified in advance as they are requested throughout the year by Members, in correspondence with stakeholders, at Neighbourhood Action Groups and from maintenance inspections. These schemes fall within the following work areas:
- Assessment Reports – Traffic Assessments, Home to School Assessments and School Crossing Patrol Assessments.
 - Road Marking Maintenance.
 - Road Signing Maintenance.
 - Temporary Traffic Regulation Orders – i.e. Road Closures.
 - Petition Reports.
 - Rechargeable Schemes – i.e. Tourist Signs, Access Protection Markings.
 - Vehicle Operators Licences – Assessment and attending Public Inquiries.
 - Letters & E-mails requiring a response.
 - Telephone enquires.
- 1.4 A programme of schemes for 2011/12 based on the level of work completed in previous years is provided in Appendix A.
- 1.5 At the end of March 2011 it is expected that approximately 95% of the 409 schemes and projects listed in the 2010/11 works programme will be completed. This includes an additional 70 schemes and projects that were not originally identified as part of the works programme.
- 1.6 Delivery of the works programme for 2011/12 is based on a fully resourced Traffic Management and Road Safety Team. The precise number of schemes to be delivered within the programme is dependant on the detail of what is actually

required when the individual schemes are developed. This programme is therefore a desirable outcome subject to sufficient funding being available from various funding sources. Any variations will be agreed with the Executive Member for Highways, Transport (Operational) and ICT.

2. Conclusions

- 2.1 Given the high volume of work and the available resources to deliver it the prioritisation of work is important. The Traffic Management and Road Safety programme for 2011/12, which includes an estimated number of schemes for unplanned work in response to the various stakeholder's requests, is shown in Appendix A. This is based on the level of work completed in previous years.
- 2.2 If the programme is approved it will commit a fully resourced Traffic Management and Road Safety team for the year. Any variations to the programme resulting from changed priorities will require the approval of the Executive Member for Highways, Transport (Operational) and ICT and may result in reprogramming of some schemes.

3. Recommendations

- 3.1 That the Executive approve the Traffic Management and Road Safety Programme 2011/12 as shown in Appendix A.

Appendices

Appendix A - Traffic Management and Road Safety Programme 2011/12

Consultees

Local Stakeholders: Not applicable.

Officers Consulted: John Ashworth, Mark Edwards, Mark Cole.

Trade Union: Not applicable.

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Traffic Management & Road Safety Programme 2011/12

No	Project Name	Scheme	Comments
	<u>School Safety</u>		
1		Beedon C of E Primary School	School warning sign with flashing lights
2		Bradfield C of E Primary School	School warning sign with flashing lights
3		Calcot Junior/Infant/Nursery School	School warning sign with flashing lights
4		Chaddleworth St Andrew's C of E Primary School	School warning sign with flashing lights
5		Downsway Primary School Tilehurst	School warning sign with flashing lights
6		Enborne C of E Primary School	School warning sign with flashing lights
7		Hungerford Primary School	School warning sign with flashing lights
8		The Ilsleys Primary School	School warning sign with flashing lights
9		John O'Gaunt School	School warning sign with flashing lights
10		Kennet School, Thatcham	School warning sign with flashing lights
11		Kennet Valley Primary School Calcot	School warning sign with flashing lights
12		Lambourn C of E Primary School	School warning sign with flashing lights
13		Little Heath School Tilehurst	School warning sign with flashing lights
14		Purley C of E Infant School	School warning sign with flashing lights
15		Welford & Wickham C of E Primary School	School warning sign with flashing lights
16		Westwood Farm Infant/Junior School Purley	School warning sign with flashing lights
17		Whitelands Park Primary School Thatcham	School warning sign with flashing lights
	<u>Local Safety Schemes</u>		
18	(average 10 schemes per year)	1 - A4 Marsh Benham	Horse crossing survey
19		A4 roundabout with A340, Theale	High risk site - Investigation to be undertaken.
20	TM RS Programme 2009/10	A339 Burger King Roundabout, Newbury	High risk site - Investigation to be undertaken.

21	A4 junction with Tull Way, Thatcham	High risk site - Investigation to be undertaken.	
22	Oxford Street junction with Pelican Lane, Newbury	High risk site - Investigation to be undertaken.	
23	A4 Padworth vicinity of Service Station	High risk site - Investigation to be undertaken.	
24	Pipers Way junction with Falmouth Way, Thatcham	High risk site - Investigation to be undertaken.	
25	A4 junction with Lamdens Hill,	High risk site - Investigation to be undertaken.	
26	A340 Calleva Park Roundabout, Aldermaston	High risk site - Investigation to be undertaken.	
27	B4000 Ermin Street / Membury crossroads, Lambourn	High risk site - Investigation to be undertaken.	
	<u>Speed Limit Review</u>		
28	Speed limit review process	May Review 2011	
29	Speed limit review process	November Review 2011	
30	Implementation from May Speed Limit Review	Average 7 Speed limit schemes per review to be agreed.	
31	Implementation from December Speed Limit Review	Average 7 Speed limit schemes per review to be agreed.	
32	Newbury Town Centre.	Introduction of a 20mph speed limit zone.	
33	A4 Padworth	Introduction of 50mph speed limit.	
34	A4 - Woolhampton Village	Extend the 30mph speed limit to the west of the village	
35	Paynesdown Road, Thatcham.	Public consultation for a 20mph speed limit zone.	
36	Derwent Road, Thatcham.	Introduction of a 20mph speed limit.	
37	Speed Limits approved during May 2011 Speed Limit Review.	To be identified.	
	<u>Parking Schemes</u>		
38	Pangbourne, Purley on Thames, Tilehurst, Theale and Calcot	To be investigated during 2011/12	
39	Newbury areas	To be investigated during 2011/12	
40	Hungerford area	To be investigated during 2011/12	
41	Thatcham areas	To be investigated during 2011/12	

42		Compton	To be investigated during 2011/12	
43		Disabled Parking Bays	To be investigated during 2011/12	
	<u>Signing Schemes</u> (average 15 schemes per year)			
44		Gateway signing improvements	Wash Water - Enborne Row.	
45		Lower Basildon & Skew Bridge	Introduction and revision of 7.5 tonne weight restriction	
46		Newbury	VMS signing	
47		Sulhamstead Hill, Sulhamstead	Consistent weight limit. TRO to be advertised during 2011-12.	
48			5 - 15 to be identified	
	<u>Traffic Signals</u> (average 15 schemes per year)			
49		A329 Oxford Road, Purley	Signal improvements	
50		Robin Hood Roundabout	Replacement of Wig Wags at Fire Station	
51			2 to 15 to be identified.	
	<u>Signing & Lining Maintenance</u>			
52		Average 60 road sign maintenance schemes per year		
53		Average 60 road marking maintenance schemes per year		
54		01 - Sign maintenance	Carters Rise - Priority working signs.	
55		01 - Road Marking maintenance	Junction 12 spiral marking realignment.	
	<u>Rechargeable Work</u>			
56		Road Markings - average 5 schemes per year	1 to 5 to be identified and agreed	
57		Tourist / Direction Signs - average 15 schemes per year	1 - Direction Signs for Newbury College	
58			2 - Direction sign to Aldermaston Rugby Club	
59			3 - 15 to be identified	
60		Damaged Signs / rechargeable work - average 15 per year	1 to 15 to be identified and agreed	
	<u>Section 106 funded schemes</u> <small>time 2009/10</small>			3

61	Kintbury Village	Implementation of various measures
62	Hampstead Norreys	School safety measures
63	Brightwalton School	School warning sign with flashing lights
64	Thatcham schools	School warning sign with flashing lights
65	Paynesdown Road, Thatcham.	possible 20mph speed limit
66	Lamtarra Way, Greenham	implementation of Road Closure following consultation undertaken in March 2011.
<u>Speed Management</u>		
67	Safer Roads Partnership	
68	Speed Indicator Device (SID)	Average 4 SID checks per working week
69	Speed Indicator Device (SID)	Training for Parish Councils / PCSO
70	Speed Data Recorder (SDR)	SDR surveys (approx 250 per year)
71	Speedwatch	CSW - Average 1 check per week
72	Speedwatch	Mobile VAS
73	Speedwatch	Poster Campaign to support Speedwatch
74	Speed awareness checks (average 15 per year)	1 - 15 Location to be identified
75	Seatbelt/mobile phone awareness checks (average 15 per year)	1 - 15 Location to be identified
76	Drink/Drugs awareness checks average 5 per year	1 - Location to be identified - June 2011
77		2 - Location to be identified - December 2011
78		3 - 5 Location to be identified.
79	Other Roadside checks (average 2 per year)	1 - Bus Check - Locations to be identified
80		2 - HGV Check - Locations to be identified
<u>Road Safety Events</u>		
81	Safe Drive Stay Alive	Two day event to be held during November 2011.
82	L Drivers	Event to be confirmed.
83	L Riders	Two events to be confirmed.
84	Road safety Theatre Productions - KS1 & KS2	Louis Taylor event
85	Powered Two Wheelers	Be a Better Biker

86	Magnificat	Cycling event with schools
87	Feel Good Fortnight	Family cycling event during Easter
88	Partnership Action Week	Location to be identified
89	Junior Citizen	Event at Yattendon during June.
<u>Safety Campaigns</u>		
90	Walk to school week	Giant walking bus day - June 2011
91	Road Safety Week	Presentations to schools during November 2011
92	Road Safety Month	Be Safe Be Seen Campaign - October 2011
93	Winter Driving Campaign	
<u>Cycle training:-</u>		
94	New instructor training sessions, risk assessment of sites and cycle training admin.	
95	cycle training	Bikeability course.
96	cycle training	Cycle Mechanics Course
97	Go Ride	Phase 2 Training
<u>Road Safety Education</u>		
98	Various schemes	i.e. Walking Bus, Footsteps, older drivers etc....
99	Work Related Road Risk	Presentations and meetings as necessary.
100	School in take information	Information sent to schools for start of new school year
101	School Training Booklet	Requests from Schools for Road Safety Education
<u>Reports / Assessments</u>		
101	<u>Permanent / Temporary Traffic Regulation Orders</u>	
102	Section 14(2) & Section 21 - Emergency orders	Average 60 per year.
103	Section 14 (1) Programmed Temporary Orders (i.e. road closures)	Average 65 per year.
104	Section 16A Programmed Temporary Orders (i.e. Special events)	2 Orders covering approx 40 regular Charitable events and Remembrance Day Parades
105	Section 21 of the Town Police Clauses Act 1847	Mainly required for Street Parties
106	Boundary Road, Newbury	update of 3T weight limit Order

107	<u>Petitions</u> (approx 10 Petitions per year)	1 to 10 to be identified
108	<u>Home to School Transport Assessments / School Travel Plans</u> (approx 10 assessments per year)	1 to 10 to be identified
109	<u>School Crossing Patrol - New Site Assessments</u> (approx 5 new assessments per year)	1 to 5 to be identified
109	<u>School Crossing Patrol - Risk Assessments of existing Sites</u> (approx 12 assessments per year)	1 to 5 to be identified
	<u>Traffic Management Assessments</u> (approx 10 per year)	
110	A4 / Newbury Hospital Entrance	TMA 129 - Assessment for buses to turn right into hospital.
111	Smitham Bridge Road	TMA 128 - Road Safety Assessment
112	A340 Tidmarsh Road, Pangbourne	TMA 123 - possible widening of footway
113	Apple Pie Hill, Compton	TMA 27 - Safety assessment of Crossroads.
114	B4009 Hermitage	TMA 116 - Investigation of hazard at narrow section between village hall and butchers
115	Haw Farm Crossroads, Ashampstead	TMA 66 - Request for signing improvements
116	Budgens Store, Wash Common, Newbury	TMA 102 - Traffic and parking conditions.
117	A329 / A417 Streatley	TMA 106 - Safety improvements.
118	B3051 - Brimpton	TMA 132 - Traffic calming and footway improvements
	<u>Vehicle Operators Licence</u>	
119	Checking applications	Average 26 per year
120	Preparing and attending inquiries	Average 2 per year
121	<u>Accident Investigation and monitoring</u>	Monthly updates and post fatal accident meetings
122	<u>Letters & Emails</u>	Average 135 responses / month - Including letters, e-mails & Streetcare enquires
123	<u>Telephone enquiries</u>	Approximately 1,000 calls per month

Agenda Item 9.

Title of Report:	Children's Social Care Complaints Report
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2224

Purpose of Report: To report on the statutory complaints process for the year 1st April 2009 to 31st March 2010.

Recommended Action: To receive the report and agree its recommendations in preparation for its public presentation.

Reason for decision to be taken: Local authorities must each financial year publish an annual report in order to keep the local authority informed about the operation of its complaints procedure. the report should be 'presented to staff, the relevant local authority committee, and to the regulator and general public.'

Other options considered: None

Key background documentation:

- 'Getting the Best from Complaints' DCFS - Social Care Complaints and Representations for Children, Young People and Others.
- Statutory guidance to accompany The Children Act 1989 Representations Procedure (England) Regulations 2006 (Statutory Instrument 2006/1738)

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT10 - Promoting Independence**
- ☒ **CPT11 - Protecting Vulnerable People**
- ☒ **CPT12 - Including Everyone**
- ☒ **CPT13 - Value for Money**
- ☒ **CPT14 - Effective People**
- ☒ **CPT15 - Putting Customers First**
- ☒ **CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Shaping future service delivery to meet the needs of the vulnerable people served.

Portfolio Member Details	
Name & Telephone No.:	Councillor Gordon Lundie - Tel (01488) 73350
E-mail Address:	glundie@westberks.gov.uk
Date Portfolio Member agreed report:	10 th March 2011

Contact Officer Details	
Name:	Yvette Jones
Job Title:	Complaints and Access to Records Manager
Tel. No.:	01635 519787 and 07770 267796
E-mail Address:	yjones@westberks.gov.uk

Implications

Policy:	The Children & Young People social Care Representations and Complaints policy is compliant with the requirements of the relevant legislation
Financial:	Non specific to this report
Personnel:	Non specific to this report
Legal/Procurement:	This report ensures the Council meets its legal duty to report and publish an Annual Report
Property:	Non specific to this report
Risk Management:	Non specific to this report
Equalities Impact Assessment:	Stage 1 Completed

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

Executive Summary

1. Introduction

- 1.1 Local Authorities are required to have a specific complaints process for children's social care matters and should monitor the operation and effectiveness of their procedure as well as how information about complaints is being used to improve services and delivery.
- 1.2 The presentation of the report for 2009/10 has been delayed this year, due to the significant increase in Access to Records requests received during 2010 from people formerly looked after by the Council and its predecessor. These requests involve huge amounts of record retrieval and copying, third party agreement, are managed by the same part-time member of staff who deals with complaints, and have statutory timescales which must be adhered to. Priority has been given to dealing with this work and complaints, and the production of this report has therefore been delayed as a result.

2. Proposals

- 2.1 The report highlights a number of areas where the service has worked well in responding to complaints and on the whole has met most of the requirements under the legislation and guidance. For example 96.4% of complaints were acknowledged within 3 days, 69% were dealt with then within 10 days and of the others there were acceptable reasons for responding later than the 10days. This compares favourably with national practice and maintains last year's significant improvement on previous figures of 60% within timescale.
- 2.2 The numbers of complaints at stage 1 have dropped from 86 to 48, stage 2 numbers have stayed static at one, and this year there were no stage 3 complaints, as was the case last year. Complaints from children have dropped from 14 last year to 9 this year. The drop in numbers overall, and by children in general is due to the increased efficacy of dealing with issues as they arise.
- 2.3 As well as complaints the service received over 100 compliments and these are acknowledged also in the reports appendix.

3. Learning from complaints

- 3.1 Outcomes and findings from complaints provide an essential learning tool and service managers are provided with regular feedback as to the issues emerging. Examples of specific learning and associated change in actions are provided in page 13/14 of the report.
- 3.2 A number of new public information handouts have been produced to underpin information given verbally by workers to families, to support good communication.

4. Recommendations and Areas for Development from the Annual Report

The Complaints and Public Information Manager has made a number of recommendations and suggested areas for development which have been embraced by the service as follows:

- 2009 – 2010 will see further training for staff to continue to raise awareness, as well as briefing sessions at Team Meetings..
- Surveying of people using the process is taking place later in 2011.
- Work will continue to increase uptake of the process by children and young people.
- The information set of handouts for families, which are cheaply and quickly produced, will continue to develop in response to identified need.

Appendices

Appendix A - Learning From Complaints - Annual Report for 1st April 2009 to 31st March 2010

Appendix B – Compliments – 1st April 2009 to 31st March 2010

Consultees

Local Stakeholders: NCH Action for Children (Advocacy service for young people)

Officers Consulted: Managers of the C & YP Social Care Service, Corporate Board

Trade Union: N/A

Appendix A
Learning from Complaints
Annual Report on Complaints Activity
Children & Young People (social care)

For period 1st April 2009 – 31 March 2010

Author:

Yvette Jones

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Foreword by the Complaints Manager for Children and Young People service

The complaints process for social care services is very different to the complaints process used corporately, or processes used by business or other local partners. The biggest difference is that the Children Act complaints process is set out in detailed form in legislation. This requires every authority to have a Complaints Manager at a specific level of responsibility, and processes that meet the requirements, along with high profile information and easy access to the process.

The legislation sets out who can use the complaints process, and this includes children and young people, their parents and carers, foster carers, and a few others. These are known as 'eligible people'. If we receive a complaint from someone who is not 'eligible' we still deal with the complaint, but use the briefer corporate process instead.

The legislation also sets strict timescales, with allowances for extension due to complexity or the need to put advocacy support in place for a young person complaining. Complainants are advised at the beginning of any enquiry whenever it seems likely that timescales may be exceeded. In response complainants almost always indicate that they prefer to have thorough and complete enquiries carried out, rather than a quick investigation simply to meet the required timescales.

We always keep complainants informed of the progress of the enquiries, and consult with them over any delays.

Some people prefer to make a Representation, rather than a Complaint. A Representation is simply a written communication which requires a response, and may be a query, a comment on service, or something which meets the criteria for a complaint, but the writer does not wish to formally complain. They also include written compliments, but these are all reported collectively as compliments in West Berkshire – see appendix 1.

Complaints and Representation should not be seen as a negative thing for an organisation, as they have great benefit for the service. They provide us with feedback from our customers about how it feels to use our services, thus offering opportunity to shape services to meet the public need, and to make improvements.

This reporting year saw a continuation of a lot of national adverse publicity about social care services for children and their families, creating tension for workers and clients alike across the country. Referrals for Child Protection consideration have also increased since the 'Baby P' case, which has had a significant impact on the workload of the service.

Reporting to staff and Members

The Complaints Manager works closely with Service Managers to ensure that they are kept aware of complaints arising in their area of responsibility, and how these are progressing.

The Complaints Manager also attends Children's Services Management Team (CSMT) and in this forum advises colleagues where complaints and representations reveal any trends of service difficulties, and raises any issues around delay to timescales, use of advocacy support, learning points, information about any changes to process and management of the more complex complaints. This ensures managers are kept up to date with current events across the service, and that complaints remain in the forefront of team business and the shaping of services. Bulletins identifying any learning issues are also disseminated via CSMT to Team meetings.

The annual report is presented to CSMT, and then on to Corporate Board and to Members, as required by legislation.

Brief outline of the process and timescales

Representations = a written query, or raising of matters that need a response – but not a complaint as such. Process and timescales similar to Stage 1.

Stage 1 = looking into issues/providing a response at the front line – usually by Team Manager.

- Children must be offered advocacy support
- 10 working days deadline
- Up to 10 extra working days may be agreed with the complainant if advocacy support is required, or if matters are complex.

Stage 2 = formal investigation, usually by an external person, with the provision of a written report.

- Must include use of an Independent Person to oversee the process,
- Both provide reports to the Head of Service
- Head of Service then formally responds to the complainant enclosing the reports – known as the Adjudication response.
- 25 working days from the date matters for investigation are agreed to the sending of the adjudication response, with a maximum of 65 working days by agreement.

Stage 3 = Appeal to a Panel of 3 Independent People, providing a report to the Director, who then responds to the complainant enclosing the panel report. There are defined timescales for all steps of this part of the process, which are not detailed here as we have had no Stage 3's for over six years.

Total complaints

NB: Throughout this report data reporting is by financial year, not by calendar year, and includes previous year's data for comparison.

In 2007-8 complaints and representations had doubled on the previous year, with a minor increase in 2008-9. This year there has been a drop in numbers. One Stage 2 complaint was launched in the previous reporting year, but it completed in this one - so is included here. Similarly, two (concurrent) Stage 2's launched in early 2010 – but will be included in next year's report.

Total number of complaints considered - statutory social care procedure

Year	Stage 1	Stage 2	Stage 3
2007 – 2008	78 (14 by children)	5 (2 by young people)	0
2008 - 2009	86 (14 by children)	1 (by a parent)	0
2009 – 2010	45 (9 by children)	1 (by a parent)	0

Note – Representations are included in Stage 1 figures – 14 by adults, and 0 by young people.

Total number of complaints considered - corporate procedure

Year	Stage 1	Stage 2
2007 – 2008	5	0
2008 – 2009	3	0
2009 – 2010	3	0

NB: Stage 1 figures of 45 and 3 are amalgamated for data breakdown in this report – making a total of 48.

One additional complaint was dealt with under the Youth Offending Team multi-agency protocol and is counted in the first table above.

The Local Government Ombudsman (LGO) considers complaints once they have progressed through the three stages of the Council's statutory process. The legislation also permits early referral to the LGO of a complaint that has completed Stage 2, where it is clear that Stage 3 will have no demonstrably different outcome. No complaints necessitated LGO investigation during this reporting period.

Timescales – Acknowledgement

We are required to acknowledge receipt of complaints and representations within 3 working days. This year 96.4% of complaints were acknowledged within 3 days, a slight drop from last year's figure of 98.8%.

Timescales - Time taken to respond

We are expected to respond to complaints and representations within 10 working days, although we can allow up to 10 more working days to embed advocacy or if the matter is complex. Performance has dropped in this year, which is inevitable given the concurrent significant increase in referrals to the service and resultant pressures on staff – as staff need to prioritise delivery of service which is often in response to family crisis over the requirement to respond to complaints.

Some complaints, even at Stage 1, can be complex, and set amongst family crisis, ever changing and difficult to resolve straight away, but we still resolve most within the 10 working day timescale. The drop in performance this reporting year is already improving in the current data collection for the next reporting year.

Complaints at Stage 2 can take longer than the required 25 working days, and often take between six weeks and three months to investigate fully, depending on their complexity. This also seems to be the case in many other local authorities, and perhaps reflects the complainants need to raise all matters and have them adequately investigated. The law permits extension by agreement to a maximum of 65 working days.

	2006/7	2007/8	2008/9	2009/10
Met ideal of 10 working days	60%	84%	85%	69%
Exceeded 10 working days but met 20 working days **	26%	15%	10%	14%
Exceeded 20 working days ***	14%	1%	5%	17%

**Most of these were delayed either because of a need for a meeting or service input, and includes 4 where some of the delay was client related.

***10 complaints took between 27 and 49 working days to complete, but in each case the client was kept informed of progress.

Two of the longest delayed were complaints by young people, with delay caused by the complexities of combining client availability with that of staff, advocates and translators. 4 complaints were delayed due to legal input being required. A further complaint had to wait for approval of extra funding, and 3 were delayed whilst the service moved buildings. Finally one was delayed due to the need for alterations to a document being negotiated with the complainant.

Stage 1 – nature of complaint

People complain about various issues, and sometimes complain about several issues at the same time, so there are more issues listed here than the total number of complaints. The table below sets out the key issues, and details which of the complaints in each category were upheld (U), not upheld (N), or partly upheld (P). Previous data is shown for comparison.

Nature of complaint	2008/9	U	N	P	2009/10	U	N	P
Attitude/conduct of staff	3	2	1		12	1	10	1
Cancelled reviews	1			1	0			
Cancelled visits/meetings	1		1		3		3	
Care proceedings	3		2	1	2	1	1	
Communication	11	1	9	1	8	2	3	3
Confidentiality	6	1	4	1	4	1	3	
Contact problems	9		7	2	10		8	2
Delay – service provision	4	1	2	1	0			
Disagree – assessment	4		4		2		1	1
Disagree - planned service	4	1	3		2		2	
Disagree – procedure	2		2		0			
Dispute over CP actions	8		6	2	6	1	5	
Dispute over info on file	4	1	3		2		1	1
Finance related issues	5		4	1	4		3	1
Lack of input/review	1		1		1		1	
Needs no longer met	2		1	1	0			
Non-participation	2		2		0			
Property	4	1	1	2	0			
Quality of service	5	1	2	2	5		4	1
Transition issues	1		1		0			
Totals	80	9	56	15	61	6	45	10

Stage 1 complaints by adults

The most obvious increase in the table is the number of complaints about attitude/conduct of staff, which had been reducing over previous years. Looking in detail at these – it is clear that the majority relate to situations where clients disliked staff being firm or insistent on progressing matters where children were perceived to be at risk. 10 out of the 12 sets of complaints about staff were not upheld because staff were only progressing matters in accordance with policy and procedure. One complaint (upheld) later fed into a disciplinary.

Last year saw a significant increase in complaints relating to our actions in investigating and dealing with child protection matters, and this has remained static this year. The national pressure to be even more diligent when there are concerns about the welfare of a child inevitably led to more situations where families felt the investigation of concerns was unwarranted or in too much depth, and in 5 cases the finding was that actions were warranted and appropriate.

Complaints about contact problems have increased slightly, with the majority not being upheld. Parents often find it difficult to have their contact controlled or reduced, but this is usually due to requirements of a Child Protection Plan or court decisions, and is always in the best interests of the child.

Communication problems have reduced a little, but there are still times when clients find it difficult to get the immediate response to their calls that they expect. Staff have to balance the need to get back to people alongside competing priorities, but there have been times where communication has been less than satisfactory. 3 of the cases where the complaint was upheld or partially upheld were identified as cases where staff were mindful of the need to maintain confidentiality, and thus could not give the level of information/updates sought by various family members.

Complaints about perceived breach of confidentiality is also a recurrent issue, which continues to decrease. Analysis shows that in 3 of the 4 cases no breach of confidentiality occurred. When someone reports a concern about a child's welfare, the nature of the information itself, and the nature of family dynamics often leads people to guess who made the contact with the service. Great care is taken not to divulge informant's details wherever possible, and given the high number of concerns we deal with, the complaints in this category are few.

Cancellation of reviews had been a problem in previous years, but this year there were no complaints about this, due to proactive management to avoid all but absolutely unavoidable cancellations.

Delay in service provision has also reduced to nil this year, along with no complaints about other delays, which is notable given the pressure on services.

Issues relating to finance or funding remain static.

Stage 1 complaints by children and young people

Please see next page for table. Figures are not high enough to warrant detailed analysis, but it is worth making comment on a few of the figures.

There have been five Complaints and Representations raised by young people which related to placement issues, ranging from feeling unsupported during a change of placement (Not upheld), wanting to change placement (two not upheld, one resulted in a move), one about cultural differences (partly justified).

Both of the contact issues related to cases where children wanted to avoid contact with a parent, and in one of these something from an estranged parent was forwarded to a young person without a covering note, which worried her (upheld).

The most obvious shift this year has been the number of complaints from young people relating to either their placement, or difficulties in getting re-housed. Two of the issues about placements were from young men who felt unnecessarily restricted about going off to stay elsewhere when they wished. These were not upheld as the restrictions were for their own safety and very reasonable in the

circumstances. The other placement issue related to the placement (a shared tenancy) having been set up without enough planning, and was upheld.

Housing related issues are those which pertain to provision of Housing through the Housing section of the council. Of the housing related issues, one complaint passed to Housing to formally consider, and the other two were about how the client felt the SW was not doing enough to help them obtain housing – neither was justified as workers encourage and support young people to do certain of the tasks to move on to independent living for themselves.

The issue about funding was a young person whose placement in a joint tenancy failed, in part due to incomplete planning. He had to wait for approval of a further grant to help him settle again.

It is noted that this year a number of issues which have been problems in previous years have not recurred this year – namely lost property, information on files, wanting to come into care, communication and age assessments. Certainly some of these reductions are because learning was put in place to avoid repetition.

Nature of complaint	2008-2009	Upheld	Not upheld	Partly Upheld	2009-2010	Upheld	Not upheld	Partly upheld
Staff attitude or conduct	1		1		2		2	
Delay in service provision	1	1						
Missing items at move	0							
Finance issues	1			1	1			1
Felt treated differently	1		1					
Housing related	-	-	-	-	3		2	1
Information on files								
Communication	2	1		1				
Contact issues	2	1	1					
Court matters	1			1				
Placement issues	5		2	3	4	1	3	
Age Assessment	2		2					

Stage 1 - outcomes

When people complete Stage 1 of the complaints process, they do have the right to request escalation to Stage 2 of the process if they remain dissatisfied, and are advised how to do this. Some people chose to do so, whilst others do not. Occasionally a complaint may leave the process to take another route such as court proceedings.

We count those that do not come back as satisfied, and this assumption is also confirmed by a degree of checking back with staff working with the family - but this is not formally confirmed by follow up contact at present. A customer satisfaction survey of those who use the complaints process has been developed, and was planned for the year 2009-10, but has not yet been implemented due to time constraints on the service.

The issues in Stage 2 complaints

This year there has only been one Stage 2, with two others launched concurrently within the reporting period, but completing in the following year. (and so will be included in next year's figures.)

This single Stage 2 complaint, by parents, related to the way that an allegation of abuse made by a young person was dealt with. The parents raised a total of 15 issues; four aspects were not upheld, 4 were issues that needed to be addressed by the police and not us, and a further 4 could not be determined. Three aspects were upheld, and these related to unclear recording about the outcome of the enquiries, delay in the process of assessment, and delay being offered a course on parenting skills (which was not taken up).

Time taken to complete Stage 2

The timescale begins once the issues to be investigated have been fully clarified and agreed with the complainant. We usually appoint an Investigating Officer and an Independent Person within two or three days of accepting the need for a Stage 2. The Stage 2 complaint this year took 2 working days to identify an investigation team.

We also monitor the time it takes for a complainant to meet with the investigation team, and agree the statement of complaint – which is the point at which the investigation timescale itself formally begins. This was always a significant delaying factor in the old process when complaints timescales were counted from the date the investigation team was appointed. In this Stage 2 the complainant took 45 calendar days to agree the statement of complaint due to delays by the complainant.

Once the statement was agreed, the investigation itself, and provision of the written adjudication response and reports, took 77 calendar days. This was due to the need for the investigators to liaise with Police and legal. The time taken did fall just outside of the upper limit of 65 days but the complainants were kept informed of progress and reasons for delay.

It is worth commenting here on the very small number of complaints that go on to Stage 2 investigation. This is attributable to a number of things, including concerted efforts by staff to provide effective written responses, and to a degree of mediation and follow up in those cases with the potential to escalate, to sort things out locally. Without this effort there would be a much higher number of Stage 2 complaints, with all the attendant stress for the family and the staff involved, and of course significant costs to the authority.

Stage 3 – Review Panel – and beyond

If a complainant remains dissatisfied after Stage 2 – they have a right to a Review Panel. In West Berkshire we have a shared pool of external people from across Berkshire, and provide three external independent people to sit on a Review Panel. These people are fully trained by us to undertake the task. Portfolio Members are kept informed of Review Panels when they are occurring, and if the complainant agrees, may be invited to observe the process.

There have been no Stage 3 Panels since 2005 in Children's Services. I believe this is due to excellent quality work in the initial Stage 1 of the process, thorough and effective investigation at Stage 2, combined with efforts to follow up after each stage to ensure appropriate change and learning is recognised and progressed.

Since the new guidance was put in place in September 2006, the Ombudsman's office is now willing to look at complaints following the Stage 2 investigation if a Stage 3 Panel is deemed unlikely to move matters forward in any productive way.

No complainants approached the Ombudsman in this year.

Mechanisms used to complain

There are two complaints leaflets, one written for adults, and another more suitable to young people. A version is also available in Makaton for young people with communication difficulties. People may complete a reply slip in the complaints leaflet, or use e mail, a letter or phone call to the Complaints Manager to lodge a complaint or representation, or they may raise matters using any of these tools direct with their worker or team manager.

Eight out of nine of the young people who complained raised their issues direct with the Complaints Manager, using e mail (2), letter (3), reply slip (2) and texting

(1). The remaining complaint came in via a case worker in a secure unit, and was a complaint about the young person's previous placement in a children's home.

Adults tend to write in (15) or use e mail (11) – addressing these variously to the Complaints Manager, their case worker, or occasionally a senior manager. Seven of them telephoned or texted the Complaints Manager, and only 3 used the reply slip in the complaints leaflet. The remainder (3) made their complaint face-to-face to their social worker.

Advocacy support to children and young people

The authority is required to offer independent advocacy support to any child indicating a wish to complain or make a representation as soon as possible.

We have a contract with Action for Children "Here4me" service to provide advocacy support for young people wishing to make complaints and representations, as well as advocacy for other aspects of service. Every young person under 18, and those still receiving support under the Children Leaving Care Act, are offered this support. If a translator is required, advocacy support is still offered, as a translator is not there to advocate under the rules.

Whenever the young person has indicated a desire for advocacy support, Here4me has been able to respond immediately to every request. Some young people choose not to take it up, or to use a friend or person they already know. Such people are provided with written advice about the role – to ensure they are a voice for the child. Some young people have chosen to use their foster carer as their advocate.

Advocacy support has the potential to delay progression of a complaint whilst a rapport is established, and extra time can be permitted for this if needed. Addition of an advocate has not added to timescales in any of the cases this reporting period.

The advocacy service also reports that advocates continue to support young people to raise a number of issues, which are resolved without formal recourse to the complaints process, and are thus not included in this data. Feedback indicates that young people really appreciate this support, and it is admirable that our young people have such ready access to this support to resolve issues early on.

All children and young people entitled to advocacy support were offered it, and all but one took it up, with the final client using the advocacy service provided in a secure unit. Two advocates supported the young person alongside the services of a translator. Advocacy input really helps the young person understand the process and the findings, and often contributes to the resolution at this stage.

Ethnicity of complainants

This information is requested from complainants, but some decline to give the information or leave the section blank. Sometimes the data is collected from other sources – if the complainant is also a client it is recorded in the client system for example. As planned, a concerted effort was made this year to collect this information, making contact with complainants where necessary.

Of the total complaints and representations this year, there were six complaints from people from ethnic minority backgrounds (10%) – which is appropriate given the current ethnicity profile of our community (4.13%), and indicates that the process is accessible to those from minority ethnic backgrounds.

Ethnicity code/detail	No of complainants 2008 – 2009	No of complainants 2009 – 2010
A1 White British	69	33
A3 any other white background	2	1
B1 White/black Caribbean	1	0
B4 Any other mixed race	5	3
C4 Any other Asian background	0	1
D3 Any other black background	1	1
NG Not given	8	9

The complaints leaflet for young people is translated into the most common languages amongst unaccompanied children, and information about the Here4me and Independent Visitors services are available in the two most common languages spoken in the district. Correspondence and responses can also be provided translated into a complainant's first language where required.

Age range of complainants

We only actively collect data about the ages of children and young people complaining at present, as this data is recorded on the electronic client file. These ranged from age 14 through to 19 years old. No adult completed the age range fields on the complaints reply slip, but looking through a sample of complaints it is clear there were complaints from grandparents and older relatives as well as from parents of all ages.

Gender of complainants

Five of the children and young people were male, and four were female. The split in adults complaining showed that the trend that females complain more than males continues – probably because a high proportion of our clients are from single parent families, with children predominantly remaining with their

mothers. 62.5% of these being female, 23% being male, and the remaining 14.5% being couples.

Disciplinary interface

No complaints in this year led directly to disciplinary, although one raised issues which did feed into this later in the year, and a few required specific advice or training input to individuals.

Learning from complaints

Complaints provide an essential mechanism for shaping services to meet the needs of our customers. Much of the learning is by individuals – learning how to better their individual practice, communications skills, and build on the experience of complaints. This is usually covered in supervision with staff, and is also shared in wider terms within teams at team meetings and development/training days.

Sometimes a complaint may identify specific service development needs – and examples of learning and service shaping to date are listed below:

- Use of an electronic diary to note complaints and when they are due for a response has been put in place, along with regular checking of this and e mailing out reminders, to improve adherence to statutory timescales.
- A process was developed to ensure that a client's contact details that were to be withheld from others receiving Review documentation were suitably redacted before the paperwork was shared.
- Some complaints related to standard letters being sent out to follow up after an initial Section 47 referral via other partners – these were adjusted to make the referral issues clearer and less worrying for recipients.
- A few complaints revealed that clearer back up public information would have assisted, and work has progressed on developing a family of handouts for the public to meet this need.
- Audits and reviews of case recording continue, with findings feeding into training, system development and individual development.
- Staff continue to be reminded about evidencing their professional opinions in assessments and reports.
- Staff have been reminded to ensure that assessments are formally shared with parents as appropriate, and that this is recorded on RAISE.
- Staff have been reminded that openness about what they are recording about clients/family etc will reassure people and avoid them feeling they need to formally access the case file.
- Where a client has disputed the information recorded, or the content of an assessment, their view has been placed on file or incorporated into assessment paperwork.

- Closer liaison with Reviewing Officers has ensured that young people are reminded and encouraged to raise issues identified during Review.
- Reviewing Officers are now notified of complaints from young people to meet new requirements and to provide opportunity for them to assist and support during consideration and resolution where appropriate.
- New information packs for children Looked After, which include updated information about complaints and representations, and accessing advocacy and other sources of help and support are now in routine use.

Recommendations /Areas for improvement and development

Key areas for continued improvement and development over the next year include:

1. 2010 - 2011 will see further training for staff to continue to raise awareness of the complaints process, as well as briefing sessions at Team Meetings.
2. Key Members will be invited to staff training to help them understand the process and how we deal with issues being raised.
3. Work on additional guidance sheets for staff being interviewed during Stage 2 investigations, which was not completed in this reporting year, will be completed.
4. Guidance on the process continues to be available on the intranet for staff, and will continue to be reviewed and updated in line with learning.
5. Staff will continue to be encouraged to utilise the handout on response writing to improve resolution at the earliest stage of the process.
6. Reporting at CSMT will occur as required, as this does maintain adherence to timescales, and learning across the various service areas.
7. Surveying of people using the process will take place in 2011.
8. Written procedures for the Complaints Manager function will be updated and consolidated this year, to ensure the work can be covered by another in the event of the absence from work of the current Complaints Manager.

Data from complaints management will be increasingly used by the regulators to measure client satisfaction and the authority's ability to listen to and respond to clients, and will feed into the rating of the authority. Thus proactive complaints management and development will continue to be a high priority as a performance management function.

Appendix B – Compliments 1 April 2009 – 31 March 2010

Each year we collate and report on compliments paid to the service, as this does give us a good indication of the qualities and services that are most appreciated by our clients and partner agencies.

A collation of the range of these comments and compliments for the year 2009 – 2010 appears in the table below. It is not an exhaustive list of all compliments received.

Team/service area	Compliment
West/Central	Barrister in court praised the quality of written evidence given and the presentation of the SW in a difficult case.
	Worker positively interacted with this very anxious family..... explaining was excellent..... really helped family.....very high quality of work.
	He is doing so well now thanks to you Going to college... enjoying life... I am so very proud of him... especially liked the way you wrote to him to tell him how well he was doing... it meant so much to him.
	Really efficient and professional group of workers.... Sound working relationships
	Continued good reports from this team to adoption panel – good strong knowledge
East	A young person wrote in to say thanks for all you have done for me – really appreciated
	Thanks a lot – you made a big difference
R & A	Praise for the standard of work and commitment of staff from another professional on a shadowing day
	I know it's hard work with me – but you do a good job.
	Very glad you got involved – never thought I'd say that!
FRS	I know I wouldn't have got through all the hard times without your fantastic support.... Have come a long way from the nervous wreck I was ... now a fully fledged parent to be proud of.
	Thank you for all you have done for me and my mummy (child)
	You have been so important in my life – thanks (YP)
	Made me really confident... get involved with my children....proud of myself... proud of my children.
	Incredibly supportive Enabled parent to get involved in things re her child... best possible provision for child. (SENCO)
	So much help, advice and support ... made the difference.
	You have guided me on the right path and given me

(FRS continued)	strength to keep believing in myself and not to give up.
	You have been an inspiration to us all.
	For a family to be rock bottom and get the encouragement you gave really helped us get on with things.
	You cannot possibly realise the difference this worker has made to my life... life-saver literally.... Couldn't believe a total stranger could understand in the way she did... my sense of relief and achievement grew. (Post natal depression support group member)
	PND is the most isolating desperate condition.... Taboo....support was crucial... probably prevented hospitalisation or worse....became a refuge and lifeline...fitted my needs better than medical input did... did a fantastic job and feel very lucky to have been helped through my illness by her.
	She has never judged or pointed the finger....
YOT	You helped turn me from someone with no ambition or direction into the hardworking ambitious person I am today ... currently looking at Universities! (yp)
	Really going to miss your support – all your nagging at me has paid off. (yp)
	Where do I start – I no longer take drugs or want to. I have started an apprenticeship you sorted for me – I feel my life is now worth living.
	I've been made aware of what I put my family through – now think first
	You brought in CAMHs and it was such a lot of help
	YOT have listened well and acted very appropriately – I have been very impressed
	At every stage I have been kept in touch – supported very well – delighted – Salute the team – really good work
FPT	Many thanks for a thoroughly enjoyable event at Xmas. Really organised well... felt really appreciated.
	It's a clear well written report ... and we really appreciate all your hard work
	Foster carers have really treated me with respect, have listened to me, and don't forget that I am their mum. Touched at the way they encourage the children to remember her and make things for her.... Demonstrated their care for my children in a 100 ways.
Access to Records	Thanks for all your help to find out what happened to me all those years ago Put my mind at rest...brought in flowers and a card.
Access to Records (continued)	I am so glad they kept all this information about my life as a child in care – it means so much to be able to read it now and understand my past.

	I'm sorry I had so many files – you have done a good job in working out my life story and sharing the information with me – thank you.
Castlegate Outreach	A very positive experience all round – many thanks from us all
Conference & Review (includes Child Protection conferencing)	Many thanks for your valued input to help us improve our procedures for children – a Secure Unit. There have been many compliments provided through the feedback forms for these services – too many to detail here this year.
Ed Psych	A very efficient and balanced service

Further advice and guidance about handling representations and complaints can be sought from the Complaints and Access to Records Manager – the author of this report – using the contact details on the front page, or via the West Berkshire Council website.

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Title of Report:	Anti-Child Poverty Strategy
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2210

Purpose of Report: To deliver the Council's statutory duty to produce a Child Poverty Strategy by 31/3/11.

Recommended Action: To approve the Strategy.

Reason for decision to be taken: The Council has a statutory duty under the Child Poverty Act 2010.

Other options considered: None

Key background documentation: n/a

The proposals contained in this report will help to achieve the following Council Plan Themes:

- ☒ **CPP1 – Support our communities through the economic downturn** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- ☒ **CPP – Raise levels of educational achievement** – improving school performance levels

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT8 - A Healthier Life**
- ☒ **CPT11 - Protecting Vulnerable People**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
identifying children and young people living in West Berkshire living in poverty and acting to improve their life chances.

Portfolio Member Details	
Name & Telephone No.:	Councillor Gordon Lundie - Tel (01488) 73350
E-mail Address:	glundie@westberks.gov.uk
Date Portfolio Member agreed report:	21 February 2011

Contact Officer Details	
Name:	Julia Waldman
Job Title:	Acting Head of Youth Services and Commissioning
Tel. No.:	01635 519810
E-mail Address:	jwaldman@westberks.gov.uk

Implications

Policy:	The Child Poverty Strategy will assist in targeting services at the most disadvantaged children and young people in West Berkshire
Financial:	Identifying groups likely to be most at risk will enable the Council to focus on those most in need.
Personnel:	None
Legal/Procurement:	The strategy complies with our legal duties
Property:	None
Risk Management:	As set out in the report
Equalities Impact Assessment:	EIA Stage 1 Completed

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

Executive Summary

1. Introduction

- 1.1 The report provides an overview of the Child Poverty Act 2010, its requirements and local responses to meeting the duties outlined in the Act. It goes on to give an overview of risk factors related to child poverty. A snapshot of deprivation headlines locally is presented and an overview of the tools used to produce the needs assessment. The final section describes the needs assessment and strategy and the rationale for their style and content.

2. Proposals

- 2.1 To show the results of the work undertaken to produce the Needs Assessment and Strategy, support by the Prevention and Early Intervention Group of the Children and Young People's Trust.

3. Conclusion

- 3.1 Approval is sought for the Strategy, prior to consideration by the West Berkshire Partnership.

Executive Report

1. Introduction to the Child Poverty Act 2010

1.1 The Labour government extended its commitment to ending child poverty through the provision of the Child Poverty Act 2010. The Coalition Government has confirmed its commitment to eradicating child poverty and to maintaining provisions made within the Act. The Act sets out our statutory duties to:

- ☐ *Co-operate*: to put in place arrangements to work with partner authorities named in the Act. These partner authorities are expected to cooperate with the local authority in these arrangements;
- ☐ *Conduct a local child poverty needs assessment*: to understand the characteristics of poor families in our area, and the key drivers of poverty that must be addressed; and
- ☐ *Develop and deliver a strategy*: to create a joint local strategy for reducing child poverty, which must set out the contribution that partners will make and must address the issues raised in the needs assessment.

1.2 There is a need for the involvement of a wide range of partners and the Local Strategic Partnership. Named partners include:

- (a) any district council which is not a responsible local authority;
- (b) a police authority;
- (c) a chief officer of police;
- (d) an Integrated Transport Authority for an integrated transport area in England;
- (e) a Strategic Health Authority;
- (g) a Primary Care Trust;
- (h) a youth offending team established under section 39 of the Crime and Disorder Act 1998

1.3 The Act uses four measures of poverty to establish targets to be met by 2020:

- *Relative poverty* – to reduce the proportion of children who live in relative low income (in families with income below 60 per cent of the median) to less than ten per cent;
- *Combined low income and material deprivation* – to reduce the proportion of children who live in material deprivation and have a low income to less than 5 per cent;
- *Persistent Poverty* – to reduce the proportion of children that experience long periods of relative poverty, with the specific target to be set at a later date; and
- *Absolute poverty* – to reduce the proportion of children who live in absolute low income to less than 5 per cent

(DCSF, Statutory Guidance, 2010)

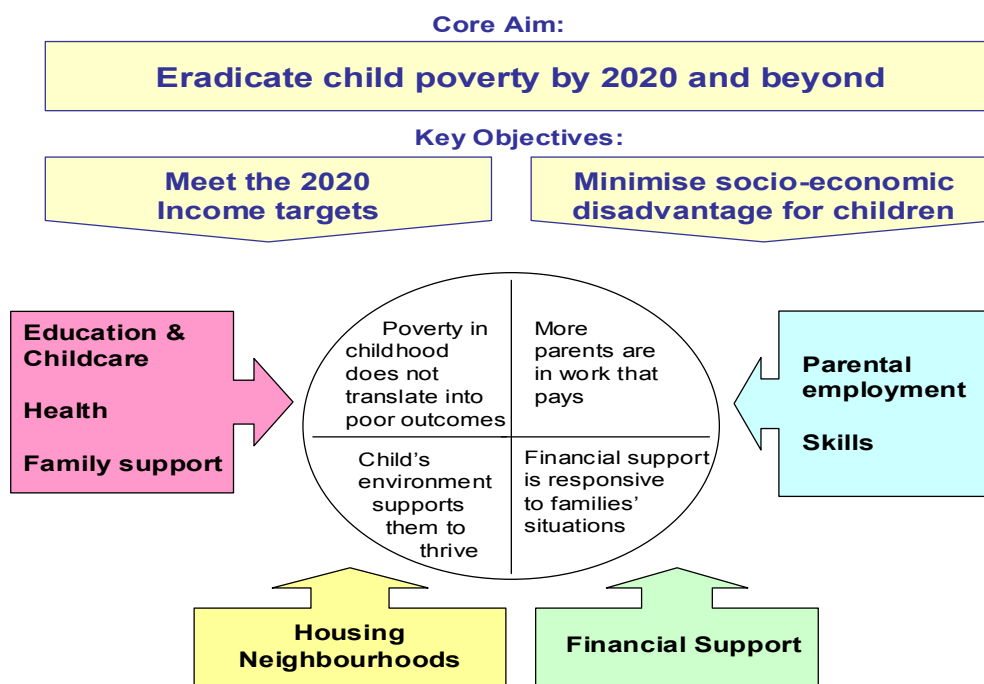
1.4 The Act promotes four foundation stones for action:

1. Place

2. Improving Life chances
3. Parental employment and skills
4. Financial support

These are expanded in the next diagram.

Figure 1: Key aspects of the work to do on meeting the requirements of the Act



- 1.5 Locally the child poverty strategy is being developed through the Prevention and Early Intervention Steering Group, a sub-group of the West Berkshire Children and Young People's Trust, with time-limited co-opted membership to include a broader range of partners.

2. Our children at risk

- 2.1 The following children are at greatest risk of being poor:

- Children of lone-parent families
- Children in large families (more than three children)
- Children growing up in households where there is no-one in full-time employment
- Children from families of some minority ethnic groups
- Children in households with a disabled child or adult

- 2.2 Growing up in poverty is associated with poor outcomes. Poorer children are:

- More likely to be born early and have a lower birth weight
- Fifteen times more likely to die in a fire at home
- Five times more likely to die in an accident
- Three times more likely to be hit by a car

- Ten times more likely to become a teenage mother
- More likely to have higher levels of obesity
- Less likely to stay on at school
- More likely to have fewer qualifications especially children looked after by Local Authorities

2.3 These factors show a clear link between being poor in childhood and health risks in the short term. The evidence for predictive long term health implications is also strong, for example related to

- Cardio-vascular disease
- Impaired Respiratory function
- Certain forms of cancer
- Presence of limiting lifelong illness
- Adult mental ill health

2.4 These may be compounded by multiple-risk factors being present, for example poverty, obesity and poor housing conditions.

3. West Berkshire deprivation snapshot

- ☐ 24th least deprived district in England
- ☐ Only domain of Indices of Multiple Deprivation which is relatively weak is 'barriers to housing and access to services'
- ☐ Space differences in deprivation within and across wards - Areas ranked as being more deprived overall largely clustered around Newbury – with other areas in Lambourn, Thatcham North and Calcot
- ☐ The Nightingales estate in Greenham is ranked as the most deprived area in West Berkshire. In relation to the rest of England, this area is ranked 8,187 out of 32,482 areas across England
- ☐ Child Well Being Index (2009) shows 10 SOAs that are overall ranked below the 50th percentile nationally and WB as 34 out of 354 ranked authorities

Source West Berkshire District Profile, 'People and Place', WBC

- ☐ Income Deprivation affecting Children Index combined score (2007) WB 8.19, Reading 19.3, Hackney 46.10 WB ranked 4th out of 142 ranked authorities in England.

(Source C4EO online)

4. Tools that helped us develop a more detailed needs assessment related to deprivation, health inequalities and family and community poverty

4.1 A number of methodologies, tools and activities have been developed to support a needs assessment that enables us to scrutinise our data more closely from both a *place-based* (at different levels from Authority to Lower Layer Super Output Area) and *people-based* perspective. Both are important to build a sufficient picture of the prevalence of deprivation and its causes as well as informing solutions, however processing of and understanding the data through a multi-layered approach can be complex.

- 4.2 A needs assessment toolkit produced by the IDeA in late 2010 has been a useful resource.
- 4.3 Action with Communities in Rural England (ACRE) Evidencing Rural Need Tool – another tool developed with OCSI – promoted at a Community Council for Berkshire event in September 2010. Discussions were held with ACRE and CCB to view their data sources.
- 4.4 The Joint Strategic Needs Assessment provides insight into data on health inequalities. The draft has been used to inform the needs assessment
- 4.5 The Centre for Excellence and Outcomes (C4EO) has a range of research and data tools that have been accessed. We also applied for and were successful in getting support from a Sector Specialist from C4EO to support our child poverty needs assessment activity.

5. The needs assessment and strategy

- 5.1 The needs assessment is a detailed reference document whilst the strategy is intended to be a short high level document that has relevance for all area stakeholders. As such the aims and targets are also high level and the action plan directs responsibility for defining how the targets will be met by other plans and activities. Meeting these targets will be overseen by the Children and Young Person's Trust.

Appendices

Appendix A - Anti Child Poverty Strategy

Consultees

A rolling series of engagement activities has been undertaken

Workshop at the annual Local Strategic Partnership conference

A Stakeholder Consultation event was held in July to which approx 30 people attended from a range of partner agencies

Parent consultation to inform a Parent Participation Framework has included a focus on deprivation, including through the approaches used (e.g. walkabouts with Community Wardens).

Consultation with West Berkshire's Youth Cabinet and joining up with Children and Young People Plan consultation activity.

Community case study work in Lambourn and Greenham

Public information on the internet and Twitter

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Anti Child Poverty Strategy 2011- 20

Part One 2011-14: Improving the life chances
of our 1 in 10.

DRAFT



West Berkshire Children
& Young People's Trust



WestBerkshire
C O U N C I L

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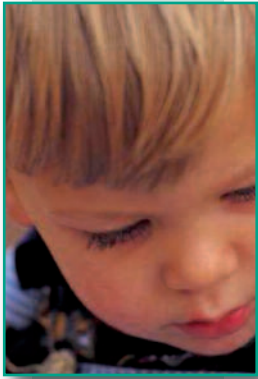
Acknowledgements

Prevention and Early Intervention Strategy Group of the West Berkshire Children and Young People's Trust
C4EO

Key messages

- Child Poverty is low in West Berkshire at 10.3% compared with the national average of 21.6%.
- There is still more we can do to reduce child poverty, particularly for those families who experience inter-generational deprivation and worklessness
- Effective targeting will help to ensure actions reach those families who most need support and intervention
- Everybody has a part to play in reducing child poverty
- All partners can contribute to key actions to support change, in particular relating to:
 - Improving the life chances of our most vulnerable children
 - Helping young people and parents get into, and stay in, work
 - Finding solutions to fit the different needs of differently disadvantaged communities
 - Ensuring all families who need financial and other relevant information are able to access when and how they need it





"9% in 9 years"

Our vision

A life in poverty means risks to health, to life expectancy, to choices and opportunities. We want all our children in West Berkshire to have the chance to live a life without social and economic deprivation. To make this happen everyone must recognise it is their business to act to provide this opportunity, not a single agency or group of agencies.

At present 10.3% (this means 3696 children, based on 2001 Census data or 4198, based on population growth estimates) of our children age 0 - 18 years in West Berkshire live in relatively low income households. Whilst this means we are close to the related 2020 target set by the Government for the eradication of child poverty in England we should not be complacent about our position.

This strategy sets out an area-wide set of strategic aims and actions for West Berkshire to reduce child poverty.

Our aims

- **To break the cycle of inter-generational poverty affecting some families and their children**
- **To stop families getting into poverty and to keep them out of poverty**
- **For only 9% of West Berkshire children to live in relative poverty by 2020.**

National Context

The Coalition Government's commitment to child poverty builds on the previous Labour Government's work, which concluded with the Child Poverty Act 2010.

This act places a number of duties on local authorities and named partners, including the Local Strategic Partnership to:

Cooperate: to put in place arrangements to work with partner authorities named in the Act. These partner authorities are expected to cooperate with the local authority in these arrangements;

Conduct a local child poverty needs assessment: to understand the characteristics of poor families in their area, and the key drivers of poverty that must be addressed;

Develop and deliver a strategy: to create a joint local strategy for reducing child poverty, which must set out the contribution that each partner authority will make and must address the issues raised in the needs assessment.

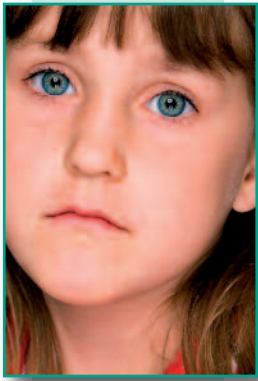
Two key reviews have informed further government thinking about child poverty and approaches to eradicate it. These include Frank Field's Independent Review on Poverty and Life Chances (2010) and Graham Allen's Review of Early Intervention (2011). The Government Consultation on child poverty (2010) recognises the importance of income deprivation to life chances but argues a broader domain of factors to be taken into consideration for tackling poverty, drawing upon the findings of the Field and Allen reviews. These include a healthy diet, a warm home, clothing, the toys and other resources they need to develop and be happy, and the opportunity to take part in the leisure activities, including days out, school trips, and visits to local attractions that so many of us take for granted (DfE, 2010, online ¹).



Emphasis is placed on:

- Early years support – birth and school readiness
- Provision of high quality and well monitored early intervention services
- Developing quality of parenting
- Working with families with entrenched issues
- Improving health intervention, particularly in the early years
- Providing pathways into work and making work pay
- Tackling attainment gaps for children in school from poor backgrounds
- Streamlining of the benefits system
- Improving social mobility
- Devolving power to local communities to support self-determination

¹ Department for Education (2010) Tackling Child Poverty and Improving Life Chances: Consulting on a New Approach. London: DfE



Poverty level	Target
Relative low income whether the incomes of the poorest families are keeping pace with the growth of incomes in the economy as a whole ²	< 10%
Combined low income and material deprivation a wider measure of people's living standards	< 5%
Absolute low income whether the poorest families are seeing their income rise in real terms)	< 5%
Persistent poverty length of time in poverty	to be set in 2015

'My partner is on remand and it's very difficult bringing up the twins without him. Everyone who comes to the house seems to criticise me as a parent and I don't go out to play groups because I'm scared my babies will cry and everyone will think I'm a bad mother. We would both like to go back to college so that we can have a chance of getting jobs in the future but I've been told I shouldn't do anything like that until the twins are at least five years old.'

(parent at Children's Centre)

² families with income below 60 per cent of the median (figure cited includes housing benefit but figure without housing benefit is also used commonly, and argued as more indicative of genuine poverty levels

Risks and poverty

The following children are at greatest risk of being poor:

- Children of lone-parent families
- Children in large families (more than three children)
- Children growing up in households where there is no one in full-time employment
- Children from families of some minority ethnic groups
- Children in households with a disabled child or adult



Growing up in poverty is associated with poor outcomes³. Poorer children are:

- More likely to be born early and have a lower birth weight
- Fifteen times more likely to die in a fire at home
- Five times more likely to die in an accident
- Three times more likely to be hit by a car
- Ten times more likely to become a teenage mother
- More likely to have higher levels of obesity
- Less likely to stay on at school
- More likely to have fewer qualifications especially children looked after by Local Authorities

³ Tackling Child Poverty, End Child Poverty Network Cymru and Children in Wales, 2006:6

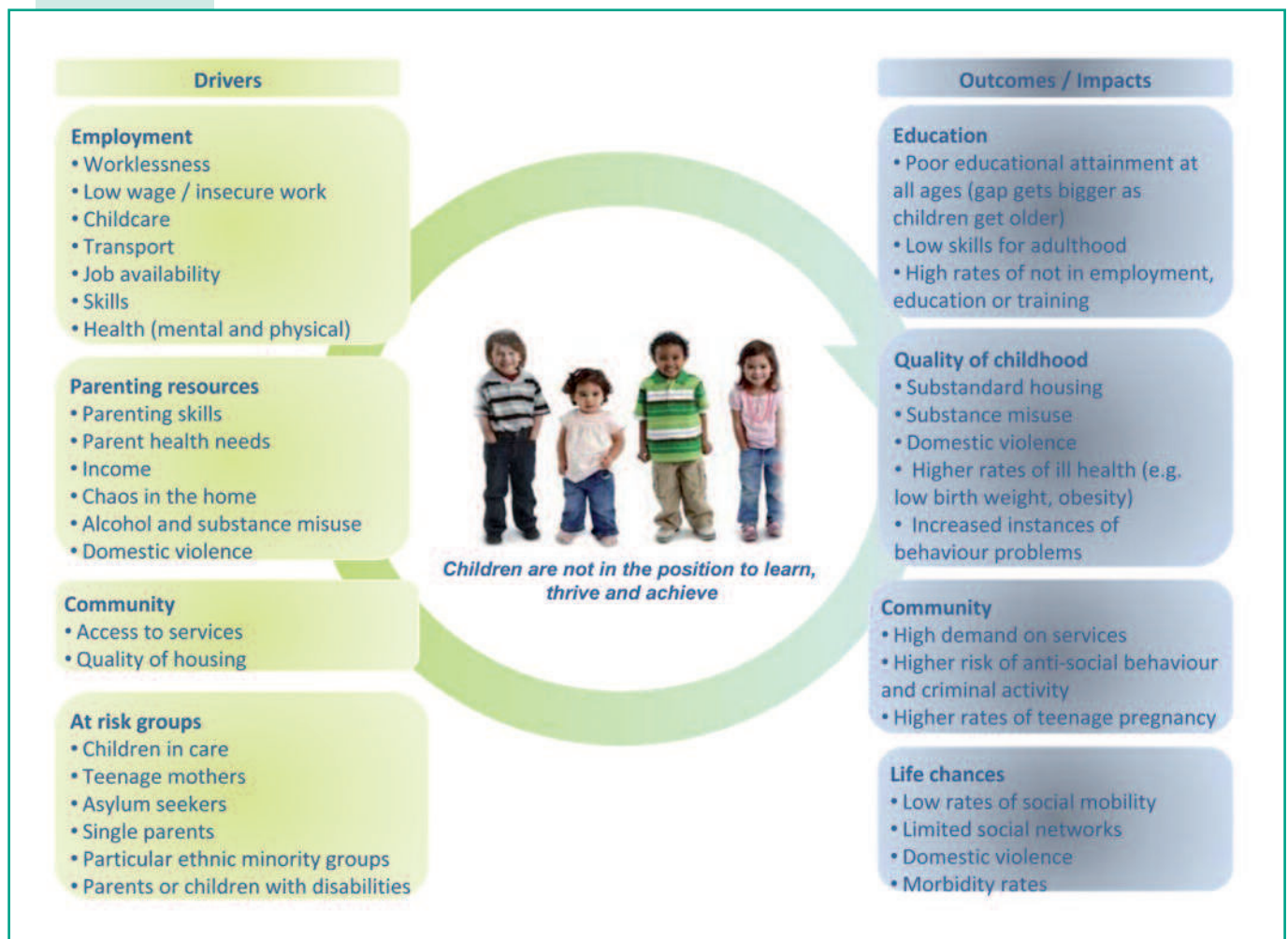


These factors show a clear link between being poor in childhood and health risks in the short term. The evidence for predictive long term health implications is also strong, for example related to

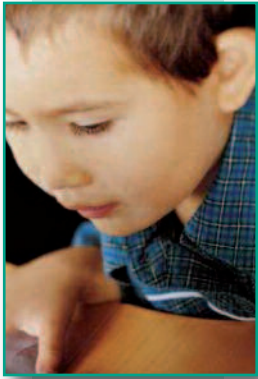
- Cardio-vascular disease
- Impaired respiratory function
- Certain forms of cancer
- Presence of limiting lifelong illness
- Adult mental ill health

These may be compounded by multiple-risk factors being present, for example poverty, obesity and poor housing conditions⁴.

The following diagram conveys the drivers and effects of child poverty (IDeA, 2010).



⁴ Child Poverty and Adult Health, End Child Poverty, 2008



The cost of child poverty⁵

Failing to prevent children growing up in poor families is expensive for all of us. Children from low-income families are less likely to do well in school, and more likely to suffer ill-health. They are likely to face pressures that help to explain higher rates of anti-social behaviours and criminality.

Child poverty is expensive both in terms of direct costs to services during and after childhood and in costs to the economy when children grow up. Some estimates putting the costs at £25 billion a year.

The Joseph Rowntree Foundation found that:

- public spending to deal with the fallout of child poverty is about £12 billion a year, about 60 per cent of which goes on personal social services, school education and police and criminal justice.
- the annual cost of below-average employment rates and earnings levels among adults who grew up in poverty is about £13 billion, of which £5 billion represents extra benefit payments and lower tax revenues; the remaining £8 billion is lost earnings to individuals, affecting gross domestic product (GDP).
- more than two-thirds of those living below the poverty threshold at any one time have been in poverty for at least three of the last four years. Not only is this damaging to individuals but can have serious implications for local service provision. Those who have been in poverty for extended periods of time can take more input from services and agencies to move them out of poverty.

Growing up in poverty is not just about the financial cost, however. There are significant costs in terms of life chances, both while young and once reaching adulthood.

These all make it very clear that reducing poverty and minimising its impact is everyone's responsibility. All partners need to play a role to truly reduce the prevalence and impacts of inequality: children's services can only mitigate against some of the negative effects on children.

⁵ Tackling Child Poverty, online at <http://www.idea.gov.uk/idk/core/page.do?pageId=22105231>

Priority needs in West Berkshire

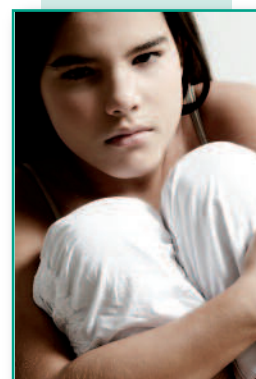
Our Child Poverty Needs Assessment has been completed and informs the identification of priority needs and actions for 2011-14. The Needs Assessment is available online at <http://www.westberks.gov.uk/index.aspx?articleid=20787>.

The needs assessment concluded that in relation to tackling child poverty West Berkshire does well in relation to:

- Low levels of poverty generally
- High employment levels
- Relatively low benefits dependency
- Commitment to inter-agency working
- Teenage pregnancy levels

Areas for concern and action are:

- Isolated and hidden rural poverty
- Public transport issues
- Some child health issues such as obesity and sexual health screening
- Attainment gaps between children from poorer backgrounds and their better off peers
- The link between disability and poverty
- Debt issues and access to appropriate financial support
- Families with complex, often inter-generational problems
- Community access to and signposting to services
- Fuel poverty
- Wider multi-agency working, for example to involve GPs
- Some complacency by some organisations and individuals who can make a difference – a ‘we don’t have a problem here’ attitude.



'I know I ought to sign on and look for work but after I've settled the kids and paid the bus fares into Newbury, what's the point? It's cheaper to stay here.'
(housing association tenant, Lambourn)

'I'm claiming all the benefits I can but we're still living from hand to mouth. I need to keep the house warm because my dad is 84 and bedridden and I'm having chemo. I changed [energy provider] on the doorstep but it's even more expensive now.'
(housing association tenant)



"We live in rented accommodation. My son's bedroom has damp patches and there is mould growing in the downstairs toilet room. Both my son and my baby have lots of colds and I'm very worried about their health. I've tried talking to the landlord but they don't do anything. I don't know who to go to for help."
(parent from Children's Centre)

Priority local area objectives linked to the four building blocks for tackling child poverty

1.EMPLOYMENT & SKILLS

To reduce barriers to employment, increase the take up and impact of schemes that support young people and parents to find jobs and sustain employment and reduce benefits dependency.

3.FAMILY & LIFE CHANCES

To raise aspirations and improve life chances of the most vulnerable children and young people

2.FINANCIAL SUPPORT

To ensure all families at risk of or living in poverty can access information and advice at the times and in ways that they need it most.

4.PLACE & DELIVERY

To recognise differences in the way poverty affects people's lives in rural and urban areas and deliver solutions to fit these differences.

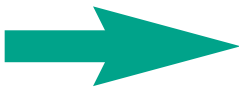
The key actions that will make a difference

Tackling child poverty is not about primarily moving people above an arbitrary income line; it is about ensuring that people have the support, incentives and skills they need to create a better life for themselves. It means tackling the causes of poverty and enabling people to progress in work. (DfE, 2011)

Causes



Impacts



Actions to stop poverty and reduce its effects

Strategic area-wide work that we can build on,
including the examples shown below



1.EMPLOYMENT & SKILLS

Connexions success in reducing numbers of young people not in education, employment and training

The work of the Life Chances Team in enabling good transitions for young disabled people into adulthood

JobCentre Plus with Children's Centres

High levels of volunteering in West Berkshire

Duke of Edinburgh Award take up

3.FAMILY & LIFE CHANCES

Family Intervention Project

The quality of our fostering and adoption services, with looked after children supported through high quality placements

Early intervention work related to Locality Networks for children with additional needs

Developing work in Children's Centres

The high quality Youth Offending Team diverting young people from crime

2.FINANCIAL SUPPORT

Family Information Service (Family Resource Centre UK)

Citizens Advice Bureau

Outreach work of JobCentre Plus with partners

Housing services

4.PLACE & DELIVERY

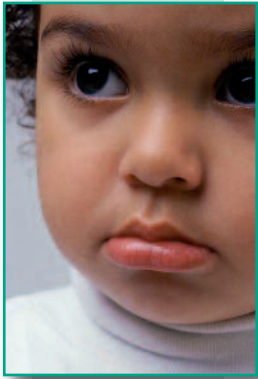
Greater Greenham Project

Lambourn Partnership

Neighbourhood Warden schemes

The work of the safer Communities Team and Multi-Agency Public Protection Arrangements

Parish Planning process



Area-wide plan to which all partners may contribute

Reduce barriers to employment, increase the take up and impact of schemes that support young people and parents to find jobs, to sustain employment, and reduce benefits dependency.

Targets

For all children to be provided with the necessary opportunities to achieve their educational potential

For all children to be ready to learn in school

West Berkshire Partnership members to commit as employers to eradicating in-work poverty of their employees and to extend employment opportunities for vulnerable young people and adults

Measured and reported annually through

Children and Young People's Plan

Children and Young People's Plan

West Berkshire Partnership's Sustainable Communities Strategy

Ensure all families at risk of or living in poverty can access information and advice at the times and in ways that they need it most..

Targets

Extend partnership and outreach work between key providers in all sectors to target and ensure information and advice reaches those parents and young people who may have difficulties in accessing information, for example due to rural isolation, digital exclusion, literacy or communication issues

Measured and reported through

JobCentre Plus

Raise aspirations and improve life chances of the most vulnerable children and young people, with an emphasis on education and employment and supporting good parenting.

Targets

Provide effective early targeted intervention and work intensively with our families with complex needs

Implement or develop a life chances quantitative indicator broader than NII 16 and

Identify a baseline cohort currently aged 2, 11 and 16 to provide a sample to measure change in

2014, 2017, 2020 by the life chances indicator

To raise awareness of the links between poverty, deprivation and poor outcomes amongst those working with vulnerable families

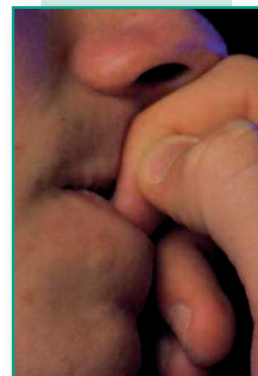
Measured and reported through

Children and Young People's Plan

West Berkshire Council to be monitored by Children and Young People's Trust

Training and promotional resources to be produced by PEI Group in 2011

Recognise differences in the way poverty affects people's lives in rural and urban areas and deliver solutions to fit these differences.



Targets	Measured and reported annually through
Equality Impact Assessments include a poverty dimension	All
Creative delivery solutions to needs are implemented, making most of different sector strengths and opportunities	All
To influence public transport providers to extend concessionary fares and maintain bus routes that will enable people to access jobs	Transport Services
Community led solutions to issues of social and economic deprivation are promoted and supported	All

Governance and timelines

The West Berkshire Children and Young People's Trust Quality and Monitoring Group will be responsible for annual monitoring of the implementation of this strategy.

Part One of the Strategy will be in place for three years, as part one of three phases of a nine-year strategy.

These correspond with timescales of the West Berkshire Children and Young People's Plan.

West Berkshire Child Poverty Strategy 2011-20

Part 1 **2011-2014**

Part 2 **2014-2017**

Part 3 **2017-2020**

Contributors

Many local organisations and individuals have contributed to the development of the needs assessment and strategy. Development work has been undertaken by the Prevention and Early Intervention Group of the Children and Young People's Trust.

Lead officer contact details

Julia Waldman jwaldman@westberks.gov.uk 01635 519810

Title of Report:	Council Plan Outcomes 2010/11 Q3: Update on Achievement
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2108

Purpose of Report:

- 1) To report Q3 performance against each of the outcomes identified in the 2010/11 Council Plan.
- 2) To report remedial action that is or has been taken, where achievement will not be met.

Recommended Action:

- 1) To note performance against each of the outcomes identified in the 2010/11 Council Plan.
- 2) To note and approve remedial action being taken, where achievements will not be met by the end of the municipal year.

Reason for decision to be taken:

The Council Plan sets out the purpose and ambition of West Berkshire Council. It defines the Council's main focus of activities and the measures of performance against which it will assess itself.

Monitoring and managing performance within each of these main areas of work is key in making sure the Council delivers what it has set out to achieve - and where this has not happened, in ensuring that appropriate action is taken to mitigate the impact of the target not being met.

Other options considered:

Not to report progress against the Council's stated aims and ambitions.

Key background documentation:

- Performance data contained within the performance portal.
- 2010/11 Council Plan.

The proposals contained in this report will help to achieve the following Council Plan Priorities:

- ☒ **CPP1 – Support our communities through the economic recession** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- ☒ **CPP2 – Raise levels of educational achievement** – improving school performance levels
- ☒ **CPP3 – Reduce crime and the fear of crime**

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT1 - Better Roads and Transport**
- ☒ **CPT2 - Thriving Town Centres**
- ☒ **CPT3 - Affordable Housing**
- ☒ **CPT4 - High Quality Planning**

- ☒ **CPT5 - Cleaner and Greener**
- ☒ **CPT6 - Vibrant Villages**
- ☒ **CPT7 - Safer and Stronger Communities**
- ☒ **CPT8 - A Healthier Life**
- ☒ **CPT9 - Successful Schools and Learning**
- ☒ **CPT10 - Promoting Independence**
- ☒ **CPT11 - Protecting Vulnerable People**
- ☒ **CPT12 - Including Everyone**
- ☒ **CPT13 - Value for Money**
- ☒ **CPT14 - Effective People**
- ☒ **CPT15 - Putting Customers First**
- ☒ **CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan themes and outcomes by:

effectively communicating what is planned and what has been achieved and the setting and maintaining of minimum standards of service in key areas.

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	28 th February 2011

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Implications

Policy:	Any policy implications will be highlighted in the individual exception reports.
Financial:	Any financial implications will be highlighted in the individual exception reports.
Personnel:	Any personnel implications will be highlighted in the individual exception reports.
Legal/Procurement :	Any legal implications will be highlighted in the individual exception reports.
Property:	Any implications for property will be highlighted in the individual exception reports.

Risk Management: Any implications for risk management will be highlighted in the individual exception reports.

Equalities Impact Assessment: Any implications for equalities will be highlighted in the individual exception reports.

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

Executive Summary

1. Performance Overview

- 1.1 This report sets out Q3 performance against key activities / measures in the 2010/11 West Berkshire Council Plan.
- 1.2 The Council Plan in full can be downloaded from westberks.gov.uk/councilplan.
- 1.3 In total, there are 107 key activities or measures spread over the 16 different themes around which we assess our delivery of the Council Plan.
- 1.4 At the end of Q3, 79 of these activities / measures (78% of those reported) are on track to be successfully achieved.

	Number	Proportion
Green	79	78%
Amber	6	6%
Red	16	16%
<i>Reported Indicators</i>	<i>101</i>	<i>100%</i>

Not available / annual indicator	6	6%
<i>Total</i>	<i>107</i>	

- 1.5 In setting particularly stretched targets to improve the outcomes for our communities it is perhaps inevitable that there will be some we do not achieve. Although we aim to achieve everything we set out in our Council Plan, when a target is not met, we ensure that robust actions are taken to mitigate any adverse consequences.
- 1.6 In Q3 16 (16%) activities / measures are being reported as 'red'. That is to say we do not anticipate them being achieved by the end of the financial year. None of the activities reported as 'red' have highlighted the service impact as being high. 7 of the measures reported as red turned red in Q3. Full details for these targets and any actions which will be taken to resolve the issues identified are contained in the exception reports in appendix A. Activities / measures turning 'red' in Q3 are:

Theme	Measure
Safer Communities	Work in partnership to reduce house burglaries by 9%
Including Everyone	Provide 25 work placements through the Pathways to Employment services (P2E)
Cleaner and Greener	Promote 'Sustainable Schools', by working with them to develop an action plan to encourage sustainable practice in school management, curriculum and engagement in their local and global communities
Affordable Housing	Prevent 450 people from becoming homeless through early intervention
High Quality Planning	Facilitate the delivery of at least 265 new homes.
Promoting Independence	Further increase the numbers of known carers and carers who are supported to 2,000.
Vibrant Villages	Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans

Activities or measures which turned red in Q2 and have remained red in Q3 are:

Theme	Measure
<i>Successful schools and learning</i>	Increase to 57 the number of primary schools where 55% or more pupils score Level 4 or above in English and Maths at the end of Key Stage 2. (linked to NI 73).
<i>Effective People</i>	Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers.
<i>Cleaner and Greener</i>	Install 'voltage optimisation' technology in five council buildings
<i>Affordable Housing</i>	Help 180 applicants into the private rented sector through the Threshold Loan Scheme.
<i>Affordable Housing</i>	Award 85 new grant loans to bring properties up to a safe and decent standard
<i>Affordable Housing</i>	Assist 30 applicants to purchase a home with an equity loan deposit through the First Step West Berkshire scheme
<i>Affordable Housing</i>	Facilitate a total annual provision of 80 new affordable housing units - with 25% of this total as new units in rural areas (NI 155).
<i>High Quality Planning</i>	Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'major' applications within 13 weeks, 80% of 'minor' and 'other' applications within 8 weeks). (NI 157a).
<i>High Quality Planning</i>	Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'minor' applications within 8 weeks). (NI 157b)

1.7 However, 6 (6%) key activities / measures are being flagged as 'amber' at this stage. That is to say, although indicating that we are behind schedule, we would still expect these to be completed, or met, by the end of the financial year. These are:

Theme	Measure
<i>Better Roads and Transport</i>	Following the successful trial of real time passenger information for buses in Thatcham, extend the facility to appropriate bus stops in Theale, Calcot, Tilehurst and Purley.
<i>Cleaner and Greener</i>	Introduce a Sustainable Procurement Impact Assessment to ensure that environmental and social considerations are integrated within the procurement process in order to reduce adverse impacts on health, social conditions and the environment.
<i>Promoting Independence</i>	Provide Family Group Conferences for 75 families.
<i>Effective People</i>	Review our pay and reward structure to ensure that it is able to deliver an effective and efficient workforce to meet the future needs of the Council.
<i>Putting Customers First</i>	Ensure that 85% of customer service enquiries are dealt with at the first point of contact
<i>Excellent Performance Management</i>	Effectively manage the performance management timetable cycle (including the redrafting of the Council Plan) across the Council

2. Provisional or ‘Grey’ Indicators

- 2.1 There remain a number of measures for which the quarterly data may not yet be available. Where possible, we have provided provisional or estimated data based on unauditted / best guesses – these are indicated as such within the report.
- 2.2 However, in certain circumstances the data is yet to be made available in time for this report to be fed into the executive cycle. Where this is the case, progress is marked by as grey (GY) and is annotated when this data will be available if this is known. These will be updated as and when the data becomes available.

3. Consolidating our Services

- 3.1 During the life of the Council Plan we sought to focus our resources, via the Medium Term Financial Strategy (MTFS), on delivering our priorities. Whilst undertaking the 2010/11 refresh of the Council Plan and MTFS we were aware of current pressures in public finances and the impact this would have on the stretched targets we set.
- 3.2 Although we anticipated a reduction in our finances, the level of cuts to public spending made by the coalition government were unprecedented and has led to a reduction of £1.1m from our budget in-year.

4. Removal of central government funding / requirements

- 4.1 When one of our activities was directly funded by government – or was measured directly by central government – and this funding / requirement has been deleted, we have removed the measure / activity from our calculations in this report.
- 4.2 For the purposes of transparency, these have been ‘greyed out’ within the report rather than removed, a full list of these indicators can be found in appendix A.

Appendices

Appendix A – West Berkshire Council Plan 2010/11: Quarterly Report on Achievement of Outcomes

Consultees

Local Stakeholders:	n/a
Officers Consulted:	All service heads, Council Plan outcome owners and data editors, Corporate Board.
Trade Union:	n/a



West Berkshire Council Plan 2010/11

Quarterly Report on Achievement of Outcomes

Quarter 3

compiled by:
Research, Consultation & Performance Team
Policy and Communication
westberks.gov.uk/performance

February 2011

For queries contact: Jessica Broom (x2591)

Overview

Each year West Berkshire Council updates and publishes its Council Plan. This sets out the purpose and ambition of the Council for the coming year. In conjunction with the Medium Term Financial Strategy, it defines the Council's main focus of activities, the measures of performance against which it will assess itself and the resources available to it to achieve these outcomes.

The West Berkshire Council Plan as a whole is framed within 16 themes. Within each theme there are a number of key, strategic activities or targets that the Council is working to achieve over the coming year.

The Council Plan in full can be downloaded from westberks.gov.uk/councilplan

This report shows the progress of the Council in achieving each of these actions for 2010/11. Throughout the report we have used a 'traffic light' system to report progress:

- 'green' indicator means we have achieved, or are on course to achieve, or have exceeded what it is we have set out to do;
- 'amber' means we are behind where we would expect to be, but anticipate achieving the target at year end;
- 'red' indicates that we either have, or do not expect to achieve the target;
- indicators reported as 'blue' represent an annual indicator that can only be reported at a single point in time, whilst;
- indicators reported as 'grey' represent an indicator where the quarterly data is not yet available.

Due to shifts in government policy, since the last general election, additional in-year government spending cuts are being made, a number of activities / measures identified in the Council Plan have been cut. That is to say, when one of our key objectives is affected by the cuts made in our budget, we have removed the target / activity from our calculations. For the purposes of transparency, these appear 'greyed out' within the report, so that they are still visible.

As of Q3, 11 key activities / measures have been removed. These are:

Measure / Activity	Reason for removal
Introduce two additional 14-19 diplomas for students aged 14+ - creative and media studies and business studies (linked to NI 90). (<i>Successful Schools and Learning</i>).	Diploma entitlement removed and as such there is no longer a requirement to monitor the introduction of new diplomas.
Work in partnership to improve the percentage of West Berkshire residents who rate positively how the Council and the police deal with their concerns about crime and anti-social behaviour to 29% from a baseline in 2008 of 22.6%. (NI 21). (<i>Safer Communities</i>).	The requirement by central government to undertake the 2010 Place Survey – from which this national indicator is derived - has been dropped. We shall therefore not be conducting an annual resident survey for 2010.

Measure / Activity	Reason for removal
Work in partnership to reduce drug related crime by getting 72% of local drug using offenders into treatment. (<i>Safer Communities</i>)	<i>The requirement for reporting has been removed by central government. Quarterly data is therefore no longer provided by the National Treatment Agency.</i>
Work in partnership to reduce the re-offending rate of prolific and priority offenders compared to the 2007/8 baseline of 105 convictions. (<i>Safer Communities</i>)	<i>The measure was formed as part of the LAA which has been abolished. Guidance on definitions and compiling the data has since changed, meaning that collecting data would be difficult and comparisons could not be made.</i>
Increase the number of attendances by people over 60 years of age taking part in the free swimming programme by 5% (<i>Including Everyone</i>)	<i>The dedicated grant from central government to cover this scheme has been removed.</i>
Increase the proportion of people using libraries to 48.1%. (NI 9) (<i>Including Everyone</i>).	<i>The data for this indicator is taken from part of the Active People Survey. However, central government has withdrawn funding from this activity and data will no longer be collected.</i>
Increase the percentage of primary school pupils walking and cycling to school to 55%. (<i>Cleaner and Greener</i>).	<i>No further activity in this area as a result of in-year savings being made.</i>
Complete an enhancement scheme for the High Street in Thatcham. (<i>Thriving Town Centres</i>).	<i>The local transport plan integrated transport block settlement has been reduced by 75% for 2010/11 leaving insufficient funding to complete the project this year.</i>
Maintain the Audit Commission's Use of Resources assessment of the Council as 'performing well' (score of 3). (<i>Value for Money</i>)	<i>The independent, external assessment regime has been abolished and so the council will not be comparatively scored.</i>
In partnership with a local training provider, create at least 30 new fixed term council jobs for young unemployed people (18-24), linked to apprenticeship frameworks. (<i>Effective People</i>)	<i>Central government funding for this scheme has been withdrawn.</i>
Maintain the Audit Commission's Managing Performance assessment of the Council as 'performing well' (score of 3). (<i>Excellent Performance Management</i>)	<i>The independent, external assessment regime has been abolished and so the council will not be comparatively scored.</i>

In total, there are now 107, of which 101 are reported in quarter 3, activities or measures in the Council Plan for 2010/11 spread across the 16 themes which cover the range of functions of the authority. Q3 outturn for Council Plan activities and targets are as follows:

	Number	Proportion
Green	79	78%
Amber	6	6%
Red	16	16%
<i>Reported Indicators</i>	<i>101</i>	<i>100%</i>

Not available / annual indicator	6	6%
<i>Total</i>	<i>107</i>	

Green Indicators

79 (78%) of key activities and measures being reported are returned as green – that is to say, they have been or are on track to be delivered / achieved with the timescale. Where a project or objective has been completed, commentary has been added giving the date or quarter in which this was achieved. A number of measures have been returned with quarterly data not yet available (grey), or is only reported annually (blue). These are annotated as such directly within the report.

Amber Indicators

6 (6%) key activities / measures are being reported as 'amber' – that is to say, although behind schedule, we would still expect these to be completed, or met, by the end of the financial year. They are:

- Following the successful trial of real time passenger information for buses in Thatcham, extend the facility to appropriate bus stops in Theale, Calcot, Tilehurst and Purley. (*Better Roads and Transport*)
- Introduce a Sustainable Procurement Impact Assessment to ensure that environmental and social considerations are integrated within the procurement process in order to reduce adverse impacts on health, social conditions and the environment. (*Cleaner and Greener*)
- Provide Family Group Conferences for 75 Families (*Promoting Independence*)
- Review our pay and reward structure to ensure that it is able to deliver an effective and efficient workforce to meet the future needs of the Council. (*Effective People*)
- Ensure that 85% of customer service enquiries are dealt with at the first point of contact. (*Putting Customers First*)
- Effectively manage the performance management timetable cycle (including the redrafting of the Council Plan) across the Council (*Excellent Performance Management*).

Supporting commentaries for each of these actions are noted next to the relevant indicator / activity within the main of the report.

Red Indicators

16 activities / measures are being reported as red – or that we do not anticipate them being achieved by the end of the financial year. None of these are reporting a high impact on service delivery.

Of these, 7 have turned red in Q3. Full details for these targets and any actions which will be taken to resolve the issues identified are contained in the exception reports in the next section of this report. They are:

- Work in partnership to reduce house burglaries by 9% (*Safer Communities*)
- Provide 25 work placements through the Pathways to Employment services (P2E). (Including Everyone)
- Promote 'Sustainable Schools', by working with them to develop an action plan to encourage sustainable practice in school management, curriculum and engagement in their local and global communities (*Cleaner and Greener*) – This indicator was red for Q2 but was reported as 'data not available' therefore the action plan is presented for this quarter.
- Prevent 450 people from becoming homeless through early intervention (*Affordable Housing*)
- Facilitate the delivery of at least 265 new homes. (NI 154) (*High Quality Planning*)
- Further increase the numbers of known carers and carers who are supported to 2,000. (*Promoting Independence*)
- Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans (*Vibrant Villages*)

The following indicators are also red in Q3 but were reported as red in Q2 (including annual indicators). In the interests of expediency, explanatory exception reports are provided in the previous update reports. These are:

- Increase to 57 the number of primary schools where 55% or more pupils score Level 4 or above in English and Maths at the end of Key Stage 2. (linked to NI 73). (*Successful Schools and Learning*).
- Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers. (*Effective People*)
- Install 'voltage optimisation' technology in five council buildings. (*Cleaner and Greener*)
- Help 180 applicants into the private rented sector through the Threshold Loan Scheme. (*Affordable Housing*)
- Award 85 new grant loans to bring properties up to a safe and decent standard. (*Affordable Housing*)

- Assist 30 applicants to purchase a home with an equity loan deposit through the First Step West Berkshire scheme. (*Affordable Housing*)
- Facilitate a total annual provision of 80 new affordable housing units - with 25% of this total as new units in rural areas (NI 155). (*Affordable Housing*)
- Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'major' applications within 13 weeks, 80% of 'minor' and 'other' applications within 8 weeks). (NI 157a). (*High Quality Planning*)
- Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'minor' applications within 8 weeks). (NI 157b). (*High Quality Planning*)

The following section provides the exception reports for those activities / measures newly reported as red in Q3, whilst the subsequent section provides progress against the list of activities / measures contained in the Council Plan as a whole. Action plans for activities / measures that have been reported as 'red' in a previous quarter are available in their respective quarterly performance reports on our webpage at westberks.gov.uk/performance.

Section 1: Action Plans

Theme	Safer Communities			
PI Owner	Andy Day			
Indicator	Description of Indicator			
CPSC02	Work in partnership to reduce house burglaries by 9%.			
Period	Result	Target	Service Impact (High/Medium/Low)	
Q3	437 – a 6.8% reduction against 3 rd Quarter 2007/08 baseline of 469	9% reduction by March 2011 against 07/08 Year End baseline of 626	Medium	
REASON FOR RED:				
The 2010/11 Q3 results show that although there is a reduction in burglary it is not enough to achieve the target of 9% reduction against the 07/08 baseline by year end.				
However when looking at comparisons with the previous year (2009/10), burglary has reduced by 22.7%. 437 reported crimes for 2010/11 against 565 for the same period the previous year.				
RECOMMENDED ACTION:				
Domestic burglary hotspots are highlighted as appropriate at the fortnightly tactical Partnership Intelligence Monitoring and Mapping System (PIMMS) meetings and both police and other partner resources allocated accordingly. There is some overlap between vehicle crime and burglary hotspots and the vehicle crime signs that have been put up recently in these areas have had an affect on both crime types.				
IMPACT OF ACTION:				
It is hoped that the Crimestoppers campaign will lead to an increase in intelligence reports to Crimestoppers relating to burglary and vehicle crime and increase in the number of people arrested and charged.				
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:				
None.				

Theme		Including Everyone		
PI Owner		June Graves		
Indicator		Description of Indicator		
CPIE02		Provide 25 work placements through the Pathways to Employment services (P2E).		
Period		Result	Target	Service Impact (High/Medium/Low)
Q3		4 placements	25 placements	Medium
<p>REASON FOR RED:</p> <p>The P2E Officer role is currently vacant as the substantive post holder is on secondment as the Economic Development Officer role within Policy & Communication and there is no back fill available for this role.</p> <p>RECOMMENDED ACTION:</p> <p>There are supported employment officers within both the adult learning disability and adult mental health team working with clients to support them into voluntary or paid employment. There are currently 34 clients with mental health problems and 32 clients with learning disabilities in paid employment and 182 in voluntary employment.</p> <p>IMPACT OF ACTION:</p> <p>Work placements, both paid and voluntary, are still able to access through dedicated supported employment officers with the LD and MH teams.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</p> <p>Clients may wait longer to access work placements and may not have as much one to one support for interviews and work ready courses</p>				

Theme	Cleaner and Greener			
PI Owner	Mark Lewis			
Indicator	Description of Indicator			
CPCG05	Promote 'Sustainable Schools', by working with them to develop an action plan to encourage sustainable practice in school management, curriculum and engagement in their local and global communities.			
Period	Result	Target	Service Impact (High/Medium/Low)	
Q3	Sustainability work undertaken but Action Plan will not be produced	Develop action plan to promote 'Sustainable Schools'.	Medium	
REASON FOR RED:				
The Service Development Manager (Access) post in Education responsible for delivering this target was deleted in the 2009-10 Senior Management Review creating a resource pressure. When combined with uncertainty around future funding this has meant that the target will not be met by year end.				
An external resource, seconded from Brookfield's Special School, has continued to work with schools to encourage sustainable practice in school management, curriculum and engagement in their local and global communities, e.g. he arranged and ran a Climate Change conference in schools held in October 2010.				
RECOMMENDED ACTION:				
To continue this work with schools for the remainder of 2010/11.				
IMPACT OF ACTION:				
Work on encouraging sustainable practices within individual schools will continue, but the original target will not now be met.				
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:				
None				




























Theme	Affordable Housing			
PI Owner	June Graves			
Indicator	Description of Indicator			
CPAH01	Prevent 450 people from becoming homeless through early intervention.			
Period	Result	Target	Service Impact (High/Medium/Low)	
Q3	290	450	Medium	
REASON FOR RED:				
Homelessness prevention is offered to people who approach Housing Operations in the first instance. Therefore, achievement is dependent on the number of people presenting for support.				
We have seen a change in the housing market that means previously-used prevention tools, for example, facilitating access into the private sector, are more limited. This is due to changes in the Local Housing Allowance, which has reduced access to private rented accommodation from 50% of the PRA market to 30%. Further changes, for example, extending the single room rent restrictions up to the age of 35, will have a further impact in the future. Consequently Housing Options Officers are holding cases for longer, and are taking an increased number of homelessness applications.				
RECOMMENDED ACTION:				
There are no specific actions to recommend. Housing Options Officers continue to use all available prevention tools to try and prevent homelessness.				
IMPACT OF ACTION:				
It is likely that prevention of homelessness will become harder in the future, as further changes to LHA are made. It is likely that the Council will experience an increase in the number of homelessness applications taken, reflecting a national trend.				
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:				
None				

























Theme		High Quality Planning		
PI Owner		Gary Lugg		
Indicator		Description of Indicator		
CPHQP01		Facilitate the delivery of at least 265 new homes. (NI 154) (Ensure that the net additional number of homes provided between 1 April 2008 and 31 march 2011 exceeds 925 LAA & NI 154)		
Period	Result	Target	Service Impact (High/Medium/Low)	
Q3	246 (92.8% of target achieved)	265	Low	
REASON FOR RED: The development of new properties has slowed during the recession. West Berkshire has continued to grant planning permission for residential development but for a number of reasons developers have not built out these permissions. However, house building within West Berkshire over the three years covered by the period 2008 – 2011 is still expected to deliver in excess of the 925 units suggested. The latest Annual Monitoring Position returns suggest that 948 units will be built in the district.				
RECOMMENDED ACTION: None				
IMPACT OF ACTION: None				
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: None				




























Theme	Vibrant Villages		
PI Owner	Andy Day		
Indicator	Description of Indicator		
CPVV03	Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans.		
Period	Result	Target	Service Impact (High/Medium/Low)
Q3	1 Parish Plan Surgery held. 2 Meet the Expert Events held.	4 Parish Plan Surgeries 2 Meet the Expert Events.	Medium
REASON FOR RED: Four Parish Plan Surgeries were planned for the year. The summer surgery was held. The autumn surgery was organised but there was no demand for this from local communities. The winter surgery went ahead on 1 st February and the spring surgery will go ahead as planned on 29 th March.			
RECOMMENDED ACTION: To continue with organising the Spring surgery before April 2011.			
IMPACT OF ACTION: There will be no detrimental impact to communities.			
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: None.			




























Theme		Promoting Independence		
PI Owner		Jan Evans		
Indicator		Description of Indicator		
CPPI01		Further increase the numbers of known carers and carers who are supported to 2,000.		
Period	Result	Target	Service Impact (High/Medium/Low)	
Q3	1387	2000	Medium	
REASON FOR RED:				
There are currently in excess of 12 vacancies being held in the care management teams as a result of the current programme of transformation of adult social care and the pressures on the commissioning budgets. This is also to reduce the need for compulsory redundancies. As a result, activity levels have reduced. There has also been a £25k in-year reduction in grants to carers organisations which has reduced the capacity of these organisation to provide services.				
Care quality, safeguarding and risk remain our key priorities for all clients in contact with adult social care.				
RECOMMENDED ACTION:				
Clients and carers at highest risk are being prioritised via waiting lists within each team to ensure those at most risk of going into crisis are assessed quickly.				
IMPACT OF ACTION:				
Clients and carers at less risk will wait longer for an assessment of needs.				
RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:				
Clients and carers may go into crisis requiring more complex and costly packages				




























Section 2: Council Plan achievements by theme – Quarter 3 (2010/11)

























Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
01 SUCCESSFUL SCHOOLS AND LEARNING					
Increase the number of pupils gaining five or more high grades at GCSE, including English and Maths, from the 2006 average of 51.6% to 55% (NI 75).					
Increase to 57 the number of primary schools where 55% or more pupils score Level 4 or above in English and Maths at the end of Key Stage 2 (linked to NI 73).					Reports academic year 2009/10. The boycotting of KS2 SATs has impacted greatly on this measure since not all schools took part – and hence the absolute number could not be achieved. For detail please refer to the exception report in the Q2 report.
Maintain improvement in secondary school pupil attendance so that persistent absence is 4.2% or less (linked to NI 87).					The official annual figure required for NI 87 is provided in the DfE Statistical First Release (SFR) 'Pupil Absence in Schools in England 2009/10' which is published in March.
Introduce two additional 14-19 diplomas for students aged 14+ - creative and media studies and business studies (linked to NI 90).	NO LONGER VALID				Diploma entitlement has been withdrawn by central government; therefore there is no longer a requirement to monitor the introduction of new diplomas.
Open all secondary schools from 8.00am to 6.00pm all year round and offer a wide range of community activities.					
Increase numbers of school staff trained in safeguarding to 92%.					Reports in Q4
Ensure that 100% of 3-4 year olds have access to fifteen hours of free entitlement (childcare and early education), 38 weeks of the year.					
Offer access to free entitlement to education to 50 disadvantaged 2 year olds.					
Ensure all Children's Centres are delivering the core offer.					
Ensure at least 30% of learners on the Adult Safeguarded Learning programmes come from areas of low participation in education.					


































Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Commence pre-construction of the Castle School post-16 facility on Newbury College site.					Pre-construction phase commenced beginning of the Financial Year
Commence pre-construction of Theale Green sixth form block.					Pre-construction phase commenced beginning of the Financial Year
02 SAFER COMMUNITIES					
Work in partnership to improve the percentage of residents who rate positively how the council and the police deal with their concerns about crime and anti-social behaviour to 29% from a baseline in 2008 of 22.6%. (NI 21)	NO LONGER VALID				The requirement by central government to undertake the 2010 Place Survey – from which this national indicator is derived - has been dropped. We shall therefore not be conducting our annual resident survey for 2010.
Work in partnership to reduce house burglaries by 9%					Although there is a reduction in burglary it is not enough to achieve the target of 9% reduction. For detail please refer to the exception report in section 1.
Work in partnership to reduce criminal damage by 2% from the 2008/9 baseline.					
Work in partnership to reduce the serious acquisitive crime rate by 9% compared to the 2007/8 baseline of 2,071 offences. (NI 16)					
Work in partnership to reduce the assault with injury crime rate by 11.2% compared to the 2008/9 baseline of 822 offences. (NI 20)					
Work in partnership to support young offenders by ensuring that 68.4% are engaged in suitable education, employment or training. (NI 45)					
Work in partnership to reduce the re-offending rate of prolific and priority offenders compared to the 2007/8 baseline of 105 convictions. (NI 30)			NO LONGER VALID	NO LONGER VALID	The measure was formed as part of the LAA which has been abolished. Guidance on definitions and compiling the data has since changed, meaning that collecting data would be difficult and comparisons could not be made.
Work in partnership to reduce drug related crime by getting 72% of local drug using offenders into treatment.		NO LONGER VALID	NO LONGER VALID	NO LONGER VALID	The requirement for reporting has been removed by central government. Quarterly data is therefore no longer provided by the National Treatment Agency.































Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Work in partnership to ensure that no more than 28% of the incidents of domestic abuse managed by the Multi Agency Risk Assessment Committee (MARAC) are repeat referrals. (NI 32)					
Continue to improve the road safety record in West Berkshire by reducing the numbers of people killed or seriously injured on our roads based on a rolling three year average. (NI 47)					
Complete the local flooding / major incident response plan with five flood prone town and parish councils.					Published in December 2010
03 INCLUDING EVERYONE					
Publish a new comprehensive equality scheme to cover race, disability and gender and begin implementation of the action plan					Published on 2 November 2010
Provide 25 work placements through the Pathways to Employment services (P2E).					The P2E officer role is currently vacant as the substantive post holder is on secondment and there is no back fill available for this role. For detail please refer to the exception report in section 1.
Publish a plan to raise demand for English language courses, prioritising learners who want to maximise their employment potential and learners who want to support their children through school					
Increase the proportion of people using libraries to 48.1%. (NI 9)	NO LONGER VALID				The data for this indicator is taken from part of the Active People Survey. However, central government has withdrawn funding from this activity and data will no longer be collected.
Increase in the number of young people engaging with the library service by 3%					
Increase in the number of visits to leisure centres by carers and the cared for by 5%.					
Increase in the number of visits to leisure centres by people from harder to reach groups by 5%					


































Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Increase the number of attendances by people over 60 years of age taking part in the free swimming programme by 5%	NO LONGER VALID				Central government grant for this programme has been withdrawn.
Develop and launch improved arrangements for people with a social care need to access information and advice from a single point of contact					
Publish a strategy to set out how the Council and partner agencies can more effectively address issues around child poverty in West Berkshire.					
Support the development of a user-led organisation as part of the Putting People First programme.					
Support the development of a new voluntary sector support organisation (Empowering West Berkshire).					
04 BETTER ROADS AND TRANSPORT					
Improve resident positive perception of the condition of the local road and footway network to exceed the national average using the NHT survey.					Reports in Q4
Maintain the continuing improvement in the condition of the district's roads by ensuring that no more than 5% of the principal road network is in need of repair. (NI 168)					Reports in Q4.
Following the successful trial of real time passenger information for buses in Thatcham, extend the facility to appropriate bus stops in Theale, Calcot, Tilehurst and Purley.					Members have been consulted on the proposed sites and an order for the display equipment will be raised subject to clarification of maintenance terms and conditions.
Ensure consistency of speed limits across the district by completing the review of all limits on our A and B class roads					
Ensure that the average time taken to repair a street lighting fault, where the fault is under the Council's control, is 7 days or less					
05 CLEANER AND GREENER					






















Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Increase the percentage of household waste recycled and composted to at least 41.5% (NI 192)					Quarter 3's result is an estimate based on partial availability of Oct & Nov 2010 data and will not be finalised until March 2011. This result is also subject to change once figures are validated by DEFRA. Validated figures are produced by DEFRA from data WBC put into WasteDataFlow (WDF). The deadline for data into WDF is 3 months after the last quarter with final figures being confirmed in August 2011.
In partnership with others, implement 3 cross-cutting biodiversity initiatives, meeting the duties under the Natural Environment and Rural Communities Act					
In partnership with others, hold a programme of seven environmental events aimed at improving 'green education' to help bring about change.					
Increase the percentage of primary school pupils walking and cycling to school to 55%. (NI 198)	NO LONGER VALID				No further activity in this area as a result of in-year savings being made.
Promote 'Sustainable Schools', by working with them to develop an action plan to encourage sustainable practice in school management, curriculum and engagement in their local and global communities					Resource pressures and uncertainty over funding has delayed the project. For detail please refer to the exception report in section 1.
Install 'advanced metering' technology in at least five council buildings.					
Install 'voltage optimisation' technology in five council buildings					The cost / benefit advice on this project was flawed therefore 4 out of 5 projects may not proceed. For detail please refer to the exception report provided in Q2.
Introduce a Sustainable Procurement Impact Assessment to ensure that environmental and social considerations are integrated within the procurement process in order to reduce adverse impacts on health, social conditions and the environment.					The proposed Sustainable Procurement Impact Assessment has been circulated to members of the Cleaner and Greener Group for comment - and if accepted - can be amended very quickly to be submitted for approval for use across the Council.
06 THRIVING TOWN CENTRES					
Maintain the change in footfall within our main town centres at a level greater than the national average.					
Complete a feasibility study for the redevelopment of the London Road industrial estate.					






















Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Subject to the outcome of the independent survey to determine the level of local residents' support, work with other stakeholders to develop a scheme for redevelopment of the Wharf area, including the proposed pavilion in the park.					
Complete an enhancement scheme for the High Street in Thatcham.	NO LONGER VALID				The Local Transport Plan integrated transport block settlement has been reduced by 75% for 2010/11 leaving insufficient funding to complete the project this year.
Launch the new look "Visit Newbury" website in conjunction with local businesses.					
07 AFFORDABLE HOUSING					
Prevent 450 people from becoming homeless through early intervention					Change in the housing market that means previously-used prevention tools are more limited. For detail please refer to the exception report in section 1.
Help 180 applicants into the private rented sector through the Threshold Loan Scheme.					The scheme has been restricted as the increase in the number of households defaulting on their loans has made it unsustainable. For detail please refer to the exception report from the Q2 report.
Award 85 new grant loans to bring properties up to a safe and decent standard					Insufficient applications from residents have been received due to tightened criteria and the introduction of charges. For detail please refer to the exception report from the Q2 report.
Assist 30 applicants to purchase a home with an equity loan deposit through the First Step West Berkshire scheme					Newbury Building Society has advised that the first-time buyer market is extremely slow with people being reluctant to enter the market. For detail please refer to the exception report from the Q2 report.
Assist 15 applicants with mortgage difficulties by offering relevant advice and assistance through Money Advice, Court Desk Service and the Mortgage Rescue scheme to enable them to remain in their own homes					
Facilitate a total annual provision of 80 new affordable housing units - with 25% of this total as new units in rural areas (NI 155)					The delivery of housing, including affordable housing, has been severely impacted by the recession. For detail please refer to the exception report from the Q2 report.






















Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Maximise the use of existing housing stock by providing an incentive for the return to use of 50 empty homes in the district.					
08 HIGH QUALITY PLANNING					
Facilitate the delivery of at least 265 new homes. (NI 154)					The development of new properties has slowed during the recession. For detail please refer to the exception report provided in section 1.
Ensure that at least 60% of new housing is built on previously developed land (NI 170).					Reports Q4.
Adopt the Local Development Framework's core strategy					
Adopt the third Local Transport Plan (LTP3).					
Identify sufficient housing sites to deliver the housing requirement in the West Berkshire Development Plan for the next five years. (NI 159)					
Ensure that the number of upheld planning appeals is less than the national average.					
Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'major' applications within 13 weeks). (NI 157)					Due to an increase in planning applications together with a number of vacant and frozen posts in Registration and Development Control. For detail please refer to the exception report from the Q2 report.
Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'minor' applications within 8 weeks). (NI 157)					Due to an increase in planning applications together with a number of vacant and frozen posts in Registration and Development Control. For detail please refer to the exception report from the Q2 report.
Ensure that performance in relation to the speed in which planning applications are determined is maintained above the Government's targets. (80% of 'other' applications within 8 weeks). (NI 157)					
Check 90% of new building regulation applications within 10 days of receipt of a valid application.					










Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Ensure that 99% of building regulation inspections are carried out the same day as requested.					
Develop an understanding of the needs of Planning Service customers by forming and holding four Development Industry Forums.					
Investigate and either close or commence formal planning enforcement action in 60% of cases within 10 working days of receipt of a complaint or the identification of non-compliance with a condition.					
Prepare and publish a resource assessment of the archaeology of the aggregate producing areas of West Berkshire.					
09 VIBRANT VILLAGES					
Make available and distribute over £100,000 of Vibrant Villages and Parish Plan grants for projects to help improve communities' local facilities.					
Assist three communities in actively developing their parish plans					
Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans					The autumn surgery was organised but there was no demand for this from local communities, meaning that 3 surgeries will be completed by year end.
Stage an annual Parish Plan Conference.					
10 A HEALTHIER LIFE					
Increase to 25% the proportion of the adult population participating in 30 minutes of moderately strenuous exercise at least 3 times per week. (NI 8)					
Increase the number of young people taking part in a specific programme of sporting activity during the school summer holidays by 5%.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Achieve Healthy Schools status for 85% of West Berkshire schools.					
Provide reparation activities within Countryside and Environment for 20 young people referred through the Youth Offending Team.					
Increase by 8 the number of teachers in West Berkshire schools who have obtained a Personal Social and Health Education qualification.					
Achieve a 5% increase in uptake of the leisure card (concessionary level) amongst vulnerable groups.					
11 PROMOTING INDEPENDENCE					
Further increase the numbers of known carers and carers who are supported to 2,000.					Reduction in grant funding to carers will reduce capacity to provide carers services. For detail please refer to the exception report provided in section 1.
Support 3,750 older people to live in their own homes, through providing a range of care services (NI 136).					
Create supported living opportunities for 12 individuals through a variety of extra care housing facilities.					
Support 182 people with a learning disability to participate in a work placement (Linked to NI 150).					
Increase customer satisfaction with the homecare intake service from 67% to 75%.					
Increase the income of 200 people who receive either attendance allowance or pension credit.					
Ensure that at least 30% of eligible service users and carers have a personal budget.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Provide Family Group Conferences for 75 families.					There has been an in-year reduction in the family group conference budget. Besides the increasing number of families being deemed by social workers as 'inappropriate for a family group conference', there has been a reduction in referrals of newly looked after children and children subject to child protection plans. An action plan is in place to address the reduction in high-risk referrals. Despite a reduction in the third quarter, figures for overall FGC activity remain above target.
12 PROTECTING VULNERABLE PEOPLE					
Reduce the number of young people not in education, employment or training at the age of 16 to 6% of total. (NI 117)					
Achieve 75% of core assessments for children being carried out within 35 working days of their commencement. (NI 60)					Performance continues to improve against this indicator but has not yet reached the 78% target.
Increase to 99% the number of young people with special educational needs / disabilities who have an appropriate transition plan in place at 15 years of age					
Increase to 70% the proportion of people who successfully move from high needs Supporting People services into independent living. (NI 141)					There have been problems with the software used to deliver the return for this indicator. These have now been resolved and the data is being validated. As providers will need to re-submit their information we are unable to give a definite timescale. However the Q2 return is now available and was on target.
Review the effectiveness of the Safeguarding Adults framework through the use of audit tools and implement the resulting action.					
13 VALUE FOR MONEY					
Deliver efficiency savings of £847,000 as part of the Medium Term Financial Strategy.					
Maintain the Audit Commission's Use of Resources assessment of the Council as 'performing well' (score of 3)	NO LONGER VALID				External assessment abolished and no indication has yet been given as to what will replace it.

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Review those services that do not appear to provide value for money: (a) Review any service that, based on the Audit Commission's annual value for money report – or through our own research - appears to be high cost; (b) Report the findings of all reviews and identify options for cost reduction; (c) Ensure that where services remain high cost, the reasons can be clearly aligned with the Council's stated priorities.					
Undertake a review of those activities where costs are expected to be fully covered by external income.					
Review shared service arrangements:- Identify if a shared service arrangement is a cost effective option for services that remain high cost following a value for money review; undertake a review of any proposed new shared service arrangements.					
14 EFFECTIVE PEOPLE					
Introduce a 'job portal' for on-line applications for all our externally advertised vacancies by September 2010.					
Launch a range of e-learning courses for all employees to complement traditional training methods and continue to expand the catalogue throughout the year.					
Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers.					As the Council is reducing its establishment the 'job fair' is not being held. For detail please refer to the exception report from the Q2 report.
In partnership with a local training provider, create at least 30 new fixed term council jobs for young unemployed people (18-24), linked to apprenticeship frameworks.	NO LONGER VALID				Central government funding withdrawn. Outturn for Q1 however was 17.
Initiate a leadership programme for middle managers within the Council and its partner organisations in the Local Strategic Partnership.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Review our pay and reward structure to ensure that it is able to deliver an effective and efficient workforce to meet the future needs of the Council.					We will be unable to achieve the target as anticipated by December 2010; the timetable will now be for this to be delivered by 31st March 2011. This is due to HR resources being moved away from policy development towards supporting the changes to the workforce arising from new Government funding policies.
15 PUTTING CUSTOMERS FIRST					
Achieve an 85% satisfaction rating for customers accessing services through Customer Services.					
Ensure that 85% of customer service enquiries are dealt with at the first point of contact.					Target realisation for Q3 has not been met with 80% of calls being dealt with at the first point of contact against a target of 85%. As stated in Q2 vacancies 'held' to meet MVF combined with staff absences due to long term sickness have impacted significantly on the service. On going training to develop skills and knowledge of remaining staff have assisted but none the less target achievement is proving a considerable challenge. For 2011/12 the establishment will be reduced by 5 fte to meet budgetary requirements - Corporate Board will be considering service target adjustments to reflect the reduction in capacity.
Provide one new service to be delivered via Customer Services.					
Commence a redesign of our website based around and linking resident 'life events'.					Achieved in Q1
Improve user satisfaction ratings with our website in the upper quartile compared to other unitary authorities participating in the national benchmarking survey.					
Provide the resources necessary to allow Customer Service Advisors to undertake National Vocational Qualifications (NVQ) in Customer Care.					
16 EXCELLENT PERFORMANCE MANAGEMENT					
Maintain the Audit Commission's Managing Performance assessment of the Council as 'performing well' (score of 3).	NO LONGER VALID				External assessment abolished and no indication has yet been given as to what will replace it.

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Ensure all strategic (level one) performance information is collated into the executive cycle in a consistent manner on a quarterly basis.					
Continue to maintain the performance management system across the Council to collate, monitor and report key operational and strategic performance data.					
Effectively manage the performance management timetable cycle (including the redrafting of the Council Plan) across the Council.					Slight delay in starting this process, due to the council's focus on managing resource reduction as a result of CSR; uncertainties surrounding the legislative and policy framework from Whitehall.

End of Report

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Title of Report:	Implementation Plan for the Local Transport Plan
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2219

Purpose of Report: To present to the Executive the Implementation Plan which sets out the initial delivery plans for the new Local Transport Plan.

Recommended Action: That the Executive:

1. Consider and comment on the LTP Implementation Plan.
2. Agree to the proposal for an indicative Implementation Plan to be available from 1st April 2011 alongside the new Local Transport Plan. (This would be prior to consultation on the full Implementation Plan, which is timetabled for after the local elections.)

Reason for decision to be taken: The guidance on developing the new Local Transport Plan (2011-2026) requires an Implementation Plan to be produced to support its delivery.

Other options considered:

1. Not developing an Implementation Plan was not considered to be an acceptable option given the clear steer from DfT that LTPs should be accompanied by an IP.
2. Not publishing an IP until after the local elections is not considered to be a favourable option as the plans for delivery of the LTP are of importance to the West Berkshire community.

Key background documentation:

- Guidance on Local Transport Plans (DfT), July 2009
- West Berkshire's proposed Local Transport Plan 2011 - 2026

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT1 - Better Roads and Transport**
- ☒ **CPT2 - Thriving Town Centres**
- ☒ **CPT4 - High Quality Planning**
- ☒ **CPT5 - Cleaner and Greener**
- ☒ **CPT6 - Vibrant Villages**

- ☒ **CPT7 - Safer and Stronger Communities**
- ☒ **CPT8 - A Healthier Life**
- ☒ **CPT9 - Successful Schools and Learning**
- ☒ **CPT12 - Including Everyone**
- ☒ **CPT13 - Value for Money**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Providing an effective Implementation Plan that sets out the delivery of a range of transport strategies and policies (stemming from the LTP) which touch on a wide number of Council Plan Themes.

Portfolio Member Details	
Name & Telephone No.:	Councillor Alan Law - Tel (01491) 873614
E-mail Address:	alaw@westberks.gov.uk
Date Portfolio Member agreed report:	2 nd March 2011

Contact Officer Details	
Name:	Jenny Graham
Job Title:	Transport Policy Team Leader
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Implications

Policy: The Implementation Plan brings together the delivery programme for the proposed Local Transport Plan which sets the policy framework for local transport measures in West Berkshire for the next 15 years.

Financial: The Implementation Plan links with other key Council documents such as the Capital programme, other work programmes and the Local Development Framework. It will be refreshed annually and will link with the Council's budget setting processes. The Implementation Plan will also be an important document for feeding into the plans for the Community Infrastructure Levy (CIL).

Personnel: No implications.

Legal/Procurement: As Local Highway Authority, West Berkshire Council is required to produce a Local Transport Plan under the Transport Act 2000, as amended by the Local Transport Act 2008. The latest guidance on Local Transport Plans includes the requirement to produce an Implementation Plan.

Property: No implications

Risk Management: The transport schemes and projects will be developed according to the Council's Project Management Methodology which includes risk management so that risks can be identified at an

early stage and appropriate mitigation applied to ensure the successful outcome of projects. The Implementation Plan itself will be updated annually and kept under review - it will be a 'live' document that can respond to significant changes.

Equalities Impact Assessment:

An Equalities Impact Assessment has been carried out in tandem with the development of the Local Transport Plan.

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

Executive Summary

1. Introduction

- 1.1 The Council is required to produce an Implementation Plan to support the delivery of the new Local Transport Plan (2011-2026) (LTP).

2. Proposals

- 2.1 The Implementation Plan (Appendix A) consists of a set of tables detailing transport schemes and projects arranged under the key LTP strategy areas and some supporting text.
- 2.2 The supporting text sets out the funding available to deliver the LTP. It aims to be clear about the financial position of the authority and demonstrate how resources are prioritised to deliver the best outcomes for West Berkshire.
- 2.3 It is proposed that an indicative Implementation Plan is made available for the 1st April 2011 to accompany the new Local Transport Plan (LTP), approved at Full Council on 3rd March 2011. This indicative Implementation Plan will cover the schemes and projects planned for the first 3 years of the LTP.
- 2.4 Once the local elections have taken place it is proposed to consult on the full Implementation Plan which will include medium and longer term schemes and projects.
- 2.5 The Implementation Plan, once agreed, will be updated each year. This annual update will also provide an opportunity to report on delivery progress and results against transport performance indicators.

3. Conclusion

- 3.1 The proposed indicative Implementation Plan covers the short term delivery period for the LTP. The full Implementation Plan will be consulted upon later in the year and include medium and longer term projects.
- 3.2 The Implementation Plan will be updated annually and will include a detailed 3 year rolling programme of delivery as well as less detailed plans for the longer term. It will also be a way of communicating progress on the overall delivery of the Local Transport Plan including any identified local transport performance indicators.

Executive Report

1. Introduction

- 1.1 The Council's current Local Transport Plan (2006-2011) comes to an end on 31st March 2011. It is a statutory requirement for a new plan to be in place from 1st April 2011. West Berkshire's new Local Transport Plan (LTP) was approved at the Full Council meeting on 3rd March 2011.
- 1.2 Guidance on the development of new LTPs requires them to be accompanied by Implementation Plans (IPs). These IPs show how the schemes and projects will work towards the delivery of the Local Transport Plan and its supporting strategies.

2. Proposals

What the Implementation Plan Covers:

- 2.1 The draft Implementation Plan (Appendix A) consists of a set of tables detailing transport schemes and projects arranged under the key LTP strategy areas and some supporting text.
- 2.2 The supporting text aims to set out the funding available to deliver the LTP. The different capital and revenue sources are outlined and cover such funding as Government grants, developer contributions and other funds available such as the Local Sustainable Transport Fund and the North Wessex Downs Sustainable Development Fund.
- 2.3 It is considered important to be clear in the supporting text about the financial position of the Council and what is available to spend on transport in order that the document helps to manage the expectations of its audience. The audience will be anyone who has an interest in transport delivery for West Berkshire and is anticipated mainly to be Members, Partnership groups, Parish & Town Councils and other local stakeholders such as transport operators and transport interest groups.
- 2.4 The set of tables aim to bring together schemes and projects from the Council's Capital Programme, Service Plans and team work programmes and the Infrastructure Delivery Plan linked with the LDF Core Strategy. The entries in the table aim to cover all projects whether they are funded by capital or revenue. The tables are set out under the following headings which link to strategy areas and deliver key policies within the LTP:
 - **Network Management** (Key Policy LTP K2: Minimising Congestion)
 - **Transport Asset Management** (Key Policy LTP K7: Highways Maintenance)
 - **Passenger Transport** (Key Policy LTP K9: Passenger Transport)
 - **Road Safety** (Key Policy LTP K8: Road Safety)
 - **Freight** (Key Policy LTP K12: Freight)
 - **Active Travel** (Key Policy LTP K1: Travel Choice)
 - **Smarter Choices** (Key Policy LTP K1: Travel Choice)
 - **Parking** (Key Policy LTP K11: Parking)

Proposals for the next steps and review:

- 2.5 There is a requirement within the LTP guidance from DfT that Implementation Plans will be subject to consultation. To accommodate the election purdah period, it is proposed that there will be a consultation period in the summer of 2011 for the Implementation Plan. Due to the close links with funding, Implementation Plans have not generally been produced by Highway Authorities and consulted upon alongside their policy documents. Instead, the outcomes of the Comprehensive Spending Review and Local Government Settlement announcements have been awaited prior to detailed Implementation Plans being developed.
- 2.6 The delivery plans for the LTP are considered important by our stakeholders and so it is proposed that an indicative Implementation Plan will be available from 1st April 2011 to accompany the new LTP. It will include the initial 3 years of delivery (2011/12 – 2013/14). The medium and longer term projects will be included in the version prepared for consultation in the summer.
- 2.7 The indicative Implementation Plan has been produced through discussion and consultation with the Transport Policy Task Group. It is proposed that this group will also oversee the preparation for the consultation in the summer and the final version of the Plan to be put forward for approval in the autumn of 2011.
- 2.8 The Implementation Plan will then be updated annually and used as a tool to report on progress of delivery. The plan will include detailed information relating to the following 3 year delivery period and then less detailed information relating to projects and schemes from the fourth year onwards. The updating of the Implementation Plan will include the reporting against transport performance indicators. This process will, again, be overseen by the Transport Policy Task Group as they monitor the progress of the Local Transport Plan.

3. Conclusion and Recommendation

- 3.1 The Council is required to prepare an Implementation Plan to support the Local Transport Plan. It is proposed that an indicative plan is prepared to be available alongside the LTP for 1st April and that a fuller version is consulted on and finalised later in the year after the local elections. The plan will then effectively be a 'live' document with updates being prepared on an annual basis.
- 3.2 Executive are asked to:
1. Consider and comment on the draft LTP Implementation Plan.
 2. Agree to an indicative Implementation Plan being available from 1st April 2011 alongside the new Local Transport Plan.

Appendices

Appendix A –Indicative Implementation Plan for the Local Transport Plan 2011 - 2026

Consultees

Local Stakeholders: Local Stakeholder consultation is proposed for at least a 6 week period during the summer of 2011 after the local elections.

Officers Consulted: The Transport Policy Team has coordinated the Implementation Plan but a number of officers have contributed from Highways & Transport and Planning & Countryside. Other teams and external agencies (for example, NHS Berkshire West) are also aware of the plan and have had an initial input. They will also be involved in the wider consultation. Corporate Board

Trade Union Not consulted

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Indicative Implementation Plan for the Local Transport Plan (March 2011)

Contents

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1 Introduction

The West Berkshire Local Transport Plan (LTP) sets out the vision and provides the policy framework for transport in West Berkshire for the period 2011-2026. This timescale matches that of the Local Development Framework (Core Strategy). The LTP is supported by an Implementation Plan (IP) showing how the transport policies and strategies will be delivered.

Local Authorities are expected to consult with the local community and other stakeholders on their IPs. The local elections in West Berkshire mean that this consultation cannot take place until June / July 2011. Therefore, this document is an indicative Implementation Plan prepared for the launch of the Local Transport Plan. It precedes a final and fuller version to be consulted upon and agreed later on in 2011.

1.1 What is an Implementation Plan?

The Implementation Plan supports the delivery of the Local Transport Plan. The IP will cover the whole period of the LTP, but will provide greater detail regarding the following 3 years (short term implementation) and will be reviewed annually to provide a detailed three year rolling programme of works and measures to deliver the LTP.

The Implementation Plan outlines the projects that the Council will deliver, or hopes to deliver, during the life of the LTP. It includes the infrastructure projects needed to deliver the LDF, and other capital projects to improve the council's transport assets, but it also includes 'softer' measures and projects which will help to meet the sustainable travel aims of the LTP.

This indicative IP consists of a set of tables (Appendix 1) and some text explaining the funding available for transport projects in West Berkshire.

1.2 Why are we doing one?

Under the Local Transport Act 2008, and outlined in the LTP guidance 2010, an Implementation Plan is required to accompany the LTP. This Implementation Plan outlines the proposals for delivering the policies contained within the LTP.

1.3 What timescale is covered?

The full Implementation Plan will cover the whole of the LTP plan period, from 2011 to 2026. It will be divided into short (2011-2014), medium (2014-2020) and long term (2020-2026) projects. These will be shown through a series of tables. Initially, however, this indicative IP will detail the short term projects only covering three years: 2011/12, 2012/13 and 2013/14.

2 Funding

2.1 Context of Local Authority financial situation

The Council's Local Transport Plan and this Implementation Plan have been prepared at a time of unprecedented financial constraint within the public sector. The new Coalition Government has announced a raft of spending reductions and welfare benefit reforms that will have a major impact both on the Authority and the wider local community. These changes coincide with continued economic uncertainty both nationally and globally. West Berkshire has not been immune from these economic challenges.

It is within this context that West Berkshire has planned its transport related activity detailed in this plan. The Council's careful financial planning through its Medium Term Financial Strategy will help to steer the Authority through this challenging financial environment.

2.2 What funding is available for transport?

From 2011/12 Central Government funding for transport will be allocated through four grant funding streams. These funding streams are:

- Funding for small transport improvement schemes (Capital)
- Funding for highways maintenance (Capital)
- Local Sustainable Transport Fund (Capital and Revenue)
- Major Schemes (Capital)

2.2.1 Small Transport Improvement Schemes

This funding is given as grant funding and replaces the funding formally known as the integrated transport block. Funding is only allocated for local transport solutions, such as public transport improvements, walking and cycling and safety related schemes. Based on this, this funding is a vital mechanism to achieve the delivery of our goals and allows us to match fund with other funding streams. Funding is allocated to authorities on a needs based formula, allowing them to identify their priorities and allocate their funding accordingly. £300m has been committed nationally by DfT for 2011/12, remaining at this level until 2014/15 when it is set to rise to £450m.

2.2.2 Highways maintenance

Maintenance of the highway network plays an important part in sustaining social and economic prosperity within the District. Nationally £3bn over 4 years has been committed to maintenance of the highways. From a national base of £871m in 2010/11, funding will fall steadily to £707m by 2014/15. Funding is allocated according to a needs based formula, which takes into account road length, number of bridges and tunnels and the rural nature of the district. Local Authorities are expected to seek significant efficiency savings by using their purchasing powers to drive down costs of maintenance. Schemes that can be carried out with this funding include surface treatment, highway drainage, and footway and structures maintenance.

2.2.3 Local Sustainable Transport Fund

The local sustainable transport fund (LSTF) has been established by Government to help deliver low cost, high output interventions that are sustainable, support economic growth and reduce carbon emissions in local communities. The fund will also support initiatives that address air quality issues, enhance safety and reduce congestion.

The Government have committed a total of £560m to the fund, comprising £350m revenue and £210m capital. Local Authorities are required to submit bids to secure this funding and local contributions will be required towards the delivery of projects.

A proportion of this fund will be available solely for the promotion and delivery of Bikeability cycle training. West Berkshire Council has been awarded £65,000 to continue funding the delivery of Bikeability in 2011/12.

The Council will develop a bid to be submitted to DfT for the LSTF. This will be an important source of funding to deliver measures in the Local Transport Plan.

2.2.4 Major Schemes

Individual transport schemes being promoted by a local authority that cost over £5m are the subject of a major scheme bid for Government funding. Currently no projects in West Berkshire are expected to qualify for this funding.

2.2.5 Revenue Funding

Revenue funding is vital to keep infrastructure and services operating on a day to day basis. Works covered by revenue funding include: traffic management, safety and awareness, school crossing patrols, and highway development control.

2.2.6 West Berkshire Council Capital funding

The Council determines what proportion of its capital funding will be spent on different priorities across West Berkshire through its capital programme. Transport receives funding through the capital programme and, as stated earlier, the Council receives capital funding (for transport) as a grant. However, this funding is not ring-fenced and it is within the gift of the Council to determine where its capital investment is focused. West Berkshire has a good record of investing in transport through the capital programme.

Developer Contributions

In many cases funding for new infrastructure comes from developer contributions. According to current rules (S106) improvements must relate to the specific development causing the impact and therefore providing the funding for its mitigation. S106 will be coming to an end in March 2014 and will be replaced by the Community Infrastructure Levy (CIL). It is hoped that this will mean that infrastructure improvements can be paid for on a fair, viable and transparent tariff system, which will enable the local authority to pool

funding contributions across the District. Evidence of infrastructure needs and costs in this implementation plan will contribute towards the basis for the CIL.

2.2.7 Other grants/funds

2.2.7.1 Funding to improve the Rights of Way network

Improvements to the right of way network can be funded by a range of methods as the improvements can contribute to improve transportation, recreation and the rural economy. Funding from the following 'pots' may be available to help:

The Landfill Communities Fund

This innovative tax credit scheme enables operators of landfill sites to contribute money to approved environmental bodies to carry out projects that meet environmental objectives contained in the Landfill Tax Regulations. The environmental bodies are those enrolled by entrust, the regulatory body for the scheme. Landfill Operators can contribute up to 5.5% of their landfill tax liability to the environmental Bodies, and reclaim 90% of this contribution as a tax credit. The remaining 10% they either fund themselves or an independent third party can make up the difference to the Landfill Operator.

This is a scheme for funding community and environmental projects predominantly within ten miles of landfill sites. The funds can go towards environmental improvements which would include improving access along paths and rights of way for communities within the ten mile zone.

North Wessex Downs Sustainable Development Fund

The Sustainable Development Fund is aimed at supporting a range of projects that bring environmental, social and economic benefits to the North Wessex Downs AONB and contribute to the objectives of Natural England.

LEADER grant

The LEADER grant helps fund projects which support the local rural economy. Projects need to demonstrate that they contribute at least one of the themes in the Local Development strategy:

- Creating opportunities to enjoy the North Wessex Downs
- Supporting community development and business transformation
- Promoting local food
- Climate Change adaptation and mitigation

The LEADER funding is not available to the Local Authority but can be accessed by other organisations and the LA could work in partnership to deliver certain projects. Possible projects could be those that help to deliver the vision of the North Wessex Downs as an area for green tourism including opportunities for walking, cycling and riding.

2.2.7.2 Department of Health / local PCT

The partnership working with the health sector is strengthening with regards to transport and, in particular, active travel. Encouraging walking, cycling and

riding especially where these activities can be part of daily lifestyles, will help to improve health and well being as well as meeting the objectives of minimising congestion and reducing carbon emissions where car journeys are being replaced.

The health sector are interested in joint projects where active travel as part of daily activity is being promoted.

3 Partnership Working

As has been indicated above through the example of the Health Sector, working in partnership can be very effective in meeting shared aims. This can enable better value for money to be achieved and utilise a range of skills and experiences.

Transport projects and schemes will be delivered in partnership with local communities, relevant businesses and organisations, schools and other groups wherever this can deliver a better outcome for West Berkshire.

4 Scheme prioritisation and Assessment

Schemes are assessed using the Multi-Criteria Assessment Framework outlined in appendix 3 of the LTP. Schemes and projects are assessed on whether they satisfy a range of criteria:

- Council Plan priority Themes
- National Issues for Transport
 - Supporting Economic Growth
 - Tackling Climate Change
 - Promote Equality of Opportunity
 - Better Safety, Security and Health
 - Improved Quality of life
- Deliverability issues

Under each heading are a range of criteria. Projects satisfying the criteria are given a point, and at the end of the assessment a total score is given.

Schemes scoring less than a certain threshold are not considered suitable for further assessment.

5 Schemes and projects

Appendix 1 outlines the short term schemes proposed to deliver the LTP.

Within the tables each project or scheme is shown with the area it covers, the year of delivery, which team will take the lead on the project or scheme, whether partners are involved in the delivery and if so who, what the risks and dependencies there are relevant to the delivery of the project, the cost and type/source of funding and the key LTP policies the project helps to deliver. The tables also show a progress column, which will be used during the annual review to indicate the progress made on projects during the year.

The medium and long term projects will be included in the fuller consultation version later in the year.

The tables are arranged according to the strategy and key policy that they mainly help to deliver. These are:

- **Network Management** (Key Policy LTP K2: Minimising Congestion)
- **Transport Asset Management** (Key Policy LTP K7: Highways Maintenance)
- **Passenger Transport** (Key Policy LTP K9: Passenger Transport)
- **Road Safety** (Key Policy LTP K8: Road Safety)
- **Freight** (Key Policy LTP K12: Freight)
- **Active Travel** (Key Policy LTP K1: Travel Choice)
- **Smarter Choices** (Key Policy LTP K1: Travel Choice)
- **Parking** (Key Policy LTP K11: Parking)

6 Progress: Indicators and outcomes

The LTP will monitor a set of transport indicators against which performance will be measured throughout the plan period. This set of indicators is yet to be finalised along with the range of other indicators to be monitored across other Council functions.

Future versions of the Implementation Plan will detail these indicators and report on progress against delivery.

Appendix 1 – LTP Implementation Plan 2011-2026

Projects planned for the short term (2011/12 – 2013/14) are detailed in the tables that follow on pages 9-23

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

Key: Green – Capital Programme, Blue – LDF Infrastructure Delivery Plan, Purple – Rights Of Way, Orange – Transport Services, Black – LTP
Pink – Sustainable Modes of Travel Strategy (for schools)

TRANSPORT ASSET MANAGEMENT (Key Policy LTP K7: Highways Maintenance)

Project / Scheme	Explanation	Area	Timescale				Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
			2011/2012	2012/13	2013/14							
Transport Asset Management Plan	Develop TAMP	all	✓	✓			Highways			Officer time	K7: Highways Maintenance	
Extended Maintenance	Highways Capital resurfacing programme	All	✓	✓	✓		Highways Projects		Funding availability.	Approx £1.5m per annum Grant Funding	K7: Highway Maintenance K8: Road Safety	Annual programme
Essential Bridge Maintenance	Programme of structural bridge maintenance improvements	All	✓	✓	✓		Highways Projects		Funding availability	Approx £400k per annum Grant Funding	K7: Highway Maintenance	Annual programme
Preventative Bridge Maintenance	Preventative maintenance improvements to ensure the integrity of the bridge stock.	All	✓	✓	✓		Highways Projects		Funding availability	Approx £100k per annum	K7: Highway Maintenance	Annual programme
Highway drainage maintenance and improvements	A programme of Highway drainage maintenance and replacement schemes to help prevent flooding and safeguard the fabric of the highway.	All	✓	✓	✓		Highways Projects		Funding availability	Approx £450 per annum	K7: Highway Maintenance	Annual programme
Street lighting improvements	Programme of street lighting upgrades and replacement in line with latest technological advances.	All	✓	✓	✓		Highways		Funding availability	Approx £100k per annum	K7: Highway Maintenance K8: Road Safety	Annual programme

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£2.1m	£2.1m	£2.1m	£6.3m
Revenue				
Developer Contributions				

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

Key: **Green** – Capital Programme, **Blue** – LDF Infrastructure Delivery Plan, **Purple** – Rights Of Way, **Orange** – Transport Services, **Black** – LTP
Pink – Sustainable Modes of Travel Strategy (for schools)

PASSENGER TRANSPORT (Key Policy LTP K9: Passenger Transport)

Project / Scheme	Explanation	Area	Timescale				Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
			2011/12	2012/13	2013/14							
Passenger Transport Strategy	Update and development of the Passenger Transport Strategy	All	✓				Transport Services Transport Policy			Officer Time	K9: Passenger Transport K2: Minimising congestion	
Newbury to Thatcham Bus Priority Improvements	Development of bus priority measures along the Newbury to Thatcham corridor.	N&T	✓	✓			Highways Projects Transport Services	Bus companies	Land availability, funding.	Unknown. Capital grant Developer Contributions (£106) .	K2: Minimising Congestion K5: Carbon Reduction. K9: Passenger Transport.	
Parkway Bridge bus/cycle priority.	Creation of a traffic signal controlled two way bus, cycle and taxi lane over Parkway Bridge to create a 'green' access to the new development.	N&T (N)	✓				Highways Projects			£60k	K1: Travel Choice K3/4: Accessibility K9: Passenger Transport.	
Public Transport Infrastructure Improvements	District wide programme of bus stop and priority improvements including RTPi improvements.	All	✓	✓	✓		Highways Projects			£30k Capital grant funded. £170k Developer Contributions (£106)	K1: Travel Choice K3/4: Accessibility K9: Passenger Transport.	
Real Time Passenger Information	Extending RTPi to main bus routes across District.	N&T plus EA	✓	✓	✓		Transport Services	Reading B.C. and Bus Operators	Continuing source of Section 106 funding	£83,000 Revenue £125,000 Developer Contributions (£106)	K1 Travel Choice K9 Passenger Transport	Trial installations completed in Newbury, Thatcham & Theale.

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

Key: **Green – Capital Programme,** **Blue – LDF Infrastructure Delivery Plan,** **Purple – Rights Of Way,** **Orange – Transport Services,** **Black – LTP**
Pink – Sustainable Modes of Travel Strategy (for schools)

Integration of Adult Social Care Passenger Transport With Other In-House Operated and External HTST Transport Contracts	As part of the Reconfiguration of Adult Social Care Services	District Wide	✓	✓	✓	Transport Services	Adult Social Care and Voluntary Sector	The Introduction of Personal Budgets will impact on the total number of service users attending the Day Care Centres	The intention is to reduce revenue expenditure across both Adult Social Care and the Education Service	K1 Travel Choice K4 Accessibility (Equality & Inclusion) K9 Passenger Transport	Various planning meetings have taken place with a planned start for phased implementation from 1 st April 2011
Bus Infrastructure Improvements	Improving Accessibility to the Local Bus Network through the installation of Raised Kerbs	Towns and Major Villages across District	✓	✓	✓	Transport Services	Bus Operators	Continuing source of Section 106 and capital funding	£30,000 Revenue Developer Contributions (S106) Capital	K1 Travel Choice K3 Accessibility to services K9 Passenger Transport	Programme is ongoing
Improving Local Bus Services	Reviewing local bus routes, frequencies and timetables to maximise opportunities for increasing Passenger Journeys and Customer Satisfaction.	All bus routes District Wide	✓	✓	✓	Transport Services	Bus Operators	If unable to convert subsidised routes to commercial viability.	Costs will be minimised if passenger numbers increase and routes become commercially viable	K1 Travel Choice K9 Passenger Transport	Initial reviews currently being undertaken
Extending Local Bus network to serve the Racecourse Development from early 2013	Review the Newbury-Thatcham Urban and Town Services	Newbury & Thatcham			✓	Transport Services	Bus Operators and Developers	This will be Dependent on Section 106 availability	Actual Costs are still to be established based on route and service frequency.	K1 Travel Choice K3 & K4 Accessibility K5 Carbon Reduction K9 Passenger Transport	Initial meeting has been held with Developer and Bus Operator
Marketing and publicising transport services		All	✓	✓	✓	Transport Services	Bus operators		Tbc	K1: Travel Choice K9: Passenger Transport	
Partnership working with Train operating company	Regular liaison meetings and delivery of joint projects	All	✓	✓	✓	Transport Policy	Train operators	Improvements dependant on S106	Developer Contributions (S106)	K1: Travel Choice K9: Passenger Transport	

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

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Station audit	Focussing on Accessibility and Facilities (particularly for those with disabilities)	All	✓					FGW and Transport Access and Inclusion group	Transport Policy		Officer Time	K1: Travel Choice K9: Passenger Transport A3/4: Accessibility	
Community and voluntary transport schemes	Continue support and advice	All (AONB and EKV)	✓	✓	✓			Community and Voluntary transport operators	Transport Services Transport Policy		£35k Revenue	K1: Travel Choice K9: Passenger Transport K3/4: Accessibility	
Home to School Transport	Review Home to school transport policy and implementation of policy	All	✓	✓	✓				Education Transport Services		Officer Time	K10: School Travel	
School operated home to school transport	Minibuses leased to schools for home to school transport and then used during the school day	All	✓	✓	✓				Transport Services		Officer Time	K10: School Travel K1: Travel Choice	
Independent travel training	Initial focus on SEN travel, but expansion to special education and adult care	All	✓	✓	✓				Transport Services Road Safety		£150k per year Revenue (secured for 2011/12)	K10: School Travel K1: Travel Choice	
Bus infrastructure improvements in connection with strategic sites and other areas	Include: RTPI, Kassel Kerbs, shelters etc.	N&T and other areas						Bus operators	Transport Services		£580,000 Developer contributions WBC Capital findings	K9: Passenger Transport K1: Travel choice K3/4: Accessibility	

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£60k			£90k
Revenue	£165k	£30k		£298k
Developer Contributions		£118k		£295k
			£580k	£875k

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

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ROAD SAFETY (Key Policy LTP K8: Road Safety)

Project / Scheme	Explanation	Area	Timescale			Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
			2011/12	2012/13	2013/14						
Road Safety Strategy	Update of the Road Safety Strategy	All		✓		Transport Policy Traffic and Road Safety			Officer time		
School Safety Improvements ¹	A programme of traffic calming, footway, cycle and signing improvements on routes to schools.	All	✓			Traffic and Road Safety		Funding availability	Approx £75k per annum capital grant funding. Match funded with S106.	K1: Travel Choice K3/4: Accessibility K8: Road Safety K10: School Travel	Annual programme
School Safety Improvements (schools to be identified)	A programme of traffic calming, footway, cycle and signing improvements on routes to schools.	All		✓	✓	Traffic and Road Safety		Funding Availability	Approx £75k per annum capital grant funding. Match funded with S106.	K1: Travel Choice K3/4: Accessibility K8: Road Safety K10: School Travel	Annual programme
Lambourn Safety Improvements	A programme of improvements focused on road safety funded by S106 from developments within the Parish.	AONB	✓			Highways Projects	Lambourn Parish		£75K Developer contributions (S106)	K3/4: Accessibility K8: Road Safety	
Accident Reduction Works	A programme of road safety schemes targeted at known accident sites. (average 10 schemes per year)	All	✓	✓	✓	Traffic and Road Safety		Funding availability	£75k per annum Capital grant with S106 match funding where possible	K8: Road Safety.	Annual programme

¹ Beeton Primary School, Bradfield Primary School, Calcot Infant and Junior Schools, Chaddleworth St Andrew's Primary School, Downsway Primary School, Enborne Primary School, Hungerford Primary School, The Ilsleys Primary School, John O'Gaunt School, Kennet School, Kennet Valley Primary School, Lambourn Primary School, Little Heath School, Purley Infant School, Welford and Wickham Primary School, Westwood Farm infant and Junior Schools, Whitelands Park Primary School

LTP Implementation Plan 2011 – 2026 (short term delivery 2011/12 – 2013/14)

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Burghfield Road Safety Improvements.	A programme of S106 funded improvements in Burghfield focussed on road safety and pedestrian/cyclist access improvements	EKV	✓				Highways Projects	Burghfield Parish	Funding availability	£65k Developer Contributions (S106)	K3/4: Accessibility K8: Road Safety	
Boundary Rd/ Hambridge Rd, Newbury – Junction Improvements.	Signalised junction to improve safety and accessibility for pedestrians and cyclists.	N&T (N)	✓				Highways Projects			£240k Developer contributions (S106)	K3/4: Accessibility K8: Road Safety	
Inappropriate / illegal speeds	Work to reduce instances of speeding	All	✓	✓	✓		Traffic and Road Safety	Thames Valley Police		Tbc Road Safety Grant	K8: Road Safety	
Improve safety for vulnerable road users		All	✓	✓	✓		Traffic and Road Safety			Tbc	K8: Road Safety K1: Travel Choice K14: Health and Leisure	
Cycle Training	Bikeability (national standard) Go Ride WBC training scheme	All	✓	✓	✓		Traffic and Road Safety	Schools and cycle training instructors (whether official or Volunteer)	funding	£65,000 grant LSTF 2011/12	K10: School Travel K8: Road Safety K1: Travel Choice	Grant secured for 2011/12
Road Safety Training		All	✓	✓	✓		Traffic and Road Safety	Schools		Tbc Road Safety Grant (renamed – tbc)	K8: Road Safety K10: School Travel	

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£150k	£150k	£150k	£450k
Revenue	£65k (grant)	£70k (grant – bid for)	£75k (grant – bid for)	£210k (grant)
Developer Contributions	£530k	£150k	£150k	£650k

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FREIGHT (Key Policy LTP K12: Freight)

Project / Scheme	Explanation	Area	2011/2012	Timescale		2013/14	Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
Freight Strategy	Development of the freight strategy	all		✓			Transport Policy Traffic and Road Safety			Officer time	K12: Freight	
Freight Improvements	Highway and network signing improvements resulting from the Freight Transport Strategy	All	✓				Transport Policy Traffic and Road Safety		Funding availability	£40k Capital Grant	K12: Freight	
Lorry parking review	Assess adequacy of lorry parking facilities across the district	All	✓				Transport Policy	Safer Communities Partnership Highways Agency Freight organisations		Officer Time	K12: freight	
Local Freight issues	Develop mechanism for assessing and prioritising issues	All (ANOB and EKV)	✓				Traffic and Road Safety Transport Policy	Freight organisations		Officer Time	K12: freight K8: Road Safety	
Enforcement	Enforcement of restrictions	All	✓	✓		✓	Trading Standards	Frigh organisations		Officer Time and legal fees	K12: Freight	
Encourage use of appropriate routes	Appropriate routes identified through the freight route network map	All (AONB and EKV)	✓	✓		✓	Transport Policy Traffic and Road Safety	Freight organisations		Officer time and partnership working	K12: freight K8: Road safety	

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£40k			£40k
Revenue				
Developer Contributions				

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ACTIVE TRAVEL (Key Policy LTP K1: Travel Choice)

Project / Scheme	Explanation	Area	Timescale			Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
			2011/2012	2012/13	2013/14						
Active Travel Strategy	Development of the Active Travel Strategy (Walking, cycling & Horse Riding)	All	✓			Transport Policy	West Berkshire Cycle Forum		Officer time	K1: Travel Choice K3/4: Accessibility K10: School Travel	
Update of SMoTS strategy	Annual update required	All	✓	✓	✓	Transport Policy			Officer time	K10: School Travel	2010 update complete
Footway Improvement Programme	A programme of new footway construction and capital maintenance of existing footways.	All	✓	✓	✓	Highways Projects		Funding availability	Approx £100k per annum (£50k capital grant & £50k Developer Contributions (S106))	K1: Travel Choice K3/4: Accessibility K8: Road Safety	Annual programme
Aldermaston footway/ cycleway	Construction of a new footway/ cycleway from Aldermaston Wharf to Aldermaston Village	EKV	✓			Highways Projects	SUSTRANS	Acquiring land	£400k Developer Contributions (S106)	K1: Travel Choice K3/4: Accessibility K8: Road Safety K10: School Travel	
Cycleway Improvement programme	Improvements to the cycle network in line with Active Travel Strategy	All	✓	✓	✓	Highways Projects	West Berks Cycle Forum		Approx £100k per annum (£50k capital grant & £50k Developer Contributions (S106))	K1: Travel Choice K3/4: Accessibility K8: Road Safety	Annual programme
A4/ Newbury Business Park Crossing	Provision of a signal controlled crossing.	N&T (N)	✓			Highways Projects			£50k Developer contributions (s106)	K1: Travel Choice K3/4: Accessibility K8: Road Safety	

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A4/ Beenham Traffic Island.	Pedestrian crossing improvements to Aldermaston Station from Beenham.	AONB	✓				Highways Projects			£15k Developer contributions (S106).	K1: Travel Choice K3/4: Accessibility K8: Road Safety	
Network Rail Access for All programme	Access improvements at targeted stations throughout the District.	All	✓				Transport Policy	Network Rail		Unknown Developer Contributions (S106) where possible.	K1: Travel Choice K3/4: Accessibility K9: Passenger Transport	
Newbury Footpath 28	Kennet and Avon Canal Towpath west from Newbury, providing a good link to Northcroft and out of town along the towpath cycle route	N&T	✓				Rights of Way	Disability Alliance	Environment Agency approval required	£50k WBC Capital funding	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K8: Road Safety	
Bucklebury Byway 56	A good alternative to the use of busy main road, for cyclists, equestrians and pedestrians	EA	✓				Rights of Way	WBC highways/ Parish Plan	May need a traffic regulation order which may attract objections	£50k WBC Capital funding RASP funding	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K7: Highways Maintenance K8: Road Safety K10: School Travel	

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Bucklebury Byway 57	A good alternative to the use of busy main road, for cyclists, equestrians and pedestrians. Links up other PROW and is close to roadside car parking.	EA	✓		Rights of Way	Landowners requiring access	Future management of vehicular damage needed	£20k <i>WBC Capital funding</i>	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K7: Highway Maintenance K8: Road Safety K10: School Travel	
Beeton Byways 22 and 23	Repairs to surface damage will render 'Old Street' a useful north-south off-road link through a large area of the District	EA	✓		Rights of Way	Landowners requiring access	Future management of vehicular damage needed	£40k <i>WBC Capital funding.</i>	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K7: Highway Maintenance K8: Road Safety	
Produce an information sheet for parish councils	To explain how parishes can work with the District Council and others to improve the rights of way network	all	✓		Rights of Way Mid and West Berkshire Local Access Forum	Parish Councils		Staff time £50 printing	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K7: Highway Maintenance K8: Road Safety K10: School Travel	
Produce a formal policy for the management of vehicular use on PROW	With the aim of improving the condition of PROW used by recreational vehicles	All	✓		Rights of Way Mid and West Berkshire Local Access Forum	Vehicular users		Staff time	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K8: Road Safety K10: School Travel	

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Produce an information sheet on rights and responsibilities of stakeholders of public rights of way	With the aim of reducing instances of unauthorised interference with PROW	All	✓				Rights of Way Mid and West Berkshire Local Access Forum	Landowners / PROW users		Staff time £250 printing.	K1: Travel Choice K2: Minimising Congestion K3/4: Accessibility K8: Road Safety K10: School Travel	
Cycle Parking	Provision of cycle parking at key locations	All	✓	✓	✓	✓	Transport Policy	WBC Cycle Forum		Included within cycle improvement programme	K1: Travel choice K11: Parking	
Rural cycle routes	Routes linking key facilities in rural areas	AONB / EKV	✓	✓	✓	✓	Rights of Way	Parish Councils		Included within cycle improvement programme	K1: Travel Choice K3/4: Accessibility K10: School Travel	
Encouraging cycling	Project to be delivered in 8 schools to complement cycle training	All	✓	✓	✓	✓	Road Safety	British Cycling The Wiggle Magnificat		£3000 Revenue	K1: Travel choice K8: Road Safety K10: School Travel	
Promote walking/cycling for the health and leisure benefits they offer		All	✓	✓	✓	✓	Transport Policy	NHS		Included within marketing and promotion	K1: Travel Choice K14: Health and Leisure	
Quiet Lanes	Investigate further use of lightly trafficked roads and PROW to promote sustainable tourism and leisure opportunities	All	✓	✓	✓	✓	Rights of Way			Officer Time and Local Community time	K1: Travel Choice K14: Health and Leisure	
Pedestrian bridge over canal in Hungerford		AONB	✓				Highway Projects	Hungerford town council	Subject to planning permission	£350k WBC Capital funding	K1: Travel Choice K8: Road Safety	
Walking the way to health	Health walks taking place across the district	All	✓	✓	✓	✓	Countryside	NHS		Officer Time	K14: Health and Leisure	

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Walk to School Reward Schemes	Go Kinetic and Steposaurus (secondary Schools?)	All	✓	✓	✓	Transport Policy	Schools	Lack of resources / interest from schools+	None	K10: School Travel K1: Travel Choice K2: Minimising Congestion	
Marketing and Promotion	Promote active travel and events through media opportunities that offer value for money	All	✓	✓	✓	Transport Policy			£1500 (yr1) £2000 (yr2) £1500 (yr3) Revenue		

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£570k	£100k	£100k	£810k
	£40k			
Revenue	£4.8k	£5k	£1.5k	£11.3k
Developer Contributions	£565k	£100k	£100k	£765k

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SMARTER CHOICES (Key Policy LTP K1: Travel Choice)

Project / Scheme	Explanation	Area	Timescale			Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
			2011/2012	2012/13	2013/14						
Smarter Choices Strategy	Development of the Smarter Choices Strategy	All	✓			Transport Policy			Officer time	K1: Travel Choice K2: Minimising congestion K5: Climate change	
Develop LSTF Bid	Submit LSTF bid to DfT (also covers Active Travel, Passenger Transport and Network Management)	N&T / EA	✓			Transport Policy	PCT and others Tbc		Officer Time	K1: Travel choice K2: Minimising Congestion K5: Climate Change	
Car sharing	Investigate the feasibility of a district wide car share scheme	All		✓		Transport Policy	Car share database provider		Tbc	K1: Travel Choice K2: Minimising congestion K5: Climate Change	
School Travel Plans	Encourage schools to implement their STPs	All	✓	✓	✓	Transport Policy	Schools	Relies on schools wishing to engage Limited WBC resources	School community input or time and resources	K10: School Travel K2: minimising congestion K5: Climate change K8: Road Safety	2010: All schools have approved STP. Working on reviews/implement
Workplace Travel Plans	Encourage businesses to develop and implement TP	All	✓	✓	✓	Transport Policy	Businesses	Relies on businesses to engage. Mainly through the planning process.	Officer time Business investment	K1: Travel Choice K2: Minimising congestion K5: Climate change	2008: 60% of businesses with 200+ employees have a TP
Workplace Travel Plans	Work with businesses around M4 J12 (Pincents Lane retail park, Arlington Business Park)	EA	✓	✓	✓	Transport Policy	Businesses		Officer time Business investment	K1: Travel choice K2: Minimising congestion K5: Climate change	

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Residential Travel Plans	Encourage large and strategic house developments to include a travel plan	All	✓	✓	✓	✓	Transport Policy	Developers	Mainly delivered through the planning process	Officer time Developer/Residents investment and involvement	K1: Travel Choice K2: Minimising congestion K5: Climate Change	
Alternative fuel / electric vehicles	Investigate the feasibility of including provision within new developments and at key destinations	All	✓	✓	✓	✓	Transport Policy	Developers		Tbc	K1: Travel Choice K5: Climate Change	

Costs: Officer Time

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PARKING (Key Policy LTP K11: Parking)

Project / Scheme	Explanation	Area	2011/2012	2012/13	2013/14	Lead Team	Partners involved	Risk and Dependencies	Cost / type of funding	Key Policies delivered by project	Progress
Parking Strategy	Development of a Parking Strategy for the District (also to link with the LDF)	All	✓	✓		Transport Policy Development Control (Highways) Traffic and Road Safety			Officer time	K11: Parking	
Bucklebury Parking Improvements	Verge parking improvements in Bucklebury.	AONB	✓			Projects			£7500 Developer Contributions (S106)	K11 Parking	
Kennet Centre Car Park Roof	Repairs and waterproofing the Kennet Centre roof.	N&T (N)	✓			Projects Parking		Funding availability	£100k	K11: Parking	
Enforcement	Implementation of the Clear Streets Projects through such things as enforcement of parking restrictions	All	✓	✓	✓	Parking Civil Enforcement Officers				K11: Parking	

Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£100k			£100k
Revenue				
Developer Contributions	£7.5k			£7.5k

Grand Total Costs:

	Year 1	Year 2	Year 3	TOTAL
Capital	£3.5m	£2.5m	£2.5m	£8.5m
Revenue	£4.8k + £65k grant	£5k + £70k grant	£1.5k + £75k grant	£159k + £210k grant
Developer Contributions	£1.5m	£250k	£830k	£3.2m
		£100k		£295k

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Title of Report:	Use of Local Resources - Local Food
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2191

Purpose of Report: To provide the Executive's response to the recommendations made by the Overview and Scrutiny Management Commission.

Recommended Action: That Officers' response to the recommendations is endorsed by the Executive.

Reason for decision to be taken: To provide a response to the recommendations of the Overview and Scrutiny Management Commission.

Other options considered: None

Key background documentation: Report presented to Overview and Scrutiny Management Commission on 2nd November 2010.

The proposals will also help achieve the following Council Plan Themes:

☒ **CPT5 - Cleaner and Greener**

☒ **CPT8 - A Healthier Life**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

promoting the use of local food and healthier eating within the district of West Berkshire.

Portfolio Member Details	
Name & Telephone No.:	Councillor Hilary Cole - Tel (01635) 248542
E-mail Address:	hcole@westberks.gov.uk
Date Portfolio Member agreed report:	16 February 2011

Contact Officer Details	
Name:	Adrian Slaughter
Job Title:	Building Energy Officer
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Implications

Policy:	If adopted, introduction of a Sustainable Procurement Risk Assessment Methodology within West Berkshire Council will require individual Services to consider sustainable issues and identify/mitigate potential risks as part of the procurement process.
Financial:	Any financial implications of adopting a Sustainable Procurement Risk Assessment Methodology will be considered as part of this individual piece of work
Personnel:	None identified
Legal/Procurement:	See above in Policy
Property:	Not applicable
Risk Management:	Not applicable
Equalities Impact Assessment:	The recommendations specifically relate to actions that would promote, and potentially increase, the use of local food within West Berkshire. It is believed that this will have the impact of increasing choice for consumers and as such there is no evidence that this would detrimentally affect any group.

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

Executive Summary

1. Introduction

- 1.1 In December 2009, Members of the Overview and Scrutiny Management Commission (OSMC) endorsed a proposal from the Greener Select Committee (GSC) to conduct a review into the use of local food and the work being proposed by the Local Strategic Partnership (LSP) in promoting the use of local food, to include the following key areas:
- (1) Identifying the work being undertaken by the LSP;
 - (2) Identifying the LSP performance targets;
 - (3) Understanding the barriers to meeting the LSP targets;
 - (4) To look at ways of overcoming barriers to performance; and
 - (5) Report to the Portfolio Holder and the West Berkshire Partnership with recommendations how West Berkshire Council can encourage the use of local food.
- 1.2 The review was undertaken in 2010, with evidence being presented to the GSC between January and September 2010.
- 1.3 The findings of the review together with recommendations arising were endorsed by the Overview and Scrutiny Management Commission at their meeting on the 2nd November 2010. The report as submitted to the OSMC on 2nd November is attached for information as Appendix A.

2. Proposals

- 2.1 The Executive response to the recommendations is set out in the report.

3. Conclusion

- 3.1 The consultation with Council Officers found that, in general, there is a lot of work promoting food standards, local food and healthy eating already underway within the Council.
- 3.2 Officers felt that some of the recommendations would add value to this work, however some are considered to be unviable due to legislative restrictions and the current economic climate.

Executive Report

1. Introduction

- 1.1 In December 2009, Members of the Overview and Scrutiny Management Commission (OSMC) endorsed a proposal from the Greener Select Committee (GSC) to conduct a review into the use of local food and the work being proposed by the Local Strategic Partnership (LSP) in promoting the use of local food.
- 1.2 Meetings took place between January 2010 and September 2010, where evidence from representatives of the LSP Greener sub-partnership, The Organic Research Centre (Elm Farm) and the Local Food Group was heard by the GSC.
- 1.3 In addition, officers from Legal & Electoral Services attended to provide information and discuss procedures for the Council's procurement process.
- 1.4 The recommendations have been considered by officers within Policy & Communication, Education, Property & Public Protection, Highways & Transport, Cultural Services and Legal & Electoral Services

2. Recommendations

- 2.1 The recommendations are set out below, together with the Service response.

Recommendation 1	Recommend that the Council's Corporate Director for Environment secure funding to enable the LSP's Greener sub-partnership establish current level of local food consumption as long as an affordable methodology is in place to undertake future surveys.
Service response	Since this recommendation was put forward by the Greener Select Committee further work has been undertaken with the LSP Greener sub-partnership. The work to produce an appropriate methodology has now been scaled back to a more affordable option and the funding required has been secured from West Berkshire Council and the Atomic Weapons Establishment.
Action to be taken	None
Target deadline	N/A
Evidence of achievement	N/A
Lead Officer	N/A

Recommendation 2	Recommend that the Council via its Corporate Director for Environment voice its support to national initiatives for clear food labelling and standards.
Service response	The Trading Standards Service (TS) has full legal responsibility for legislation relating to food standards (quality and composition), food labelling, agriculture standards (including animal feeds, fertilisers and pesticide controls), animal health and welfare and organic, local, home made and other claims.

	In discharging this responsibility, TS have delivered food labelling seminars in West Berkshire Schools and also undertaken work to monitor standards for school meals, meals on wheels etc and carry out sampling and analysis to this effect from local producers. Therefore supporting national initiatives for clear food labelling and standards.
Action to be taken	Food labelling and standards is part of Trading Standards core service and so will be supported with officer resource and funding.
Target deadline	Ongoing
Evidence of achievement	
Lead Officer	Sean Murphy

Recommendation 3	Recommended that the Council via its Corporate Director for Environment works with the Local Strategic Partnership in the promotion of the benefits of locally produced food and promote healthy eating on low incomes.
Service response	<p>Trading Standards have a comprehensive nutritional education programme in primary schools and have done a lot of work with adult care and health visitors running food and nutrition courses. This work has been shortlisted for a national award.</p> <p>The Food Safety Team from Environmental Health and Licensing have officers with skills in food safety, nutrition and hygiene. They use these abilities to influence the behaviour of food businesses and have a unique position of being able to link legal requirements and good practice together. The remit also extends into educational programmes for targeted residents and schools. Successful projects include healthy eating on a budget and many promotional campaigns in residential care, health centres and future projects will introduce a sustainability element with regards local food.</p> <p>The team is also investigating the potential for expanding its role in the promotion local food producers and the implementation of a sector specific award scheme that will include sustainability as part of its criteria.</p>
Action to be taken	<p>The Food Safety Team in Environmental Health and Licensing will create an action plan which details officers annual projects aimed at delivering improved local knowledge and understanding of locally produced food, healthy eating and the use of award schemes to incentivise business.</p> <p>The targets will be embedded into the overall service plan and reported progress will be fed into the LSP process.</p>
Target deadline	March 2012
Evidence of	Food Safety Sub-Team Action Plan 2011-12

achievement	Environmental Health and Licensing Team Plan 2011-12 Updated web pages within EH&L scope Project summary reports from officers involved in delivering service.
Lead Officer	Paul Anstey

Recommendation 4	Recommended that the Council via its Corporate Director for Environment works with the Local Strategic Partnership's Greener sub-partnership, the Nature Discovery Centre and the Organic Research Centre (Elm Farm) to ascertain what joint initiatives could be undertaken to promote, educate and encourage a greater use of local food and healthy eating.
Service response	Whilst the Nature Discovery Centre welcomes this recommendation and is keen to work with the LSP Greener sub-partnership and the Organic Research Centre to ascertain what joint initiatives could be undertaken, it should be noted that due to current educational programme commitments delivery of any such initiative would have to be after September 2011. Subject to discussion and agreement with the LSP and Elm Farm, potential initiatives could be centred on other national events such as 'Organic Fortnight' in September and local events such as the Thatcham Festival of Arts in October 2011.
Action to be taken	Lead Officer to discuss the promotion of local food and healthy eating with the representative from the LSP Greener sub-partnership responsible for Local Food target and Elm Farm, with the potential for delivery of joint initiatives in late 2011.
Target deadline	December 2011
Evidence of achievement	
Lead Officer	Fiona Mackenzie

Recommendation 5	Recommended that the Council's Economic Development Officer liaise with the Berkshire Food Group to ascertain what funding streams may be available to support the food group and how the Council may be able to promote the organisations work.
Service response	The Economic Development Officer post is being discontinued from 1 st April 2011. Although essential functions will transfer to other officers there will be no capacity to take forward this recommendation.
Action to be taken	N/A
Target deadline	N/A
Evidence of achievement	N/A
Lead Officer	N/A

Recommendation 6	Recommended that the Council's Head of Highways and Transport and Head of Cultural Services consult with Newbury's Chartered Market and the Farmers Market to discuss possible improvements to road signage advertising the markets and promoting local markets via 'Visit Newbury'.
Service response	<p>There needs to be a distinction between what is road signage and notices. Highways and Transport would not wish to encourage any 'road signage advertising the market' as it would be illegal to use road signs for this purpose. However, the event organisers are able to put up 'temporary notices' advertising the individual markets on the days that they take place. As Newbury Town Council has responsibility for the Chartered Market they should be the first point of contact for the event organisers on any discussion to improve these advertising notices. If required, Newbury Town Council could then consult with Highways and Transport on any technical points. The Farmers Market has already agreed the form of the temporary notices directly with Highways and Transport and the locations where they are to be erected on market days. This arrangement has been in place for some time and works well. Consequently here is no action required from the Council on improvements to road signage.</p> <p>Entries to the 'Visit Newbury' Website are available to all local businesses, including the markets. However, each retailer, or retail consortium pays for their entry. It would therefore be considered unfair on other local food stores to provide a free of charge entry for the Markets. The lead officer responsible for the website will happily consult with the respective market managers should they wish to pay for an entry.</p>
Action to be taken	None
Target deadline	N/A
Evidence of achievement	N/A
Lead Officer	N/A

Recommendation 7	Recommended that the Council via the Head of Legal and Electoral Services support sustainable food production, provide nutritionally balanced meals in schools, workplace and community facilities by introducing a Sustainable Procurement Impact Assessment integrated within the procurement process, that considered locality as part of this process.
Service response	The Council's Procurement team have provided a draft version of a Sustainable Procurement Risk Assessment Methodology (SPRAM), which was developed by the Department of Work and Pensions, as a possible tool for the Council to ensure sustainable issues and risks are identified and mitigated. Under the heading of Social & Economic Aspects, service areas would need to identify and mitigate any perceived risks prior to going out to procurement. The SPRAM is currently being considered by the Council's Cleaner Greener Group and, if approved, this Group will make a recommendation to Corporate Board that this

	<p>is adapted and adopted by the Council.</p> <p>However, although the focus on encouraging local food production is to be applauded, there needs to be some acknowledgement that this may not be suitable in terms of quality, quantity, price and seasonality. In the existing catering contracts, the Council encourages the use of local sources of food production, but this may not always be possible if local sources are not of the required quality that food wholesalers and catering providers require.</p> <p>As an example, the Council has made attempts to secure local meat / meat products for the school meals provision. However, there is no local Butcher or Organic farm that can provide the quality or quantity required for nearly 5000 covers a day. With portion size for children set by the government the product must also be consistent in size. The Council also supports and encourages its Schools Meals provider to source products from red tractor farm assured and marine stewardship council approved suppliers. However, neither of these can currently be provided from local suppliers in the quantities that the Council requires.</p>
Action to be taken	Subject to appropriate approval, the SPRAM to be adapted and adopted as part of West Berkshire Council's procurement process.
Target deadline	June 2011
Evidence of achievement	<p>Paper on SPRAM taken to Corporate Board and proposal accepted.</p> <p>SPRAM formally adopted by West Berkshire Council</p>
Lead Officer	Mike Sullivan

Recommendation 8	Recommended that the Council's Corporate Director for Environment publish, on its website, information to help parish / town councils establish allotments.
Service response	<p>As this specific information is to be targeted at parish / town councils then it is best combined with the information already published on the Council's web site as part of the work undertaken by the Policy & Communication Service area.</p> <p>However, whilst the Service area supports the recommendation it does not have the expertise to be able to write on such a specific topic and therefore would be looking for input from other contributory sources such as the LSP Greener sub-partnership to actually populate the Council web page.</p>
Action to be taken	Service area to liaise with the representative of the LSP Greener Partnership responsible for Local Food target on the publication of this topic.
Target deadline	Linked to Recommendation 9
Evidence of achievement	A 'How to establish allotments' web page for parish / town councils published on the Council's website.
Lead Officer	Helen Bartholomew

Recommendation 9	Recommended that a 'Meet the Expert' event be organised by the Head of policy and Communication to provide information for parish / town councillors on establishing and running allotments.
Service response	The Service supports this recommendation and will add such an event to the programme for 2011/12.
Action to be taken	A 'Meet the Expert' event for parish / town councillors centred on establishing and running allotments will be added into the programme for 2011/12.
Target deadline	September 2012
Evidence of achievement	A 'Meet the Expert' event added to the programme for 2011/12, organised and delivered.
Lead Officer	Jo Naylor

Appendices

Appendix A – Report presented to the Overview and Scrutiny Management Commission on 2nd November 2010.

Consultees

Local Stakeholders: None

Officers Consulted: John Ashworth, David Holling, David Lowe, Andy Day, Sean Murphy, Paul Anstey, Sam Shepherd, Jo Naylor, Mike Sullivan, Mark Edwards, David Appleton, Amerie Bailey, Corporate Board

Trade Union: N/A

Appendix A

Title of Report:	Use of Local Resources – Local Food
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	2 November 2010
Forward Plan Ref:	N/A

Purpose of Report: For the Overview and Scrutiny Management Committee to consider the recommendations of the Greener Select Commission review into promoting local food.

Recommended Action: That the Overview and Scrutiny Management Commission recommends the finding of the review into local food be considered by West Berkshire Council's Executive.

Greener Select Committee Chairman Details	
Name & Telephone No.:	Councillor Emma Webster
E-mail Address:	ewebster@westberks.gov.uk
Contact Officer Details	
Name:	David Cook
Job Title:	Principal Policy Officer
Tel. No.:	01635 519475
E-mail Address:	dcook@westberks.gov.uk

Executive Report

3. Introduction

- 3.1 At the meeting of the Greener Select Committee on 8 December 2009 it was resolved that the Committee would start its review of the use of local resources and that they would initially be concentrating on the use of local food.
- 3.2 The Overview and Scrutiny Management Commission agreed the terms of reference for this review at its meeting on 1st December 2009. It was proposed that the Committee would examine the work being proposed by the Local Strategic Partnership (LSP) in promoting the use of local food.
- 3.3 The Greener Select Committee agreed to conduct the review initially looking at:
- Identifying the work being undertaken by the LSP;
 - Identifying the LSP performance measures and assess meeting these targets;
 - Understanding the barriers to meeting the LSP targets;
 - To look at ways of overcoming barriers to performance; and
 - Report to the Portfolio Holder and the West Berkshire Partnership with recommendations how West Berkshire Council can encourage the use of local resources.
- 3.4 The review would be undertaken during 2010 with evidence being presented to the Greener Select Committee with draft findings being presented at the Select Committee on 14 December 2010 prior to being considered by the Overview and Scrutiny Management Commission.

4. West Berkshire Local Strategic Partnership's (LSP) Greener Sub-Partnership

- 4.1 The Committee considered a presentation concerning the work of the West Berkshire Partnership's Greener Partnership in relation to their work promoting local food.
- 4.2 Kelvin Hughes, Chief Executive Newbury Community Resource Centre, informed Members that the West Berkshire Local Strategic Partnership's (LSP) Greener Sub-Partnership had been tasked within The Sustainable Community Strategy ([A Breath of Fresh Air](#)) with a priority outcome to have five percent of all the food consumed within West Berkshire grown within the district.
- 4.3 In order to reach the five percent target by 2026 the current levels of production and consumption needed to be established. The methodology for establishing this baseline figure needed to be replicated in future years without costly specialist input.
- 4.4 In order to meet the LSP target four actions had been established; secure funding from the National Lottery, establish the baseline figure, enlist the support of three organisations as local 'champions' and deliver a publicity campaign to promote the

purchase of local produce. Funding had been secured for the last two objectives; however this could not be used for establishing the baseline figure.

- 4.5 Reading University were able to undertake this piece of work at a cost of £10,000. £2,500 towards the cost had been secured; however the remaining £7,500 had not been found.
- 4.6 Recommend that the Council's Corporate Director for Environment secure funding to enable the LSP's Greener sub-partnership establish current level of local food consumption as long as an affordable methodology is in place to undertake future surveys.
- 4.7 Following the above recommendation made by the Greener Select Committee further work was undertaken with the LSP Greener Sub-Committee, it was recommended that the cost of the base survey be scaled back to a more affordable option. The funding has since been secured from West Berkshire Council and the Atomic Weapons Establishment.

5. The Organic Research Centre

- 5.1 The Committee considered evidence from Nic Lampkin, Executive Director Organic Research Centre (Elm Farm) and Lawrence Woodward, Co-Director Organic Research Centre (Elm Farm).
- 5.2 The Organic Research Centre's, aim was to develop and support sustainable land-use, agriculture and food systems, primarily within local economies, which build on organic principles to ensure the health and well-being of soil, plants, animals, people and the environment.
- 5.3 The Organic Research Centre was established as a "Centre of Excellence" to address the major issues raised by a global economy based on an intensive agricultural system.
- 5.4 It was the UK's leading research, development and advisory institution for organic agriculture, having played a pivotal role in the development of organic research, policy and standards since 1980.
- 5.5 The Committee were informed that the Organic Research Centre supported the views raised by Kelvin Hughes regarding the work being undertaken by the Local Strategic Partnership's Greener Sub-Partnership.
- 5.6 Members were informed that local production was important to assist local economic development by targeting spend on local communities, to help reduce energy used and greenhouse gas emitted by reducing food miles and improving food quality through improved freshness.
- 5.7 It was felt that people needed to question what quality standards were guaranteed, how energy or carbon efficient the production and transport of the food was, did buying from a local business ensure local production and was local trade necessarily fair and ethical?
- 5.8 To make sure local production did make a real contribution to sustainability local food should meet environmental standards, meet food quality standards, meet animal welfare standards and be aware of social standards such as Fair Trade.

- 5.9 The sustainable benefit of organic food was recognised across Europe and by Department for Environment, Food and Rural Affairs. The benefits included reduced energy consumption, increased biodiversity, reduced pollution, high animal welfare standards, increased evidence of food quality benefits and positive social impacts such as increased employment.
- 5.10 Recommended that Council via its Corporate Director for Environment voice its support to national initiatives for clear food labelling and standards.
- 5.11 With regards to organic food the committee were informed that organic farms aimed to improve the quality and sustainability of food production that operated to standards that addressed environmental and animal welfare issues. As the term 'organic food' was legally defined and regulated its standards should be more reliable than food labelled as local without any quality assurance.
- 5.12 The committee were also informed that organic food need not be significantly more expensive and the additional costs were usually associated with supermarkets artificially increasing the cost. It was important to challenge the myth that healthy eating has to cost more.
- 5.13 Recommended that the Council via its Corporate Director for Environment works with the Local Strategic Partnership in the promotion of the benefits of locally produced food and promote healthy eating on low incomes.
- 5.14 Members were informed that the Organic Research Centre could help by providing advice on local food issues, advice on standards and regulations, support school education activities and be an active partner with the Local Strategic Partnership. The research centre had also recently opened its conference centre and was keen to work on joint initiatives with the Nature Discovery Centre.
- 5.15 Recommended that the Council via its Corporate Director for Environment works with the Local Strategic Partnership's Greener Sub-Committee, the Nature Discovery Centre and the Organic Research Centre to ascertain what joint initiatives could be undertaken to promote, educate and encourage a greater use of local food and healthy eating.

6. Local Food Groups and Farmers Markets

- 6.1 Tamara Schiopu attended the meeting to inform the work of the Local Food Group and to answer any questions pertinent to the committees review.
- 6.2 The committee were informed that the term 'local' could be very wide or narrow in its definition. As the Local Food Group covered three counties they classed local food as food produced in these counties, they did not wish to introduce barriers to collective working.
- 6.3 Members were informed that there used to be three separate food groups, in 2004 they were merged with the aid of funding from the South East England Development Agency.
- 6.4 This funding ceased on 31 March 2010 and the group were looking for additional support. Since the group were created they had become a support network for local producers and worked at introducing local suppliers to local businesses.

- 6.5 'Meet the buyer' events were held and they also published Local Flavours that promoted locally produced food and drink. If funding could be found they would like to introduce local food walks and a food and drink trade show in West Berkshire.
- 6.6 Recommended that the Council's Economic Development Officer liaise with the Berkshire Food Group to ascertain what funding streams may be available to support the food group and how the Council may be able to promote the organisations work.
- 6.7 Alexander Farrow, Thames Valley Market Co-Operative, informed the committee that the co-operative were a 'not-for-profit' organisation that promoted fresh, seasonal, local food.
- 6.8 Most produce for the Newbury Farmers Market were produced within 30 miles, however they had to be flexible, for example the fish came from Southsea. The idea was to be more local rather than totally local. Farmers markets could be useful as local food hubs and local restaurants have been asked to cook at local markets.
- 6.9 As markets were not always weekly it was difficult to get people to visit them as part of their shopping routine. The Council could help farmers markets by improving signage to make people aware when they were in town.
- 6.10 Recommended that the Council's Head of Highways and Transport and Head of Cultural Services consult with Newbury's Chartered Market and the Farmers Market to discuss possible improvements to road signage advertising the markets and promoting local markets via 'Visit Newbury'.

7. Procurement of Local Food

- 7.1 Leigh Hogan, Team Leader, Legal and Electoral Services and Mike Sullivan, Contracts and Procurement Officer, gave evidence on the Council's procurement process.
- 7.2 Members were informed that under the Council's Contract Rules of Procedure and The Public Contracts Regulations 2006, the authority was not allowed to discriminate when awarding contracts. This meant that they could not offer a contract to a supplier on the grounds of their locality.
- 7.3 The Council did not procure food directly; however there were contracts to supply meals to schools and Council owned care homes. When setting these contracts the authority was able to insert a clause that the contractor would explore the use of local businesses. This was not always possible as consideration to the producers' ability to produce the right quality and quantity was more important than locality.
- 7.4 The Committee felt that although the Council did not procure food directly it was important to encourage contractors to look at using local produce as sustainable food helped:
- Promote good health.
 - Improve access to healthy food.
 - Helps support the local economy.
 - Promotes eating food in season.

- Encourage sustainable farming, involving high environmental standards and reduced energy consumption (food miles).

7.5 Recommended that the Council via the Head of Legal and Electoral Services support sustainable food production provide nutritionally balanced meals in schools, workplace and community facilities by introducing a Sustainable Procurement Impact Assessment integrated within the procurement process, that considered locality as part of this process.

8. Allotments

8.1 Representatives from Newbury Town Council attended the Greener Select Committee to provide information on Newbury Town Council's work in supporting local allotments.

8.2 The Select Committee were informed that Newbury Town Council were undertaking a project called Sustainable Newbury that contained projects looking at local food production. The Town Council was also responsible for managing a number of allotments.

8.3 The Town Council had produced an allotment strategy and were committed to promoting healthy living through the development and management of six allotment sites in Newbury.

8.4 The Greener Select Committee were informed that not all surrounding parish councils provided allotments and they felt it would be helpful if West Berkshire District Council could provide guidance on how parish / town councils could establish allotments.

8.5 Recommended that the Council's Corporate Director for Environment publish, on its website, information to help parish / town councils establish allotments.

8.6 Recommended that a 'Meet the Expert' event be organised by the Head of Policy and Communication to provide information for parish / town councillors on establishing and running allotments.

Appendices

There are no Appendices to this report.

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Title of Report:	Decommissioning of Statutory Ceremony Room at Shaw House
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	EX2270

Purpose of Report:

To consider proposals to decommission the current Ceremony Room at Shaw House and if agreed to provide the present Interview Room as the Statutory Room for ceremonies from 1st January 2012.

Recommended Action:

(a) To approve the decommissioning of the current Ceremony Room at Shaw House and for the current Interview Room to become the Statutory Room with effect from 1 January 2012 subject to approval of plans by the General Register Office.

(b) To licence the Ceremony Room as a non statutory room.

(c) Any additional changes or amendments to service provision under New Governance arrangements are delegated to the Proper Officer in consultation with the Portfolio Holder.

Reason for decision to be taken:

In order to further develop the Registration Service bring it in line with neighbouring authorities and to provide additional income to the Service.

Other options considered:

To keep arrangements as they currently exist.

Key background documentation:

GRO Guidance; comparable information from other Registration Authorities (see Appendix); Approved Premises Regulations

The proposals will also help achieve the following Council Plan Theme:

☒ **CPT13 - Value for Money**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Allowing the Council to be able to charge an appropriate fee for ceremonies under the 'well being' powers of Section 2 of the Local Government Act 2000.

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

Contact Officer Details	
Name:	Julie Young
Job Title:	Superintendent Register
Tel. No.:	01635 279238
E-mail Address:	jyoung@westberks.gov.uk

Implications

- Policy:** The proposals contained within the Report form part of changes proposed when the Registration Service moved to New Governance arrangements in July 2010.
- Financial:** There will be an increase in income if the proposals are approved with a small outlay for the approved premises, licence and office changes which will be covered from part of the first year's income.
- Personnel:** A fourth marriage registrar, already provided by the General Register Office, will be used and as this cannot be covered by existing staff we will need to recruit a Deputy Superintendent Registrar and Deputy Additional Registrar. Deputies are only paid when they work and any additional salary costs will be covered by the additional income the use of a fourth registrar will generate
- Legal/Procurement:** In accordance with guidelines issued by General Register Office and new governance arrangements.
- Property:** None
- Risk Management:** Both rooms currently used by the public and staff and have been assessed by the Council's Health and Safety Officers.
- Equalities Impact Assessment:** Stage 1 Assessment completed

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

Executive Summary

1. Introduction

- 1.1. Every registration district in England and Wales must provide a Register Office room in which marriages and civil partnership registrations can be performed for the statutory fee, currently £40.00.
- 1.2. The Register Office room for West Berkshire is currently the Ceremony Room at Shaw House. This room holds 50 people, so couples can invite 46 guests. This capacity is high for a Register Office ceremony room and the room is also of a very high standard. Since West Berkshire Registration Service relocated to Shaw House the Register Office has become very popular for ceremonies, attracting couples from areas outside this district.
- 1.3. By law, two Registrars have to attend a civil marriage ceremony. The Superintendent Registrar, or one of her deputies, and a Registrar of Marriages or deputy. The Service also offers a fully enhanced ceremony, which includes music and readings of the couples' choice. The statutory fee of £40.00 does not cover the cost of providing this service, especially on Saturdays when staffing costs increase. Baby Naming and Renewal of Vows are also offered, but as these are not statutory services a different, higher fee is charged.
- 1.4. Many other registration districts have decided to decommission their main ceremony rooms. This means that they can charge an appropriate fee for ceremonies in these rooms under the 'well being' powers of Section 2 of the Local Government Act 2000. The room is licensed in the same way as Approved Premises in the district. A Register Office room still has to be provided statutorily, but this is usually a smaller room, often an office, which can hold the bride and groom, the two Registrars, two witnesses as required by law and possibly a few other guests.
- 1.5. Four of the six Berkshire Unitary Authorities have already decommissioned their rooms: Bracknell Forest, Reading, Windsor and Maidenhead and Slough. All of our neighbouring County Authorities have also done this: Hampshire, Oxfordshire and Wiltshire.

2. Proposals

- 2.1. It is proposed that West Berkshire Registration District decommission the current ceremony room at Shaw House with effect from 1 January 2012. This date has been chosen as notice of marriage can only be given a year in advance. No notices of marriages already taken will be affected by this change. At present no couples have booked the room expecting to pay the statutory fee for 2012 ceremonies.
- 2.2. The room next to the Ceremony Room, currently the Interview Room used for taking notices and conducting the pre marriage interviews, will become the statutory Register Office room. The Council's Health and Safety Advisor has been consulted and it has been agreed that this room is suitable, with a maximum occupancy of 11 persons.

2.3. The current Interview Room would need to be relocated to another office within Shaw House. As the occupancy levels in Shaw House will reduce in 2011 an alternative office space should be available preferably within the area currently occupied by the Service.

2.4. The proposed fees for marriage and civil partnership ceremonies in the Ceremony Room are as follows:

Monday to Thursday	£90.00
Friday	£120.00
Saturday:	
10.45am, 11.30am and 12.15pm	£140.00
1.30pm, 2.15pm and 3.00pm	£200.00
Sunday	£300.00

2.5. Fees charged by surrounding authorities are attached (Appendix A).

2.6. Plans of the Register Office showing the new statutory room and removing the current room, would need to be submitted to the Registrar General for approval. The new Ceremony Room would also need to be licensed under Approved Premises regulations, which would cost approx £400. It is also proposed that any further changes or amendments to service provision is delegated by the Proper Officer in consultation with the Portfolio Holder under the New Governance arrangements.

3. Conclusion

3.1 The current Ceremony Room at Shaw House is an attractive venue of a very high standard. The proposal to decommission it and provide an alternative smaller venue will not disadvantage local users but will allow the room to be used to its maximum effect whilst reflecting the costs of service provision. It is proposed the current ceremony room is decommissioned from 1st January 2012 subject to approval by the General Register Office.

Appendices

Appendix A: Fees charged by surrounding Authorities for use of their non statutory ceremony rooms.

Benchmarking of Fees for ceremonies in non statutory Register Office
Rooms
2010/2011

South Eastern Registration Board

Authority	Mon to Thurs	Friday	Saturday Morning	Saturday Afternoon	Sunday and Bank Hol	Notes
Bracknell Forest	£91.50	£106.50	£121.50	£221.50	£316.50	
Brighton & Hove	£145.00	£215.00	£267.00	£318.00	£395.00	
Buckinghamshire	£80.00	£150.00	£150.00	£150.00	£290.00	
East Sussex	£70.00	£100.00	£155.00	£155.00	£290.00	
Hampshire	£100.00	£120.00	£180.00	£180.00	£330.00	
Isle of Wight	N/A	N/A	N/A	N/A	N/A	No decommissioned rooms
Kent	N/A	N/A	N/A	N/A	N/A	All approved premises
Medway	£170.00	£170.00	£210.00	£210.00	£250.00	
Milton Keynes	N/A	N/A	N/A	N/A	N/A	No decommissioned rooms
Oxfordshire	£160.00	£160.00	£160.00	£160.00	£470.00	
Portsmouth	£105.00	£155.00	£205.00	£205.00	N/A	

Reading	£90.00	£90.00	£160.00	£160.00	£400.00	
Windsor & Maidenhead	£80.00	£100.00	£100.00	£100.00	N/A	
Southampton	N/A	N/A	N/A	N/A	N/A	All approved premises
Surrey	£95.00	£160.00	£220.00	£220.00	N/A	
West Sussex	£60.00	£110.00	£170.00	£170.00	£300.00	
Wokingham	N/A	N/A	N/A	N/A	N/A	No decommissioned rooms

Consultees

Local Stakeholders:

Officers Consulted: Health and Safety; Fire Officer, Corporate Board

Trade Union: N/A

Title of Report:	Flood and Water Management Act 2010
Report to be considered by:	Executive
Date of Meeting:	31 March 2011
Forward Plan Ref:	N/a

Purpose of Report: To consider the implications of the Flood and Water Management Act 2010 for West Berkshire Council.

Recommended Action: For the Executive to:

1. Note the implications of the new legislation and accordingly approve the restructuring of the Projects Team to establish a small Drainage Team to undertake the duties of the Flood and Water Management Act and to manage the Council's existing drainage/flood prevention duties under the Highways and Land Drainage Acts.
2. Support the proposal for the creation of the following two new full time posts:
3.
 - a) A Senior Technician at a cost of £30k per annum (including overheads) to be appointed at the beginning of 2011/12 financial year on a two year fixed term contract;
 - b) A Project Engineer at a cost of £40k per annum (including overheads) to be appointed at the beginning of the 2012/13 financial year on a one year fixed term contract.
4. Approve the use of Defra grant funding to cover the cost of these posts and to provide revenue budgets to undertake the duties under the Act as detailed in Para 6.6, Table 1 of this report.

Reason for decision to be taken: To enable the Council to take on board the new duties under the Flood and Water Management Act 2010.

Other options considered: None

Key background documentation: Flood and Water Management Act 2010
 The Pitt Review
 EU Floods Directive/The Flood Risk Regulations 2009
 Reservoir Act 1975.
 Report to Management Board 10 March 2011
 Report to Management Board 17 June 2010

The proposals will also help achieve the following Council Plan Themes:

- ☒ **CPT1 - Better Roads and Transport**
- ☒ **CPT2 - Thriving Town Centres**
- ☒ **CPT4 - High Quality Planning**
- ☒ **CPT6 - Vibrant Villages**
- ☒ **CPT7 - Safer and Stronger Communities**
- ☒ **CPT8 - A Healthier Life**
- ☒ **CPT10 - Promoting Independence**
- ☒ **CPT11 - Protecting Vulnerable People**
- ☒ **CPT12 - Including Everyone**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Reducing the risk of flooding across the District.

Portfolio Member Details

Name & Telephone No.:	Councillor David Betts - Tel (0118) 942 2485
E-mail Address:	dbetts@westberks.gov.uk
Date Portfolio Member agreed report:	01 February 2011

Contact Officer Details

Name:	Jon Winstanley
Job Title:	Projects Manager
Tel. No.:	01635 519087
E-mail Address:	jwinstanley@westberks.gov.uk

Implications

Policy:	None
Financial:	There are likely to be significant financial implications which can be funded through Defra grant as detailed in the report.
Personnel:	The recommendations within this report involve the recruitment of two additional full time posts to assist in the management of the Council's duties under the flood and water management act.
Legal/Procurement:	The Flood and Water Management Act places a statutory duty on West Berkshire Council as the Lead Local Flood Authority to comply with the Act to manage flood risk in West Berkshire.
Property:	None
Risk Management:	The actions of the legislation should result in the reduction of risk to local communities and the Council.
Equalities Impact Assessment:	None

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

Executive Summary

1. Introduction

- 1.1 Following the flooding of 2007 and the subsequent Pitt Review a number of pieces of legislation and guidance have been developed by the European Union and Defra in relation to monitoring, preventing and managing any future flood events. These include:

- (1) The Flood Risk Regulations 2009 from the EU Floods Directive,
- (2) The Reservoir Act 1975 amendments and
- (3) The Flood and Water Management Act 2010 (FWM)

The overarching aim of all these changes is to improve the management of local flood risk.

- 1.2 This report has been prepared in order to provide a position statement on where the Council is with its new legal responsibilities along with the resource implications and potential sources of funding to cover these duties.

2. Implications

- 2.1 Whilst the FWM Act 2010 and the Flood Risk Regulations 2009 and the amendments to other existing legislation are welcome in relation to tidying up a number of varying strands for flood prevention, the implications are significant for the Council.
- 2.2 Additional funding required to cover costs including additional staff resources to carry out the minimum duties required under the Act are estimated to be £127k in the 2011/12 financial year with an annual revenue cost of £186k from 2012/13 onwards. Defra grant funding of £127k has been received for 2011/12 financial year and it is understood this will rise to £186k in 2012/13 (annually) to cover the duties under the Act.

3. Recommendations

- 3.1 In order to manage the implications of the above legislation, the Executive are asked to:
- (1) Note the implications of the new legislation and accordingly approve the restructuring of the Projects Team within the Highways and Transport Service to establish a small Drainage Team to undertake the duties of the Flood and Water Management Act and manage the Council's existing drainage/flood prevention duties under the Highways and Land Drainage Acts.
 - (2) Support the proposal for the creation of the following two new full time posts:
 - (a) A Senior Technician at a cost of £30k per annum (including overheads) to be appointed at the beginning of the 2011/12 financial year on a two year fixed term contract;

- (b) A Project Engineer at a cost of £40k per annum (including overheads) to be appointed at the beginning of the 2012/13 financial year on a one year fixed term contract.
- (3) Approve the use of Defra grant funding to provide Revenue budgets to cover the cost of these posts and to provide revenue budgets to undertake the duties under the Act as detailed in Para 6.6, Table 1 of the report.

Executive Report

1. Introduction

1.1 Following the flooding of 2007 and the subsequent Pitt Review of the events a number of pieces of legislation and guidance have been developed by Defra. This has included:

- (1) The Flood Risk Regulations 2009 from the EU Floods Directive,
- (2) The Reservoir Act 1975 amendments and
- (3) The Flood and Water Management Act 2010

The overarching aim of all these changes is to improve the management of local flood risk.

1.2 This report has been prepared in order to provide a position statement on where the Council is with its new legal responsibilities along with the resource implications and potential sources of funding to cover these duties.

2. The Flood Risk Regulations 2009

2.1 These regulations came into force on the 10 December 2009 and are arranged into 3 parts; preparing a flood assessment report, preparing a flood hazard map and preparing a flood risk management plan.

2.2 The specific timelines associated with these activities and a progress report is detailed in Appendix A.

3. The Reservoir Act 1975 (as amended)

3.1 The Flood and Water Management Act 2010 will introduce a requirement for Local Authorities to prepare off-site plans for reservoir emergencies where the reservoir is bunded and over 10,000m³; can pose a risk to human life if an uncontrolled release of water takes place and are therefore deemed to be 'high risk'. West Berkshire has two such reservoirs in the area which are classified as Category A reservoirs. Both are privately owned.

3.2 At the moment the timings for completion of plans and the implications with respect to cost are not known (an assumption has been made that reservoir risk management plans for two reservoirs will cost approx £5k). It is also not known if this is to be recovered in full or in part from the owners and will involve Civil Contingencies.

4. Flood and Water Management Act 2010

4.1 The Act received Royal Assent on 8 April 2010. However due to the parliamentary timetable some of the requirements for Local Authorities are now reliant on relevant Regulations to provide further details including timescales. In the majority of cases these timescales are still unclear; however the action plan in Appendix A gives the latest known timescales for duties that will be taken on by West Berkshire Council as the Lead Local Flood Authority.

- 4.2 The Flood and Water Management Act 2010 aims to provide better, more comprehensive management of flood risk for people, homes and businesses. The Act gives the Environment Agency (EA) the strategic responsibility for supervising the management of flood and coastal erosion risk in England whilst placing the local leadership role with the local authorities. This role includes ensuring that flood risk from all sources, including main watercourses, ordinary watercourses, surface water runoff and ground water is suitably managed.
- 4.3 Partnership Working is key to complying with the Act. Although WBC will be taking the role of Lead Local Flood Authority (LLFA), the Act aims to see local authorities working together with the Environment Agency, water companies and others. The Act also aims to promote an integrated approach to planning and managing the environmental impact of all forms of flood risk.
- 4.4 The action plan in Appendix A gives an overview of the new duties for LLFA's along with the resource/cost implications and progress to date. An overview is also given below.

5. Overview of the Council's key responsibilities.

- 5.1 To fulfil the Lead Local Flood Authority (LLFA) role, the Council will be required to publish a strategy for local flood risk management (clause 19). This will comprise a range of documents and working practices as set out below:
- (1) **Preliminary Flood Risk Assessment (PFRA) Report.** Estimated cost of £20k which was funded in 2010 by Defra. This must be completed by June 2011;
 - (2) **Significant Flood Risk Areas.** This element of work follows on from the PFRA and is largely dependent on its results as this will determine the number of Flood Risk Areas requiring action plans.
 - (3) **Duty to investigate Flooding Incidents.** The lead local flood authority has a duty to investigate all incidents of flooding in its area and to identify which authorities have relevant flood risk management functions. They will also be required to publish the results of the investigations.
 - (4) **Asset Register and Duty to Maintain Register.** Maintenance of a register of structures or features which have a significant effect on flood risk, at a minimum recording ownership and state of repair. The register must be available for inspection. The estimated cost of setting up the database and to inspect and maintain assets is £85k which would be undertaken in 2011/12.
 - (5) **Consent and Enforcement for Works on Ordinary Watercourses.** At present any approval for works on ordinary water courses (including piping or diverting ditches etc.) is provided by the Environment Agency. This duty will now be the responsibility of the LLFA.
- 5.2 **Third Party Assets:** the Act requires the Council to identify and designate (and so safeguard) drainage assets that are owned, maintained or operated by third parties that assist in managing flood risk (when the third party assets have been identified

they will need to be formally designated). Once designated it will be an offence to alter or remove the features without the consent of the responsible authority. If the designation is not observed the Council can issue enforcement notices.

It is anticipated that the legal procedure for designating third party assets could be quite involved, as many landowners are likely to resist features on their property being designated. However it is understood that it is not a requirement that the legal designation be undertaken immediately, and as long as the features have been identified for designation within the asset register this will be sufficient to fulfil the LLFA's duties. Legal designation would then follow in future years (2012/13 onwards).

5.3 **Reservoirs:** a designated Reservoir Manager will be required to cover all reservoirs greater than 10,000m³ in West Berkshire. Creating a reservoir plan for the two reservoirs in West Berkshire will cost approximately £5k.

5.4 **Sustainable Drainage Systems (SuDS):** the Act requires developers to include sustainable drainage, where practicable, in all new developments, built to national standards which reduce the risk of flood damage and improve water quality. It also amends S106 of the Water Industry Act 1991 to make the right to connect surface water runoff to public sewers conditional on meeting the new standards.

The Act establishes a SuDS Approving Body (SAB) at county or unitary authority level which has the responsibility for approving sustainable drainage systems (SUDS) in new developments, and adopting and maintaining them where they affect more than one property. Without approval of the SAB, developers will not be allowed to commence construction. Being the approving body raises expertise, resource and procedure implications for the Council.

All SuDS will be designed, constructed and maintained in accordance with the National Standards, which are yet to be issued. It was anticipated the National Guidance would be issued in 2010 for consultation, however it is increasingly likely the guidance will only be issued for consultation in summer 2011 and the expectation is that Local Authorities will be required to have the necessary procedures and SAB in place by April 2012.

It is this part of the Act that could have the most significant implications for Local Authorities as it places drainage design and adoption at the forefront of the planning process. A SuDS approval procedure will have to be established to run along side the planning process and sufficient resources with the appropriate expertise will need to be available to liaise with developers.

It is anticipated that establishing a system for approving and adopting SuDS could be managed using existing staff resources with some additional training (estimated cost £7k). However, from 2012/13 onwards, liaising with developers, checking applications, maintenance of SuDS and administering the process would add an additional resource pressure. Given the current review of planning fees, consideration will be given to supplementing the additional resource pressure through local planning fees.

The actual cost of the on-going maintenance of SuDS at this time is unknown and is of some concern as they have historically required more maintenance than conventional positive drainage systems. Local Authorities are currently lobbying

Defra to include a mechanism for securing commuted sums as part of S106 agreements to maintain SuDS within the Act. If this is not taken forward by Defra then consideration should be given to altering the Council's Supplementary Planning Guidance to allow for a commuted sum towards the maintenance of SuDS. *(This will need to be reviewed for inclusion within the Community Infrastructure Levy which will replace S106 in 2014).*

6. Resource Implications:

- 6.1 To take on board the new duties it is recommended that a small Drainage Team be established using a combination of new and existing posts within the Projects Team in the Highways and Transport Service. The Projects Team has to date undertaken the Council's duties under the Land Drainage Act and has been responsible for delivering the engineering elements of the Flood Action Plan. In terms of expertise it is felt the Projects Team is best placed to take on the new duties and this new team will provide a central point of contact for all drainage and flood related issues across the District.
- 6.2 To fulfil the duties the new Drainage Team would be managed by a Principal Engineer (existing post) and the team should consist of a Senior Engineer (Existing Post), Project Engineer (New Post) and a Senior Technician (New Post) from 2012/13 onwards when the Authority takes on board its SuDS approval duties. *(These new posts can be fully funded from Defra grant as detailed below.)*
- 6.3 In addition to the new duties under the Act, the Drainage Team will be responsible for undertaking all the Council's existing duties under the Land Drainage Act and delivering all Highway Drainage and Flood Prevention Capital Projects (Council and EA funded). The Principal Engineer and Senior Engineer in the new Drainage team are those currently involved in undertaking the Council's Land Drainage function and implementing the Flood Action Plan following the 2007 flooding. In that respect many of their duties and responsibilities will not change. In order to manage the team and the new requirements under the Act, some of their existing Capital Project duties and responsibilities would have to be shared around the Projects Team. Resources will need to be closely monitored to ensure that the capital programme can still be effectively managed and delivered.
- 6.4 Defra has stated that it is committed to fully funding the new duties, powers and responsibilities that emanate from the Act. Defra has agreed to provide £21m in 2011/12 rising to £36m per year from 2012/13 onwards to lead local flood authorities as an Area-Based Grant. West Berkshire Council has received £127k grant funding for 2011/12. This will rise to £186k in 2012/13 once the Council has fully taken on board all its duties *(this grant funding has been set at this level annually for the remainder of the Comprehensive Spending Review period).*
- 6.5 It is proposed that the funding for 2011/12 be used to fund a new Senior Technician post (£30k). The new duties covered by the Senior Technician are the duty to investigate all incidents of flooding, setting up and managing a drainage asset register, inspecting and maintaining significant drainage features and the designation of third party assets. In addition to this new post £85k will be needed in 2011/12 to set up and maintain an asset register of

drainage features. £7k is required to provide essential training for existing staff members in the new National Guidelines on the design of SuDS. The remaining £5k will be used to produce reservoir risk management plans. (Total funding for 2011/12 is £127k).

- 6.6 From 2012/13 onwards, in addition to the ongoing cost of £30k for a Senior Technician, it is proposed that the anticipated £186k grant funding be used to fund a Project Engineer post (£40k) to assist in the SuDS adoption and maintenance process along with the development of Surface Water Management Plans for areas with significant local flood risk. It is proposed the remaining £116k is used as revenue funding to enable the Drainage Team to undertake its duties under the Act. The funding profile for the next two years is set out in the table below:

	2011/12	2012/13
Staff resources		
Senior Technician	£30k	£34k**
Project Engineer		£40k
Works/ongoing costs & investigations		
Essential Training	£7k	
Reservoir risk management plans	£5k	
Mapping and setting up a drainage asset register/database.	£85k*	
Producing Surface Water management Plans		£20k
Inspection/Maintenance of drainage assets and updating the asset database.		£56k
Legal and Civil contingencies support		£10k
Contractor support for investigative duties		£26k
Total	£127k	£186k
Available DEFRA Grant Funding	£127k	£186k
*This is inclusive of any legal costs in 2011/12.		
** This figure includes potential redundancy payout.		

Table 1

Total annual budget required is £127k in 2011/12 and £186k in 2012/13 which matches the anticipated grant from Defra. Defra has initially committed to providing annual grant funding of £186k for 2013/14 and 2014/15 (the current spending review period), however given the uncertainty of funding from central government it is felt prudent to create any staff posts on a fixed term contract.

7. Progress

- 7.1 The absence of much of the follow-up legislation and codes of practice has meant that Defra's original timescales for implementation have subsequently slipped. However, good progress has been made by WBC in many areas of the Act being led by the Flood Action Group (membership includes WBC Highways, Civil

Contingencies and Planning Officers, Thames Water and the Environment Agency representatives).

- 7.2 Work has started on the Preliminary Flood Risk Assessment with a District wide consultation exercise undertaken during December with all Parish Councils to establish historic and current flood and drainage problems. The PFRA will be the subject of a separate report to the Overview and Scrutiny Management Commission in March before it is submitted to the EA in June 2011. The PFRA will identify those areas of West Berkshire considered to be at significant risk of flooding.
- 7.3 Testing has been carried out on the Councils existing Structures Asset Management Database which has demonstrated that it is suitable to use as an asset management system for drainage structures and features. Using this existing resource represents a significant cost saving to the Council. A considerable volume of background information from existing Highway records and information gathered following the 2007 flood is in existence. However a significant amount of work is required to populate the database and map drainage assets in flood risk areas. This will need to be undertaken in 2011/12 to comply with Defra's timescales for implementation of the Act.
- 7.4 A Surface Water Management Plan has been produced for Thatcham which has been used to inform flood risk and successfully bid for funding to develop flood defence proposals for Thatcham. Further bids will be required to implement the proposals and further Surface Water Management Plans will be required for those areas identified as being at significant risk under the Flood Risk Regulations 2009.
- 7.5 The Action Plan in Appendix A gives an indication of other work needed, along with the latest timescales, to fully comply with the Council's duties under the Act, but given the funding available it is considered all the requirements are achievable over the coming years.

8. Conclusion

- 8.1 Given the lack of any codes of practice and regulations concerning the Act, there is much uncertainty regarding the timescale and detail of scope of some duties, particularly those relating to the adoption and maintenance of SuDS. However officers have embraced the new legislation and significant progress has been made, as detailed in the Action Plan. Highway and Transport officers are in constant contact with the EA, Defra and adjacent Authorities to ensure we are at the forefront of any developments and clarifications.
- 8.2 In recent years West Berkshire Council has been at the forefront of managing flood risk and much good work has been done throughout the District and particularly in relation to the Thatcham Surface Water Management plan. In embracing the duties under the Act WBC will continue to manage flood risk and ensure the impact of events such as 2007 is kept to a minimum.
- 8.3 As detailed in the Action Plan there is a significant amount of work to be undertaken to ensure WBC complies with its duties as the Lead Local Flood Authority, however in approving the recommendations of this report sufficient capacity will be built into the Highways and Transport service to manage the provisions in the Act that affect local authorities.

9. Recommendations

9.1 In order to manage the implications of the above legislation, the Executive are asked to:

- (1) Note the implications of the new legislation and accordingly approve the restructuring of the Projects Team within Highways and Transport, to establish a small Drainage Team to undertake the duties of the Flood and Water Management Act and manage the Council's existing drainage/flood prevention duties under the Highways and Land Drainage Acts.
- (2) Support the proposal for the creation of the following two new full time posts:
 - (a) A Senior Technician at a cost of £30k per annum (including overheads) to be appointed at the beginning of the 2011/12 financial year on a two year fixed term contract;
 - (b) A Project Engineer at a cost of £40k per annum (including overheads) to be appointed at the beginning of the 2012/13 financial year on a one year fixed term contract.
- (3) Approve the use of Defra grant funding to provide Revenue budgets to cover the cost of these posts and to provide revenue budgets to undertake the duties under the Act as detailed in Para 6.6, Table 1 of the report.

Appendices

Appendix A Flood and Water Management Act 2010 Action Plan.

Consultees

Local Stakeholders: Environment Agency

Officers Consulted: Mark Edwards, Gary Lugg, Gary Rayner, Bryan Lyttle, Carolyn Richardson, Stuart Clark, Melvyn May, Andrew Reynolds, Mark Cole, Paul Goddard, David Holling, Joseph Holmes, Melanie Ellis, John Ashworth, Corporate Board

Trade Union: N/A

Appendix A

Flood & Water Management Act 2010 – Action Plan

Section of the Act	Local Authority Requirements	Action	Timescale	Resource Implications	Progress
9	Local Flood Risk Management Strategies: England A Lead Local Flood Authority (LLFA) for an area must develop, maintain, apply and monitor a strategy for local flood risk management in its area.	This work incorporates the directives from the Flood Risk Regulations to carry out a Preliminary Flood Risk Assessment along with the maps and plans for Flood Risk Areas. The Strategy is set out in the following stages:	As below		
		Stages 1&2: Undertake a Preliminary Flood Risk Assessment (PFRA) for the District. This includes the production of Preliminary Assessment Maps and Preliminary Assessment Reports for risk areas. The PFRA is used to identify Flood Risk Areas.	By June 2011	Defra grant of £20k is being used to produce this document.	Work has started on the production of the PFRA and a District wide consultation exercise has been carried out with all Parish Councils to request information on historic and current flooding issues. The PFRA will be presented to OSMC in March 2011 and issued to the Environment Agency by the June deadline.
		Stage 3: Produce Flood Hazard Maps and Flood Risk Maps. To identify the level of hazard and flood risk from flooding in Flood Risk Areas	By June 2013	It is anticipated this element of the works will be undertaken along side the creation and maintenance of Flood Risk and Surface Water Management Plans. Cost and funding streams for this part of the process is unknown at this stage.	This work will follow on from the PFRA.
		Stage 4: Produce Flood Risk Management Plans. To prepare and maintain Flood Risk Management Plans (including a	By June 2015	As stage 3 above.	

Appendix A

		Surface Water Management Plan) for each Flood Risk Area.			
13	<p>Cooperation and arrangements and ensuring progress</p> <p>The LLFA must co-operate with other relevant authorities in the exercise of their flood and coastal risk management functions.</p>	<p>Establishing local partnerships.</p> <p>Amendment to the terms of reference to the Flood Action Group to include other agencies (Environment Agency, Thames Water).</p>	By October 2010	Managed by existing resources.	<p>The Flood Action Group now includes the EA and Thames Water as partners and meets quarterly to discuss Flood and Legislation issues.</p> <p>This group has been managed by the Civil Contingencies Manager, however as we are now moving from the recovery from 2007 and into the operational stage of the Act, management of this Group will move to the Highways and Transport Service.</p>
14 & 15	<p>Power to request information</p> <p>An authority may request a person to provide information in connection with the authorities flood and coastal erosion risk management functions</p>	Establishing a legal process for requesting information of flooding and flood related features/structures.	Commences in April 2011	To be managed by an existing resource.	This procedure is in place.
19	<p>Local authorities investigations</p> <p>On becoming aware of a flooding incident in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate the incident and publish the results.</p>	<p>The LLFA must investigate all flooding incidents within its area (where appropriate or necessary) to identify which authorities (EA, Thames Water, BWB etc.) have relevant flood risk management functions and what they have done or intend to do. The LLFA will then be required to publish the results.</p> <p>H&T will need to establish a procedure for investigating and publishing incidents of flooding.</p>	Commences in April 2011	This new function will require 0.3 fte at Project Engineer level.	Additional resource required to fulfil this role.
21	<p>Lead local authorities: duty to maintain a register</p> <p>A lead local flood authority must establish and maintain a register of structures or features which are likely to have a significant effect on a flood risk in its area. The register is to include details of the structure including ownership and</p>	<p>Creation of an asset register of structures and features District Wide. This register must be available for inspection.</p> <p>Inspection of all structures/features that will be included on the list.</p> <p>Mapping of Highway and land drainage in Flood Risk Areas.</p>	Commences in April 2011	<p>Creating, populating and maintaining an asset register.</p> <p>Locating and mapping assets - (£75k in 2011/12)</p> <p>This new function will require 0.5 fte at Project Engineer level.</p>	<p>WBC is well placed to set up this system as the existing Asset Management system (WDM) could be used for the database.</p> <p>However an additional resource is required to fulfil the role of creating the database, mapping, registering, inspecting, maintaining and designating</p>

Appendix A

	state of repair.				drainage features.
30	Designation of features The Act provides lead local flood authorities with powers to designate structures and features that affect flooding or coastal risk management.	Establishment of a legal procedure for the designation of third party structures/features that affect flood risk. Identification and requesting information on such assets. Actual designation of structures/features.	By April 2013	Requires £10k per annum to support the legal procedure and 0.5 fte at Senior Technician level to inspect and map features and administer the legal process.	Cannot be progressed without additional resource.
32	Sustainable Drainage (SuDS) The Act places a duty on Lead Local Flood Authorities to establish a SuDS Approval Body who would have the responsibility for the approval of proposed drainage systems on all developments.	Making Planners aware of the implications of the Act on the planning process and design of new developments. Producing guidelines and standards on SuDS for developers. Establishing and implementing a SuDS approval application process to run along side the planning process. Setting up a SuDS Approval Board (SAB) to approve and adopt sustainable drainage systems in new developments.	Establishment of a SAB by April 2012	Training requirement £7k Assisting in the management of the adoption and maintenance process – 0.5 fte at Senior Technician level.	Cannot be progressed without additional resource.
	Amendment to other Acts Amendment to the Land Drainage Act transferring powers from the EA to the lead local flood authority to grant consents for working on ordinary water courses.	Establishing a process for the granting of consents. PR to be issues/amended making landowners aware of the Council's new duties.	Commences in April 2011	Setting up and giving technical approval for consents is anticipated to require 0.2 fte at Project Engineer level.	Cannot be progressed without additional resource.

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