

Notice of Meeting



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Executive

Thursday 7th September 2017 at 5.00pm

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

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Date of despatch of Agenda: Wednesday, 30 August 2017

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

e-mail: executivecycle@westberks.gov.uk

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



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

Part I

Pages

- 1. Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
- 2. Minutes**
To approve as a correct record the Minutes of the meeting of the Committee held on 27 July 2017. 7 - 14
- 3. Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
- 4. Public Questions**
Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution. *(Note: There were no questions submitted relating to items not included on this Agenda.)*
- 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

Pages

- 6. Financial Performance Report 2017/18 - Quarter One (EX3303)**
(CSP: MEC MEC1)
Purpose: To inform Members of the latest financial performance of the Council. 15 - 18
- 7. Key Accountable Performance 2017/18: Quarter One (EX3180)**
(CSP: MEC BEC SLE P&S HQL MEC BEC1 BEC2 SLE1 SLE2 P&S1HQL1 MEC1)
Purpose: To report quarter one outturns, for the Key Accountable Measures which monitor performance against the 2017/18 Council Performance Framework. 19 - 24



Agenda - Executive to be held on Thursday, 7 September 2017 (continued)

To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively.

To present, by exception, those measures that are predicted to be 'amber' (behind schedule) or 'red' (not achievable) and provide information on any remedial action taken and the impact of that action.

To recommend changes to measures / targets, as requested by services.

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8. **Treasury Management Annual Report 2016-17 (EX3358)** 25 - 26
(CSP: MEC MEC1)
Purpose: To inform Members of the treasury management activity and performance of the Council's investments for the financial year 2016/17.
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9. **Grounds Maintenance Services Tender Award (EX3376)** 27 - 30
(CSP: MEC)
Purpose: Further to Commercial Board approval for officers to procure a new joint grounds maintenance contract with Newbury Town Council and Thatcham Town Council, this paper aims to inform the tender process and seeks delegated authority, from the Executive, to award the contract.
-
10. **Members' Questions**
Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution. *(Note: There were no questions submitted relating to items not included on this Agenda.)*

Andy Day
Head of Strategic Support

West Berkshire Council Strategy Aims and Priorities

Council Strategy Aims:

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

Council Strategy Priorities:

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



Agenda - Executive to be held on Thursday, 7 September 2017 (continued)

MEC1 – Become an even more effective Council

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



West Berkshire
C O U N C I L

Agenda Item 2.

DRAFT

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

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 27 JULY 2017

Councillors Present: Dominic Boeck, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, Lynne Doherty, Marcus Franks, James Fredrickson, Graham Jones and Rick Jones

Also Present: John Ashworth (Corporate Director - Environment), Thomas Bailey (Senior Contracts and Commissioning Officer), Joanne Bassett (Public Relations Assistant), Mel Brain (Housing Strategy and Operations Manager), Nick Carter (Chief Executive), Rachael Wardell (Corporate Director - Communities), Jon Winstanley (Projects Manager - Highways & Transport), Councillor Lee Dillon, Councillor Billy Drummond, Gabrielle Mancini (Group Executive - Conservatives), Linda Pye (Principal Policy Officer) and Councillor Emma Webster

Apologies for inability to attend the meeting: Councillor Mollie Lock and Councillor Alan Macro

PART I

13. Minutes

The Minutes of the meeting held on 15 June 2017 were approved as a true and correct record and signed by the Leader.

14. Declarations of Interest

Councillors Marcus Franks and Lee Dillon declared an interest in Agenda Items 10 and 15, and reported that, as their interest was a disclosable pecuniary interest or an other registrable interest, they would be leaving the meeting during the course of consideration of the matter.

15. Public Questions

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

(a) **Question submitted by Mrs Diana Pattenden to the Portfolio Holders for Children, Education & Young People and Culture & Environment**

A question standing in the name of Mrs Diana Pattenden on the subject of the Waterside Centre was answered by the Executive Member for Culture and Environment.

(b) **Question submitted by Mr Simon Pike to the Portfolio Holder for Highways and Transport**

A question standing in the name of Mr Simon Pike on the subject of the survey completed by Ipsos Mori on public transport and roads would receive a written response from the Executive Member for Highways and Transport as he was not present to ask his question.

16. Petitions

There were no petitions presented to the Executive.

17. Key Accountable Performance 2016/17: Quarter Four (EX3112)

The Executive considered a report (Agenda Item 6) which outlined quarter four outturns for the Key Accountable Measures which monitored performance against the 2016/17 Council Performance Framework; provided assurance to the Executive that the objectives set out in the Council Strategy and other areas of significant activity were being managed effectively; and which presented, by exception, those measures that were RAG rated 'red' (not achieved) and provided information on any remedial actions taken and the impact of that action.

Appendix D set out the Key Accountable Measures by Strategic Priority and Appendix E highlighted the Exception Reports. Performance had been good in a number of areas and in particular Adult Social Care, protecting children, bin collection and street cleaning and collecting Council Tax and Business Rates.

Despite the major financial challenges which the Council had faced in 2016/17 the past year's performance had remained good but some areas in the Council Strategy remained challenging. However, it was noted that challenging targets had been set from the outset. There were 14 'red' indicators and the actions to improve performance were set out in the Exception reports in Appendix E.

Following a discussion at Corporate Board it was proposed that the following measures which were 'red' RAG rated should be referred to the Overview and Scrutiny Management Commission for further review:

- Council tax and business rates collections – the target was not achieved by 0.6% in relation to council tax collection and actions had been put in to replace the IT servers, increase staff recruitment and support and the drafting of a new recovery and write off policy to collect outstanding debt.
- Timeliness of adult social care long term cases – compared to the previous year the service had less capacity available to conduct reviews and was planning to adopt a proportional approach (based on the level of need of each client) in terms of the way the reviews were conducted.
- Enable more affordable housing completions – work continued to support this area however, more solutions were required relating to the housing affordability in the district.

Councillor Keith Chopping stated that it was proposed to amend the wording of recommendation 2.4 so that it read 'to task OSMC to assess if additional solutions could be adopted to improve housing affordability in the District'.

Councillor Lee Dillon referred to page 39 of the agenda where it was noted that the Ofsted Rating for the Children and Families Service had improved and the service was no longer considered to be 'inadequate'. Councillor Graham Jones thanked the Portfolio Holder and the Service for all their hard work in achieving a 'good' rating. This was the first time an authority had made the jump from 'inadequate' straight to 'good'. Councillor Lee Dillon welcomed the improvements in Children's Services and also gave her thanks to the team as this was quite an achievement.

Councillor Marcus Franks referred to page 22 of the agenda in respect of the devolution agenda. Following the District/Parish Conference a Parish Council workshop had been delivered to provide further advice and promotion of devolution opportunities. The Parish Portal had been launched and a number of proposals were coming forward. He also advised that the new Multi-agency Building Communities Together Team was working well.

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Councillor Lee Dillon agreed with the amendment to recommendation 2.4 as he was in support of greater scrutiny by OSMC as they often came up with solutions for improvement. He recognised that a number of targets had been missed and agreed that some of the targets had been particularly challenging. However, the Affordable Housing outcome of 166 was way below the average annual level of 200 and this was an area where improvement was required. In respect of Communities Helping Themselves there was an issue in respect of long term financial sustainability especial for small rural Parish Councils. He felt that over the next couple of years how the Council worked with Parish Councils would be particularly important.

Councillor Graham Jones confirmed that he was glad that the Council had set itself challenging targets. He agreed that the target around Affordable Housing had been particularly challenging which to some degree was down to market conditions. He stated that the devolution agenda required a mindset change in regard to Parish Councils but it was voluntary and the Council always encouraged the smaller Parish Councils to work together.

RESOLVED that:

- (1) Progress against the Key Accountable Measures and the key achievements in all service areas be noted;
- (2) Areas reported as 'red' to be reviewed to ensure that appropriate action was in place. The following areas be referred to the Overview and Scrutiny Management Commission (OSMC) for further analysis and improvement actions:
 - (a) the percentages of Council Tax and Business Rates collection,
 - (b) the timeliness of reviews for the long term adult social care clients and the 'front door' pressures for Adult Social Care service.
- (3) The actions and progress made to reduce the delayed transfer of care from hospital (DTCO) be noted;
- (4) To task OSMC to assess if additional solutions could be adopted to improve housing affordability in the District.

Other options considered: None

18. A339/Bear Lane Improvements (EX3318)

The Executive considered a report (Agenda Item 7) which outlined the results of the public consultation into the proposed highway improvement project and which sought approval of an appropriate way forward. The report proposed that "Option 3" be progressed for the A339/Bear Lane improvements and associated highway improvement works, subject to amendments made following the consultation. This amended, proposed, scheme involved:

- (1) Retaining the on-street parking on Cheap Street (south);
- (2) Replacing the "give way" priority junction at the Cheap Street/Market Street junction with a new traffic signal controlled junction incorporating controlled pedestrian crossings on all arms and a "no-entry" restriction which prevented access (except cycles) to Cheap Street (south);
- (3) Removing the existing pedestrian crossings on Cheap Street (north) and Market Street (these would be replaced by the crossings at the above junction); and
- (4) Not implementing the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

Councillor Jeanette Clifford confirmed that the goal was to improve traffic flows on the A339 as this was a road on which the whole district depended upon. As part of the s106 Agreement the developer of the Racecourse had committed to fund various off-site highway improvements in order to mitigate the effect of additional traffic resulting from

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the development. A contribution of £900k had been received in order to improve the A339/Bear Lane roundabout (Sainsbury's roundabout). She referred to the recently completed new junction which had been provided on the A339 into the London Road Industrial Estate. This was a project which had been completed on time and to budget. The Sainsbury's roundabout was simply not big enough and often resulted in queuing traffic on the roundabout. Traffic modelling had been undertaken and a number of options had been taken out to a comprehensive consultation exercise. The plan which was being put to the Executive that evening was even better than had originally been proposed. A large number of respondents to the consultation had called for the retention of parking along Cheap Street and consequently Officer's had come up with a way to achieve this. This showed that the Council did respond positively to responses received through the consultation process. Councillor Clifford felt that this was a good scheme which had been designed and modelled by experts and would help to keep traffic moving.

Councillor James Fredrickson said that this was the second large infrastructure project in the Northcroft Ward. There had been a lot of cynicism around the London Road Industrial Estate junction but it had much improved the traffic flow and the success of that encouraged him that the project would improve safety and movement around the Sainsbury's roundabout and that it would be completed on time. The improvements would release traffic and reduce air pollution in that area. The consultation exercise had been extensive and he thanked the press and the Communications Team for all their hard work around that. He confirmed that the Council had listened to the feedback received and where possible had accommodated changes to the scheme. There would be pain whilst construction of the junction was taking place but there would be a long term benefit.

Councillor Lee Dillon asked what about commuters accessing the station. Councillor Jeanette Clifford responded that a balance needed to be struck. A large number of comments had been received about the loss of parking in Cheap Street and that needed to be balanced against the small number of commuters who accessed the station via Cheap Street South. Traffic counts had been undertaken and at peak time only 49 vehicles accessed the station in that way. There were alternative routes via the A339 and also along Bartholomew Street/Station Road. The balance was therefore in favour of retaining the parking along Cheap Street.

Councillor Billy Drummond agreed that the London Road Industrial Estate junction appeared to be working well. He asked whether there was a whole strategy in terms of the improvements along the A339. Councillor Jeanette Clifford stated that work would also take place on the Robin Hood roundabout when funding was available but at present the Council were doing what they could with the resources that they had. All junctions had been considered together in terms of modelling but the reality of the situation was around the funding.

RESOLVED that:

- (1) The A339/Bear Lane Improvements and associated highway improvement works to be progressed, albeit with some changes to the proposals advertised in the consultation. The amended scheme was described as "Option 3" in Appendix A to this report, and involved:
 - (a) Retaining the on-street parking on Cheap Street (south);
 - (b) Replacing the "give way" priority junction at the Cheap Street/Market Street junction with a new traffic signal controlled junction incorporating controlled pedestrian crossings on all arms and a "no-entry" restriction which prevented access (except cycles) to Cheap Street (south);

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- (c) Removing the existing pedestrian crossings on Cheap Street (north) and Market Street (these would be replaced by the crossings at the above junction);
 - (d) Not implementing the proposed mini roundabout or pedestrian crossing on Cheap Street (south).
- (2) That Traffic Regulation Orders to give effect to the various traffic restrictions required to deliver the project were taken to statutory advertisement and consultation, with any objections received being reported to the Executive Member for Highways and Transport for Individual Decision.
 - (3) If approved, the revised proposal detailed in Paragraph 2.1 would be assessed by the VISSIM traffic modelling software prior to construction to check that the benefits were similar to the benefits of the original proposals.
 - (4) If approved, an assessment of the air quality implications of the revised scheme was carried out.

Reason for the decision to be taken: To report the results of the public consultation into the proposed highway improvement project and approve an appropriate way forward.

Other options considered:

Option 1 - Implement the proposals unaltered.

Option 2 - Implement the proposals, with the following amendments:

- (1) Retain the on-street parking on Cheap Street (south);
- (2) Retain the current “give way” priority junction at the Cheap Street/Market Street junction but implement a “no-entry” restriction which prevents access (except cycles) to Cheap Street (south);
- (3) Do not implement the proposed mini roundabout or pedestrian crossing on Cheap Street (south).

Option 4 - “Do minimum”:

- (1) Replace the traffic signals at the A339/Bear Lane junction with new equipment and implement a new control strategy;
- (2) Add the third lane to the northbound approach to the A339/Bear Lane junction;
- (3) Do not implement any of the other proposals

19. **Prospect Place - Land Disposal (EX3351)**

The Executive considered a report (Agenda Item 8) which sought authority from the Executive to dispose of the freehold of land at Prospect Place, Newbury.

The tenant had approached the Council with a proposal to acquire the freehold of the land they leased and the adjacent piece of land also owned by the Council. The land had no current operational use by the Council and had remained largely unused for a number of years. The site comprised 989sq.m. (0.25 acres).

Councillor Lee Dillon asked regardless of the figure agreed did the Council have a view on how the capital receipt would be used. It was confirmed that there was no plan for use of the capital receipt at this stage.

RESOLVED that West Berkshire Council disposes of its freehold interest in the land at Prospect Place, Newbury.

Reason for the decision: To obtain authority to dispose of the freehold of land at Prospect Place Newbury.

Options for consideration:

- (1) Continue to lease the site and consider selling the adjoining plot separately.

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This option was unlikely to be attractive to prospective purchasers due to the proximity to an adjacent sub station and unlikely to realise a capital receipt any greater than that offered.

- (2) Sovereign Housing Association had been approached to establish if there was any interest in developing the land adjacent to the sub-station. Sovereign had confirmed the site was too small for them to develop.

20. **Purchase of Accommodation for the purpose of providing Temporary Accommodation (EX3355)**

The Executive considered a report (Agenda Item 9) which sought approval for the purchase of residential property for the purpose of providing temporary accommodation to meet statutory housing duties.

In July 2016 the Executive had approved a capital fund of £3m to allow the purchase of 21 units of for temporary accommodation to replace units which were due to be lost.

RESOLVED that the purchase of identified accommodation be approved.

Reason for the decision to be taken: To seek approval for the purchase of residential property for the purpose of providing temporary accommodation to meet statutory housing duties.

Other options considered: The Council withdraws from the purchase. This was not the preferred option as the Council needed to replace temporary accommodation that was due to be redeveloped. It would be difficult to source alternative freehold units and housing management costs would be higher in dispersed units.

21. **Extra Care Services Tender Award (EX3356)**

(Councillors Marcus Franks and Lee Dillon declared an interest in Agenda Item 10, due to the fact that their employer might secure a potential benefit from the decision. As their interest was a disclosable pecuniary interest or an other registrable interest, they left the meeting during the course of consideration of and voting on the matter).

The Executive considered a report (Agenda Item 10) to inform the Executive of the tender process and to seek delegated authority to award the contract for Extra Care Services.

Councillor Rick Jones stated that there were three extra care schemes in West Berkshire operated by three different registered social landlords. The schemes were designed to enable independent living to clients which also had a care need. The current contracts were scheduled to end at different times and Commercial Board had agreed that all the contracts would be retendered in line with one of the contract's end date of 8th July 2016.

RESOLVED that delegated authority be given to enter into the contract.

Reason for the decision to be taken: to award the Extra Care Services contract.

Other option considered: Not award contract and seek alternative arrangements, would be challenging given the notice period given to incumbent providers and lack of alternative provision for residents.

(Councillors Marcus Franks and Lee Dillon rejoined the meeting).

22. **Members' Questions**

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

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(a) **Question to be answered by the Portfolio Holder for Children, Education and Young People submitted by Councillor Lee Dillon**

A question standing in the name of Councillor Lee Dillon on the subject of the catchment area for Highwood Copse Primary School was answered by the Executive Member for Children and Young People.

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

A question standing in the name of Councillor Lee Dillon on the subject of emergency housing provision was answered by the Executive Member for Community Resilience and Partnerships.

Councillor Lee Dillon in his supplementary question referred to the rehousing side, after the immediate emergency and, given some of the facilities the Council had in West Berkshire for a disaster to happen, he was pleased to hear that the Council had plans in place. He asked if the Portfolio Holder be happy to share those with him so that he could look at them in more detail? The Portfolio Holder confirmed that he would be prepared to let Councillor Dillon have sight of the plans.

(c) **Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Lee Dillon**

A question standing in the name of Councillor Lee Dillon on the subject of the reduction in homelessness across West Berkshire was answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure.

23. **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 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

24. **Prospect Place - Land Disposal (EX3351)**

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

The Executive considered an exempt report (Agenda Item 13) which sought approval to dispose of the freehold for land at Prospect Place.

RESOLVED that the recommendations in the exempt report be agreed.

Reason for the decision: as outlined in the exempt report.

Other options considered: as outlined in the exempt report.

25. **Purchase of Accommodation for the Purpose of Providing Temporary Accommodation (EX3355)**

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

The Executive considered an exempt report (Agenda Item 14) concerning the purchase of accommodation to provide temporary accommodation.

Councillor Lee Dillon asked how quickly this accommodation would become operational. Councillor Cole advised that once the Fire Risk Assessments had been completed then it was hoped that the accommodation would be available quite quickly.

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Councillor Cole stated that this was Mel Brain’s last day in post and on behalf of the Executive she wished her every success in her new role and the family move to Cornwall.

RESOLVED that the recommendations in the exempt report be agreed.

Reason for the decision: as outlined in the exempt report.

Other options considered: as outlined in the exempt report.

26. Extra Care Services Tender Award (EX3356)

(Councillors Marcus Franks and Lee Dillon declared an interest in Agenda Item 15, due to the fact that their employer might secure a potential benefit from the decision. As their interest was a disclosable pecuniary interest or an other registrable interest, they left the meeting during the course of consideration of and voting on the matter).

(Paragraph 5 – information relating to legal privilege)

The Executive considered an exempt report (Agenda Item 15) concerning the Extra Care Services Tender Award.

RESOLVED that the recommendations in the exempt report be agreed.

Reason for the decision: as outlined in the exempt report.

Other options considered: as outlined in the exempt report.

(The meeting commenced at 5.00pm and closed at 5.45pm)

CHAIRMAN

Date of Signature

Financial Performance 2017/18 Quarter One

Committee considering report:	Executive on 7 th September 2017
Portfolio Member:	Councillor Anthony Chadley
Date Portfolio Member agreed report:	17 August 2017
Report Author:	Melanie Ellis
Forward Plan Ref:	EX3303

1. Purpose of the Report

- 1.1 To inform Members of the latest financial performance for 2017/18.

2. Recommendation

- 2.1 To ensure that Members are fully aware of the financial performance of the Council.

3. Implications

3.1 Financial:

The current financial forecast is an over spend of £870k against a net revenue budget of £117.4million. The forecast will have an impact on the level of the Council's reserves at year end if savings cannot be made to offset the over spend.

3.2 Policy: n/a

3.3 Personnel: n/a

3.4 Legal: n/a

3.5 Risk Management: n/a

3.6 Property: n/a

3.7 Other: n/a

4. Other options considered

- 4.1 N/a – factual report for information.

Executive Summary

5. Introduction / Background

- 5.1 This report presents the latest financial performance for the Council in respect of the 2017/18 financial year. The Quarter One revenue forecast is an over spend of £870k against a net revenue budget of £117.4million, which is 0.7% of the net budget.

Directorate Summary	Current Net Budget	Forecast (under)/over spend			
		Quarter One	Quarter Two	Quarter Three	Year End
	£000	£000	£000	£000	£000
Communities	62,005	870	0	0	0
Environment and Economy	30,661	0	0	0	0
Resources	14,110	0	0	0	0
Capital Financing & Risk Management	10,634	0	0	0	0
Total	117,410	870	0	0	0

NB. Rounding differences may apply to nearest £k

- 5.2 The Communities Directorate is forecasting an over spend of £870k against a budget of £62m. Adult Social Care is forecasting an over spend of £891k due to increased complexity of client needs and upward cost pressures in commissioning services for both placements and homecare. Education is forecasting an under spend of £21k as a result of savings on home to school transport, however, this position could change when the new school year starts in September. All other services are forecasting on line.
- 5.1 The Environment Directorate is forecasting an on line position. Public Protection and Culture are forecasting an over spend of £121k due to a forecast fall in income as a result of Activity Team and Duke of Edinburgh expecting to cease during the year. Development and Planning are forecasting an under spend of £121k due to an increase in the number of planning applications in Quarter One. Transport and Countryside are forecasting on line.
- 5.2 The Resources Directorate is forecasting an on line position in all services.
- 5.3 Capital Financing and Risk Management is forecasting an on line position.
- 5.4 The Council set a revenue budget of £117.4million for 2017/18. In-year budget changes may be approved and the approval limits are set out in the Council's Financial Regulations. Details of budget movements during 2017/18 are included in Appendix E.
- 5.5 The budget for 2017/18 was set with a savings and income generation programme of £4.712m. The programme is monitored on a monthly basis.
- 5.6 In response to the volatility of some of the Council's demand led budgets, a number of service specific risk reserves have been established. There are three service specific risk reserves, the levels of which are informed by the risks in the service

risk registers. The reserve levels are reviewed at budget board. The forecast position is before any use of these risk reserves.

- 5.7 The Council was awarded £1.37m in transition funding for 2017/18, which was allocated as £140k short breaks, £200k libraries and £30k Citizens Advice Bureau. The remaining £1m was used to create a Transformation Reserve in order to ensure that the Council has the resources to pursue transformation plans outlined in the MTFs and to invest in strategies that will bring future benefits to the organisation. To date, £299k has been allocated from this reserve.
- 5.8 Forecast capital spend in the year is currently £40.3million against a revised budget of £42.5 million, with 27.9% of the programme committed at Quarter One.

Directorate Summary	Original Budget	Revised Budget	Total Expenditure	Forecast spend in year	Forecast under/over spend in year
	£000	£000	£000	£000	£000
Communities	9,180	10,225	2,572	9,482	- 743
Environment & Economy	18,652	25,115	7,102	23,605	- 1,510
Resources	5,671	7,205	2,214	7,201	- 4
Total	33,503	42,545	11,888	40,288	- 2,257

- 5.9 There is a budgeted over spend on DSG as per the decision made by the Schools' Forum when the budget was set in March 2017, now adjusted by £80k for the better than expected carry forward of grant from 2016/17. This decision was taken after consideration of the three year position whereby it was forecast that the over spend can be paid back over two years assuming costs overall do not significantly increase and our DSG allocation remains at a similar level. There are currently no significant variances to budget, though it is not usually until the Autumn term when changes to high risk budgets such as high needs top ups and early years payments become apparent.

6. Proposal

- 6.1 To note the forecast position and to review the budget movements processed in year detailed in Appendix E.

7. Conclusion

- 7.1 The Council is faced with delivering a savings programme of £4.712m in 2017/18 as well as addressing in year pressures as they arise, which are currently forecast to be £870k against a net revenue budget of £117.4 million. The Council has invested in identified pressure points as part of the 2017/18 budget process and will continue to maintain financial discipline, to ensure that the agreed savings programme is monitored and to find ways to offset the revenue over spend currently forecast. The Council has an excellent track record of managing the savings programme and minimising budget over spends, but if the forecast over spend of £870k remains at year end, it will impact on our reserves.

8. Appendices

- 8.1 Appendix A – Supporting Information

- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Summary Revenue Forecast 2017/18
- 8.4 Appendix D – Summary Capital Forecast 2017/18
- 8.5 Appendix E – Summary of Revenue Budget Movements

Key Accountable Performance 2017/18: Quarter One

Committee considering report:	Executive on 7 September 2017
Portfolio Member:	Councillor Keith Chopping
Date Portfolio Member agreed report:	17 August 2017
Report Author:	Catalin Bogos / Jenny Legge
Forward Plan Ref:	EX3180

1. Purpose of the Report

- 1.1 To report quarter one outturns, for the Key Accountable Measures which monitor performance against the 2017/18 Council Performance Framework.
- 1.2 To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively.
- 1.3 To present, by exception, those measures that are predicted to be 'amber' (behind schedule) or 'red' (not achievable) and provide information on any remedial action taken and the impact of that action.
- 1.4 To recommend changes to measures / targets, as requested by services.

2. Recommendations

- 2.1 To note progress against the Key Accountable Measures and the key achievements in all service areas and especially the Ofsted inspection outcome of 'Good' for West Berkshire's services for children in need of help and protection, children looked after and care leavers.
- 2.2 To review those areas reported as 'amber' or 'red' to ensure that appropriate action is in place. In particular, to consider the results and improvement actions for:
 - (a) the timeliness of decisions on Benefit Claims, and
 - (b) the % of people presenting as homeless where the homelessness has been relieved or prevented.
- 2.3 To note the additional measures requested by Portfolio Holders to be included as part of the performance framework:
 - (1) % of schools judged good or better by Ofsted under the new framework
 - (2) % of pupils achieving a good level of development at Foundation Stage
 - (3) % of pupils eligible for Free School Meals (FSM) achieving a good level of development at Foundation Stage
 - (4) Monitor uptake of Identification & Brief Advice (IBA) training

- 2.4 To approve the removal of the ‘% of claims for Discretionary Housing Payment determined within 28 days following receipt of all relevant information’ as the data cannot be produced reliably on a quarterly basis.

3. Implications

- 3.1 **Financial:** Financial implications relating to performance results (above or below targets) are highlighted and managed by each service. Not achieving the required level of preventing or alleviating homelessness is expected to have an impact on the expenditure on ‘Bed & Breakfast’.
- 3.2 **Policy:** Policy implications are highlighted and managed by each service accordingly.
- 3.3 **Personnel:** Personnel implications are highlighted and managed by each service accordingly.
- 3.4 **Legal:** Legal implications are highlighted and managed by each service accordingly.
- 3.5 **Risk Management:** Risk management implication are highlighted and managed by each service accordingly.
- 3.6 **Property:** Property implications are highlighted and managed by each service accordingly.
- 3.7 **Other:** There are no other known direct implications as a result of this report.

4. Other options considered

- 4.1 None

Council Strategy 2015-2019: Performance Scorecard

Summary of Performance Quarter 1 2017/18

Council Strategy

Priorities for Improvement	RAG* Status	Core Business
Educational Attainment	A	Protecting our Children
Close the Attainment gap	A	Bin Collection & Street Cleaning
More Affordable Housing	R	Providing Benefits
Key Infrastructure Improvements	G/R	Collecting Council Tax & Business rates
Safeguarding Children & Adults	G	Older People & vuln. Adults wellbeing
Communities Help Themselves	G	Planning and Housing
More Effective Council	G/A	



Corporate Programme

	RAG* Status	
Service Transformation	G	Workforce Projects
New Investment and Income Opportunities	G	Other Programme Activity

Corporate Health

Net budget for 2017/18: **£117.4m**

Staff turnover (of 1,508 F.T.E)

2017/18 Q1 forecast over spend: **£870k**

1.5% 2017/18 Q1 Staff Turnover



* RAG (Red, Amber, Green) performance measured over Strategy Lifetime for PRIORITIES and Core Business against Year End targets for Core Business and Corporate Programme.



Executive Summary

5. Introduction / Background

- 5.1 This report provides the Executive with a summary of the Council performance during quarter one 2017/18. Performance is shown against the priorities for improvement as set out in the Council Strategy, core business activity, progress with the Corporate Programme and the main corporate health indicators. The overall position is summarised in the Council Performance Scorecard.

6. Synopsis

- 6.1 In terms of priorities for improvement, the achievement of a 'Good' rating for services for children in need of help and protection, children looked after and care leavers is notable. It acknowledges the progress made by the social work teams and support from all other services, strategic management and Elected Members to improve the outcomes for vulnerable children.

Data was not due for reporting or was not available for 15 measures against the other priorities for improvement.

The 'More effective council' aim, reflects that a minority of measures/milestones have not achieved their targets (see exception reports Appendix F).

- 6.2 Performance in relation to child protection improved further. Improvements have also been made in relation to Council Tax and Business Rates collection. Timeliness of providing benefits is still impacted by staffing and IT issues which are being addressed but further increases in demand (due to the universal credit) is expected in December 2017. Relating to homelessness prevention, a report will be prepared which outlines the Council's new duties under the Homelessness Reduction Act.
- 6.3 In terms of the Corporate Programme, good progress is reported across all areas of activity.
- 6.4 High level corporate health indicators are better than at the end of Q1 of last year. The revenue budget forecast overspend is £870k above the £117.4m net budget set by Council in March 2017. Staff turnover was 1.5% for the first 3 months of this year. (See Council Performance Scorecard).

7. Conclusion

- 7.1 Despite the continuing financial challenges, the Council continues to perform well against ambitious targets. The Ofsted inspection outcome of 'Good' for children's services is the most significant achievements this quarter. The Corporate Programme is reporting 'on track' all the areas of work. Resource management remains strong, most notably in relation to the budget.
- 7.2 Most of the measures RAG rated Amber have achieved results so far only slightly below targets and are not of significant concern at this stage. The 'timeliness of reviews of Adult Social Care clients' has been referred by the Executive for scrutiny at OSMC. Two other areas for closer investigation at the Executive are:

- The timeliness of decisions on benefits claims and

- The homelessness prevention/alleviation for people presented as homeless.

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – District Wide Health Check dashboard
- 8.4 Appendix D – Measures of Volume
- 8.5 Appendix E – Key Accountable Measures by Strategic Priority
- 8.6 Appendix F – Exception Reports
- 8.7 Appendix G – Quarterly service requests
- 8.8 Appendix H – Technical background and conventions used to report performance

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Treasury Management Annual Report 2016-17

Committee considering report:	Executive on 7 September 2017
Portfolio Member:	Councillor Anthony Chadley
Date Portfolio Member agreed report:	20 July 2017
Report Author:	Gabrielle Esplin
Forward Plan Ref:	EX3358

1. Purpose of the Report

- 1.1 To inform Members of the treasury management activity and performance of the Council's investments for the financial year 2016/17.

2. Recommendations

- 2.1 To note the contents of the report.

3. Implications

- 3.1 **Financial:** The Treasury function is responsible for the daily cash flow management of the Council. Investment income generated contributes to the Council's annual budget.
- 3.2 **Policy:** The Council's cash flow, borrowing and investments are carried out in accordance with the Annual Investment Strategy agreed by Council and are subject to cross party scrutiny during the course of the year.
- 3.3 **Personnel:** None
- 3.4 **Legal:** None
- 3.5 **Risk Management:** All investments are undertaken with a view to minimising risk and exposure to loss. The Treasury Management Strategy approved by the Council sets parameters to ensure this.
- 3.6 **Property:** None

4. Other options considered

- 4.1 Not applicable

5. Executive Summary

- 5.1 The Council's Treasury Management Strategy aims to manage cash flow to ensure sufficient funds are available on a day to day basis for the Council's operations. Surplus funds are invested to maximise interest, while minimising the exposure of investments to risk. Investment and borrowing activities in 2016/17 were set against an economic context of slow growth and low inflation and interest rates.
- 5.2 The average level of funds invested by the Council in 2015/16 (net of short term borrowing) was £7.5 million. Funds were invested in instant access deposit accounts with Natwest paying 0.25% until December 2016 and 0.01% from January 2017 onwards; Bank of Scotland 0.4% until October 2016 and 0.2% from November 2016 onwards; Santander UK 0.4% until November 2016 and 0.15% from December 2016 onwards and the Goldman Sachs Global Liquidity money market fund, which paid a variable rate of interest averaging 0.33%. Fixed term deposits were also placed with UK Building Societies for an average period of 273 days and an average rate of 0.7%. The maximum amount invested with any one institution was £5 million. A number of short term loans were also arranged from other Local Authorities to cover our short term cash flow needs. The average length of loan was 21 days and the average rate of interest paid was 0.36%.
- 5.3 The Council earned total interest on its investments (net of interest paid on short term borrowing) of £40,700 or 0.52% of the average fund value. We also received a discount of 1.9% or £227,000 on our contributions to the Berkshire Pension Fund, by paying the contributions in advance. Taking into account this saving, the total earned through cash flow management was £269,000 which represents a return of 1.95%. However income from interest on investments was £121k below the income budget of £348k because of reductions in interest rates during the year and because the cash fund balance was lower than in 2015/16, mainly because of reductions in government grants.
- 5.4 £10.7m new longer term loans were also taken from the Public Works Loans Board (PWLB) to fund capital expenditure in 2016/17. The loans were for between 5 years at 0.87% interest and 50 years at 2.3%, with the length of loan linked to the estimated useful life of the asset funded. £4.2 million repayments were made on existing capital financing loans, bringing the Council's total long term capital financing debt with the PWLB to £132.6 million.

6. Conclusion

- 6.1 The cross party Treasury Management Group (including the Portfolio Holder and Shadow Portfolio holders for Finance) will continue to scrutinise and review the Council's investments and borrowing during 2017/18, to ensure that treasury activities continue in line with the approved Treasury Management Strategy in order to ensure the security and liquidity of and return on the Councils funds. The group will also aim to finance the Council's Capital Programme at the best available rates of interest.

7. Appendices

Appendix A – Supporting Information

Appendix B – Equalities Impact Assessment

Grounds Maintenance Services Tender Award

Committee considering report:	Executive on 6 September 2017
Portfolio Member:	Councillor Dominic Boeck
Date Portfolio Member agreed report:	01 August 2017
Report Author:	Paul Hendry
Forward Plan Ref:	EX3376

1. Purpose of the Report

- 1.1 Further to Commercial Board approval for officers to procure a new joint grounds maintenance contract with Newbury Town Council and Thatcham Town Council, this paper aims to inform the tender process and seeks delegated authority, from the Executive, to award the contract.

2. Recommendation

- 2.1 The Executive resolves to delegate authority to the Head of Transport and Countryside, in consultation with the Head of Legal Services and the Head of Finance, to award and enter into a contract with the successful bidder.

3. Implications

- 3.1 **Financial:** The maximum potential value of a combined 10 year contract is over £10 million.
- 3.2 **Policy:** A combined approach fits well with the devolution agenda. Should open space assets devolve to either town council then there is no reduction in economies of scale which could otherwise negatively impact financially on the WBC element of the contract.
- 3.3 **Personnel:** TUPE will apply to the current contractor's employees. This will be dealt with under existing legislation.
- 3.4 **Legal:** The tender process is subject to the application of the Public Contracts Regulations 2015 and a written contract would need to be in place before the commencement of services.
- 3.5 **Risk Management:** TUPE will apply and associated arrangements take time and can be complex. This is for the successful contractor to resolve.
- 3.6 **Property:** This contract is for the maintenance of the Council's open space assets and sports related properties including Henwick Worthy and other built sports facilities.
- 3.7 **Other:** n/a

4. Other options considered

- 4.1 Officers considered bringing the grounds maintenance contract in-house, however this was dismissed. There would be greater overhead costs related to this option and there is too much uncertainty around the Council's budget for this to be a viable option.
- 4.2 Officers also discussed with Highways colleagues about the possibility of combining the grounds maintenance contract with the highways contract but again this was dismissed as an option. Grounds maintenance is not a core function of highways contractors and the contract would most likely have to be sub let with the associated loss of control and greater management and supervision costs.
- 4.3 Officers considered the Eastern Shires Purchasing Organisation (ESPO) Framework but this was considered to be restrictive, as this Framework does not include a number of significant grounds maintenance contractors. The two current grounds maintenance contractors are not part of this Framework in any case.

Executive Summary

5. Introduction / Background

- 5.1 The current Grounds Maintenance Contract with ISS Facility Services (ISS) is due to expire on the 30th September 2017. An extension of 3 years was awarded in 2014 on the basis that the contractor offered an ongoing saving to allow the Countryside Service to meet savings targets. The current contract will remain in force until the new contract commences on January 8th 2018.
- 5.2 Pre-procurement consultation, undertaken last year, with suppliers of grounds maintenance services, generally indicated that a larger contract, over a longer period, could potentially allow more favourable contract rates to be realised. Officers therefore took the opportunity to speak to colleagues at Newbury and Thatcham Town Councils to establish if they would be prepared to package their grounds maintenance obligations into one larger contract so as to achieve as far as possible any benefits from economies of scale.
- 5.3 After concluding their own internal discussions, both town councils agreed to a joint contract. They have however insisted that if the joint procurement does not realise expected benefits in terms of cost and quality they can withdraw from the joint procurement. This can be accommodated by letting the new contract as a 'framework' i.e. one general specification but with overall costs being identified separately for each council as individual lots. This means that one or more parties can withdraw without impacting on the contract price for the others.
- 5.4 Having sought permission from Commercial Board in January 2017 to proceed with a joint procurement arrangement officers sought expressions of interest and received 11 submissions. Having carried out a scoring exercise these have been reduced down to 6 contractors, including the current contractor for this Council and Newbury Town Council's current contractor. These 6 contractors have been invited to tender for the contract.
- 5.5 All parties are now awaiting the return of the tender submissions on the 21st August. Thereafter the tenders will be evaluated jointly and a preferred bidder determined. Both TTC and NTC will then have to make a recommendation to their respective decision making bodies as to whether they intend to participate in a joint contract.
- 5.6 The contract is due to be awarded on the 11th September so as to allow the successful bidder sufficient time to mobilise and implement (if required) TUPE requirements. It is hoped to commence the contract on January 8th 2018.

6. Proposal

- 6.1 This paper seeks the required delegated authority from the Executive for the Head of Transport and Countryside, in consultation with Head of Legal Services and the Head of Finance, to award and enter into a contract with the successful bidder.

7. Conclusion

- 7.1 A longer term contract of 10 years, in partnership with Newbury and Thatcham Town Councils, has the potential to deliver value for money as a result of economies of scale.

8. Appendices

8.1 Appendix A – Supporting Information

8.2 Appendix B – Equalities Impact Assessment