

# Notice of Meeting

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## **Overview and Scrutiny Management Commission**

**Tuesday, 18 January, 2011 at 6.30pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Friday, 7 January 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462  
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**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 18  
January 2011 (continued)**

**To:** Councillors Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman),  
Geoff Findlay, Irene Neill, David Rendel, Quentin Webb and Emma Webster

# Agenda

## Part I

**Page No.**

1. **Apologies for Absence**  
To receive apologies for inability to attend the meeting (if any),
2. **Minutes** 1 - 6  
To approve as a correct record the Minutes of the meeting of the Commission held on 7 December 2010.
3. **Declarations of Interest**  
To receive any Declarations of Interest from Members.
4. **Actions from previous Minutes**  
To receive an update on actions following the previous Commission meeting.
5. **Items Called-in following the Executive on 13 January 2011**  
To consider any items called-in by the requisite number of Members following the previous Executive meeting.
6. **Item Called-In following an Individual Decision: Review of First Step West Berkshire** 7 - 14  
*Purpose: To review the Individual Decision relating to the Review of First Step West Berkshire.*
7. **Councillor Call for Action**  
*Purpose: To consider any items proposed for a Councillor Call for Action.*
8. **Petitions**  
*Purpose: To consider any petitions requiring an Officer response.*
9. **Council Plan Outcomes 2010/11 - Quarter 2 Performance Update** 15 - 52  
*Purpose: To examine the Council performance report for Quarter 2 of 2010/11 to consider, where appropriate, any remedial action.*
10. **The Council's response to the severe weather of winter 2010/11** 53 - 54  
*Purpose: To outline the proposed Terms of Reference and scope for a short review into the Council's response to the severe weather experienced during the winter of 2010/11.*

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 18 January 2011 (continued)**

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|-----|--|----------|
| 11. | <b>School Academies</b><br><i>Purpose: To outline the proposed Terms of Reference and scope for a review into the effect of schools becoming Academies on the capacity of the Local Education Authority.</i>   | 55 - 56  |
| 12. | <b>Greener Select Committee</b><br><i>Purpose: To provide an update on the work of the Select Committee and provide information on the meeting held on 14 December 2010.</i>   | 57 - 64  |
| 13. | <b>Healthier Select Committee</b><br><i>Purpose: To provide an update on the work of the Select Committee.</i>   | 65 - 66  |
| 14. | <b>Resource Management Select Committee</b><br><i>Purpose: To provide an update on the work of the Select Committee and provide information on the meeting held on 14 December 2010.</i>   | 67 - 76  |
| 15. | <b>Safer Select Committee</b><br><i>Purpose: To provide an update on the work of the Select Committee and provide information on the meeting held on 6 December 2010.</i>  | 77 - 82  |
| 16. | <b>Stronger Communities Select Committee</b><br><i>Purpose: To provide an update on the work of the Select Committee.</i>  | 83 - 84  |
| 17. | <b>West Berkshire Forward Plan - February - May 2011</b><br><i>Purpose: To advise the Commission of items to be considered by West Berkshire Council from February – May 2011 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.</i> | 85 - 94  |
| 18. | <b>Overview and Scrutiny Management Commission and Select Committee Work Programme</b><br><i>Purpose: To receive, agree and prioritise the work programme of the Commission and Select Committees for the remainder of 2010/11.</i>  | 95 - 102 |

Andy Day  
Head of Policy and Communication

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

## **OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION**

### **MINUTES OF THE MEETING HELD ON TUESDAY, 7 DECEMBER 2010**

**Councillors Present:** Brian Bedwell (Chairman), Alan Macro (Substitute) (In place of Jeff Brooks), David Rendel, Quentin Webb, Emma Webster

**Also Present:** Mark Vernon (Youth Service Development Manager), Julia Waldman (Acting Head of Youth Services and Commissioning), Stephen Chard (Policy Officer), David Lowe (Partnerships & Scrutiny Manager)

**Apologies for inability to attend the meeting:** Councillor Jeff Brooks, Councillor Geoff Findlay and Councillor Irene Neill

#### **PART I**

##### **95. Minutes**

The Minutes of the meeting held on 2 November 2010 were approved as a true and correct record and signed by the Chairman.

##### **96. Declarations of Interest**

There were no declarations of interest received.

##### **97. Actions from previous Minutes**

The Commission received an update on actions following the previous meeting (Agenda Item 4).

###### **Severe Winter Weather**

A request had been made by the Education Service to amend a resolution agreed last time, when it was agreed that schools would be asked to provide the Education Service with copies of their severe weather plans, which would then be shared with the Commission. The Education Service requested that they be given approval to ensure that plans were in place and the findings fed back to the Commission, rather than request/provide actual copies.

Member felt this was a disappointing response and the comprehensive work of the Highways Service was referred to as an example of good practice. Members also felt it should be possible for school plans to be e-mailed to the Education Service and the Commission. This would help to co-ordinate plans and the actions within them.

It was therefore agreed that the Education Service would be contacted to request that they do obtain electronic copies of severe winter weather plans from schools and for these to be forwarded to the Commission. This would help to identify the actual number who had plans in place for this winter.

Another resolution for the Education Service was to investigate whether school staff, who lived some distance from their place of work, could be accommodated locally in the event of severe weather. It was advised that the guidance had been updated to incorporate the potential for school governors to provide accommodation where possible.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 DECEMBER 2010 - MINUTES

David Lowe went on to advise that the obstacle to a teacher working in another West Berkshire school nearer to their own home during severe weather was around safeguarding of children. Julia Waldman, in attendance for another item, advised that there was a need for a Criminal Records Bureau (CRB) check to be in place for every school a teacher worked in. However, there was awareness of such an arrangement in Hampshire schools and confirmation of this point was awaited.

**RESOLVED** that the Education Service would be contacted to request that they do obtain electronic copies of severe winter weather plans from schools and that these should be forwarded to the Commission for information.

### 98. **Items Called-in**

No items were called-in.

### 99. **Councillor Call for Action**

No new Councillor Call for Action (CCfA) items were raised for discussion.

It was noted that the planning application for the Underwood Road Shopping Centre in Calcot was due to be discussed at the Eastern Area Planning Committee on 15 December 2010. This site was discussed as a CCfA by the Commission.

### 100. **Petitions**

No petitions were brought to the Commission for consideration.

### 101. **Activities for teenagers**

The Commission considered a report (Agenda Item 8) concerning youth activities available in West Berkshire. This was in follow up to the Commission's discussions on this subject in May 2010.

Julia Waldman opened the item by making the following points:

- A new initiative was being introduced by the Government to empower local communities and groups. This included children and young people. Formal policy to support this intention was awaited.
- Confirmation of future funding had not been received, but an Early Intervention Grant, worth around £2bn by 2014/15, had been announced which was intended for the disadvantaged and most marginalised young people. This amount was not ring fenced and would replace various, although not yet identified, local authority funding streams. It was unclear what the total value of these would be and whether its total value would equal the combined sum of those streams or represent a funding cut.
- It was expected that a proportion of this funding, estimated at around £1bn, would be available to the voluntary sector to bid for from April 2011.
- Service reviews were being conducted to look at the delivery of integrated services with, for example, Connexions and the substance misuse service. This was in response to the Youth Service being targeted for funding cuts and therefore a need to downsize and focus resources. This made starting new work/projects difficult.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 DECEMBER 2010 - MINUTES

- It was hoped that there would be scope to increase partnership working and the opportunities for this would become clearer once details of the Early Intervention Fund and other financial allocations were confirmed.
- Future funding for schools would not be clear until 2011. It was however expected that the school sports grant would be cut. It was not seen as likely that schools would be able to contribute funding to Council initiatives as they had their own priorities to meet.

Clarity was then sought on information that was circulated at the time of the Executive's discussions on cuts, that suggested it was the intention to keep youth and community centres open and reduce detached (outreach) work as fewer young people were involved. On receiving clarification, Members were pleased to note that this was not to be the way forward but it was queried whether there had been a changed focus. Mark Vernon explained that there had been and were no immediate plans to reduce detached work and it was unclear from where a different impression had been given. It was noted that Hampshire County Council had announced its intention to focus on mainstream youth work rather than detached work at a similar time.

Mark Vernon then outlined the actions that had been undertaken and planned within the Youth Service since the Commission's discussions in May 2010:

- Immediate action was required following the in-year budget reduction and in order to meet the managed vacancy factor. The majority of savings had to be found from the staffing budget, as this amounted to 85% of the overall budget, and from the centres at which they were based. The Theale Youth and Community Centre had been closed, but the team with responsibility for this area was still in place so a level of activity continued.
- Current income targets were difficult to sustain. This was due to the nature of Youth work changing, which meant that less projects were being run that required payment. In addition, parents had less disposable income. However, £275k had been received from income in 2009/10.
- The move back to the new Dolphin Centre in Pangbourne was completed on schedule, but there had been some disruption to services. It was hoped that numbers would begin to return to normal levels. A large number of voluntary staff complemented the five full time members of staff and part time staff. There were targets in place for the number of contacts and participants, this helped to measure the effectiveness of the activities provided, but these might need to be reviewed if staffing levels were to reduce. The need for quality activities/services was therefore important, not just quantity. The vast majority of attendees at the Dolphin Centre were West Berkshire residents, but there was of course some attendance from those living in Reading and other local authority areas.
- 75% of all resources were allocated to work with young people aged 13-19 years, the remaining 25% was currently allocated to targeted work with vulnerable groups. Resources were being shifted to a greater focus on work with more vulnerable young people.
- The Youth Service curriculum was based on the themes set out within Every Child Matters and the impact that work was having could be analysed against these themes.
- Positive Activities Programmes included work with young people who were NEET (not in education, employment or training). Data was captured within the

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 DECEMBER 2010 - MINUTES

Education Service from a variety of sources to help evidence the level of success that work with NEET young people was having.

- Data capture and monitoring would be enhanced through the development of a Management Information System (MIS). The system was in its first year of use and captured a range of information on participants and the activities they were undertaking including evaluation. This would be an important tool in future planning. The system was also able to record some data from young people contacted via detached work, including whether they were referred to another agency. Members were pleased to note that the increased measurement of activity would help to demonstrate achievements.
- Four Area Youth Consultative Committees were in the process of being established, their first meetings had been held in October 2010. These included representation from young people and were designed to give young people a voice in shaping the future focus of youth services. Members were also involved in these Committees.
- Enhancing the profile of the Youth Service was important, but there was a need to manage expectations on what could be delivered and the Press Office was worked with in this regard. Regular bulletins were issued to schools, parish councils and Members. Wider publication was conducted via the Youth Service website (the Download) and plans for a Facebook-type communication system were being discussed with ICT.
- The Youth Service did have sight of parish plans when they had reference to activities for young people. Parish plan meetings were also attended.

Members queried the level of impact that the closure of the Theale Youth and Community Centre and other closures had on those young people who attended them. Julia Waldman advised that detailed work had yet to be conducted on this as the main focus currently for staff was on increasing services for more vulnerable young people, including ways to help increase their life chances and reduce incidents of anti social behaviour. Funding pressures meant that generic activities had to be reduced, but an impact assessment/gap analysis would be conducted in due course.

Mark Vernon advised that staff were being consulted on the service structure and services to be provided for 2011/12. Proposals were based on the funding available in the next financial year and included a reduction from three to two area teams, one based in Thatcham covering Thatcham and the east and one in based in Newbury covering Newbury and the west. This reduction did not necessarily mean a reduction in Youth Workers but management costs would be reduced. Although teams were based in Newbury and Thatcham, staff were continuing to work across the District.

The item was originally placed on the work programme as a result of reoccurring concerns raised within the annual resident's survey regarding a lack of activities for teenagers. Members queried why this was the case and Mark Vernon responded by advising that the survey was completed by adults who perhaps had a false perception. A similar exercise was conducted with young people a few years ago and approximately 65% were content with the activities that were on offer. The results of the last Tell Us survey (nationally run young people survey) showed that 72% of young people in West Berkshire were satisfied with the activities available, this was above the national average of 66%. Analysis of the responses received from the paper chain exercise organised by the Berkshire Association of Clubs for Young People was also beginning. This recorded the wishes of young people across the District.



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**RESOLVED** that the update information would be noted and the item returned to in six months time to assess the progress made.

### 102. Greener Select Committee

The Commission considered a report (Agenda Item 9) on the work of the Greener Select Committee.

The recommendations of the local food review were due to be considered by the Executive on 17 February 2011.

The time that could be taken for scrutiny reports to reach the Executive were raised as a concern and David Lowe advised that responses to scrutiny recommendations were required within 56 days.

The next meeting of the Select Committee, scheduled for 14 December 2010, would consider the two petitions submitted to Council, the Rights of Way Improvement Plan and issues raised previously by the Commission in relation to fly tipping.

**RESOLVED** that the report be noted and thanks be passed to David Cook for his work on the local food review.

### 103. Healthier Select Committee

The Commission considered a report (Agenda Item 10) on the work of the Healthier Select Committee.

**RESOLVED** that the report be noted.

### 104. Resource Management Select Committee

The Commission considered a report (Agenda Item 11) on the work of the Resource Management Select Committee.

An update was provided on the work being undertaken to improve the services provided by Property to schools.

The level of underspend within the Chief Executive Directorate budget in recent financial years was discussed as was the potential for over budgeting in this Directorate.

The timeliness of quarterly budget reporting was again returned to. Although, as a rule, quarterly reports were not received by the Select Committee until after they had been approved by the Executive, November's meeting of the Executive had been cancelled and there had been agreement for the Select Committee to receive the Quarter 2 report earlier on this occasion. The Select Committee viewed this as being the ideal approach, which would allow for comments/recommendations to be made prior to the Executive's approval.

**RESOLVED** that the update be noted.

### 105. Safer Select Committee

The Commission considered a report (Agenda Item 12) on the work of the Safer Select Committee.

The Select Committee met on 6 December 2010 and the following topics were discussed:

- The gating orders protocol, established in 2008, was reviewed. This was found to adequately reflect policy changes.

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- The item on Community Empowerment was deferred to await developments from the Big Society initiative.
- The work on the Integrated Offender Management Scheme was also deferred as work was ongoing at a partnership level.
- The Select Committee were satisfied that planning policies were sufficient as part of 'Designing out Crime'.

The recommendations following the automatic fire suppression system (sprinklers) review would be considered by the Executive on 13 January 2011.

**RESOLVED** that the report be noted.

**106. Stronger Communities Select Committee**

The Commission considered a report (Agenda Item 13) on the work of the Stronger Communities Select Committee.

The Common Housing Register (CHR) Task Group was scheduled to meet on 14 December 2010 to finalise the report and recommendations. The report would then be presented to the Select Committee for approval and, in turn, the Commission.

Councillor David Rendel, who had attended meetings of the task group, advised that accessing the data of those on the CHR was not restricted by data protection.

**RESOLVED** that the report be noted.

**107. West Berkshire Forward Plan - December 2010 - March 2011**

The Commission considered the West Berkshire Forward Plan (Agenda Item 14) for the period covering December 2010 to March 2011.

**RESOLVED** that the Forward Plan would be noted.

**108. Overview and Scrutiny Management Commission and Select Committee Work Programme**

The Commission considered its work programme and that of the Select Committees for the remainder of 2010/11 (Agenda Item 15).

It was asked that potential new items for the Commission's work programme were forwarded to scrutiny officers so that they could be considered and discussed with the Chairman.

Councillor Quentin Webb queried the officer resource that would be provided to the Safer Select Committee in future. David Lowe agreed to discuss this with Councillor Brian Bedwell.

**RESOLVED** that the work programme would be noted and the above actions progressed.

*(The meeting commenced at 6.30pm and closed at 8.05pm)*

**CHAIRMAN** .....

**Date of Signature** .....

<b>Title of Report:</b>	<b>Item Called-In following an Individual Decision</b>
	<b>Review of First Step West Berkshire</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011
<b>Forward Plan Ref:</b>	ID2187

**Purpose of Report:** To review the Individual Decision to approve amendments to the scheme.

**Recommended Action:** That the Overview and Scrutiny Management Commission examine the decision and make further recommendations as appropriate.

Overview and Scrutiny Management Commission Chairman	
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## Supporting Information

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### 1. Introduction

- 1.1 The First Step West Berkshire scheme was approved by Executive on 8 October 2009, subject to a detailed proposal being drawn up and agreed with the Portfolio Holder for Planning and Housing. When the scheme was set up it was agreed that a review would be undertaken after 6 months.
- 1.2 A number of amendments were suggested to the scheme as a result of the review and these are detailed in full within Appendix A.

### 2. Executive Consideration

- 2.1 The review of First Step West Berkshire was considered as an Individual Decision on 6 December 2010 where it was resolved that proposed amendments to the scheme would be approved.

### 3. Call-In of the Decision

- 3.1 In accordance with the Council's Constitution five Elected Members (Councillors Jeff Brooks, Roger Hunneman, David Rendel, Julian Swift-Hook and Tony Vickers) called in the Individual Decision on the basis that:
  - (1) Nothing in the report gives any confidence that changes to it will result in significantly higher take-up.
  - (2) The modifications proposed make the scheme even less in accord with Council priorities to prevent homelessness and improve quality of life for the most vulnerable.
  - (3) The option of ending the scheme was not seriously considered in the report.
  - (4) Other, more critical, problems in Housing are going to demand more time from our officers and this scheme cannot be allowed to divert them.
  - (5) The money which continues to be set aside to enable the scheme to achieve its aims would be better spent at this time on any of several measures that have already proved helpful to those in greater need of affordable homes.

### 4. Recommendation

- 4.1 That the Overview and Scrutiny Management Commission examine the decision and make further recommendations as appropriate.

## Appendices

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Appendix A – Individual Decision report – Review of First Step West Berkshire

# Individual Executive Member Decision

<b>Title of Report:</b>	<b>Review of First Step West Berkshire</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	6 December 2010
<b>Forward Plan Ref:</b>	ID2187

**Purpose of Report:** To review the progress of the First Step West Berkshire scheme and seek approval for amendments to the scheme

**Recommended Action:** The Portfolio Holder for Planning & Housing approve the proposed amendments to the scheme, as set out in paragraph 4.1 of this report

**Reason for decision to be taken:** The First Step West Berkshire scheme was approved by Executive on 8<sup>th</sup> October 2009, subject to a detailed proposal being drawn up and agreed with the Portfolio Holder for Planning & Housing. As part of the proposals, it was agreed that a review of the scheme would be undertaken after 6 months. This report sets out the outcome of the review and makes a number of recommendations for amendment to the scheme.

**Statutory:**       **Non-Statutory:**   
**Other:**

**Other options considered:** 1. The scheme could continue to be operated on the current basis without amendment.  
2. The scheme could be ended.

**Key background documentation:** 'Responding to the Recession - Housing Services' Executive report, 8<sup>th</sup> October 2010

Portfolio Member Details	
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## Implications

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<b>Policy:</b>	This report proposes amendments to eligibility criteria for an existing scheme. All details are set out in the report.
<b>Financial:</b>	Approval for funding for the scheme was granted by Executive on 8 <sup>th</sup> October 2010.
<b>Personnel:</b>	N/A
<b>Legal/Procurement:</b>	N/A
<b>Environmental:</b>	N/A
<b>Partnering:</b>	This report proposes amendments to a scheme which is run in partnership with Newbury Building Society
<b>Property:</b>	N/A
<b>Risk Management:</b>	N/A
<b>Community Safety:</b>	N/A
<b>Equalities:</b>	An EIA has been completed

## Consultation Responses

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### Members:

**Leader of Council:** No response received

**Overview & Scrutiny Management Commission Chairman:** 08/11/10 Was happy to accept the report

**Select Committee Chairman:** No response received

**Ward Members:** No response received

**Opposition Spokesperson:** No response received

**Local Stakeholders:** Roger Knight, Newbury Building Society

**Officers Consulted:** Liz Patient, Solicitor  
Sarah Mitchell, Senior Accountant  
June Graves, Head of Housing & Performance

**Trade Union:** N/A

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 OSC or associated Task Groups within preceding 6 months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

## Supporting Information

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### 1. Background

- 1.1 First Step West Berkshire was launched in December 2009, as part of the Council's response to the recession. The scheme, which is run in partnership with Newbury Building Society (NBS), offers an equity loan of up to £10,000 to local people who are purchasing their first property.
- 1.2 The First Step West Berkshire scheme was approved by Executive on 8<sup>th</sup> October 2009, subject to a detailed proposal being drawn up and agreed with the Portfolio Holder for Planning & Housing. Advice has been sought from Policy & Communication who have confirmed that, as the detail for the scheme was delegated to the Portfolio Holder, the amendments can be dealt with via an Individual Decision.

### 2. Progress to Date

- 2.1 Since the scheme has launched, the Council has received 16 applications, of which eight have been refused, two have completed and the rest are part way through the application process. The number of applications received is fewer than anticipated.
  - 2.2 The reasons for refusal are as follows, with the number indicating how many applications this reason is attributable to:
    - ~ not registered on the Common Housing Register (CHR) so not possible to assess housing need (1)
    - ~ not meeting NBS lending criteria (3)
    - ~ NBS contacted following application but not looking to purchase for at least 12 months (1)
    - ~ ineligible as does not live or work in West Berkshire (1)
    - ~ property ineligible as number of bedrooms exceed those allowed under the scheme (1)
    - ~ applicant is a shared-owner and therefore not a first-time buyer (1)
  - 2.3 Of the six who are within the application process, two were not registered on the CHR at point of application, one has been offered advice by NBS on repayment of credit cards to increase her borrowing capacity and three have been referred to NBS for assessment.
  - 2.4 In terms of marketing, over 450 potential applicants registered with the Homebuy Zone Agent have been directly contacted, and marketing material has been sent to estate agents and Parish Councils. At the launch of the scheme, there was significant media coverage, and information is also available on both the Council's and NBS websites.
- ### 3. Review of the Scheme
- 3.1 When the scheme was set up, it was agreed that a review would be undertaken after six months. The review of the scheme has been undertaken on the basis of known issues which have arisen during the first six months of operation, and following a meeting between the Council and NBS to specifically review the operation of the scheme.



- 3.2 Feedback from NBS indicates that enquiries about mortgages are very quiet at the moment and there is a general lack of first-time buyers. This view is supported by national data which indicates that there was a 1.3% fall in new buyers registering with agents in July ([www.hometrack.co.uk](http://www.hometrack.co.uk)). This inevitably impacts on the success of the scheme.
- 3.3 NBS also fed back that when they do suggest the scheme to people who have come in, their feedback is very positive. There has been some comment on the size of the equity loan available and it would be helpful if the ceiling could be raised. This is probably reflective of the fact that house prices in West Berkshire are beginning to rise again: the average house price in May 2010 was £220,567 compared to £204,679 in May 2009. Whilst the First Step West Berkshire scheme only requires a 5% deposit from applicants compared to a national average of 24% for first-time buyers (HCA, Housing Market Bulletin, July 2010), the high cost of housing in the district still makes it unaffordable for many.
- 3.4 It is also notable that the majority of applications received have not been registered on the Council's CHR prior to making an application. This inevitably delays the processing of applications, but the requirement to be on the CHR also means that applicants need to complete three application forms in order to access the scheme (the CHR application; the Council's First Step application; and the NBS mortgage application).
- 3.5 A number of enquiries have been received from people who have owned a home in the past, or who currently own a home but need to up-size due to changes in their domestic arrangements. To date, these people have not been accepted onto the scheme, regardless of whether or not they are in housing need. The scheme could be extended to accommodate current or past owners, in addition to first-time buyers, thus increasing the number of households who could be assisted.
- 3.6 Finally, the scheme allows applicants to purchase properties that meet their assessed housing need plus one additional bedroom. A number of applications and/or enquiries have been received from people who wish to purchase properties exceeding this restriction. It is arguable that if these households require assistance to buy a larger property, then they could potentially afford to enter the housing market if they purchased a property suitable to meeting their assessed need without financial assistance from the Council. For this reason, and to maintain the scheme in line with other similar schemes, it is not proposed to remove the restriction at this time.

#### **4. Proposed Amendments**

- 4.1 Following on from the review, it is proposed that the following amendments be made to the scheme, subject to a further review to be undertaken in six months time:

~ the size of the equity loan be increased to £20,000 – this will inevitably reduce the numbers of people assisted (potentially by half) but may increase take-up, given the anecdotal evidence offered by NBS

~ the scheme be extended to include people wishing to purchase shared ownership homes - there are limited shared ownership homes in the district at the current

time, however, restricted grant availability is likely to increase provision of shared ownership in the future and there are also re-sales

- ~ the scheme be extended to current or previous homeowners. To ensure that we are only assisting those who are in need, it is suggested that current and former homeowners must be in housing need in order to access the scheme. In addition, former homeowners will need to provide an explanation of why they sold their property and what happened to any equity.
- ~ that the requirement to be registered on the Common Housing Register is removed and the First Step application amended so that an assessment of housing need can be undertaken. This will allow an assessment similar to that of the CHR whilst streamlining the application procedure for First Step.
- ~ Subject to the above amendments being approved, a new leaflet and poster campaign be undertaken to promote the scheme.

## **5. Conclusions**

- 5.1 Whilst take-up of the scheme has been disappointing, First Step West Berkshire has been well-received and there is interest in the product. It is recommended that the proposed amendments are approved, subject to a further review being undertaken in six months time to monitor progress.

## **Appendices**

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There are no appendices to this report.

# Agenda Item 9.

<b>Title of Report:</b>	<b>Council Plan Outcomes 2010/11: Quarter 2 Performance Update</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011
<b>Forward Plan Ref:</b>	EX2107

**Purpose of Report:** To examine the Council performance report for Quarter 2 of 2010/11 to consider, where appropriate, any remedial action.

**Recommended Action:** To note the report and recommend further action as appropriate.

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

<b>Portfolio Member Details</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Anthony Stansfeld - Tel (01488) 658238
<b>E-mail Address:</b>	astansfeld@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	Stephen Chard
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## **Supporting Information**

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### **1. Introduction**

- 1.1 This report sets out the quarter 2 performance update for the Council Plan Outcomes 2010/11, considered by the Executive on 13 January 2011.
- 1.2 A recommendation formed as part of the task group review into the Council's Performance Management Framework was to move the focus of the Commission's activity for performance management from the review of performance at the closure of the reporting period to the assessment of the impact of any measures taken to address indicators reported as red or amber. Members are therefore requested to identify any indicators they would like to specifically consider at the meeting.

### **2. Recommendation**

- 2.1 The Overview and Scrutiny Management Commission is asked to note the report and recommend further action as appropriate.

## **Appendices**

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Appendix A – Council Plan Outcomes 2010/11 Q2: Update on Achievement

<b>Title of Report:</b>	<b>Council Plan Outcomes 2010/11 Q2: Update on Achievement</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	13 January 2011
<b>Forward Plan Ref:</b>	EX2107

**Purpose of Report:**

1. To report Q2 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 West Berkshire's carbon footprint** – to reduce CO<sub>2</sub> emissions in West Berkshire and contribute to waste management, green travel, transportation and energy efficiency

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.

<b>Portfolio Member Details</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Anthony Stansfeld - Tel (01488) 658238
<b>E-mail Address:</b>	astansfeld@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	8 December 2010

<b>Contact Officer Details</b>	
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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.

<b>Is this item subject to call-in?</b>	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

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### 1. Performance Overview

- 1.1 This report sets out Q2 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](http://westberks.gov.uk/councilplan).
- 1.3 In total, there are 109 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 Q2, 76 of these activities / measures (79% of those reported) are on track to be successfully achieved.

	Number	Proportion
Green	76	79%
Amber	12	12%
Red	9	9%
<i>Reported Indicators</i>	<i>97</i>	<i>100%</i>

Not available / annual indicator	12	11%
<i>Total</i>	<i>109</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 Q2 9 (9%) 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. 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 reporting 'red' are:

<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>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 grants / 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). (NI 157)
<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' within 8 weeks). (NI 157)
<i>Effective People</i>	Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers.

1.7 However, 12 (12%) 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:

<i>Safer Communities</i>	Work in partnership to support young offenders by ensuring that 68.4% are engaged in suitable education, employment or training. (linked to NI 45).
<i>Including Everyone</i>	Provide 25 work placements through the Pathways to Employment services (P2E).
<i>Including Everyone</i>	Increase in the number of young people engaging with the library service by 3%.
<i>Including Everyone</i>	Publish a strategy to set out how the Council and partner agencies can more effectively address issues around child poverty in West Berkshire.
<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>Vibrant Villages</i>	Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans
<i>Promoting Independence</i>	Further increase the numbers of known carers and carers who are supported to 2,000.
<i>Protecting Vulnerable People</i>	Achieve 75% of core assessments for children being carried out within 35 working days of their commencement. (NI 60).
<i>Value for Money</i>	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.
<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.

## **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 unaudited / 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**

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

#### **Consultees**

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- Local Stakeholders:** n/a
- Officers Consulted:** All service heads, IPG, Council Plan outcome owners, EPMG, Corporate Board.
- Trade Union:** n/a

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# West Berkshire Council Plan 2010/11

## Quarterly Report on Achievement of Outcomes

### Quarter 2

**Compiled by:**  
Research, Consultation & Performance Team  
Policy and Communication  
[www.westberks.gov.uk/performance](http://www.westberks.gov.uk/performance)

**For queries contact:** David Cook (x2475) or Jenny Legge (x3043)

November 2010



## 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](http://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 exceeded what we set out to do;
- 'amber' means we are behind target but expect to achieve the target at year end;
- 'red' indicates that we have – or will - fail to achieve the target;
- indicators reported as 'blue' represent an annual indicator that can only be reported at a particular 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, as a result of the new coalition government, 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 / project from our calculations. For the purposes of transparency, these appear 'greyed out' within the report, rather than being physically stripped out. As of Q2, 9 key activities / measures have been removed. These are shown on the following page:

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> ).	<i>Diploma entitlement removed and as such there is no longer a requirement to monitor the introduction of new diplomas.</i>
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> ).	<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.</i>
Work in partnership to reduce drug related crime by getting 72% of local drug using offenders into treatment.	<i>Since coalition Government target is no longer being reported. Quarterly reports are also no longer required by National Treatment Agency.</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 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 109, of which 97 are reported in quarter 2, activities or measures in the Council Plan for 2010/11 spread across the 16 themes which cover the range of functions of the authority. Q2 outturn for Council Plan activities and targets are as follows:

	Number	Proportion
Green	75	79%
Amber	12	12%
Red	9	9%
<i>Reported Indicators</i>	<i>97</i>	<i>100%</i>

Not available / annual indicator	12	11%
<i>Total</i>	<i>109</i>	

79% of key activities and measures being reported are returned as green – that is to say, are on track to be delivered / achieved with the timescale. 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.

12 (12%) 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.

- Work in partnership to support young offenders by ensuring that 68.4% are engaged in suitable education, employment or training. (linked to NI 45). (*Safer Communities*)
- Provide 25 work placements through the Pathways to Employment services (P2E). (*Including Everyone*)
- Increase in the number of young people engaging with the library service by 3%. (*Including Everyone*)

- Publish a strategy to set out how the Council and partner agencies can more effectively address issues around child poverty in West Berkshire. (*Including Everyone*)
- 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*)
- Hold four 'Parish Plan Surgeries' and two 'Meet the Expert' evenings to assist parish planners in developing their plans (*Vibrant Villages*)
- Further increase the numbers of known carers and carers who are supported to 2,000. (*Promoting Independence*)
- Achieve 75% of core assessments for children being carried out within 35 working days of their commencement. (NI 60). (*Protecting Vulnerable People*)
- 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. (*Value for Money*).
- 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*)

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

9 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. 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:

- 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*).
- 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*)
- Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers. (*Effective People*)

The following section provides the exception reports for those activities / measures reported as red, 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: [www.westberks.gov.uk/performance](http://www.westberks.gov.uk/performance)

## Section 1: Action Plans

<b>Service Unit</b>	<b>Education Services</b>		
<b>PI Owner</b>	Ian Pearson		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPSSL02	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)		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	37 (out of 39)	57 (out of 58)	Low
<p>REASON FOR RED: Head teacher Union has taken industrial action to boycott the 2010 KS2 SAT. Out of the 58 mainstream KS2 maintained school in 2010, only 39 schools participated in the external test – 19 schools decided to boycott the test in West Berkshire. Out of the 39 schools with validated results, 2 were below the 55% threshold. One primary school below the target was as expected. The other primary school is a small one with a cohort of only 8 pupils, five of whom had special educational needs. Such variations in schools with small cohorts are to be expected from time to time.</p> <p>RECOMMENDED ACTION: The threshold of 55% has been discontinued as a floor target nationally by the new government and hence there is no longer any validity in measuring this (no national data is being made available to make valid comparisons possible)</p> <p>IMPACT OF ACTION: By abolishing this threshold performance measure, we will be able to concentrate on other measures (e.g. progression) which can be compared with other Local Authorities.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: A longer than normal period of time would be needed before the availability of new national data sets.</p>			

<b>Theme</b>	<b>Cleaner and Greener</b>		
<b>PI Owner</b>	Adrian Slaughter		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPCG07	Install 'voltage optimisation' technology in five council buildings		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	0	5	Medium
<p>REASON FOR RED: Evaluation of the tender responses has raised a number of issues regards implementing this technology within Secondary Schools as previously planned. The project capital costs, payback periods and the ease with which this particular technology can be implemented within schools do not make this a viable option in many cases, accordingly 4 out of 5 unlikely to proceed.</p> <p>RECOMMENDED ACTION: The Council will examine alternative approaches to voltage optimisation in order to ensure that investment in energy saving initiatives is cost effective.</p> <p>IMPACT OF ACTION: There will be some delay in the energy saving programme.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: There is the risk that the Carbon Management agenda will lose momentum.</p>			

<b>Theme</b>	<b>Affordable Housing</b>		
<b>PI Owner</b>	June Graves		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPAH02	Help 180 applicants into the private rented sector through the Threshold Loan Scheme.		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	64	90	Medium
<p>REASON FOR RED: When the target was established the Threshold Loan Scheme was used to assist people in non-priority housing need as well as people in priority housing need to whom we could owe a homelessness duty. Due to the numbers of households defaulting on their loans, access to the scheme has now been restricted only to households to whom the Council would owe a full homelessness duty.</p> <p>RECOMMENDED ACTION: The scheme was set up to be self-funding and therefore has no budget attached to it. Whilst it is inevitable that a small number of households would default on their loan, the actual number has become unsustainable, hence why the scheme is now restricted. It is not proposed to take action to increase take-up for this reason.</p> <p>The procedure for the scheme has been reviewed and tightened to try and reduce defaults/claims by landlords.</p> <p>IMPACT OF ACTION: The impact will be to use the TLS as a means of preventing homelessness only for those to whom the Council would owe a full homelessness duty. This will reduce the numbers of people assisted into private sector accommodation by the scheme, whilst also reducing the Council's overall liability through the scheme.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: Households in non-priority housing need will continue to receive advice on how to secure accommodation but will not receive assistance through the TLS.</p>			

Theme	Affordable Housing		
PI Owner	June Graves		
Indicator	Description of Indicator		
CPAH03	Award 85 new grant loans to bring properties up to a safe and decent standard		
Period	Result	Target	Service Impact (High/Medium/Low)
Q2	15	85	Medium
<p>REASON FOR RED: The Council has not received sufficient applications from residents since the introduction of the new policy in December 2009. The new policy tightened the criteria for grants (both works covered and personal eligibility) and introduced a new loan for certain households. It also placed a charge on the property, which has been off-putting to some residents.</p> <p>RECOMMENDED ACTION: The Council, along with the Home Improvement Agency, has carried out process-mapping to try and identify barriers within the grants system. This has demonstrated a very stream-lined process that reflects best practice.</p> <p>A campaign promoting the grants, on the basis of 'Warm and Secure' is being considered.</p> <p>Previously, grants were made available to vulnerable people (i.e. older people or disabled people on benefits or low incomes) to repair boilers. This was removed from the new policy, but it is suggested that it should be re-introduced as a preventative measure (vulnerable people without adequate heating are more likely to die or suffer from ill-health as a consequence of the cold).</p> <p>IMPACT OF ACTION: If the campaign was launched in November, along with the proposed change in policy, this could improve take-up of grants for the rest of the financial year. Traditionally, many calls are taken at this time of year, as people start to put their heating on and find that it does not work. These actions would therefore be timely.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: None identified.</p>			

<b>Theme</b>	<b>Affordable Housing</b>		
<b>PI Owner</b>	June Graves		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPAH04	Assist 30 applicants to purchase a home with an equity loan deposit through the First Step West Berkshire scheme.		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	1	30	Medium
<p>REASON FOR RED: This was an ambitious target for a new scheme, which is offered in partnership with Newbury Building Society (NBS). NBS have advised that, generally, the first-time buyer market is extremely slow at the current time, with few households approaching them for mortgage advice. In addition, the recession has created uncertainty for many households, who are choosing to wait rather than enter the market.</p> <p>RECOMMENDED ACTION: The scheme has just been reviewed and an Individual Decision is being progressed to amend the scheme. This includes widening its scope to households who are not first-time buyers, increasing the size of the equity loan available and extending the scheme to incorporate shared ownership properties. A decision is expected to be taken on this during November.</p> <p>IMPACT OF ACTION: The amendments proposed will widen the scope of the scheme and make it available to a wider number of households.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: The number of households assisted may be reduced.</p>			





















Theme	Affordable Housing		
PI Owner	June Graves		
Indicator	Description of Indicator		
CPAH06	Facilitate a total annual provision of 80 new affordable housing units with 25% of this total as new units in rural areas. (NI 155)		
Period	Result	Target	Service Impact (High/Medium/Low)
Q2	0	80	Medium
<p><b>REASON FOR RED:</b> The delivery of housing, including affordable housing, has been severely impacted by the recession. A number of schemes that we had anticipated completing within this financial year have either not been started or have been delayed and will complete in future years. In addition, in a number of cases, the developer has made an economic viability case and the requirement to contribute affordable housing has been waived. The delivery of housing requires long-term planning and it is not always possible to substitute schemes to make up for shortfalls.</p> <p><b>RECOMMENDED ACTION:</b> The Council continues to work with developers and registered providers to look at pipeline schemes and see if schemes can be bought forward. The Council is also working closely with the HCA to try and secure grant funding to ease economic viability, and with Registered Providers and developers to look at new models of funding for affordable housing.</p> <p><b>IMPACT OF ACTION:</b> Even with the recommended actions, the Council will not meet its affordable housing targets this year. The impact of the CSR means that there will be reduced grant funding in future years, and despite the Council's nil-public subsidy approach, it is proving difficult to deliver affordable housing without grant funding. Consequently, whilst delivery is expected to pick up in 2011/12, future delivery and targets will be extremely difficult to deliver.</p> <p><b>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</b> The national context for delivery of affordable housing is quite uncertain and there will be significant pressure on the Council's affordable housing targets in the future. The Council has taken action through the new Core Strategy policies, but the biggest risk currently facing delivery is economic viability, which is resulting in reduced or no affordable housing contributions on most schemes. Without available funding to improve viability, the Council has limited ability to address this: the choice is potentially stop all new housing coming forward by insisting on affordable housing contributions in line with policy or accept reduced or no affordable housing.</p>			




















<b>Theme</b>	<b>High Quality Planning</b>		
<b>PI Owner</b>	Gary Lugg / Gary Rayner		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPHQP07a	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 157)		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	77.8%	80%	Medium
<p>REASON FOR RED: An increase in planning applications together with a number of vacant and frozen posts in Registration and Development Control is very likely to result in performance below target.</p> <p>RECOMMENDED ACTION: That appropriate steps are taken to recruit to vacant posts.</p> <p>IMPACT OF ACTION: Fewer vacancies will improve performance in relation to the PI.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: It is expected that complaints from applicants, their agents, developers and parishes will increase. There will also be an increase in the number of planning appeals for non-determination; this could result in the award of costs against the Council.</p>			

<b>Theme</b>	<b>High Quality Planning</b>		
<b>PI Owner</b>	Gary Lugg / Gary Rayner		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPHQP07b	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)		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact</b> (High/Medium/Low)
Q2	71.3%	80%	Medium
<p>REASON FOR RED: An increase in planning applications together with a number of vacant and frozen posts in Registration and Development Control is likely to result in performance below target.</p> <p>RECOMMENDED ACTION: That appropriate steps are taken to recruit to vacant posts.</p> <p>IMPACT OF ACTION: Fewer vacancies will improve performance in relation to the indicator.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: It is expected that complaints from applicants, their agents, developers and Parishes will increase. There will also be an increase in the number of planning appeals for non-determination, this could result in the award of costs against the Council.</p>			



















<b>Theme</b>	<b>Effective People</b>		
<b>PI Owner</b>	Rob O'Reilly		
<b>Indicator</b>	<b>Description of Indicator</b>		
CPEP03	Run our third annual 'job fair' to promote job opportunities in the Council and with other local employers.		
<b>Period</b>	<b>Result</b>	<b>Target</b>	<b>Service Impact (High/Medium/Low)</b>
Q2	Job fair cancelled.	Run the job fair.	Medium
<p>REASON FOR RED: The planned job fair is no longer going ahead. The Council will be reducing the size of its workforce to meet Medium Term Financial Strategy targets over the next two years, in response to Government funding changes in the public sector. To maximise the opportunities to make these reductions through natural wastage (turnover), and for potentially redundant employees to be redeployed to alternative posts within the Council, external recruitment will only take place for exceptional reasons. Other public sector employers in the area are in the same position, and private sector employers are only just starting to recover from the recession. Our major sponsor has withdrawn from the event. In the light of all these factors it would not be cost effective or publicly acceptable to hold a recruitment fair this financial year. This decision is supported by elected members.</p> <p>RECOMMENDED ACTION: No action required.</p> <p>IMPACT OF ACTION: None.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: None.</p>			

## Section 1: Council Plan achievements by theme – Quarter 2 (2010/11)



















Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
<b>01 SUCCESSFUL SCHOOLS AND LEARNING</b>					
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 2009/11. The boycotting of KS2 SATs has impacted greatly on this measure. For detail, refer to Action Plan.
Maintain improvement in secondary school pupil attendance so that persistent absence is 4.2% or less (linked to NI 87).					Reports in Q3
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.					
Commence pre-construction of Theale Green sixth form block.					
<b>02 SAFER COMMUNITIES</b>					
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%					
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)					Marginally below target but with strong partnership work we aim to achieve target at year end.
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)					Target has not been set for this as it was part of the LAA negotiations that have been abolished; it is unclear if a local target will be set.
Work in partnership to reduce drug related crime by getting 72% of local drug using offenders into treatment.		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.
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)					























Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
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)	G	G			
Complete the local flooding / major incident response plan with five flood prone town and parish councils.	G	G			
<b>03 INCLUDING EVERYONE</b>					
Publish a new comprehensive equality scheme to cover race, disability and gender and begin implementation of the action plan	G	G			
Provide 25 work placements through the Pathways to Employment services (P2E).	G	A			The P2E officer role is currently vacant as the substantive post holder is on secondment as the Economic Development Officer role within Policy & Communication. 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 33 clients with mental health problems and 35 clients with learning disabilities in paid employment a and 182 in voluntary employment.
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	G	G			
Increase the proportion of people using libraries to 48.1%. (NI 9)	B	B			Reports in Q3.
Increase in the number of young people engaging with the library service by 3%	A	A			On going vacancies within Library Services is impacting on the planned developments to support activity.
Increase in the number of visits to leisure centres by carers and the cared for by 5%.	G	G			
Increase in the number of visits to leisure centres by people from harder to reach groups by 5%	G	G			





















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.					Due to central government funding changes, the strategy is slightly behind schedule, but will be published by March 2011.
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).					
<b>04 BETTER ROADS AND TRANSPORT</b>					
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 Q3.
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.					It is currently expected that the project will be completed by year end, subject to any technical issues being resolved.
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					
<b>05 CLEANER AND GREENER</b>					

























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)					NB: Estimate based on partial availability of July & Aug 10 data and will not be finalised until Dec 2010. This result is also subject to change once figures are validated by DEFRA.
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					Data not available.
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, refer to Action Plan.
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 development of the impact assessment is still at an early stage. It is hoped that a draft will be in place by the end of Quarter 3 for consideration and approval.
<b>06 THRIVING TOWN CENTRES</b>					
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.					
<b>07 AFFORDABLE HOUSING</b>					
Prevent 450 people from becoming homeless through early intervention					
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, refer to Action Plan.
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, refer to Action Plan.
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, refer to Action Plan.
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, refer to Action Plan.
Maximise the use of existing housing stock by providing an incentive for the return to use of 50 empty homes in the district.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
<b>08 HIGH QUALITY PLANNING</b>					
Facilitate the delivery of at least 265 new homes. (NI 154)					Reports Q3.
Ensure that at least 60% of new housing is built on previously developed land (NI 170).					NI 170 has been deleted, but data is still being collected as part of the Local Development Framework. 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)					Reports in Q3.
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, refer to Action Plan.
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, refer to Action Plan.
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)					Increasing numbers of applications and reduced (vacant and frozen) resources is very likely to result in performance below target level by year end.
Check 90% of new building regulation applications within 10 days of receipt of a valid application.					
Ensure that 99% of building regulation inspections are carried out the same day as requested.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
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.					
<b>09 VIBRANT VILLAGES</b>					
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					September's Parish Plan Surgery was cancelled due to lack of response from the parishes - we will endeavour to elicit more involvement from the parishes for further surgeries.
Stage an annual Parish Plan Conference.					
<b>10 A HEALTHIER LIFE</b>					
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)					Reports in Q4
Increase the number of young people taking part in a specific programme of sporting activity during the school summer holidays by 5%.					
Achieve Healthy Schools status for 85% of West Berkshire schools.					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
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.					
<b>11 PROMOTING INDEPENDENCE</b>					
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.
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.					
Provide Family Group Conferences for 75 families.					
<b>12 PROTECTING VULNERABLE PEOPLE</b>					
Reduce the number of young people not in education, employment or training at the age of 16 to 6% of total. (NI 117)					

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
Achieve 75% of core assessments for children being carried out within 35 working days of their commencement. (NI 60)	A	A			Performance continues to improve against this indicator but has not yet reached the 75% 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	A	G			
Increase to 70% the proportion of people who successfully move from high needs Supporting People services into independent living. (NI 141)	G	GY			Q2 data currently not available.
Review the effectiveness of the Safeguarding Adults framework through the use of audit tools and implement the resulting action.	G	G			
<b>13 VALUE FOR MONEY</b>					
Deliver efficiency savings of £847,000 as part of the Medium Term Financial Strategy.	G	G			
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.
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.	A	A			The Audit Commission report identified 3 services in the Community Services Directorate where the costs appear high. Initial discussions with the Director identified that any VfM reviews may overlap with the work currently being undertaken as part of the Service Transformation Programme and may therefore not be good use of resources. The VfM Group is waiting for that work to be completed before it determines what reviews are still required.
Undertake a review of those activities where costs are expected to be fully covered by external income.	G	G			
Review shared service arrangements:- Identify if a shared service arrangement is a cost effective option for services that remain high cost following a value	G	G			

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
for money review; undertake a review of any proposed new shared service arrangements.					
<b>14 EFFECTIVE PEOPLE</b>					
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, refer to Action Plan.
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.					
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.
<b>15 PUTTING CUSTOMERS FIRST</b>					
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.					Performance was slightly below the new stretch target (80% in the previous year) – achievement depends on staff skills and knowledge which develops over time. Issues in respect of absence and vacancies 'held' to meet MVF are skewing performance in this area. On going training to develop skills

Council Plan Theme and Outcomes	Q1	Q2	Q3	YE	Supporting commentary
					and knowledge will assist performance.
Provide one new service to be delivered via Customer Services.	G	G			
Commence a redesign of our website based around and linking resident 'life events'.	G	G			
Improve user satisfaction ratings with our website in the upper quartile compared to other unitary authorities participating in the national benchmarking survey.	G	G			
Provide the resources necessary to allow Customer Service Advisors to undertake National Vocational Qualifications (NVQ) in Customer Care.	G	G			
<b>16 EXCELLENT PERFORMANCE MANAGEMENT</b>					
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.
Ensure all strategic (level one) performance information is collated into the executive cycle in a consistent manner on a quarterly basis.	G	G			
Continue to maintain the performance management system across the Council to collate, monitor and report key operational and strategic performance data.	G	G			
Effectively manage the performance management timetable cycle (including the redrafting of the Council Plan) across the Council.	G	G			

**End of Report**



<b>Title of Report:</b>	<b>The Council's response to the severe weather of winter 2010/11</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To outline the proposed Terms of Reference and scope for a short review into the Council's response to the severe weather experienced during the winter of 2010/2011.

**Recommended Action:** To agree the proposed Terms of Reference.

<b>Overview and Scrutiny Management Commission Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	David Lowe
<b>Job Title:</b>	Policy and Scrutiny Manager
<b>Tel. No.:</b>	01635 519817
<b>E-mail Address:</b>	dlowe@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 The Overview and Scrutiny Management Commission has previously carried out a review into the impact of and response to the severe weather of the winter of 2009/10. Following this review, a number of recommendations were made to and accepted by the Council's Executive for improvements in the way that Council services might deal with severe weather.
- 1.2 This report proposes that a small review be carried out to assess the effectiveness of the measures taken in response to the Commission's recommendations following severe weather episodes of the winter of 2010/11. It outlines proposed Terms of Reference and presents a suggested methodology.

## 2. Proposed Terms of Reference

- 2.1 It is proposed that the Overview and Scrutiny Management Commission conducts a review into the Council's response to the severe weather of the winter of 2010/11, and specifically to:
- (1) compare and contrast the experience of the 2010/11 winter with previous severe winter weather events;
  - (2) assess the effectiveness of the recommendations arising from the previous OSMC review;
  - (3) identify further action for possible improvements; and
  - (4) report to the Executive with recommendations for further development.

## 3. Methodology

- 3.1 It is proposed that the review is conducted during the Commission's scheduled meeting of 1 March 2011. Evidence will be called from the Council's Civil Contingencies Manager and Heads of Service, including Education, Highways & Transport and Property & Public Protection.

## 4. Recommendation

- 4.1 It is recommended that the Commission agrees the Terms of Reference for the review.

## Appendices

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There are no Appendices to this report.

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<b>Title of Report:</b>	<b>School Academies</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To outline the proposed Terms of Reference and scope for a review into the effect of schools becoming Academies on the capacity of the Local Education Authority.

**Recommended Action:** To agree the proposed Terms of Reference.

Overview and Scrutiny Management Commission Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	David Lowe
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# Executive Report

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## 1. Introduction

- 1.1 The Academies Act 2010 aims to make it possible for all publicly-funded schools in England to become academies, still publicly-funded but with a vastly increased degree of autonomy in issues such as the setting of teachers' wages and diverging from the National Curriculum.
- 1.2 This report proposes that a review be carried out into the effect of schools becoming Academies on the capacity of the Local Education Authority. It outlines proposed Terms of Reference and presents a suggested methodology.

## 2. Proposed Terms of Reference

- 2.1 It is proposed that the Overview and Scrutiny Management Commission conducts a review into the effect of schools becoming Academies on the capacity of the Local Education Authority, and specifically to:
  - (1) understand the scope and range of the powers allowed to schools under the Academies Act 2010;
  - (2) assess the immediate and likely take up within West Berkshire;
  - (3) evaluate the effect of schools' action on the capacity and capability of the Local Education Authority; and
  - (4) report to the Executive with recommendations.

## 3. Methodology

- 3.1 It is proposed that the review is carried out by the Stronger Communities Select Committee, either through examination at a scheduled meeting or by the establishment of a task group.

## 4. Recommendation

- 4.1 It is recommended that the Commission agrees the Terms of Reference for the review.

## Appendices

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There are no Appendices to this report.

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<b>Title of Report:</b>	<b>Greener Select Committee</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To provide an update on the work of the Select Committee.

**Recommended Action:** To note the information.

<b>Greener Select Committee Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Emma Webster – Tel (0118) 9411676
<b>E-mail Address:</b>	ewebster@westberks.gov.uk
<b>Contact Officer Details</b>	
<b>Name:</b>	David Cook
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<b>Tel. No.:</b>	01635 519475
<b>E-mail Address:</b>	dcook@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 This report provides an update on the work undertaken by the Greener Select Committee since the report made at the last OSMC meeting.

## 2. Progress made

- 2.1 At the meeting on 14 December 2010 the Select Committee considered evidence from Andrew Deacon, Waste Manager, relating to questions raised by Members of the Overview and Scrutiny Management Commission with regards to waste.
- 2.2 Members considered evidence relating to fly tipping and recycling, further information can be found in the minutes attached as appendix A.
- 2.3 The Select Committee also considered a report regarding the Rights of Way Improvement Plan. Elaine Cox, Senior Rights of Way Officer, and Dr Janice Bridger, Local Access Forum, attended the meeting to give evidence.
- 2.4 The Select Committee also considered a report regarding renewable energy in West Berkshire. Adrian Slaughter, Building Energy Officer, attended the meeting to provide evidence responding to two motions of Council regarding renewable energy.

## 3. Discussion items scheduled for the next meeting

- 3.1 The next meeting of the Greener Select Committee is scheduled to take place on 8 March 2011.
- 3.2 The Committee will be receiving an update on renewable energy and an update from the work being undertaken by the Local Strategic Partnership with regards to fuel poverty.

## 4. Work Programme

- 4.1 The latest work programme for the Select Committee is contained within Appendix A of item 18 of this agenda.

## Appendices

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Appendix A – Minutes of the Greener Select Committee 14 December 2010.

# DRAFT

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

## GREENER SELECT COMMITTEE

### MINUTES OF THE MEETING HELD ON TUESDAY, 14 DECEMBER 2010

**Councillors Present:** Roger Hunneman, Tim Metcalfe, Tony Vickers (Vice-Chairman) and Emma Webster (Chairman)

**Apologies for inability to attend the meeting:** Councillor Peter Argyle

**Councillor(s) Absent:** Councillor Howard Bairstow

#### PART I

#### 16. Minutes

The Minutes of the meeting held on 7<sup>th</sup> September 2010 were approved as a true and correct record and signed by the Vice-Chairman.

#### 17. Declarations of Interest

Councillor Tony Vickers declared an interest in Agenda Item 5, but reported that, as his interest was not personal and prejudicial, he determined to remain to take part in the debate and vote on the matter.

#### 18. Waste Management

The Committee considered a verbal update (Agenda Item 4) concerning actions arising from their previous discussion regarding flytipping and waste management.

Andrew Deacon, Waste Manager, attended the meeting to answer the questions raised by Members of the Overview and Scrutiny Management Commission and any other questions Members had.

Members informed Andrew Deacon that representatives from Sovereign Housing had indicated that fly tipping had increased since the Council removed free of charge bulky waste collection. There had been incidents of furniture being left in tenants front gardens as they did not wish to or could not afford to have them removed.

Andrew Deacon replied that incidents of fly tipping were recorded and that since the new waste management contract had been introduced there had been no noticeable change in the level of fly tipping and last year saw a drop in incidents. Data for fly tipping of large bulky waste was reported by the Environment Agency, and this could be monitored and reported back to the Select Committee every six months if required.

With regards to Sovereign Housing's view that fly tipping was on the increase, Members were informed that this was due to the way Sovereign Housing recorded their figures. The Council recorded incidents of fly tipping whilst Sovereign Housing recorded the number of items that were dumped. The Council were working with Sovereign Housing and the wardens to get a better understanding of the situation and how best to record data.

## GREENER SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

It was noted that if a resident left bulky items on their own property this would not be classed as an incident of fly tipping by the Council.

*Councillor Webster Joined the meeting.*

Members asked how much fly tipping collection cost the Council and if there had been an increase in dumped waste that also saw an increase in vermin and how the Council helped deal with such problems. The Committee were informed that there was no separate cost code for the collection of waste fly tipped as this was covered under duties laid out as part of the new waste management contract. The Council had not recorded an increase in fly tipping and with regards to vermin the authority's environmental officers provided advice to the public on how best to deal with any vermin infestation.

With regards to recycling centres not accepting paint pots, Andrew Deacon informed the Committee that if the paint was solidified, for example by mixing it with sand, than the Newtown Road recycling centre would accept paint pots. The centre also had a containment unit for dangerous liquids. Members requested that this information be added to resident's newsletters.

*Councillor Webster took the chair.*

### 19. Rights of Way Improvement Plan

*(Councillor Tony Vickers declared that he was a Member of the Local Access Forum. As his interest was neither personal nor prejudicial, he determined to remain to take part in the debate and vote on the matter).*

The Committee considered a report (Agenda Item 5) regarding the Rights of Way Improvement Plan.

Elaine Cox, Senior Rights of Way Officer, and Dr Janice Bridger, Local Access Forum, attended the meeting to present the Rights of Way Improvement Plan (ROWIP) and its associated action plan.

Elaine Cox informed the Committee that the Council had a statutory duty to produce a ROWIP, under the Countryside and Rights of Way Act 2000. The ROWIP was produced as a means of identifying changes, for both the management and improvement, to the Council's rights of way network.

The ROWIP formed part of the Local Transport Plan and was also being included in the Local Transport Plan Three that was currently out for consultation.

Whilst developing the ROWIP an extensive consultation exercise had been undertaken with the responses being divided between improvements to the management of the rights of way network and improvements to the network itself.

The action plan had been developed after consultation and was set at a strategic level rather than concentrating on individual improvement projects. Parts of the action plan were already being implemented and these included cost saving exercises such as improved enforcement work to get land owners to carry out their responsibilities rather than the Council having to act, by identifying other funding streams and by providing support for other groups who wished to improve the network. Members were informed that each year there was about 1700 volunteers working on the rights of way network.



## GREENER SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

The Council also worked with Parish Councils on their development of Parish Plans if they wished to include elements of public access.

Janice Bridger informed Members that as well as being a member of the Local Access Forum she had also worked with Chieveley Parish Council on their Parish Plan. Members were informed that whilst undertaking consultation for the Chieveley Parish Plan 82% of respondents valued their access to footpaths, bridleways and byways. 68% of those who used the byways had concern regarding their safety when the byway used the local road network.

Members were informed that the Local Access Forum were working with parish councils to help improve access with joint working with other agencies. Improvements was not just a matter of increased funding but also better working relations with landowners.

Whilst considering the report the Committee raised the following points:

- A lot of users of the rights of way network undertook circular routes that more than often took them onto the public highway. As mentioned this raised concerns about road safety, especially on minor roads.
- Highway engineers needed to be mindful of all users of our road network rather than concentrating on motorised vehicles.
- It was important to bring together people representing different agencies and backgrounds to help maintain and improve peoples access to the rights of ay network.
- The report highlighted the size of the task required to maintain the current network and how this was a huge undertaking for the local authority. It was suggested that local parish and town councils might be better able to undertake this responsibility due to their local knowledge and ability to raise funds via the precept.
- Members noted the excellent work undertaken by the Council in this field considering the level of funding.
- Members were encouraged by the example of how in Cornwall the council worked with its parish councils to show them what legislative powers they had to help improve the local network. Members supported the idea of holding a similar workshop.
- It was important to remember the security risks associated with allowing people greater access under rights of way legislation. Members agreed that there was a difference between the improved security of having more people witnessing potential incidents in the countryside, than that of opening access to both rural and urban centres to those of ill repute.
- Although increased access to the countryside was important there were problems for farmers with some of the new swing gates that although allowed better access to the countryside also allowed livestock to escape.
- There needed to be better education or information made available to the type of access that was permitted under right of way legislation.
- It was noted that the majority of people who broke the speed limit on country roads was local traffic.
- As the Local Transport Plan encouraged joined up cycle routes it should also include joined up walking routes.

## GREENER SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

- It was suggested that the Council should consider joint service arrangements with other authorities to help maximise resources and help others learn from the good work undertaken in west Berkshire.
- Parish Councils should be encouraged to develop community circuits to improve access and highlight problem areas throughout the district.
- The Council should ask national Government to simplify legislation to make it easier for compromises between landowners and interest groups to be met. It was felt that current legislation was a hindrance when trying to find compromises when looking at rights of way access.

**Resolved that:** The report and evidence given be noted.

### 20. Renewable Energy in West Berkshire

The Committee considered a report (Agenda Item 6) regarding renewable energy in West Berkshire.

Adrian Slaughter, Building Energy Officer, attended the meeting to present a report responding to two motions of Council regarding renewable energy.

Members were informed that recently there had been a number of developments relating to sources of renewable energy, encouraging administrations to adopt a more proactive stance to national and local targets.

When the Government extended the benefits that could be gained under the 'Feed in Tariff' officers talked to suppliers to assess the best way of increasing the amount of renewable energy the authority could produce locally.

Three options were considered in helping the Council meet its obligations; they were leasing Council property roof space to private investors, the Council investing in new technology itself or a combination of the two options.

Members were informed that the Council and private investors only had until March 2012 to take advantage of the current level of tariffs.

So far the Council had not leased space on its properties to private companies due to the complex break clauses that would be detrimental to such arrangements. The Government were looking at introducing a policy framework to make it easier for such contracts to be established.

In consideration of the report the following points were raised:

- There were too many companies offering expert conflicting advice that confused those who wished to take advantage of Government incentives with regards to renewable energy.
- Members were pleased to see that the Government, under the Localism Bill, was encouraging the establishment of Community Land Trusts. Members agreed that the initiatives highlighted under section 2.17 of the report should be incorporated into the committees recommendations.
- It was recommended that schools should take advantage of 'leaseback' schemes as highlighted in section 2.20 of the report.
- The Council should encourage people to undertake renewable energy schemes and consider introducing loan schemes.

## GREENER SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

- It was agreed that although we could not force schools to take advantage of renewable energy projects, school buildings should be included in the Council's definition of its estates when introducing its policies.
- The Council had identified a potential site for a wind farm upon Council owned property, however concern had been raised by its validity by the Council's Property and Planning services.
- Members asked if the education centre proposed for Padworth could also include information regarding renewable energy. It was noted that the Thatcham Discovery Centre already provided such education facilities.
- Members accepted the recommendations proposed in the report and asked for an update on progress at the March 2011 meeting.

Resolved that:

- The Local Strategic Partnership were best placed for taking on responsibility for, and producing, a West Berkshire Renewable Energy Strategy.
- That the Council's Energy Team finalise an Energy Strategy, to include policy on renewable energy, for West Berkshire Council's estate that included school buildings.
- That the Council examine ways in helping / facilitating others to take up projects under the Localism Bill.
- That the Council should investigate introducing a loan scheme to assist schools undertaking renewable energy projects.

### 21. Work Programme

Members suggested that the following items should be considered for inclusion on the Greener Select Committee's work Programme:

- An update on the renewable energy be provided at the March 2011 meeting.
- That the Chairman and Vice-Chairman of the Select Committee scope a potential review into planning policy and waste management.
- That an update on the Local Strategic Partnership's work on fuel poverty be presented at the March 2011 meeting.

*(The meeting commenced at 6.35pm and closed at 8.25pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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<b>Title of Report:</b>	<b>Healthier Select Committee</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To provide an update on the work of the Healthier Select Committee.

**Recommended Action:** To note for information.

Greener Select Committee Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Geoff Findlay – Tel: (01635)871992
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<b>Name:</b>	Jo Naylor
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# Executive Report

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## 1. Introduction

- 1.1 The Healthier Select Committee has not met since the update provided to the last Commission meeting.
- 1.2 Work is underway preparing for the 20 January 2011 meeting of the Healthier Select Committee.
- 1.3 The meeting will outline the many changes occurring within Health and Social Care as a consequence of the NHS White Paper – “Equity and Excellence: Liberating the NHS”. Mrs Beverley Searle (Director of Partnerships and Joint Commissioning, NHS Berkshire West) will lead on this item.
- 1.4 This meeting will also cover local health performance indicators for the District and the revised NHS targets for 2011.
- 1.5 Members will be briefed on the latest information from the Royal Berkshire Hospital Foundation Trust in relation to the capacity at maternity unit and reported patient issues with the electronic booking system for consultant appointments.
- 1.6 Significant improvement in relation to delayed transfers of care (DTC) and the introduction of a new NHS operating framework has meant that this item will not now be considered at the January meeting.

## 2. Work Programme

- 2.1 The latest work programme for the Select Committee is contained within Appendix A of Item 18 of this agenda.

## Appendices

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There are no Appendices to this report.

# Agenda Item 14.

<b>Title of Report:</b>	<b>Resource Management Select Committee</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To provide an update on the work of the Select Committee.

**Recommended Action:** To note the information.

<b>Resource Management Select Committee Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Jeff Brooks – Tel (01635) 47391
<b>E-mail Address:</b>	jbrooks@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	Stephen Chard
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<b>Tel. No.:</b>	01635 519462
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# Executive Report

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## 1. Introduction

- 1.1 The Committee met on 14 December 2010 and the draft minutes are attached at Appendix A. A summary of the main discussions held are as follows:

### **Chief Executive Directorate budget**

- 1.2 Members discussed the budget position by service area in the Chief Executive Directorate over the previous 4 financial years. Members noted that an underspend was consistently found within Policy and Communication and further detail has been requested to help understand the reasons behind this.
- 1.3 Pressure within the Directorate budget was often caused by Legal and Electoral Services and the Commission is asked to approve this topic as an addition to the work programme.

### **Corporate Property Asset Management Plan (AMP)**

- 1.4 The AMP was presented to the Committee prior to its approval at Executive. Some suggestions for improvement were made by Members to both the AMP and future ways of working and these are being considered by the Head of Property and Public Protection.
- 1.5 It was also agreed that a review of the Highways AMP should be added to the work programme and the Commission is asked to approve this addition.

### **Property contracts and contractors in schools**

- 1.6 The specification for the new Maintenance Term Contract (MTC) was presented to the Committee. Members felt that the specification was significantly detailed and were pleased to note that it was a requirement for work to be signed off by schools before payment was made. This was something that Members had recommended during previous debates.
- 1.7 There was some discussion around the potential impact of schools taking academy status. A particular concern of Members was around maintenance of school buildings in this circumstance and it was felt that this should be added to the Risk Register.

### **Financial Performance Report (Quarter 2)**

- 1.8 Due to the cancellation of November's Executive it was agreed, as an exception, that the Committee could consider the quarterly budget report prior to the Executive's approval. The latest position was noted and concerns were again raised in relation to budget pressures within Community Services, most notably Adult Social Care. These will be discussed in detail at the special meeting being held on 25 January 2011.



## **2. Discussion items scheduled for the next meeting**

2.1 The following items are on the agenda for the special meeting being held on 25 January 2011:

- (1) Community Services Directorate budget. To discuss the measures being taken to manage the Directorate budget, with a particular focus on Adult Social Care.
- (2) To consider the Month 8 revenue budget position.
- (3) To consider the work undertaken and the methodology in place to assess and ensure value for money.

## **3. Work Programme**

3.1 The latest work programme for the Select Committee is contained within Appendix A of item 18 of this agenda.

## **Appendices**

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Appendix A – Resource Management Select Committee minutes from 14 December 2010.

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# DRAFT

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

## RESOURCE MANAGEMENT SELECT COMMITTEE

### MINUTES OF THE MEETING HELD ON TUESDAY, 14 DECEMBER 2010

**Councillors Present:** Jeff Brooks (Chairman), Richard Crumly, Dave Goff, David Holtby, David Rendel, Laszlo Zverko (Vice-Chairman)

**Also Present:** John Ashworth (Corporate Director - Environment), Steve Broughton (Head of Property and Public Protection), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

#### PART I

##### 35. Minutes

The Minutes of the meeting held on 11 November 2010 were approved as a true and correct record and signed by the Chairman.

##### 36. Declarations of Interest

There were no declarations of interest received.

##### 37. Actions from previous Minutes

The Committee considered a report providing the information requested at the previous meeting (Agenda Item 4).

###### **Chief Executive Directorate budget**

Information had been provided as requested from the Chief Executive which detailed the budget position by service area for the current financial year and previous four financial years from month three through to the outturn position.

Members noted that an underspend was consistently found within Policy and Communication to help meet the overall Directorate position, most particularly from month nine onwards. The current financial year was also showing a similar trend, with a month 7 forecast of £96k underspent in that service. This was felt to amount to a considerable sum over recent years and it was agreed that further detail would be requested to help understand how Policy and Communication was able to deliver this level of saving year on year. This additional detail might be useful in establishing any trends and in identifying whether the budget build process was accurate for the service.

Legal and Electoral Services was noted as a cause of pressure on the budget and it was agreed that officers would be invited to a future meeting to discuss this in more detail.

###### **Financial Performance Report**

The Part II information to explain why there was an underspend in the below the line summary/movement through reserves was noted. Andy Walker explained that this was confidential due to the legal agreement that was in place.

Budget reports from month eight onwards would include available detail on the below the line summary which also included capital financing and management.

Savings from the recruitment freeze within the Children and Young People Directorate were held within one cost centre. As savings emerged, they would be moved out from this cost centre to meet budget pressures across the Directorate.

The main reason for the variance to the forecast in Youth and Commissioning between months four and five was the departure of the Head of Service in month seven. This was immediately reflected in the forecast for the year.

**RESOLVED that:**

- (1) Further information would be requested from Policy and Communication to help understand how the service was able to deliver savings on an annual basis.
- (2) Officers from Legal and Electoral Services would be invited to a future meeting to discuss budget pressures in more detail.

**38. Asset Management Plan**

The Committee considered the Corporate Property Asset Management Plan (AMP) (Agenda Item 5).

The AMP had been approved at Management Board, but had yet to be presented to the Executive for approval.

The value of the 83 property holdings within Community Services was felt to be low at £17.7m. Although it was noted that the values were based on accounting criteria and did not necessarily reflect open market value. Steve Broughton agreed to provide an explanation of the valuation process and the actual definition of what constituted a property holding.

It was suggested that it would be useful to include any mortgages against the property holdings across the Council to identify the net value after borrowing. Andy Walker advised that £49m of long term borrowing was reported at year end, this showed that much of the asset base was fully financed. The Council's borrowing limits were deemed acceptable by the Public Works Loan Board (PWLB).

Steve Broughton advised that buildings were valued every five years. However, if there was a significant change to a property's circumstances then the valuation would be reassessed. Valuations were mostly obtained for insurance purposes. Andy Walker added that the existing strategy was to acquire buildings on a freehold basis which was felt to achieve a stronger balance sheet.

Condition surveys were also undertaken every five years but were conducted separately to valuation reviews. It was suggested that it would be sensible for properties to be valued immediately after a condition survey was carried out.

It was queried whether there was potential to remortgage properties or release equity and Andy Walker agreed to provide a formal response on this point. Although it was noted that this would increase borrowing costs, also use of this funding would be restricted and could not be used for revenue expenditure.

Steve Broughton explained that a property could be purchased for investment purposes, but this had not been pursued and rental income could not be obtained from such an enterprise.

Information on property disposals was included in the AMP in compliance with CIPFA (the Chartered Institute of Public Finance and Accountancy) standards. However, Members felt this was not sufficiently detailed to be the disposal policy and Steve Broughton agreed to look at the inclusion of further detail on disposals. The disposal

## RESOURCE MANAGEMENT SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

programme was updated as and when necessary, was presented to Corporate Board and Management Board, and was monitored by the Property Development Team.

Use of and the management of properties was decided by the service area who owned the asset. Property acted on their instructions. Members felt that a wider consideration would sometimes be required and the AMP needed to include reference to a consideration of the corporate good.

The AMP was a high level document which related to property assets only and this would be made clear throughout the document. This followed a resolution of the Select Committee when this topic was previously discussed.

Members felt the document was well laid out, but clarity was requested to be included to explain what was meant by the term – lean portfolio, which was a strategic aim of the AMP.

The existing database, Premise, was procured in the time of Amey West Berkshire and was not performing well. Therefore work was ongoing to establish whether the Councils financial system, Agresso, could instead hold the Asset Register at zero cost. Clarification was awaited to confirm if Agresso could meet the specification and if so it was hoped that this could be in place from April 2011. It was also hoped that data could be migrated from the old database to the new, but there was a risk that this would not be possible.

Members queried if there was potential to have sight of the full Asset Register or at the very least a sample and Steve Broughton was of the view that it would be possible to append it to the AMP and be made available, pending approval of the Register by Management Board. Clarity was sought on whether car parks were included as assets and John Ashworth agreed to confirm this point.

The Select Committee agreed that the AMP and the Asset Register needed to be closely synchronised.

Further questions followed from Members and Steve Broughton made the following points in response:

- There were few instances where bad debts had to be pursued and two recent occurrences had both been resolved.
- Approximately five properties were currently vacant.
- There was a rolling programme of rent reviews in place, but they could also be carried out as and when necessary.

John Ashworth thanked Members for the useful feedback. A key piece of work at this time was to establish if Agresso could be used for the new Asset Register. In future, it was possible that requirements would change, particularly due to the financial climate and it was therefore important to increase dialogue with service areas regarding the management of property assets.

Moveable assets were then discussed and Andy Walker advised that a number of inventories held this information. ICT equipment was felt to be covered within the ICT Strategy. The Highways AMP was in place and this covered information on road condition etc. It was felt that the Highways AMP could be returned to by the Select Committee and investigated at a later date. This could include discussion of all land included in the document.

### **RESOLVED that:**

- (1) Steve Broughton would:

- provide an explanation of the valuation process undertaken;
  - provide a definition of what constituted a property holding;
  - give consideration to linking the timings of condition surveys and valuations;
  - look at the inclusion of further detail on disposals;
  - include reference to considering the corporate good of properties/assets owned by service areas;
  - include further detail to explain the strategic aim to have a lean portfolio;
  - investigate whether the Asset Register could be appended to the AMP.
- (2) Andy Walker would provide a formal response to the question of remortgaging properties/releasing equity.
- (3) John Ashworth would confirm whether car parks were included as assets in the Asset Register.
- (4) The AMP and Asset Register needed to be closely synchronised.
- (5) Consideration would be given to adding a review of the Highways AMP to the work programme.

**39. Property contracts and contractors in schools**

The Committee considered the specification for the new Maintenance Term Contract (MTC) (Agenda Item 6).

The item opened with a query regarding what would happen in the event that schools took academy status and elected to not take up the services offered by Property.

Steve Broughton explained that a number of contractors would be selected for the MTC who would commit to making themselves available for work, but payment would not be made upfront and contractors would be required to bid for work via a number of mini tenders. If work was not forthcoming then contractors would only lose on bidding costs. Those involved were well aware of the process.

If a school had academy status and allowed the building, which would still be the Council's asset, to fall into disrepair, then the responsibility would be with the Education Assets Team, on behalf of the Council, to ensure that the welfare of children was protected. Members felt this should be recorded on the risk register.

Concerns were raised that this was too decentralised a process and a view was given that all property related information should be held centrally by Property Services to ensure there was full awareness.

Members felt the specification was significantly detailed and were pleased to note that it was a requirement for work to be signed off by the school before payment was made.

The tender programme/timeline was on schedule and was detailed within an appendix to the report.

**RESOLVED that:**

- (1) The potential issue of a school building being allowed to fall into disrepair should be added to the Risk Register.
- (2) Progress with the specification would be noted.

**40. Financial Performance Report (Quarter 2)**

The Committee considered the quarter 2 financial performance report (Agenda Item 7).

Andy Walker opened the item by making the following points:

- Quarterly budget reports were generally agreed and made public at the Executive prior to presentation at the Select Committee, but an exception had been agreed in this instance due to the cancellation of the Executive scheduled for 25 November 2010.
- The predicted revenue overspend for the 2010/11 financial year was £1,402k. This was a £12k decrease on the previous quarter and a £106k decrease on the month 5 forecast.
- The service area forecasting the majority of the overspend was Adult Social Care. The current forecast for the year end position for that service was an overspend of nearly £2m. The overall Council overspend was able to be reduced due to underspends in other service areas/directorate budgets. The £2m overspend in Adult Social Care was not likely to change and while it was hoped there would be some reduction to the overall overspend, it was not expected to be as significant as in recent years. A reason behind this was the improved engagement of budget managers which helped to tighten up the monthly monitoring process (current performance was 98% of monthly returns).
- An additional £600k was allocated to Adult Social Care from reserves and Andy Walker believed this had been fully committed, but would check this was the case.
- Quarterly reports also included the latest capital position. £21m of the £61m capital budget remained to be committed.
- The £60k underspend in capital financing and management was due to a reduction in this year's capital programme and a need to borrow less money. The £60k was therefore as a result of a reduced borrowing cost. The £201k underspend shown against movement through reserves related to the Part II information provided to Members.

Discussion then turned to the accuracy of forecasting and whether expected changes were taken into account at an early stage. An example was given as the number of capital depleters where it was unclear if the additional number expected had been accounted for. It was agreed that this particular issue would be discussed in further detail at January's meeting when the Adult Social Care budget was on the agenda. Andy Walker added that Corporate Directors took a view on actions to be taken to mitigate overspends and adjusted the forecast if necessary.

The pressure the remaining £1.4m overspend would have on balances was then discussed. Andy Walker explained that meeting this sum from reserves would keep the Council's balances at the locally determined level of 5% of the overall net budget, this level was based on risk. Official guidance was awaited to confirm if 5% would continue to be a requirement in future.

Members questioned if other risk funds could be used to mitigate against the overspend and, if so, whether these funds lessened the need for reserves. Andy Walker explained that these funds were set against and could only be used against identified risks. They were regularly reviewed. There were also a range of risks to cover within budget planning which was what the level of reserve was based on.

**RESOURCE MANAGEMENT SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES**

Guidance was expected in relation to the capitalisation of highways revenue expenditure which might allow some flexibility on highway maintenance spend. Andy Walker agreed to provide an update once guidance had been received.

The potential delays to capital expenditure in Cultural and Housing Services were queried. Andy Walker informed Members that around half of the Cultural Services sum related to museum maintenance/repair, some of which was planned for use within the financial year. The delayed expenditure in Housing was primarily caused by the processing of the Disabled Facilities Grant, although it was hoped that much of this would be spent by year end.

It was agreed that further detail would be requested on the following points:

- The reasons behind the significant pressure in car park income (a forecast shortfall of £220k).
- To explain the reductions in spend on minerals and waste and urban design.
- To clarify the legal cost pressures in Environmental Health.

**RESOLVED that:**

- (1) Andy Walker would confirm whether the £600k allocated to Adult Social Care from reserves had been fully committed.
- (2) The predicted number of capital depleters and whether they had been incorporated into the budget would be discussed in more detail at January’s meeting.
- (3) Andy Walker would provide an update on the capitalisation of highways revenue expenditure once guidance had been received.
- (4) Further information would be sought from service areas in relation to the points made regarding car park income, reductions in spend on minerals and waste and urban design, and legal cost pressures in Environmental Health.

**41. Work Programme**

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 8).

A special meeting was confirmed for 25 January 2011. Agenda items were noted as:

- Community Services Directorate budget
- Month 8 financial performance report
- Value for money
- Quarter two establishment report

**RESOLVED that** the work programme and agenda items for the next meeting would be noted.

*(The meeting commenced at 6.30pm and closed at 8.00pm)*

**CHAIRMAN** .....

**Date of Signature** .....



<b>Title of Report:</b>	<b>Safer Select Committee</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To provide an update on the work of the Safer Select Committee.

**Recommended Action:** • To note for information

<b>Safer Select Committee Chairman</b>	
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<b>E-mail Address:</b>	qwebb@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	Elaine Walker
<b>Job Title:</b>	Principal Policy Officer (Equality and Diversity)
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# Executive Report

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## **1. Introduction**

- 1.1 This report provides an update on the work undertaken by the Safer Select Committee since the report made at the last OSMC meeting.
- 1.2 The Committee met on 6 December 2010 to discuss the following items.

## **2. Review of Gating Orders**

- 2.1 The Committee undertook a review of the Council's Gating Orders protocol and its use. One gating order has been approved and subsequently found to be both effective and satisfactory to residents. The information was noted and no recommendations were made.

## **3. Community Empowerment**

- 3.1 This item was deferred until national legislation and guidance around the 'Big Society' becomes available.

## **4. Integrated Offender Management Scheme**

- 4.1 This item was deferred while further information was obtained from a presentation being made to the Safer Communities Partnership on 13 December 2010.

## **5. Designing Out Crime from New Developments**

- 5.1 The Committee received information regarding the policies that the Council has in place to address crime reduction in new developments. The Committee were content with the current situation but requested that clarity was given to the results of consultations.

## **6. Work Programme**

- 6.1 The latest work programme for the Select Committee is contained within Appendix 18 of this agenda.

## **Appendices**

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Appendix A – Minutes of the Safer Select Committee held on the 6 December 2010.

## **SAFER SELECT COMMITTEE**

### **MINUTES OF THE MEETING HELD ON MONDAY, 6 DECEMBER 2010**

**Councillors Present:** George Chandler, Adrian Edwards, Roger Hunneman (Vice-Chairman) and Quentin Webb (Chairman)

**Also Present:** Andy Day (Head of Policy and Communication), Bryan Lyttle (Planning & Transport Policy Manager) Alex O'Connor (Assistant Community Safety Officer), and Elaine Walker (Principal Policy Officer)

**Apologies for inability to attend the meeting:** Councillor Jeff Beck, Councillor Keith Woodhams, Susan Powell (Safer Communities Partnership Team Manager), and Supt Robin Rickard (Thames Valley Police)

#### **PART I**

##### **15. Minutes**

The Minutes of the meeting held on 20<sup>th</sup> September 2010 were approved as a true and correct record and signed by the Chairman.

##### **16. Declarations of Interest**

There were no declarations of interest received.

##### **17. Matters Arising**

The Committee reviewed the status of activities identified at previous meetings. The Committee was content that all items were complete.

##### **18. Review of Gating Orders Protocol**

The Committee received a presentation from Alex O'Connor (Assistant Community Safety Officer) concerning the current status of gating orders.

The first gating order was installed at Speen Lodge Court in June 2008. This was reviewed in 2009 according to best practice, when residents' views, crime statistics and other feedback were considered by a panel. The review indicated that residents were happy with the installation of the gate.

The gating order initially stated that only residents of Speen Lodge Court could be provided with a key, however after requests were received from some non-residents, a variation to the order was proposed that would enable these to be considered. Residents were concerned that this would allow too many keys to be issued and that they might not be treated securely. The variation was approved with strict criteria being used to assess any requests for keys and subsequently one person had been allowed a key from three requests received. All requests were reviewed by a panel to be considered against set criteria for legitimacy.

Following questioning, the following points were clarified:

## SAFER SELECT COMMITTEE - 6 DECEMBER 2010 - MINUTES

- It was confirmed that Speen Lodge Court was a residential cul-de-sac experiencing low level crime and anti-social behaviour, in particular around the cut through to Bath Road.
- No further gating orders had been issued since June 2008. Some suggested sites had been put forward, however these had not met the criteria for the installation of a gate, which included consideration of the geography of the location, and whether the applicant was able to contribute appropriate funding.
- The protocol would be updated to ensure that orders were created to allow non-residents to apply for keys in legitimate circumstances.
- The ability to apply for a gating order was not promoted widely, although information was available on the Council's website. The expected route for application would be initiated by identifying crime patterns in a particular area which might have indicated that a gating order would be the most suitable solution.
- The protocol would be updated to record the current review undertaken by the Safer Select Committee.

The Committee were content that the current gating order protocol was working appropriately and no recommendations were made.

**RESOLVED that** the Committee noted the update.

### 19. Community Empowerment

The Committee received an update from Andy Day (Head of Policy and Communication) concerning the current position of the Safer Communities Partnership Team with regard to community empowerment. He informed the Committee that the current priorities for the team did not include addressing community empowerment as their priorities were drawn from a strategic assessment process which had identified other areas of importance.

He went on to inform the Committee that the coalition government's stated intentions relating to the 'Big Society' would enable communities to deal with local issues. He advised the Committee to await national legislation and guidance prior to considering local activity as it was currently unclear what the detail of this would be.

The Committee agreed that should any activities be recommended in the future, these would promote responsible local schemes.

**RESOLVED that** the Committee would await national legislation and consider the requirements for review at a later date.

### 20. Integrated Offender Management Scheme

The Chairman informed the Committee that this item would be discussed on the 13<sup>th</sup> December at the Safer Communities Partnership meeting at which he would be present along with the Vice-Chairman of the Committee. The Chairman proposed that this item be postponed until after the Safer Communities Partnership meeting.

**RESOLVED that** this item be postponed.

### 21. Designing Out Crime from New Developments

**SAFER SELECT COMMITTEE - 6 DECEMBER 2010 - MINUTES**

The Committee considered a report concerning how crime could be ‘designed out’ of new developments. This was presented by Bryan Lyttle (Planning and Transport Policy Manager).

A question was raised to understand the current approach to the location of social housing in new developments, whether social housing was placed in a single location, or whether it was spaced across the development. Bryan Lyttle informed the Committee that registered social landlords would prefer social housing locations to be limited to aid maintenance; however this could be accommodated by block fitting social housing in a few areas. He went on to inform the Committee that individual cases would be considered by Housing Officers.

Following questioning, the following point was clarified:

- The new policy CS 15 Design Principles required developments to fit a number of criteria including that it should respect and enhance quality of life, be of high quality and be sustainable. This ensured that issues such as gating orders and lighting were considered appropriately rather than adequately.

Concern was raised that it was not clear from the application form whether the Thames Valley Police Crime Prevention Liaison Officer has responded to consultation about new developments. It was confirmed that the Officer was consulted on all relevant applications and that where no response was shown this was taken to mean no comments received. The Committee understood that whilst it was a requirement to consult, there was no similar requirement for consultees to respond, however they were concerned that a blank space could not distinguish between applications that had been assessed and required no response, and those that had not been assessed. The Committee requested that the relevant protocol be updated to ensure that a response was shown on all applications.

**RESOLVED that** Bryan Lyttle would amend the relevant protocol to ensure that all consultation responses recorded on the application form were clear.

**22. Work Programme**

The Committee reviewed the work programme and were content with its content. No amendments or additions were requested.

*(The meeting commenced at 6.30 pm and closed at 7.10 pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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# Agenda Item 16.

<b>Title of Report:</b>	<b>Stronger Communities Select Committee</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To provide an update on the work of the Select Committee.

**Recommended Action:** To note the information.

<b>Stronger Communities Select Committee Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Irene Neill – Tel (0118) 9712671
<b>E-mail Address:</b>	ineill@westberks.gov.uk

<b>Contact Officer Details</b>	
<b>Name:</b>	Stephen Chard
<b>Job Title:</b>	Policy Officer (Scrutiny Support)
<b>Tel. No.:</b>	01635 519462
<b>E-mail Address:</b>	schard@westberks.gov.uk

# Executive Report

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## 1. Introduction

1.1 The Committee has not met since the last OSMC report.

## 2. Discussion items scheduled for the next meeting

2.1 The next meeting of the Select Committee has been rearranged to 7 February 2011 and the following items are on the draft agenda:

- (1) To investigate pressures with primary and secondary school admissions.
- (2) To receive the draft report of the Common Housing Register task group. The report will be brought to the Commission for approval at its meeting on 1 March 2011.
- (3) To receive reports from the Standards and Effectiveness Panel. This was agreed as part of the scrutiny review into the performance of schools in West Berkshire.

## 3. New item for consideration

3.1 It is proposed under item 11 of this agenda that a review is conducted by the Committee into the effect that schools becoming Academies could have on the Local Education Authority. If approved this item could be added to the 7 February agenda.

## 4. Work Programme

4.1 The latest work programme for the Select Committee is contained within Appendix A of item 18 of this agenda.

## Appendices

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There are no Appendices to this report.



<b>Title of Report:</b>	<b>West Berkshire Forward Plan</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from February to May 2011 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.

**Recommended Action:** That the Overview and Scrutiny Management Commission considers the West Berkshire Council Forward Plan for February to May 2011 and recommends further action as appropriate.

Overview and Scrutiny Management Commission Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Graham Jones – Tel (01235) 762744
<b>E-mail Address:</b>	gjones@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Stephen Chard
<b>Job Title:</b>	Policy Officer (Scrutiny Support)
<b>Tel. No.:</b>	01635 519462
<b>E-mail Address:</b>	schard@westberks.gov.uk

# Executive Report

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## 1. Introduction

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to take over the next 4 months. The Forward Plan, attached at Appendix A, for the months of February to May 2011, also shows the decision path of each item including Council, Executive and Individual Decisions.
- 1.2 In order to hold the Executive to account, Overview and Scrutiny Management Commission Members are asked to identify any forthcoming decisions which may be appropriate for scrutiny.

## Appendices

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Appendix A – West Berkshire Council Forward Plan – February to May 2011

# West Berkshire Council Forward Plan – February 2011 to May 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
PC2208	<b>West berkshire Council Health, Safety &amp; Welfare Policy Update</b>	PC	04/02/11	Environment	Spencer Scott	Finance, Economic Development, Property, Health and Safety		27/01/11			01 February 2011
ID2078	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/02/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 February 2011
ID2079	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/02/11	Chief Executive	Paula Amorelli	Planning, Housing, Transport Policy		TBC			01 February 2011
ID2077	<b>West Berkshire Forward Plan - March 2011 to June 2011</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	10/02/11	Chief Executive	Moira Fraser	Leader of the Council		02/02/11		Not subject to call in.	01 February 2011
ID2187(a)	<b>Consideration of Review of First Step in West Berkshire following call-n</b>	ID	01/02/11	Community Services	Mel Brain	Planning, Housing, Transport Policy		TBC			01 February 2011
GAC2114	<b>Internal Audit Interim Report for Q2 2010/11</b>	GA	14/02/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		04/02/11			01 February 2011
GAC1905	<b>Anti Fraud Strategy</b> <i>To put in place an Anti Fraud Strategy for the Council that meets best practice.</i>	GA	14/02/11 GA	Chief Executive	Ian Priestley	Finance, Economic Development, Property, Health and Safety		04/02/11	Corporate Board, External Auditors		01 February 2011
GAC2117	<b>Strategic Risk Register Q2 2010/11</b>	GA	14/02/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		04/02/11			01 February 2011

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

**KEY:**  
 ID = Individual Executive Member Decision  
 EX = Executive  
 C = Council  
 GA = Governance & Audit Committee  
 S = Standards Committee  
 PC = Personnel Committee

# West Berkshire Council Forward Plan – February 2011 to May 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2160	<b>West Berkshire Admission Arrangements 2012-13 for Community and Voluntary Controlled Schools</b> <i>To determine the West Berkshire Admission Arrangements for Community and voluntary Controlled Schools and the Co-ordinated Admissions Scheme</i>	EX	17/02/11 EX	Children and Young People	Malcolm Berry	Education		09/02/11			01 February 2011
EX2048	<b>Financial Report Q3 2010/11</b>	EX	17/02/11 EX	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health and Safety		09/02/11			01 February 2011
EX2197	<b>Staffing Implications Associated with the Draft 2011-12 Revenue Budget for Care Management in Adult Social Care (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)</b> <i>To set out the staffing implications of the reorganisation of Care Management to meet System Transformation requirements and to seek approval to make redundancy payments associated with the restructuring of the Care Management workforce</i>	EX	17/02/11 EX	Chief Executive	Jane Milone	Strategy, Performance, Community Safety	Yes				01 February 2011
EX2193	<b>Management of overdue items in West Berkshire Libraries</b>	EX	17/02/11 EX	Community Services	Christine Owen	Children & Families, Youth Service, Culture & Leisure		09/02/11			01 February 2011
EX2200	<b>Empowering West Berkshire</b>	EX	17/02/11 EX	Chief Executive	Andy Day	Portfolio Holder for Partnerships, Equality the Visions		09/02/11			01 February 2011

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# West Berkshire Council Forward Plan – February 2011 to May 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2203	<b>New Arrangements for the Delivery of Adult and Community Learning in West Berkshire</b> <i>To consider the options for the future delivery of Adult and Community Learning in West Berkshire</i>	EX	17/02/11 EX	Community Services	Sara Hanson	Community Care, Pensions, Insurance		09/02/11			01 February 2011
OS2111	<b>Financial Report (Revenue and Capital) Month 10 2010/11</b>	OSMC	01/03/11	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health and Safety		21/02/11			01 March 2011
ID2081	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/03/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 March 2011
ID2082	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/03/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 March 2011
ID2080	<b>West Berkshire Forward Plan - April 2011 to July 2011</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/03/11	Chief Executive	Moira Fraser (2045)	Leader of the Council		09/03/11		Not subject to call in.	01 March 2011
EX2191	<b>Scrutiny Review on the use of local resources - Local Food</b> <i>To consider the findings of the Greener Select Committee review into local food</i>	EX	31/03/11 EX	Environment	Adrian Slaughter	Environment, 'Cleaner Greener', Public Protection, Customer Services		23/03/11			01 March 2011

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# West Berkshire Council Forward Plan – February 2011 to May 2011

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EX2108	<b>Council Plan Outcomes 2010/11: Quarterly Performance Update - Q3</b> <i>To report quarterly performance against each of the outcomes identified in the 2010/11 Council Plan and to report remedial action being taken, where targets were not projected to be met</i>	EX	31/03/11 EX	Chief Executive	David Cook	Strategy, Performance, Community Safety		23/03/11	Performance officers, EPMG/IPG		01 March 2011
EX2120	<b>Establishment Report Q3 2010/11</b>	EX	31/03/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		23/03/11			01 March 2011
EX2205	<b>Traffic Management &amp; Road Safety Programme 2011/12</b> <i>To advise Members of the Traffic Management &amp; Road Safety Works Programme 2011/12</i>	EX	31/03/11 EX	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		23/03/11			01 March 2011
EX2206	<b>Report and Action Plan of the Annual Inspection of Contact, Referral &amp; Assessment Arrangement within West Berkshire</b>	EX	31/03/11 EX	Children and Young People	Lorna Hunt	Education		23/03/11			01 March 2011
EX2207	<b>Community Led Planning Performance Report</b>	EX	31/03/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		23/03/11			01 March 2011
C2178	<b>Budget 2011-12</b>	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health & Safety		09/02/11			01 March 2011
C2179	<b>MTFS</b>	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health & Safety		09/02/11			01 March 2011

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# West Berkshire Council Forward Plan – February 2011 to May 2011

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C2180	<b>Borrowing Limits</b>	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health & Safety		09/02/11			01 March 2011
C2181	<b>Capital Strategy and Programme</b>	C	17/02/11 EX 03/03/11 C	Environment	John Ashworth	Finance, Economic Development, Property, Health & Safety		09/02/11			01 March 2011
C2104	<b>Amendments to Part 1, 2, 10 and 11 of the Council's Constitution</b>	C	14/02/11 GA 03/03/11 C	Chief Executive	Andy Walker/ David Holling	Leader of the Council		04/02/11			01 March 2011
C2184	<b>Sustainable Community Strategy Update 2011/12</b> <i>To agree the Sustainable Community Strategy</i>	C	03/03/11 C	Chief Executive	Sam Shepherd	Partnerships, Equality, The Visions		23/02/11			01 March 2011
C2192	<b>Local Transport Plan 2011-2026</b> <i>To seek approval for the new Local Transport Plan</i>	C	03/03/11 C	Environment	Jenny Graham	Planning, Housing and Transport Policy		23/02/11	Parish and Town Council, All Memebers, Transport Operators, Local Interest Groups, Representatives of national organisations, GOSE. Neighbouring Local Highway Authorities. Emergency Services, LSP.		01 March 2011

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# West Berkshire Council Forward Plan – February 2011 to May 2011

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C2195	<b>Amendments to the Constitution - Changes to the Terms of Reference of the Standards Committee and Governance and Audit Committee</b> <i>To amend the terms of reference of the two committees in line with the recent recommendations arising from an Internal Audit of the Management of the Constitution.</i>	C	14/02/11 GA 03/03/11 C	Chief Executive	Moira Fraser	Leader of the Council		04/02/11			01 March 2011
C2196	<b>Inclusion of Refresh of a Conservation Area to the list of Exceptions listed in the Individual Decision Protocol</b> <i>To seek approval for refresh of Conservation Areas to be included as an item which can be taken as an Individual Decision</i>	C	03/03/11 C	Chief Executive	Moira Fraser	Leader of the Council		23/02/11			01 March 2011
C2199	<b>Reconfiguration of Scrutiny</b>	C	14/02/11 GA 03/03/11 C	Chief Executive	Andy Day	Leader of the Council		04/02/11			01 March 2011
ID2084	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/04/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 April 2011
ID2085	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/04/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 April 2011
ID2083	<b>West Berkshire Forward Plan - May 2011 to August 2011</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/04/11	Chief Executive	Moira Fraser (2045)	Leader of the Council		06/04/11		Not subject to call in.	01 April 2011
ID2086	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/05/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 May 2011

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# West Berkshire Council Forward Plan – February 2011 to May 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2087	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/05/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 May 2011
C2155	<b>Report to Consider the Recommendations of the IRP</b>	C	17/05/11 C	Chief Executive	Jo Watt	Leader of the Council		09/04/11			01 May 2011
C2188	<b>2011-13 West Berkshire Council Corporate Strategy</b> <i>To present the new corporate strategy for West Berkshire Council</i>	C	17/05/11 C	Chief Executive	Jason Teal	Strategy, Performance, Community Safety		09/04/11			01 May 2011

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<b>Title of Report:</b>	<b>Overview and Scrutiny Management Commission and Select Committee Work Programme</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	18 January 2011

**Purpose of Report:** To receive, agree and prioritise the Work Programme of the Commission and Select Committees for the remainder of the 2010/11 Municipal Year.

**Recommended Action:** To consider the current items and any future areas for scrutiny.

Overview and Scrutiny Management Commission Chairman	
<b>Name &amp; Telephone No.:</b>	Councillor Brian Bedwell – Tel (0118) 9420196
<b>E-mail Address:</b>	bbedwell@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Stephen Chard
<b>Job Title:</b>	Policy Officer (Scrutiny Support)
<b>Tel. No.:</b>	01635 519462
<b>E-mail Address:</b>	schard@westberks.gov.uk

# Executive Report

---

## 1. Introduction

- 1.1 An updated version of the Work Programme is attached at Appendix A for the Commission's consideration. Members are also asked to consider any future areas for scrutiny.

## Appendices

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Appendix A – Overview and Scrutiny Management Commission and Select Committee Work Programme

## Consultees

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**Officers Consulted:** Scrutiny and Partnerships Manager, Principal Policy Officers

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION AND SELECT COMMITTEE WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/10/79	Council motion on renewable energy To consider action required to stimulate renewable electricity generation within West Berkshire and related targets.			GSC	Start: 14/12/10 End: 14/12/10	Adrian Slaughter - 2424 Property	Councillor Hilary Cole	Agreed Council Motion - 4/3/10
OSMC/09/24	Accessibility of public transport Review accessibility of public transport in West Berkshire for all residents.	Information supplied by, and questioning of, lead officers, and external partners.	For review.	GSC/SC SC	Start: 19/01/10 End:	Bryan Lyttle - 2638 and Mark Edwards - 2208 Planning & Trading Standards and Highways & Transport	Councillor Alan Law & Councillor David Betts	Joint work between GSC and SCSC to review accessibility of public transport and contribute to the work on Local Transport Plan 3. Item 68 merged with this item
OSMC/10/85	Investigation deprivation and child poverty in the ten most deprived wards in the District. To investigate what work is being done to tackle deprivation and how this can be applied to improve the quality of life across the District's most deprived wards.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve outcomes, and make recommendations to partner agencies.	HSC	Start: 12/10/10 End:	Julia Waldman Children & Young People	Councillor Gordon Lundie	
OSMC/09/17	Capacity of maternity services at the Royal Berkshire Foundation Hospital. Fact finding report to establish the current capacity to meet demand for services.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	HSC	Start: 17/11/10 End:	Chief Executive and Chairman of the Royal Berkshire Hospital. Royal Berkshire Hospital Foundation Trust	Councillor Joe Mooney	Investigation of the reported pressures on the maternity unit.

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OSMC/09/16	Local Area Agreement Targets (LAA) Monitoring of progress of Health and Wellbeing LAA targets.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	HSC	Start: 20/01/11 End:	Bev Searle - Director of Partnerships & Joint Commissioning - 0118 982 2760 NHS Berkshire West	Councillor Pamela Bale	Monitoring of LAA activity.
OSMC/09/12	Review of the Council's eligibility criteria for social care. To review the existing criteria for accessing social care in light of the findings of the National Care Enquiry.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate how the national changes will influence access to local social care, and make recommendations.	HSC	Start: 20/01/11 End:	Jan Evans - 2736 Community Services	Councillor Joe Mooney	Review of how national changes may need to influence local criteria for accessing social care.
OSMC/	Delayed discharges from hospital To determine the causes of delayed discharges from hospitals affecting West Berkshire residents.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve the current system, and improve patient experience.	HSC	Start: TBC End:	Chief Executive of the Royal Berkshire NHS Trust and Bev Searle - NHS Berkshire West. Royal Berkshire NHS Trust & NHS Berkshire West	Councillor Joe Mooney	

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OSMC/10/86	Electronic booking system for consultant appointments at the Royal Berkshire Foundation Hospital To determine ways to rectify problems being experienced by patients using the electronic booking system.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve the current system, and improve patient experience.	HSC	Start: TBC End:	Chief Executive and Chairman of the Royal Berkshire Hospital. Royal Berkshire Hospital Foundation Trust	Councillor Joe Mooney	
OSMC/09/67	West Berkshire Partnership performance report To monitor quarterly the performance levels across the Partnership and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers and partners via in meeting review	Monitoring item	OSMC	Start: 26/01/10 End:	Sam Shepherd - 3041 Policy & Communication	Councillor Pamela Bale	Quarterly item.
OSMC/10/78	Activities for teenagers To identify the work undertaken and future action planned in the Children and Young People Directorate to improve activities for teenagers, following its identification as the top priority for improvement in the annual resident survey.	Information supplied by, and questioning of, lead officers.		OSMC	Start: 25/05/10 End: 09/06/11	Julia Waldman - 2815 Children and Young People	Councillor Gordon Lundie	As requested by OSMC on 2nd March 2010.
OSMC/10/76	Shared service arrangements To receive further detail on shared services, the work ongoing to review shared service arrangements and progress with the production of a register of shared services.	Information supplied by, and questioning of, lead officer.	To be identified.	OSMC	Start: 29/06/10 End:	Steve Duffin - 2594 Benefits and Exchequer		As requested by OSMC on 26th January 2010.
OSMC/09/02	Performance Report for Level One Indicators To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	OSMC	Start: 14/09/10 End:	Jason Teal - 2102 Policy & Communication	Councillor Anthony Stansfeld	Quarterly item.

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OSMC/09/04	Representation of the Council on outside bodies To assess the value of the representation of Councillors on outside bodies	Information supplied by, and questioning of, lead officers, and external partners.	To understand the benefits.	OSMC	Start: End:	Moira Fraser - 2045 Policy & Communication	Councillor Anthony Stansfeld	Will allow a critical evaluation of where Councillors can have most effect when dealing with outside bodies.
OSMC/09/58	Communications Strategy refresh To consider the refresh of the Strategy.	In meeting review with information supplied by, and questioning of, lead officer.	To consider the Strategy and make suggestions for improvement.	OSMC	Start: End:	Keith Ulyatt - 2125 Policy & Communication	Councillor Anthony Stansfeld	Following discussion at OSMC on 28th July 2009 and the item to consider the Place Survey results on 15th September 2009.
OSMC/09/59	Scrutiny method of operation To review the new scrutiny system after a 6 month period.	In meeting review.	To review the new scrutiny system to assess its benefits.	OSMC	Start: End:	David Lowe - 2817 Policy & Communication	Councillor Anthony Stansfeld	As requested by OSMC on 16th June 2009.
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 13/09/10 End:	Andy Walker - 2433 Finance	Councillor Keith Chopping	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 13/09/10 End:	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	May lead to areas for in depth review.
OSMC/09/55	Value for Money Consideration of the work undertaken by the Council and the methodology in place to assess and ensure value for money.	Information supplied by, and questioning of, lead officer via in meeting review	Consider work undertaken to assess and ensure value for money and make suggestions for improvement.	RMSC	Start: 25/01/11 End: 25/01/11	John Ashworth - 2870 Environment	Councillor Keith Chopping	An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009.
OSMC/10/97	Community Services Directorate Budget To discuss the measures being taken to manage the Directorate budget, with a particular focus on Adult Social Care.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: 25/01/11 End: 25/01/11	Teresa Bell - 2730 Community Services	Councillor Joe Mooney	



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OSMC/10/96	Local Land and Property Gazetteer (LLPG) To investigate the potential to increase the level of data accessible through the LLPG.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: 15/03/11 End: 15/03/11	Phil Parker - 2133 ICT	Councillor David Betts	
OSMC/10/77	Housing register To consider the workings of the register, reviews, communication with those on the waiting list.	Information supplied by, and questioning of, lead officer via in meeting review	To be identified.	SCSC	Start: 08/07/10 End: 07/02/11	June Graves - 2733 Housing & Performance	Councillor Alan Law	As requested by OSMC on 26th January 2010. Agreement to form a working group by SCSC. Two meetings held.
OSMC/10/83	Primary school admissions To identify whether the difficulties reported by a number of local authorities with primary school placements had an effect in West Berkshire.	Information supplied by, and questioning of, lead officer via in meeting review	To gain an understanding of the issue.	SCSC	Start: 07/02/11 End: 07/02/11	Caroline Corcoran - 2030 Education	Councillor Barbara Alexander	Accepted onto the work programme by OSMC on 25/5
OSMC/09/37	Partnership activity in response to the recession. Assessment of the impact of the measures taken by the West Berkshire Partnership to mitigate the local effects of the recession.	Information supplied by, and questioning of, lead officers, and external partners.	Monitoring item	SCSC	Start: End:	Policy & Communication	Councillor Pamela Bale & Councillor Keith Chopping	High profile activity that is very topical that will give visibility to the work that the Council and its partners are doing on behalf of residents and businesses.
OSMC/10/95	Big Society To explore the initiative as a way of enabling people and encouraging them to take responsibility for their own communities.	Initial briefing followed by in meeting review.		SCSC	Start: End:	Andy Day - 2459 Policy & Communication		
OSMC/10/92	Integrated Offender Management Programme To review how the Council can support the Integrated Offender Management Programme in the future.	Update provided by Chairman of work being presented to the Safer Communities Partnership on 13/12/10.		SSC	Start: 06/12/10 End:	Susan Powell - 264703 Policy and Communication	Councillor Anthony Stansfeld	

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