

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 21 January, 2014 at 6.30pm
in the Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 10 January 2014

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Lowe / Charlene Myers / Elaine Walker on (01635) 519817 / 519695 / 519441

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WestBerkshire
C O U N C I L

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 21
January 2014 (continued)**

To: Councillors Jeff Beck, Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman), Sheila Ellison, Dave Goff, Mike Johnston, Alan Macro, Gwen Mason, Tim Metcalfe, Andrew Rowles, Garth Simpson, Tony Vickers, Virginia von Celsing, Quentin Webb, Emma Webster and Laszlo Zverko

Substitutes: Councillors Peter Argyle, Paul Bryant, George Chandler, Roger Hunneman, Carol Jackson-Doerge, David Rendel, Julian Swift-Hook and Keith Woodhams

Agenda

Part I	Page No.
1. Apologies for Absence To receive apologies for inability to attend the meeting (if any).	
2. Minutes To approve as a correct record the Minutes of the meeting of the Commission held on 10 December 2013.	1 - 10
3. Declarations of Interest To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' Code of Conduct .	
4. Actions from previous Minutes To receive an update on actions following the previous Commission meeting.	11 - 12
5. West Berkshire Forward Plan 15 January 2014 to 31 May 2014 Purpose: To advise the Commission of items to be considered by West Berkshire Council from 15 January 2014 to 31 May 2014 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan. http://www.westberks.gov.uk/index.aspx?articleid=1594	13 - 14
6. Overview and Scrutiny Management Commission Work Programme Purpose: To receive new items and agree and prioritise the work programme of the Commission for the remainder of 2013/14.	15 - 18

Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 21 January 2014 (continued)

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| 7. | Item Called-in following an Individual Decision on 28 November 2013 and Executive on 19 December 2013
To review the Individual Decision to introduce an on street charging scheme in Newbury and any items called-in by the requisite number of Members following the previous Executive meeting. | 19 - 48 |
| 8. | Councillor Call for Action
Purpose: To consider any items proposed for a Councillor Call for Action. | |
| 9. | Petitions
Purpose: To consider any petitions requiring an Officer response. | |
| 10. | Home to School Transport
Purpose: To understand the implications for, impact of and alternatives to the Council's home to school transport policy. | 49 - 50 |
| 11. | Performance report for level one indicators
Purpose: To monitor the performance levels across the Council and to consider, where appropriate, any remedial action. | 51 - 72 |

Andy Day
Head of Strategic Support

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

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OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

MINUTES OF THE MEETING HELD ON TUESDAY, 10 DECEMBER 2013

Councillors Present: Jeff Beck, Brian Bedwell (Chairman), Sheila Ellison, Dave Goff, Mike Johnston, Alan Macro, Gwen Mason, Tim Metcalfe, Garth Simpson, Tony Vickers, Virginia von Celsing, Quentin Webb, Emma Webster and Laszlo Zverko

Also Present: Nick Carter (Chief Executive), Gabrielle Esplin (Finance Manager (Capital and Treasury Management)), Jan Evans (Head of Adult Social Care), Andy Walker (Head of Finance), Gabrielle Alford (Berkshire West CCGs), Sarah Bellars (Berkshire East CCGs), David Lowe (Scrutiny & Partnerships Manager), Councillor Joe Mooney (Community Care, Insurance), Charlene Myers (Democratic Services Officer) and Samantha Ward (South Central Strategic Health Authority)

Apologies for inability to attend the meeting: Councillor Jeff Brooks and Councillor Andrew Rowles

PART I

49. Minutes

The Minutes of the meeting held on 2 September and 29 October were approved as a true and correct record and signed by the Chairman, subject to the following amendments:

- Minutes from 2 September would be amended to reflect Mel Brain's name correctly.

50. Declarations of Interest

Councillor Tony Vickers and Councillor Roger Hunneman declared an interest in Agenda Items 10 & 12, and reported that, as their interests were personal and not prejudicial, they determined to remain to take part in the debate and vote on the matter.

Councillor Emma Webster declared a potential interest in Agenda item 10 and reported that as her interest was not personal or prejudicial but a disclosable pecuniary interest that she would leave the meeting should the discussion lead to the mention of financial arrangements.

51. Actions from previous Minutes

It was confirmed that the Homelessness Strategy had been offered as an agenda item for the next District Parish Conference but that the agenda had not yet been set.

Item 2.4 contained the response from Councillor Alan Law in respect of the letter written by the OSMC to request sight of the Revenue and Capital Budget Report prior to its submission in to Executive.

Councillor Tony Vickers queried the response to item 2.7 as he thought that the Executive's acceptance of the recommendation meant that the item would form part of the Homelessness Strategy. It was confirmed that the item formed part of the work

conducted by the scrutiny task group and that the subsequent action was for the Portfolio Holder to raise the item with Newbury Town Council (NTC). Item 2.7 provided the Commission with the response from the NTC.

Item 2.8 would be amended so that the additional 'would' from the end of the sentence was removed from the sentence.

Councillor Alan Macro expressed his concern about the suggested waiting times illustrated in Appendix A. This was echoed by Councillor Jeff Beck who asked whether resource was identified to ensure the statistics improved. Jan Evans explained that funds had been found for four agency workers to target waiting times and discussions would take place to fund one full time, permanent employee from 2013/14.

Councillor Roger Hunneman suggested that the volume of people waiting for assessments would increase when the revised Government Care Bill was introduced in 2015 and asked Jan Evans to explain whether she felt the service had sufficient resource to manage the demand.

Jan Evans advised that the Government Care Bill was not expected to disadvantage local authorities as resource would be provided to meet the Care Bill requirements. Jan Evans informed the Commission that the service had approximately 600 people on the Adult Social Care books.

Councillor Gwen Mason requested that the use of acronyms within professionals' reports was kept to a minimum and where possible explained in full.

Resolved that the report be noted.

52. West Berkshire Forward Plan December 2013 to March 2014

The Commission considered the West Berkshire Forward Plan (Agenda Item 5) for the period covering December 2013 to March 2014.

Resolved that the Forward Plan was noted.

53. Overview and Scrutiny Management Commission Work Programme

The Commission considered its work programme for 2012/13.

Councillor Tony Vickers questioned the future review dates for item OSMC/13/150. The Commission agreed as item OSMC/12/143 was due to conclude its activity then there would be resource available to start the a review of the factors causing disproportionate numbers of young families to become homeless in the new year.

Resolved that

- A task group would be established to examine the circumstances surrounding homelessness in young families.

54. Items Called-in following the Executive on 28 November 2013

Councillor Brian Bedwell introduced the request to review the current parking policy. Members agreed that the item would be considered in more detail at the next meeting.

Resolved that

- The item would be added to the next agenda for discussion.

55. Councillor Call for Action

There were no Councillor Calls for Action.

56. Petitions

There were no petitions received at the meeting.

57. Continuing Health care

Jan Evans presented information to the Commission in respect of Continuing Healthcare (CHC) arrangements in Berkshire.

Jan Evans advised that the NHS CHC was a package of continuing care arranged and solely funded by the NHS when the individual had a primary health need which met the NHS eligibility criteria. The Council had set its own eligibility for social care criteria at "critical" but this was for a separate purpose and the two were not connected. The CHC assessments considered the complexity of an individual's presenting needs, if deemed eligible for care then the service would be provided at no cost to the client. Jan Evans explained that in the past care provision was provided in hospitals.

The Commission heard that the CHC assessment process initially involved the use of a checklist following a referral. At the initial stage the threshold was set low and with the use of the Decision Support Tool the NHS would collate evidence to assess whether the individual met the eligibility criteria. If the decision was disputed then the case could be reviewed at a Multi Disciplinary Team (MDT) meeting and a recommendation submitted to the Clinical Commissioning Group (CCG) for a final decision.

Jan Evans explained that following concerns around the application of the CHC process, an independent review took place in 2012. The review provided 52 recommendations, highlighted within five key areas for review by the then PCT and LA Adult Social Care:

- Policies and procedures
- Dispute process
- Hospital discharge
- End of life
- Joint training

Jan Evans explained that the first four items had been addressed. The joint training programme took time to establish but successfully completed training in October 2013 for 600 staff across the two acute trusts and six unitary authorities.

In order to monitor progress of those actions the few areas that were outstanding, representatives from Berkshire West and Berkshire East local authorities met with the Assistant Director for CHC to review the agreed action plan. The group's purpose was to monitor the implementation of changes, the Management Information (MI) disseminated by the CCGs, the implications of the changes made to policies and procedures and review the dispute policy. The group would formally review all changes one year after implementation.

Jan Evans advised that the three main areas for consideration by the group were;

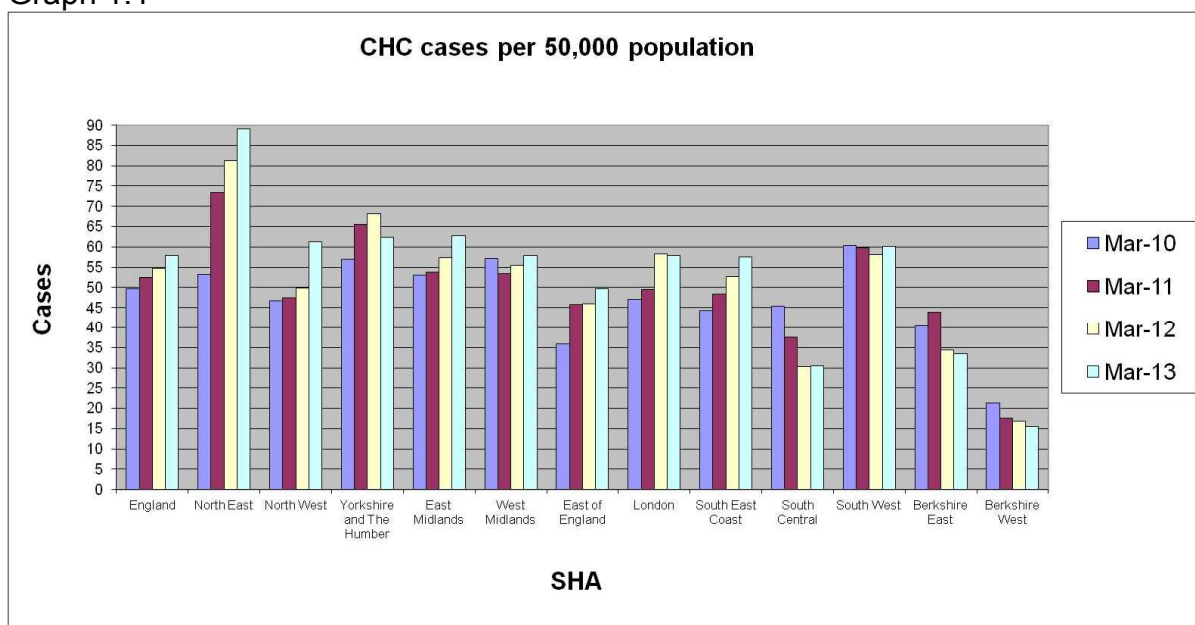
- Management Information produced by the CCGs

- The assessment times and waiting lists associated with initial assessment
- The number of individuals funded by the CCGs that met the NHS eligibility criteria

The Independent review recommended that NHS Berkshire and the Unitary Authorities met regularly to use benchmarking data to monitor their performance both regionally and national trends. In order to address the recommendation the CCG's appointed an analyst whose role would be to establish and maintain a database for the seven Berkshire CCG's and prepare monthly reports.

Jan Evans referred the Commission to the Local Data for 2013/2014. The information showed how many CHC cases were funded by the CCGs across the country (graph 1:1). Further detail suggested that 23 individuals were assessed and their checklist accepted for CHC provision. 12 cases had proceeded to MDT for further review, 2 were held by the MDT and zero assessed as eligible. Jan Evans referred the Commission to the CCGs' month six expenditure report which suggested that there was a 3% reduction in spend between 2012/13 and 2013/14. The report stated that the CCGs' forecast outturn for the same period would increase by 13%.

Graph 1:1



Councillor Brian Bedwell thanked Jan Evans for her presentation.

In response to questions asked, Sarah Bellars advised that the budgetary figures and subsequently the percentages referred to within the supplementary report, would be confirmed and reported back to the Commission.

The Commission heard that if an individual was not deemed eligible for CHC funded by the NHS then, due to their presenting needs, it was possible that they may meet the eligibility criteria for LA care. Sarah Bellars advised that the criteria for assessing eligibility was factual and well structured. The Commission collectively expressed their concern that if that was indeed the case, then why did there appear to be a significant variation between the number of CHC cases in Berkshire West to those in other areas.

Councillor Webster highlighted the possibility that whilst residents waited for decisions from the CCGs it was likely that either the Council or the resident would have to pay for

interim care. In response, Sarah Bellars stated that the assessment process considered a lot of evidence over a period of time, in order to gain a comprehensive review of the individual's needs and that if an individual was deemed eligible for care then the CCG would backdate the funding to cover the period prior to the decision being made.

Councillor Bedwell suggested that the public perception of CHC working successfully was affected by the differing performance statistics compared to other local authority areas. Sarah Bellars stated that the CHC assessment framework was applied consistently across Berkshire with the same team working on all cases.

The Commission acknowledged that the CCGs provided the statistics to compare performance at a national level, however, it was suggested that in order to truly understand the effectiveness of the CHC framework in Berkshire West then the CCGs needed to compare performance directly with neighbouring local authority areas.

Councillor Webb highlighted his concern about the assessment waiting times in Berkshire West and suggested that the CCGs should have had the capability to report on this area in detail. Sarah Bellars advised that the performance reported against by the CCGs was agreed with the Council as part of the review recommendations. Sam Ward advised that the CCGs worked to the national benchmark process which looked at the number of people eligible for CHC via the various routes of referral, costs to CCGs for CHC provisions, number of joint funded cases and the effectiveness of the management tool. The CCGs were expected to report against the number of assessments conducted within the 28 days from the date on which the checklist had been issued, as outlined within the national guidelines. Sam Ward advised that part of the information was made publicly available.

Councillor Webb advised that the Health Scrutiny Panel first reviewed the item in December 2012, at which point they recommended that the CCGs invested in appropriate measures to ensure they had the necessary resource to report on the performance of the service which would be useable at a local level. Sarah Bellars advised that the CCGs appointed an analyst to report on areas as agreed with the LAs.

The Commission highlighted that four residents had waited over a year for an assessment. It was suggested that by allowing the waiting period to exceed the national framework of 28 days residents expectations were being damaged. The CCG's were asked to provide information regarding their action plan to address the issue.

The Commission expressed their dissatisfaction with the extended waiting times and the agreements in place for funding. Sam Ward explained that the process for funding interim care was not set at a national level.

Councillor Macro asked how the Berkshire West CCG compared to other CCGs in terms of assessments conducted within 28 days of the checklist being issued. Sam Ward agreed to obtain the figure and report back to the Commission

Councillor Gwen Mason raised her concern that following the review in 2012 many changes had been made to policies and procedures, however, the issue around waiting times remained. Sarah Bellars advised that the CCGs inherited cases from the PCT which they have had to manage.

The Commission requested sight of the action plan the CCG's had in place to improve waiting time and areas of reporting. Sarah Bellars agreed to respond to questions and provide detailed statistics at the Commission meeting in February 2014.

Resolved that

- The CCGs would be asked to confirm the total value in which the percentage forecast and overspend had been measured.
- Sam Ward would ask NHS England to provide the comparative data to show the number of assessments conducted within 28 days of the checklist being issued in Berkshire West and neighbouring local authorities.
- David Lowe will identify, and then communicate to the Health Service representatives, measures of CHC performance for consideration at the Commission's February 2014 meeting.

58. Revenue and Capital Budget

Andy Walker introduced the Revenue and Capital Budget report to the Commission. Andy Walker stated that this was the second report as part of the financial reporting cycle for the 2013/14 financial year. The forecast revenue overspend for the 2013/14 financial year was £261k which was a worsened position from Quarter One when an underspend of £51k was reported.

Andy Walker stated that the Public Health service had found a saving of £80,000 within the first year due to using existing support services which helped towards delivering its schemes and which could be recharged to the service.

Councillor Zverko asked why Appendix 1a on page 71 showed a forecast overspend of £75,500 on Capital Financing and Management. Gabrielle Esplin explained that this was because of a forecast shortfall in interest earned on the Council's investments because of a reduction in the interest rates being paid by the banks and building societies with which the Council deals. Councillor Zverko also identified an error in the table in Appendix 1b on page 73. Gabrielle Esplin explained that the column showing the budget remaining to be committed was incorrect. She thanked Councillor Zverko for highlighting the error and advised that the report would be amended accordingly.

Councillor Beck questioned the status of the reintegration service as stated on page 68 of the agenda. Nick Carter advised that the Moorside and Riverside centres aimed to find more suitable premises.

Councillor Beck queried the reference on page 82 of the agenda to a payment being pursued from the Kennet School. Nick Carter advised that this referred to an issue with the school transferring to academy status and the leisure facilities onsite. Nick Carter advised that he could not provide any more information at this stage.

Councillor Roger Hunneman referred to paragraph 2.2 of the report which stated that expenditure across Children's non-placement budgets and all other Community Services budgets were being deliberately slowed in order to address the projected overspend within the Directorate. He asked what effect this action would have on service users. Andy Walker responded that areas where there was a pressure for services would not be slowed and there would therefore be no detrimental effect to the most vulnerable clients. Andy Walker agreed to confirm the areas affected by the decision and report back to the Commission.

Councillor Beck noted that on page 56 of the agenda there was mention of GT. It was suggested that the GT site referred to the Gypsy & Traveller site at Four Houses Corner.

Councillor Simpson asked for an explanation of the ASC Risk Fund. Andy Walker explained that the fund was created within the service budget as a contingency for identified areas of risk.

Councillor Vickers asked whether the Council had considered the use of consultants to take the Market Street regeneration project forward and whether the expenditure had been committed within the 2013/14 budget. Nick Carter explained that the costs for the Market Street regeneration project had been identified within the 2013/14 budget. The London Road project had not yet been identified within the budget and it was suggested that this would form part of the 2014/15 budget.

Paragraph 3.2 of the report stated that "good progress was being made with schemes to deliver additional primary school places". It was felt that the statement was inconsistent with the fact that funding for the scheme to expand Theale Primary School had not yet been confirmed. Gabrielle Esplin undertook to check the status of the Theale Primary scheme with Education Services and to report back.

Gabrielle Esplin advised the Commission that approximately £90,000 from the 2012/13 and 2013/14 members' bids capital budget remained unallocated, but that a further bidding round would take place in January which was expected to allocate some or all of the funds .

Councillor Brian Bedwell thanked the Officers for their report.

Resolved that

- Andy Walker would confirm the areas affected by the decision to slow spending within Children Services and report back to the Commission.
- Gabrielle Esplin would check the status of the Theale Primary scheme with Education Services and to report back to the Commission

59. Adult Social Care Eligibility Criteria

Councillor Webb introduced the Adult Social Care Eligibility Criteria review report to the Commission. The task group conducted the in-depth review over the course of 12 months which included an independent public consultation.

Councillor Webb talked the Commission through the report and directed them toward the task groups recommendations which they would be asked to consider;

1. The Head of Adult Social Care should keep the Council's Fair Access to Care Services eligibility criteria at 'critical' and continue to ensure that appropriate levels of funding remain for the provision of preventative services outside of that required for assessed care packages (currently £700,000 per year).
2. The Head of Adult Social care should ensure, through annual review, that in its operation of the Fair Access to Care Services Policy the Council continues to comply with its statutory duties. In addition to any required policy changes, the reviews should incorporate an assessment of equality impact.

3. The Head of Adult Social Care should monitor the effectiveness of the steps that have been taken to reduce both the time taken to complete Section 47 assessments and the backlog of those cases awaiting assessment. Additionally, a further action might be a cessation of the practise of the Access for All team fielding telephone calls for other social care teams and the allocation of more staff time for the completion of assessments.
4. The Head of Adult Social Care should evaluate the operation of the Access for All team to ensure that its position within the organisational structure provides the most effective operational environment. Any changes to the role, formation or positioning of it should ensure that staff in this crucial team are appropriately trained, resourced, focussed and supported.
5. The Head of Adult Social Care should continue to review and evaluate the effectiveness of the Multifunctional Assessment/Review Document to further improve its effectiveness and ensure that the administrative burden it necessarily imposes is kept to an absolute minimum.
6. The Head of Adult Social Care should ensure that those completing the Multifunctional Assessment/Review Document understand that the information it contains will be used by the Resource Panel to make decisions on the provision of care. If necessary, training should be provided to ensure that the delays caused by incomplete or poorly completed forms are reduced.
7. The Head of Adult Social Care should ensure that all staff undertaking social care assessments understand the need to keep those undergoing the process fully apprised of progress. This should ensure that expectations are managed and that dissatisfaction is resultantly kept to a minimum.
8. The Head of Adult Social Care should ensure that the lessons drawn from the Transitions Project (which examined the period when people move from children's social care to adult social care) are widely communicated and fully understood both by those going through it and the staff supporting them.
9. The Head of Adult Social Care should undertake further work to test the perception of some stakeholders that some groups, regardless of the level at which the eligibility criteria are set, are being disadvantaged. Specifically on the grounds of their
 - Age, particularly older people or those not receiving care from a particular and specific age-related service provider (eg Age UK)
 - Disability, particularly those with
 - remitting or relapsing conditions
 - sensory impairment
 - a condition on the autistic spectrum
 - Gender, particularly women who may have a societal expectation that they should act as a primary carer
 - Religion, particularly those with a cultural requirement for hygiene or washing routines.

Should a disproportionate adverse effects be determined to be present then measures should be introduced to mitigate them.

10. The Head of Adult Social Care should review and then re-issue the guidance to staff about the necessity to ensure a holistic assessment is carried out in line with the 'Cross team working protocol'.
11. The Head of Adult Social Care should give consideration to the introduction of measures to meet the needs of carers, especially
 - Their capacity to provide care and the impact that it may have on the effective delivery of support packages
 - The beneficial effects of preventative respite care
 - The widespread and early provision of the Carer's Handbook
 - The production of a newsletter or bulletin
12. The Head of Adult Social Care should strengthen the links between their service and GPs to ensure that the unique and trusted status of GPs is used to identify an early need for social care or the provision of support for carers.
13. The Head of Adult Social Care should disseminate widely to their service the report on the findings of the public consultation in order that improvements in operational systems, processes and practise might be further identified.

The Commission heard that the Strategic Support team stored a copy of the agendas, minutes and reports produced and considered during the course of the review.

Councillor Quentin Webb passed his appreciation to David Lowe, Charlene Myers, Leigh Hogan and Jan Evans for their support during the review. The Commission extended their thanks to the task group.

Jan Evans was asked to provide her comments on the recommendations, she advised that she had reviewed the recommendations prior to the meeting and was content that each one was achievable locally.

Councillor Beck requested clarity around the costs associated with the change from 'Critical' to 'Substantial'. David Lowe advised that the Council would incur a one off fee of £1.2 million, followed by an estimated annual cost of £1.9 million.

Councillor Hunneman raised his concerns about the suggested waiting times for an eligibility assessment. He requested that the item was revisited at future meetings to monitor the backlog. The Commission agreed that recommendation three would be amended to incorporate a request to review the waiting time for assessments on a quarterly basis.

Councillor Bryant asked what the associated costs would be to implement the recommendations. David Lowe advised that it was not for the Commission to consider.

Councillor Garth Simpson asked what comparisons had been made against other Local authorities in respect of residents being signposted to alternative services if deemed not to meet the eligibility criteria. David Lowe advised that the consultation responses suggested that residents were generally highly satisfied with the service. The Commission heard that the Adult Social Care service provided £700,000 of funding to preventative services and an annual survey established feedback from the users of those services.

Councillor Simpson asked whether the struggle to establish NHS Continuing Health Care funding impacted on the Council's capacity to manage the demand on services. Jan Evans advised that the Council had a duty of care to conduct an assessment on any person over the age of 65 years old and, through various avenues, residents outside this age group could be referred for an assessment. Jan Evans explained that the service was resource intensive.

Councillor Vickers expressed his concern that it appeared as though the NHS and West Berkshire Council utilised stringent frameworks when assessing local residents. Jan Evans informed the Commission that the process of delivering care, from volunteer services aimed to provide preventative measures, through to the use of end of life services for those residents with the most significant presenting needs. Jan Evans explained that the process could include regular reviews in order to ensure the individuals needs were being met, the agency providing those services would change dependant on the complexity of the case.

Councillor Goff asked whether residents could be assessed within alternative local authorities. The Commission acknowledged that due to the differing levels of eligibility criteria within local authorities, it was possible that a resident could be deemed eligible for care if assessed outside of West Berkshire.

Councillor Brian Bedwell proposed acceptance of the task group's recommendations, subject to the amendment being made to item three. The Commission unanimously agreed to accept the recommendations.

Resolved that

- Recommendation three would be amended to read:

The Head of Adult Social Care should monitor the effectiveness of the steps that have been taken to reduce both the time taken to complete Section 47 assessments and the backlog of those cases awaiting assessment. Additionally, a further action might be a cessation of the practise of the Access for All team fielding telephone calls for other social care teams and the allocation of more staff time for the completion of assessments. Reports on effectiveness and progress should be made quarterly to the Overview and Scrutiny Management Commission.

- The recommendations were accepted and the report noted by the Commission.

(The meeting commenced at 6.30 pm and closed at 8.40 pm)

CHAIRMAN

Date of Signature

Agenda Item 4.

Title of Report:	Actions from previous meetings
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014

Purpose of Report:	To advise the Commission of the actions arising from previous meetings
Recommended Action:	To note the report

Overview and Scrutiny Management Commission Chairman	
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1. Introduction

- 1.1 This report provides the Overview and Scrutiny Management Commission with an update on the actions arising from its previous meeting.

2. Actions

- 2.1 **Resolution:** Andy Day should update the Commission on the use of the asset disposal guidance in relation to the disposal of the Greenham Control Tower.

Action/ response: As has been widely reported, the process to dispose of the Greenham Control Tower has concluded. The process for assessing bids, which was revised following recommendations received from the Commission, worked well and there were no reported problems.

- 2.2 **Resolution:** Andy Walker would confirm the areas affected by the decision to slow spending within Children Services and report back to the Commission.

Action/ Response:

- 2.3 **Resolution:** A task group would be established to examine the circumstances surrounding homelessness in young families.

Action/ Response: Work has begun to set up the task group.

- 2.4 **Resolution:** Gabrielle Esplin would check the status of the Theale Primary School scheme with Education Services and to report back to the Commission

Action/ Response: The Q2 report referred to school expansion schemes which were in the programme for 2013/14. The Theale Primary School scheme is included in the latest draft of the capital programme for 2014/15 to 2015/16, but this has still to be finalised and confirmed by the Capital Strategy Group and the Executive.

Appendices

There are no appendices to this report

Agenda Item 5.

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from 01 November 2013 to 28 February 2014 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 and recommends further action as appropriate.

Overview and Scrutiny Management Commission Chairman	
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Supporting Information

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 15 January 2014 to 31 May 2014, also shows the decision path of each item including Council, Executive and Overview and Scrutiny Management Commission.
- 1.2 In order to hold the Executive to account, Overview and Scrutiny Management Commission Members are asked to identify any areas of forthcoming decisions which may be appropriate for future scrutiny.
- 1.3 The West Berkshire Council Forward Plan 15 January 2014 to 31 May 2014 is available at <http://www.westberks.gov.uk/index.aspx?articleid=1594> and will be displayed on screen during the meeting.

Appendices

There are no appendices to this report.

Agenda Item 6.

Title of Report:	Overview and Scrutiny Management Commission Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014

Purpose of Report: To receive, agree and prioritise the Work Programme of the Commission.

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

Overview and Scrutiny Management Commission Chairman	
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Supporting Information

1. Introduction

- 1.1 The work programme for the Overview and Scrutiny Management Commission is attached at Appendix A for the Commission's consideration. Members are also asked to consider any future areas for scrutiny.

Appendices

Appendix A – Overview and Scrutiny Management Commission Work Programme

Overview and Scrutiny Management Commission Work Programme - 2013/14

Reference	Subject	Purpose	Format	Methodology	Start Date	End Date	Lead Officer / Service Area	Portfolio Holder	Status	Comments
OSMC/13/151	Home to school transport	Top understand the implications for, impact of and alternatives to the Council's home to school transport policy.	In meeting		Jan-14	Jan-14	Caroline Copcorran –2030 Education	Councillor Irene Neill	Scheduled	Proposed by Councillor David Allen. Accepted on to the work programme at the OSMC meeting of 29 October.
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. Quarterly Item	In meeting		Jan-14	Jan-14	Jason Teal – 2102 Policy & Communication	Councillor Roger Croft	Scheduled	Quarterly item. To be heard (Jan 14 for Q2, April for Q3 , next meeting TBC but exec circle end date 24th July 2014)
OSMC/11/113	Asset Disposal	To conduct a review of the Council's Asset Disposal and Community Right to BID guidance	In meeting		Sep-13	Jan-14	Andy Walker	Councillor Alan Law	In progress	Commission updated on 2/9/13. Requested that they review the amended guidance post Greenham Control Tower - Commission will receive a written update at the January meeting. Update provided via the actions update report 21/01/14
OSMC/11/119	Continuing Healthcare (CHC)	To assess the effect of the CHC operations policy and procedures in practise	In meeting		Dec-13	Feb-14	Jan Evans – 2736 Adult Social Care	Councillor Graham Jones	Scheduled	Monitoring of the CHC independent review action plan. Update against actions requested after 6 months. Following the update heard at the December meeting - the CCGs have been asked to return to the Feb meeting to provide further information around performance
OSMC/12/144	Shaw House	To understand the utilisation and income generated	Task Group (Cllrs Brooks, Beck & Ellison)		Jun-13	Feb-14	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	In Progress	Task Group to examine the Portfolio Holder's report following work undertaken by the Cultural Asset Working Group
OSMC/11/111	Risk Register	To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting		Apr-14	Apr-14	Ian Priestley	Councillor Roger Croft	Scheduled	Annual item initially scheduled for January 2014. Ian Priestley advised that the item was not yet ready for discussion and it would therefore be postponed until April 2014
OSMC/09/57	Revenue and capital budget reports	To receive the latest period revenue and capital budget reports	In meeting	Quarterly item.	Apr-14	Apr-14	Andy Walker – 2433 Finance	Councillor Alan Law	Scheduled	May lead to areas for in depth review.
OSMC/11/110	Energy Saving	To review the Council's policies and procedures for Energy Saving.	In meeting		Apr-14	May-14	Adrian Slaughter	Councillor Dominic Boeck	Scheduled	Completed in April 2012. Review to be undertaken in April 2014.
OSMC/13/147	Welfare Reform	To understand the preparations for national Welfare Reform and consider any issues arising.	In meeting		May-14	May-14	Sean Anderson - 2149 Head of Customer Services	Councillor Alan Law	Scheduled	- Item incorporated at OSMC meeting of 16/04/13 - Schedule for early 2014
OSMC/12/135	Annual target setting	To examine the annual targets being set for 2014/15.	Task Group (Cllrs Webb, Webster & Vickers)	Task group working directly with PM officers	May-14	May-14	Jason Teal – 2102 Strategic Support	Councillor Roger Croft	Scheduled	Annual review
OSMC/11/129	Housing Allocations policy	To conduct a review of the effectiveness of the Council's Housing Allocation Policy	In meeting		Sep-14	Sep-14	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Roger Croft	Scheduled	Review of the policy 12 months after its implementation.

Reference	Subject	Purpose	Format	Methodology	Start Date	End Date	Lead Officer / Service Area	Portfolio Holder	Status	Comments
OSMC/12/149	Newbury town centre parking	To ensure that the needs of Newbury residents, businesses and visitors are appropriately balanced.	Task Group		Early 2014	Mid 2014	Mark Edwards--2208 Highways and Transport	Councillor Pamela Bale	To be scheduled	Suggested by Councillor Tony Vickers and added to the work programme at the meeting of 2 July. To be discussed following completion of the BID/WBC car parking review
OSMC/13/148	GP data provision for school placement modelling	To review whether GP data is being provided to the Council for the purposes of forecasting school placement needs.	In meeting			TBC			To be scheduled	
OSMC/13/150	Homelessness - young families	To understand the reasons why West Berkshire appears to have a disproportionate amount of young families facing homelessness whose friends and extended family are unwilling or unable to provide them with temporary housing.	Task Group		Jan-14	Jul-14	Mel Brain--2403 Housing	Councillor Roger Croft	Scheduled	Arose from the 2012 review of homelessness (recommendation 12)

Title of Report:	Item Called-in following an Executive Decision – Parking review amendment 15: On-street parking (Newbury)
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014
Forward Plan Ref:	ID2715

Purpose of Report:	To allow a review of the decision to introduce an on-street charging scheme in Newbury
Recommended Action:	That the Overview and Scrutiny Management Commission reviews the decision.

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

Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk

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

Supporting Information

1. Executive Decision

- 1.1 On 28 November 2013 the Executive Member for Highways received a report (ID2715) outlining the responses received during the statutory consultation on the proposal to introduce on-street charging on various roads within Newbury and to seek approval of officer recommendations.
- 1.2 The Executive Member for Highways approved the following recommendations:
- (1) That the proposed on-street charging in Newbury be approved and introduced as advertised with effect from the start of the 2014/15 financial year.
 - (2) That the parking scheme be monitored so that any parking displacement can be addressed as part of a future review.
 - (3) That the respondents to the statutory consultation be informed accordingly.

2. Call-In of the Decision

- 2.1 In accordance with the Council's Constitution, five Elected Members (Councillors David Allen, Jeff Brooks, Roger Hunneman, Tony Vickers and Keith Woodhams) called in the Individual Decision (ID2715) on the basis that:
- (1) The views of local residents, shoppers and traders have been ignored (see the 1,719 signature petition, and responses from the Newbury BID, Newbury Town Council and those of dozens of local residents, shoppers, and business people).
 - (2) This does nothing to support the economy of Newbury, and will dissuade shoppers from coming into the town.
 - (3) This will cause a displacement of car parking into residential areas
 - (4) The reasons for introducing the charge have been changed during the course of the consultation; - during and after the informal consultation the Council stated that it intended to generate revenue income as part of the overall cost savings review. The Council has now backtracked from this and said all the money generated by on street parking charges will be used for road safety and car parking. This seems disingenuous when the council simultaneously plans to cut the road safety budget by £96,000 and plans to increase car parking charges on Sundays. If the income from on-street parking was intended to enhance the funding in these areas, then why are the services being cut?
 - (5) Despite the overwhelming majority of respondents to both consultations being against the proposals, the Council has actually *increased* the number of 'paid for' on street parking bays – in some streets by over 50%. Twenty three bays were removed from the charging structure, but fifty

seven new ones were added after the first consultation process. What was the reason for this?

- 2.2 The alternative proposed by those calling in the decision is for the maintenance of the status quo or the extension of the limited waiting time to further areas if necessary to deter commuters and free up short term parking for shoppers. The calling members are also of the view that the decision is contrary to the policy framework for the following reasons

- (1) The introduction of charging for on-street parking in Newbury contradicts the Council Strategy 2013-2017 on the following points:
 - (a) The charging will not assist with 'Promoting and acting in the interests of the communities, people and businesses of the district' which is one of the core purposes of the council.
 - (b) The charging will also not assist with 'Promoting a vibrant district' one of the Council's priorities, in which we should be 'promoting the district to businesses and becoming more business friendly'
 - (c) The on street parking charges also contravene the Council's main principle, that of 'Putting people first....means looking at how our services are designed and operated from the perspective of those who use them'
 - (d) Finally, the decision to go ahead with the charges following overwhelming public opposition does not chime with this excerpt from the strategy: 'We need to ensure that we continue to listen to local people in deciding how our services should be delivered in the future and that they feel able to contribute to the decisions that affect them'.
- (2) Furthermore there is no mention of implementing on street parking charges in Newbury in the Local Transport Plan for West Berkshire 2011-2026, implementation plan dated December 2011, as published on the WBC website.

3. Role of the Overview and Scrutiny Management Commission

- 3.1 The role of the Overview and Scrutiny and Management Commission is to review the decision and determine whether it concurs with the original decision (in which case it will take immediate effect) or refer it back to the Executive or Individual Portfolio Holder for further consideration.
- 3.2 If the Commission is of the opinion, having taken advice from the Council's Monitoring Officer or Section 151 Officer that a decision is outside the Budget and Policy Framework approved by the Council, the Commission may refer the decision to the Council. The Council may concur with the decision (in which case it will take immediate effect) or refer it back to the Executive or Individual Portfolio Holder for further consideration.

4. Recommendation

- 4.1 It is recommended that Members of the Overview and Scrutiny Management Commission review the decision made by the Executive.

Appendices

Appendix A – Parking review amendment 15: On-street parking (Newbury) report (ID2743)

Individual Executive Member Decision

Title of Report:	Parking Review Amendment 15: On-Street Charging (Newbury)
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	28 November 2013
Forward Plan Ref:	ID 2715

Purpose of Report:	To inform the Executive Member for Highways, Transport (Operations), Emergency Planning, Newbury Vision of the responses received during the statutory consultation on the proposal to introduce on-street charging on various roads within Newbury and to seek approval of officer recommendations.
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Recommended Action:	That the Executive Member for Highways, Transport (Operations), Emergency Planning, Newbury Vision resolves to approve the recommendations as set out in Section 7 of this report.
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Reason for decision to be taken:	To enable Parking Review Amendment 15 to be progressed to implementation.
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Other options considered:	N/A
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Key background documentation:	<ul style="list-style-type: none">• On-Street Charging Proposals in Newbury Report - July 2013 - Informal Consultation.• Plan Nos: AK71(SC1), AK72(SC1), AL72(SC1), AL75(SC1), AL76(SC1), AL77(SC1), AM72(SC1), AM73(SC1), AM74(SC1), AM75(SC1), AM76(SC1), AM77(SC1), AM78(SC1), AN72(SC1), AN73(SC1)• Responses received during statutory consultation.• High Court Judgement - Case No: 3325/2011 Attfield vs London Borough of Barnet .
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Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk

Contact Officer Details	
Name:	Mark Cole
Job Title:	Traffic Services Manager
Tel. No.:	01635 519210
E-mail Address:	mcole@westberks.gov.uk

Implications

Policy:	The consultation was in accordance with the Council's Consultation procedures.
Financial:	The purchase and installation costs of the pay machines is estimated at £50,000 and would be funded from the approved Capital Programme. The estimated income from this proposal is £25,000 to £30,000 per annum. This is the income that has already been identified in the 2013/14 Council savings plan. There are no further implications arising from this report.
Personnel:	None arising from this report.
Legal/Procurement:	The Sealing of the Traffic Regulation Order would be undertaken by Legal Services. Having undertaken detailed assessment of our costs in providing transport services as regards our income from parking charges, there are no implications arising from the recent Barnet case judicial ruling.
Property:	None arising from this report.
Risk Management:	None arising from this report.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell was consulted by e-mail on 12 November 2013. He responded on 13 November as follows: "I am satisfied the Council has taken note of the comments

in the consultation and made adjustments accordingly, therefore I still do not object to this proposal."

Ward Members:

Councillor David Allen was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Howard Bairstow was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Jeff Beck was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Paul Bryant was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Billy Drummond was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Adrian Edwards was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Marcus Franks was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor David Goff was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Roger Hunneman was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Mike Johnston was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Gwen Mason was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Julian Swift-Hook was consulted by e-mail on 12

November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Ieuan Tuck was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Councillor Tony Vickers was consulted by e-mail on 12 November 2013. To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

**Opposition
Spokesperson:**

Councillor Keith Woodhams was consulted by e-mail on 12 November 2013. He responded on 13 November as follows:

"The Conservative Administration at West Berkshire Council has made it very clear that they are not supporting local businesses or the economy in the centre of Newbury, by introducing on street parking charges. This is in the face of strong opposition from local retailers and businesses who signed a 1,719 petition opposing the scheme.

There is now a high risk that small traders who rely on passing trade will see business go out of town to retail parks where parking is free.

The impact will also be felt by many businesses in Faraday Road. Businesses I spoke to said that the parking bays which are currently free to park in, are used by customers who come in to buy a car or book a service. They may be put off coming if they have to mess about paying for parking by mobile phone and may instead choose to visit garages out of town where the parking is free. The staff were also concerned about where they would park to avoid the charge.

The idea that charging for parking in the centre of Newbury would "encourage a turn-over of the available parking spaces, which would benefit local traders" is farcical. The parking bays already have time limited parking to do this!

The cost of investing in ticket machines and enforcement is high for little financial return, but it could also cost the local economy dearly too!

The Conservative Administration has once again ignored local opinion but this was predictable."

Local Stakeholders:

N/A

Officers Consulted:

Mark Edwards, John Ashworth, David Holling, Wendy Howells, Alex Drysdale.

Trade Union:

N/A

Is this item subject to call-in?	Yes: <input checked="checked" type="checkbox"/>	No: <input type="checkbox"/>
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Supporting Information

1. Background

- 1.1 The Council undertook an initial informal public consultation on proposals to introduce on-street charging in Newbury between 21 January and 1 March 2013. This process was designed to establish the level of support locally for such a proposal and was also an important exercise to better understand the likely impact of the proposals on various user groups, including local businesses, so that alternative proposals could be considered, or changes could be made to mitigate the effect of the on-street charging if it was decided to proceed to the next stage of statutory consultation of the proposals.
- 1.2 At the end of the informal consultation period there had been 171 responses, including three separate petitions, one of which contained 1,719 signatures objecting to the proposal. A report was prepared in July which considered the responses and recommended several changes to the initial proposals as a result of the comments received. This report was published in the results tab on the Council's consultation finder and is reproduced at Appendix A. The report concluded that the scheme with the proposed amendments would be taken forward to the formal statutory consultation stage.
- 1.3 Having considered the comments received during the informal consultation the Council still considers that charging for on-street parking and limiting the periods of parking in the central area of Newbury would encourage a turn-over of the available parking spaces, which would benefit local traders. Discouraging all day commuter parking prevents road space being sterilised and would give visitors to the town more choice. Making best use of available road space where charging is proposed would have additional road safety and traffic management benefits, with the income generated providing much needed revenue to secure expeditious, convenient and safe movement of traffic and provision of suitable and adequate parking facilities on and off the public highway throughout the district.
- 1.4 On-street charging is already in place within West Berkshire, with long established schemes with parking meters in High Street Hungerford and in Station Road Newbury.
- 1.5 The streets considered for on-street charging in Newbury under this amended proposal were as follows:
 - (1) Bartholomew Street (outside of the Pedestrian Zone)
 - (2) Broadway
 - (3) Catherine Road
 - (4) Cheap Street
 - (5) Faraday Road industrial area (including Ampere Road, Fleming Road, Kelvin Road and Marconi Road)
 - (6) Kings Road West
 - (7) Link Road

- (8) Newtown Road
- (9) Northbrook Street (outside of the Pedestrian Zone)
- (10) Old Bath Road
- (11) Pelican Lane
- (12) West Mills

- 1.6 The proposed charging scheme would be operational daily between 8am and 6pm, including bank holidays. To help mitigate the impact on local traders the proposals included a 30 minute free parking period in the streets in the central area of Newbury and within the Faraday Road industrial estate, where there is a reliance on passing trade.
- 1.7 The charging scheme, as detailed in the Table of Charges for Newbury document at Appendix B, would vary dependant on location, however on Sundays a single daily charge of £1.00 would apply to all of the locations where on-street charging was introduced. Additionally, on Sundays the 30 minute free period and the 50p charge for up to 2 hours parking would be retained in all locations where it applied from Monday to Saturday.
- 1.8 The proposal includes 'Pay by Phone Only' at some more isolated locations where the potential for vandalism or damage to ticket machines was considered to be a significant risk. Information would be provided at these sites directing drivers to the nearest alternative location for parking using pay machines.
- 1.9 There would be no impact on Blue Badge Holders provided that their parked vehicle was displaying a valid Blue Badge as they would still be able to park free of charge. Resident permit holders would also not be affected as the proposal to introduce on-street charging is only in areas where there is no, or limited, residential parking available.
- 1.10 The changes to the informal consultation were included in Parking Review Amendment 15, which was advertised as the formal statutory public consultation on the amended proposals to introduce on-street charging in Newbury.
- 1.11 The statutory consultation and advertisement of the agreed proposals was undertaken between 25 July and 15 August 2013.

2. Issues arising during and immediately in advance of the statutory consultation period

- 2.1 On 22 July 2013 the High Court ruled against the London Borough of Barnet ('the Barnet case') in a case regarding its proposal to raise surplus revenue from increasing charges for residents parking permits and visitor vouchers. The legality of their method of revenue collection, together with their stated use of any funds raised were considered to be outside the scope of the Road Traffic Regulation Act 1984 (RTRA 1984) and therefore unlawful.
- 2.2 This case raised the profile of parking charges beyond just residents parking schemes nationally and therefore our proposed on-street charging scheme locally. At that time the Public Notice for Parking Review Amendment 15 had already been

placed with the local press for publication on 25 July 2013 so the advertisement and public consultation proceeded as normal.

- 2.3 In view of the judgement in the Barnet case and the wider implications for parking revenue, it was considered appropriate for further assessment to be undertaken on the financial aspects of the proposed on-street charging scheme for Newbury. This detailed work looked at the expenditure incurred in securing expeditious, convenient and safe movement of traffic and provision of suitable and adequate parking facilities on and off the public highway over the previous four financial years and compared this with the revenue from parking during the same timeframe.
- 2.4 This work was done because the Judgement indicated that, provided that any surplus parking income generated is spent on what was described as 'a remarkably broad range of functions in the RTRA 1984', including 'traffic schemes, pedestrian crossings, school crossings, street playgrounds, speed limits, bollards, traffic wardens, removal and immobilisation of vehicles, as well as different types of parking facilities' a Local Authority introducing such a scheme would be acting lawfully. The detailed work undertaken indicates that in fact the Council spends much more on such functions than it receives from parking revenue.
- 2.5 Having considered the Judgement and the declared purpose of the Council's proposed on-street parking scheme, it is considered that the proposals are lawful.

3. Responses to statutory consultation

- 3.1 At the end of the statutory consultation period 25 responses had been received, including comments from Newbury Town Council, Greenham Parish Council and the Liberal Democrat Group. A number of the objections presented detailed comments regarding the legality of the introduction of a charging scheme in light of various news articles regarding the Barnet case which appeared in the national press at the time of the consultation.
- 3.2 A detailed summary of all the comments received during the statutory consultation, together with officer comments, is provided in Appendix C to this report.

4. Equalities Impact Assessment Outcomes

- 4.1 An EIA Stage 1 has not been submitted for this report as it is considered that the implementation of on-street parking charges for Newbury will not deter any of the equality groups from their continued use of the parking spaces available as:
- (a) The spaces will be available for unimpeded use by all;
 - (b) Blue Badge holders will still be able to park without charge;
 - (c) The pay by mobile phone service will enable customers to purchase parking time if they prefer this method of payment. This will benefit those with mobility problems who are not Blue Badge holders.

5. Other Factors for Consideration

- 5.1 The capital cost of purchasing and installing the pay machines is estimated at £50,000. Financial analysis of the estimated use of the proposed on-street charging bays, taking into account cash collection costs and ongoing maintenance of ticket

machines, provides a net annual figure of approximately £25,000 to £30,000. The proposed on-street charging scheme is therefore conservatively estimated to recoup the initial capital outlay within the first two years if fully adopted.

- 5.2 The provision of the pay machines that would be required for this scheme would be jointly funded from the Integrated Transport element of the Local Transport Grant from the Department for Transport and from Section 106 contributions for transport projects from local developments. Neither of these sources of funding should be spent on maintaining the highway.
- 5.3 Requests for additional restrictions cannot be made without going through the full statutory consultation process again, but requests resulting in a relaxation to a proposed restriction can be accommodated by amendments to the Traffic Regulation Order (TRO) prior to its Sealing.

6. Conclusion

- 6.1 Having carefully considered the responses to the consultation it is considered that the benefits of the proposed on-street charging restrictions outweigh the issues in the responses to the consultation and that the proposal should be introduced as advertised.
- 6.2 Due to the nature of parking schemes it can sometimes be difficult to accurately anticipate the consequences of change, such as where any displaced parking may occur. Therefore the parking restrictions will need to be monitored to determine their effectiveness and should any amendments be required these can be introduced as part of the review process, subject to the standard consultation procedure.

7. Recommendations

- 7.1 That the proposed on-street charging in Newbury be approved and introduced as advertised with effect from the start of the 2014/15 financial year.
- 7.2 That the parking scheme be monitored so that any parking displacement can be addressed as part of a future review.
- 7.3 That the respondents to the statutory consultation be informed accordingly.

Appendices

Appendix A – On-Street Charging Proposals in Newbury – July 2013

Appendix B – Table of Charges for Newbury

Appendix C – Summary of Comments to Statutory Consultation.

On-Street Charging Proposals in Newbury

1. Background

- 1.1 The Council undertook an informal public consultation on its proposal to introduce charging for parking in certain streets in Newbury between 21 January and 1 March 2013. If introduced the charges would apply every day between 8.00 am and 6.00 pm including bank holidays. Parking would be free at all other times and to help mitigate the impact on local traders it is proposed to allow free parking for the first 30 minutes in the streets in the central area of Newbury where there is reliance on passing trade. On Sundays there would be a single daily charge of £1.00 at all of the locations where on-street charging was introduced. The 30 minutes free would be retained in all locations where it applies from Monday to Saturday as would the 50p charge for up to 2 hours parking in the two locations where this applies. The proposal includes 'Pay by Phone' only at some locations. Information on the nearest alternative location for parking using pay machines would be provided at these 'Pay by Phone' only sites. The purpose of the consultation was to seek to understand the likely impact that this would have on stakeholders and how the impact of this could be mitigated.
- 1.2 The Council considers that charging for on-street parking and limiting the periods of parking in the central area of Newbury would encourage a turn-over of the available parking spaces. Making best use of available road space in all areas where charging is proposed would not only have some road safety and traffic management benefits in the streets concerned but the income generated would provide much needed revenue income to help maintain important front line road safety services over wider areas and to offer some support for specific promotions to support business in the town. In addition, discouraging all day commuter parking prevents road space being sterilised and gives visitors more choice.
- 1.3 The streets considered for pay for parking under this proposal are listed below:
 - a. Bartholomew Street (outside of the Pedestrian Zone)
 - b. Broadway
 - c. Catherine Road
 - d. Cheap Street
 - e. Faraday Road industrial area
 - f. Kings Road West
 - g. Link Road
 - h. Newtown Road
 - i. Northbrook Street (outside of the Pedestrian Zone)
 - j. Old Bath Road
 - k. Pelican Lane
 - l. West Mills.

- 1.4 On-street charging is not new to West Berkshire as there are already long established schemes with parking meters in High Street Hungerford and in Station Road Newbury. Many towns throughout the country now have similar schemes.

2. Responses to consultation

- 2.1 At the end of the informal consultation period there had been 171 responses, including a petition presented at the Council meeting on 5 March containing 1,719 signatures, a petition from 68 Royal Mail employees, a joint letter signed by 16 residents of the Goldwell Drive area, and comments from Newbury Town Council, the Federation of Small Businesses and Newbury BID all of which represent the views of a large number of interested parties.
- 2.2 The petition of 1,719 signatures stated:

'We the undersigned object to the introduction of On Street Parking Charges on the following grounds:

- 1. They are an unnecessary imposition of cost to shoppers, residents and shop workers.*
- 2. They will act as a deterrent to local trade.*
- 3. Charging is unnecessary for the regulation of parking – that can and is being done by parking regulations.*
- 4. It will displace parking into other already congested areas.*
- 5. The charges are purely to generate money for the Council.'*

- 2.3 The petition from Post Office workers of 68 signatures stated:

'We the undersigned wish to draw to the Newbury Council's attention that their proposals in respect of the above will lead to considerable financial hardship for residents in the area who work in Newbury Town Centre, such as my members who work for Royal Mail. If these proposals are to be implemented, we request that concessions on the parking fees should be introduced for those who work in Newbury and provide a service to the local community.'

- 2.4 A detailed summary of all the comments received during the statutory consultation, together with officer comments, is provided in Appendix A to this report.

3. Amendments

- 3.1 Officers have taken due note of the responses, and are proposing some amendments to the original proposals to take account of the points raised. The aim is to continue to provide short term parking, and hence turnover of customers, in parts of Newbury; as well as achieving revenue from commuters and those parking all day on the streets. This enables the Council to provide appropriate traffic management and road safety measures and offer some support for specific promotions to support business in the town.

- 3.2 The following adjustments are proposed that would address the comments received:
- a. That the only areas to now be subject to the proposed new on-street charging in Catherine Road and Link Road be those lengths which are currently unrestricted and generally used throughout the day by rail commuters for long term parking. This would provide 10 pay for parking spaces in Catherine Road and 13 in Link Road. The remaining areas currently subject to formal parking restrictions in both of these roads should be retained in their current format. This would continue to provide up to two hours of Limited Waiting with exemption for permit holders, for visitors to the medical or dental surgeries, and for dropping off and picking up at St Nicholas Junior School.
 - b. That the only areas to now be subject to proposed new on-street charging in Kings Road West be those bays which are currently unrestricted and generally used throughout the day by local workers for long term parking. These unrestricted parking spaces in a central part of Newbury are an anomaly in traffic management terms but have historically provided long term free parking for Post Office workers in the main who arrive early for shift work. This revised proposal would provide 18 pay for parking spaces. The remaining 8 spaces, currently subject to formal parking restrictions, should be retained in their current format. This would continue to provide up to four hours of Limited Waiting with exemption for Zone C1 permit holders and therefore assist some local workers, particularly the early shift postal workers. The revised proposal therefore provides a positive response to the concerns raised in the petition from the Post Office workers.
 - c. That the area in Carnegie Road that currently provides one hour Limited Waiting and was originally proposed to be converted to allow an exemption for resident permit holders be revised to provide up to four hours of Limited Waiting with exemption for Zone C1 permit holders. This would provide a further 6 spaces to assist local workers, including postal workers, and take some pressure off the Zone C1 residents parking scheme.
 - d. That the number of pay for parking spaces in Newtown Road (south of St John's Road) be maximised to approximately 40 spaces.
 - e. That the number of pay for parking spaces in Old Bath Road (south side) be maximised to approximately 53 spaces.
 - f. That the number of pay for parking bays in the Faraday Road area be maximised to approximately 60 spaces.
 - g. That the remaining elements of the on-street parking scheme that formed the basis of the informal consultation should remain unchanged.

- 3.3 The charges proposed to be levied for the various periods of parking duration vary from street to street. These charges have not been revised following the informal consultation. However the adjustments proposed in this section have been incorporated into the revised table that is provided in Appendix B to this report.

4. Conclusion

- 4.1 Having carried out a thorough review of all of the responses received to the informal consultation into the proposal to introduce on-street charging in certain streets in Newbury the Council has taken note of the comments received and proposed a number of amendments to the scheme originally proposed. These amendments are set out in section 3 above.
- 4.2 The revised scheme with the proposed amendments will now be taken forward to the next stage of the process, which will be to undertake the formal statutory consultation by advertising the necessary Traffic Regulation Orders. At this stage any representations received will be taken into account in the decision making process.

Appendices

Appendix A – Summary of Comments to Consultation

Appendix B – On-Street Charging Proposals for Newbury – Table of Details.

ON-STREET CHARGING PROPOSALS FOR NEWBURY

Proposed areas for new parking charges in Newbury (with no, or limited residential parking) are:

LOCATION	NO. OF PAY MACHINES	PERIOD / CHARGE (would apply Monday to Saturday inclusive from 8.00 am to 6.00 pm)*
Northbrook Street (west side) - either side of Albert Road (5 bays)	1	30 minutes / 1 hour Free £1.00
Broadway (east side) - near Clock Tower (3 bays)	1	
Cheap St (west side) - (21 bays)	2	
Kings Road West - only the currently unrestricted bays (18 bays)	1	
Bartholomew Street - (20 bays)	6	
Newtown Road (north of St John's Road) - (10 bays)	1	30 minutes / 1 hour / 2 hours Free £1.00 £2.00
West Mills - (8 bays)	1	
Pelican Lane (west side) - adjacent to car park (6 bays)	1	30 minutes / 1 hour / 2 hours Free £1.00 £2.20
Newtown Road (south of St John's Road) - west side (approx 40 bays)	Pay by phone	2 hours / 4 hours / over 4 hours £1.00 £2.00 £3.00
Catherine Road - only the currently unrestricted bays (approx 10 bays)	1	2 hours / 4 hours / over 4 hours £1.00 £2.00 £3.80
Link Road - only the currently unrestricted bays (approx 13 bays)	2	
Station Road (existing) - (60 bays. No change to number of bays)	7	2 hours / 4 hours / over 4 hours £1.00 £2.00 £3.80
Old Bath Road (south side) - west of Leys Gardens (approx 53 bays)	Pay by phone	2 hours / 4 hours / over 4 hours 50p £1.00 £1.50
Faraday Road area (including Ampere Road, Fleming Road, Marconi Road and Kelvin Road as well as Faraday Road itself) - (approx 60 bays)	Pay by phone	30 minutes / 2 hours / 4 hours / over 4 hours Free 50p £1.00 £1.50
Carnegie Road – (6 bays)	N/A	Parking restrictions revised from 1 hour Limited Waiting to 4 hours Limited Waiting – No Return 4 hours Mon-Sat / Exemption for Resident Permit Holders (Zone C1) / No Charges

***Note:**

On Sunday there would be a standard daily charge of £1.00 at all of the locations where on-street charging was introduced. The 30 minutes free would be retained in all locations where it applies from Monday to Saturday as would the 50p charge for up to 2 hours parking in the two locations where this applies.

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Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
GENERAL NEGATIVE COMMENTS		
7	The proposals will increase the number of shoppers that use the out of town retail park or other local towns where parking is free, will make the town less welcoming and local traders will suffer as a result.	<p>Shoppers currently visit off-street car parks in significant numbers and expect to have to pay. On-street charging is a common feature of town centre parking across the country and there is no reason to consider that a new parking regime will significantly change visitor habits for shoppers.</p> <p>It is accepted that traders are in serious competition from many sources, including online retail, but the proposed parking charges should not deter most shoppers from visiting the town and should not be seen as the only reason for businesses to experience trading difficulties. The proposed charging levels, which include free parking for short periods in the main shopping areas, are set at a very modest rate and should not seriously impact on a shoppers overall spend.</p> <p>We do not therefore consider that the proposals will significantly change the current parking behaviour of shoppers or visitors to the town. There may be initial resistance from some, but town centre retailers can provide items not found in out of town retail parks and will still attract a significant number of visitors to the town on a daily basis.</p>
5	The High Court judgement raises doubts over the legality of the current proposals with regard use of parking revenue for purposes other than traffic management.	This is covered in detail in Section 2 to the main report.
5	Motorists will be displaced into residential roads to avoid the charges and this will create significant problems for residents who may be unable to park close to their homes. This scheme creates problems that do not currently exist, for little benefit.	If displacement is considered likely, or was to occur as a result of the proposals being implemented, the area can be investigated and measures recommended to address problems as they occur. Proposing measures in residential roads in anticipation of potential displacement is not always supported by residents as

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
		<p>they may not have experienced any parking problems at that time and may consider any proposal to be an unnecessary imposition by the Council. .</p> <p>It should however be noted that it is our remit to make 'best use' of the public highway and in some locations it may be appropriate for non-residents to park in a residential road during the day if the majority of residents have commuted away from the area.</p>
5	The restrictions have been proposed with the intention of raising income and this is illegal.	The informal consultation undertaken between January and March incorrectly indicated that any surplus revenue may be directed at supporting general frontline services. The current statutory consultation made no such statement, however any surplus funds may legally be used to help maintain Road Safety related measures. Section 2 of the main report refers.
4	There is no evidence that the proposed on-street charging will have any road safety benefits over the current method of parking on-street, as increasing turnover will increase the number of traffic movements and therefore increase risk. The scheme should be abandoned.	The road safety benefits may be very marginal and it is agreed that there could be an increase in traffic movements from parking places, but it does not necessarily increase risk. Additional measures are being proposed for the town centre area including an extension to the 20 mph speed limit due for public consultation later this financial year and in conjunction with existing traffic calming measures these will ensure that road safety risks are low. Also the income generated by these proposals will mean that road safety schemes can continue to be funded across a wider area.
3	<p>The charges are contrary to evolving Government policy and respected institutional research. The Secretary of State for Communities and Local Government (Eric Pickles MP) is advocating free parking on double yellow lines in order to encourage in-town shopping.</p> <p>This information provided by Ministers suggests that a delay may be appropriate while clarity of central government proposals are established.</p>	The comment from Eric Pickles has received widespread negative comment, including from the Parliamentary Under-Secretary of State for Transport at the time of the comment, Norman Baker MP, who described the idea as 'unworkable'. Other measures may yet be proposed by central government but we do not consider the proposed on-street charging to be contrary to Government policy.

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
3	<p>The 'Pay by Phone Only' option should not be deployed at any location. Customers parking in these areas would be inconvenienced if they do not have a personal mobile phone or are unable to make credit payments with their phone. This will discriminate against those road users who may be elderly or disadvantaged, with perhaps low rental tariff with high call charges.</p> <p>Customers of parking facilities should be provided with a choice and this includes the methods of payment such a credit/debit card as well as by cash..</p>	<p>'Pay by Phone' or 'Pay by Text' is becoming an increasingly common method of on-street charging in Local Authority areas across the country and addresses the potential for vandalism of payment machines in isolated locations. It is considered highly likely that the overwhelming majority of drivers parking in the areas chosen for 'Pay by Phone' would be commuters who would be mobile phone owners able to use this type of facility. Drivers who are unable to use this system would be able to park in alternative areas where a more convenient method of payment for them would be available. Information on the nearest alternative location for parking using pay machines would be provided at these 'Pay by Phone' only sites.</p>
2	<p>Introducing waiting charges could mean that visitors stay for longer and reduce the turnover and availability of parking.</p>	<p>It is anticipated that the majority of users of town centre streets would continue to be short-term visitors taking advantage of the free parking period and therefore there should be no significant reduction in turnover or parking availability. The maximum stay is however proposed at 1 hour and so turnover will still take place.</p>
2	<p>There has been no clear justification, other than anecdotal evidence, to suggest that there is any problem or that additional parking charges are needed.</p>	<p>Observations by officers have highlighted the areas where long term parking by commuters may be taking place. Whilst this may not always result in specific parking problems, there are occasions when the long term parking is preventing use of the area by residents or their visitors, or use by shoppers.</p>
2	<p>The installation of 24 parking machines and additional signs in the town's street is environmentally unacceptable</p>	<p>7 of the machines are already in place on Station Road. The ticket machines will not significantly add to general street furniture but they are considered a requirement for the areas chosen as part of this scheme.</p>
1	<p>Parking space is easy to find in Cheap Street, Bartholomew Street, Catherine Road and Pound Lane due to the regular turn-over of parking and this helps local traders. Introducing waiting charges could mean that visitors stay for longer and reduce the turnover and availability of parking.</p>	<p>It is anticipated that the majority of users of the Cheap Street and Bartholomew Street would continue to be short-term visitors taking advantage of the free parking period and therefore there should be no significant reduction in turnover or parking availability. The maximum stay is proposed at 1 hour and so turnover</p>

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
		<p>will still take place.</p> <p>The Catherine Road proposal includes a charge which would allow all-day parking. This restriction is only proposed on the length currently used by rail commuters and there is generally no daytime turn-over on this area. The current Limited Waiting restriction will be retained and this will ensure there is turnover.</p> <p>It is assumed that the objector was referring to Pound Street rather than Pound Lane. This is not included within the on-street charging proposals and any current turnover reported by the objector should therefore be retained.</p>
1	It is insidious that the consultation took place during a period when the majority of road users would be on holiday.	The public consultation was in effect for a 21 day period and even if some road users were on holiday this length of time is sufficient to note and comment on a proposed scheme.
1	On-street charging should not be considered until all forms of parking provision are thoroughly investigated across the town.	Parking restrictions are routinely reviewed as part of ongoing works to ensure restrictions are effective and appropriate to the location. Changes to parking restriction can be made as part of future reviews, but delaying implementation of the on-street charging scheme now that it has completed the legal consultation process would potentially raise financial pressures which this scheme could help to resolve.
1	The deficit in Revenue should be made up by more efficient staffing and cutting back on expenditure such as tourist information	Significant proposals have already been submitted for consultation as part of the Council's measures to meet a £11 million saving. Areas across the Council will be affected. The proposed on-street charging will potentially raise funding and help offset the proposed loss to road safety budgets.
1	Motorists on low wages are being directly targeted as an alternative to raising Council Tax to generate revenue and this is unfair and counter-productive.	The proposed daily charge is considered to be set at a very modest level and should not overly impact on local workers. Local businesses could encourage car-sharing or adopt other green travel initiatives under their travel plans for their employees, which may assist workers in these circumstances. There will

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
		<p>however still be areas of road space within walking distance of many of the roads proposed under this scheme which may be available for unrestricted parking, but it is accepted that these may not necessarily be in the immediate vicinity of the worker's place of employment.</p> <p>Additional parking restrictions could be considered as part of a future parking review in the area if necessary.</p>
1	The proposals will be difficult to remove once implemented if they fail to meet their revenue target and are going to increase hardship for road users. The proposed charges are modest to begin with but the pricing structure is bound to increase annually. This is the thin edge of the wedge and will see on-street charging introduced in other areas of the town.	On-street charging already takes place in Hungerford and on Station Road in Newbury. If the proposals are taken forward and implemented on-street it is possible that charges could increase in the future, as they do with our off-street charging. There are no proposals to extend the on-street charging areas to other towns in the district but the reality is that if the Council continues to seek cost savings or generate revenue then on-street charging will remain a potential area for investigation across the district as long as they are legally justified.
1	There should be no parking charges that apply on Sundays or Bank Holidays, especially in the roads that are only used by commuters.	In our area we consider that charging for Sundays and Bank Holidays is appropriate and would provide some additional revenue to ensure the viability of the on-street charging scheme, as some of the roads included are also used by commuters at weekends.
1	There should be no requirement for anyone to physically obtain a ticket for any free parking period as this will just create chaos and confusion.	By displaying a parking ticket on their vehicle it allows motorists to show precisely when their parking period commenced from and would accurately show when a free period had expired. This limits the potential for contested PCNs being issued and ensures that Enforcement Officers can quickly patrol the restrictions. If motorists did not have to display a ticket the parking restrictions could quickly be subject to abuse.
1	The Equality Impact Assessment (EIA) was insufficient and did not take detailed account of the different user groups. The EIA did not mention the actual impact of the proposals but essentially just told the elderly to walk further.	We do not agree that the EIA is simplistic. The lengthy consultation period indicates that this is part of a carefully considered process. Exemptions are included within the proposal for Blue Badge Holders and the restrictions will not

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
		be forcing the elderly too walk further. That would be a choice they make by not parking in an available and potentially more convenient parking space.
1	There is no justification for the hours of charging on Sundays to be the same as for Monday to Saturday as shops are only open for an maximum of 8 hours under Sunday Trading Act regulations.	The proposed charge for Sunday would be a standard daily charge of £1. The 30 free period would be retained in all locations where it applies Mon-Sat as would the 50p charge for up to 2 hours parking where this applies. There would be no material benefit for introducing different operational times.
1	The statement used to justify Bank Holiday charging is that many towns throughout the country have similar schemes. This is incorrect, as many Councils do not charge for on-street parking on public holidays, or publicly state that they will not enforce on these dates.	It is the case that many local authorities are now charging for parking on bank holidays and this can be easily established by reference to their web sites on the internet. We have only investigated local authorities in our part of the country but have established that Reading Borough Council, Oxford City Council, South Oxfordshire District Council, Cherwell District Council, Vale of White Horse District Council, Southampton City Council, Portsmouth City Council, Eastleigh Borough Council, Swindon Borough Council, Bracknell Forest Borough Council, Slough Borough Council and Windsor & Maidenhead Borough Council all charge on bank holidays.
1	Annual Reports on parking for 2010/11 and 2011/12 have not been published as available documents on the Council website.	This is incorrect. The bi-annual report was published in December 2012 and this is available on our Parking Enforcement webpage.
1	There are inconsistencies with the Council's Parking Policy document produced in July 2008 and the document published on the website dated March 2011. The discrepancies are small but significant and it is unclear which version of the parking policies document would be regarded as definitive by a Court.	The current Parking Policy document would be the version that the Council would stand by. However the differences between this version and the version produced in July 2008 are only cosmetic with the removal of such items as "draft". The substantive content has not been changed.
GENERAL SUGGESTIONS		
2	The free parking period should be for two hours rather than the 30 minutes	We consider 30 minutes is adequate for most types of shopping involving

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
	proposed as this will allow time for visits to independent retailers in the north and south of the town centre. 30 minutes is inadequate for most types of shopping or office visits on a busy day.	passing trade, but if visitors are wishing to extend their stay they would be able to purchase a ticket for a modest £1 charge to allow longer stay in the central locations or could choose to park in areas that will allow a longer stay which is able to meet their needs.
1	In the locations with ticket machines there should also be a facility for Pay by Phone.	This facility is already in place on Station Road and will be replicated on the new restrictions.
1	If implemented the increased number of machines must be better maintained than at present.	The new machines will initially be covered by guarantee but will be covered by on-going maintenance contract once this expires. To date the record of repair has been relatively good.
BARTHOLOMEW STREET COMMENTS		
1	30 minutes is an ideal length of time for parking and meets the needs of local traders. Increasing this to one hour will be detrimental to business.	It is anticipated that the majority of users of Bartholomew Street would continue to be short-term visitors taking advantage of the free parking period and therefore there should be no significant change to turnover or parking availability. The maximum stay is however proposed at 1 hour and so turnover will still take place.
CATHERINE ROAD COMMENTS		
1	The proposal will cause difficulties for patients of Eastfield House Surgery. The problems caused by long stay parking would be resolved by introducing Limited Waiting for the whole road.	It is unfortunate that the surgery do not make their car park more available to their patients already. The informal consultation raised concerns regarding parking provision for surgery visitors and this resulted in amendments to the scheme. The existing 2 hour Limited Waiting will provide on-street parking

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
		spaces for patients and there should not be significant change to current parking behaviour as a result.
CHEAP STREET COMMENTS		
2	The current restrictions are ideal and meet the needs of local traders. The proposed changes will result in less turnover which will be detrimental to business.	It is anticipated that the majority of users of Cheap Street would continue to be short-term visitors taking advantage of the free parking period and as the current maximum stay is 1 hour and the maximum stay under the proposed scheme is also 1 hour there should be no significant change to turnover or parking availability.
FARADAY ROAD INDUSTRIAL AREA COMMENTS		
1	The proposal will prevent the mobile catering business from operating. The business has had a Street Trading license for 11 years and would like to be exempt from the charges.	Requests from individual businesses can be considered on a case by case basis if the proposals are implemented and officer discretion can recommend exemption if appropriate.
1	These roads in a busy industrial estate are already congested by vehicles belonging to local workers and many of the businesses have been established without off-street parking so employees are obliged to park on-street. Charges are inappropriate for local workers.	It is not the council's responsibility to provide on-street parking for businesses. If they are unable to provide parking for their staff they could encourage car sharing or provide a contribution to their employees as part of a travel scheme to assist them to pay for the proposed on-street charging fees.
1	From looking at the proposed charging rates on the consultation, the daily charge for parking Faraday Road will be £10.70 for 8 hours and that is unaffordable for all.	This is incorrect. The maximum daily charge for Faraday Road (over 4 hour parking) would be £1.50 which is considered a relatively manageable figure for most local workers.
1	Potential car buyers will be attracted to use the out of town garage showrooms	It is considered that potential car buyers would not be deterred from a purchase

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
	where parking is free.	or visiting a showroom just because of the potential small parking charge. Buyers are more likely to be wanting to visit specific manufacturers, however the showrooms could extend their parking areas for visitors within their site if there was a serious concern that this could impact on trade.
KINGS ROAD WEST COMMENTS		
1	Object to the parking proposal as we have difficulty trying to get in and out of our business at 11A Kings Road West due to vehicles parking in front of the entrance where the turning is very tight.	The new proposals do not effect this length of Kings Road West. The area opposite the entrance to 11A Kings Road West is subject to a No Waiting Mon-Sat 6am-6pm and during the evenings it may be more difficult, but it is not impossible, to exit this property. Any changes would reduce the available on-street parking for local residents and businesses operating during the evening and will not be considered as part of this scheme.
LINK ROAD COMMENTS		
1	The proposals impose unfair additional costs on rail commuters who are already financially penalised through rail fare increases. The stated aim of the proposal is to encourage a turn-over of parking spaces to assist local traders, however there are no traders in Link Road that could benefit. Link Road should be excluded from the scheme.	<p>The stated aims provide a general comment on the intention of the scheme and are not absolute or definitive. There are private dental practices, medical surgeries and also the Junior school located on Link Road, Catherine Road and St Johns Road, all of which would benefit from turn-over or more availability of parking space.</p> <p>Link Road has been considered as within the central part of Newbury and is a desirable parking location for commuters (rail or local businesses). It is however sufficiently removed from businesses attracting passing trade and the pricing structure for charges reflects this, by allowing all day parking if necessary and a lower scale of hourly charge.</p>

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
1	There is no evidence that the proposed on-street charging will have any road safety benefits over the current method of parking on-street, as increasing turnover will increase the number of traffic movements and therefore increase risk.	The road safety benefits may be very marginal and it is agreed that there could be an increase in traffic movements from parking places, but it does not necessarily increase risk. Additional measures are being proposed for the town centre area including an extension to the 20 mph speed limit due for public consultation later this year and in conjunction with existing traffic calming measures these will ensure that road safety risks are low. Also the income generated by these proposals will mean that road safety schemes can continue to be funded across a wider area.
NEWTOWN ROAD COMMENTS		
2	<p>There is no road safety reason to introduce charging on this road and local residents will not benefit from its introduction. Introducing restrictions with no concessions for local residents will cause inconvenience and expense for residents and their visitors. Space is already limited due to shared footpath and cycleway, bus stops and traffic calming. A resident permit parking option should be available for this residential road.</p> <p>The resident of one property, No 61, objected on the grounds that they have no off-street parking and cannot afford a new dropped kerb facility. The resident is also elderly and infirm.</p>	<p>This length of Newtown Road is currently primarily used by commuters and is a suitable and appropriate location for on-street charging to be considered. The proposals do not include an evening charge for parking after 6pm and so would be available for evening and overnight parking by residents or their visitors.</p> <p>For consistency of approach the on-street charging regime is proposed to apply Mon-Sat 8am-6pm in all areas, as if certain roads operate under different timings or days of operation it could lead to confusion for the motorist.</p> <p>The overwhelming majority of local properties on this length of Newtown Road all appear to have off-street parking available and so do not park on-street and would not qualify for a permit under the current permit parking policy.</p> <p>A disabled parking bay could be considered on Newtown Road in the vicinity of No 61 to substitute one of the proposed charging bay bays, however parking restrictions are not always able to meet individual needs of specific properties and at this stage it is recommended that no changes are made to the proposals.</p>
OLD BATH ROAD COMMENTS		

Summary of comments to statutory consultation (25 July – 15 August 2013) – Proposed on-street charging Newbury

No. of comments	Consultation response	Officer Comments
3	<p>The proposals will have a negative effect on house prices in the residential roads adjacent to Old Bath Road due to the problems non-resident parking causes. Introducing 'Resident Permit Holder' restrictions for all properties in Goldwell Drive, Jesmond Dene and Leys Gardens would address and prevent displacement into these roads as a result of restrictions in Old Bath Road.</p>	<p>If remedial measures are introduced to address the long term concerns by residents associated with obstruction and access for refuse and delivery vehicles it could be argued to have a positive effect on house prices. Many residential roads located in close proximity to town centres experience parking problems and it has always been considered by some to have an unavoidable impact on general house prices. The roads in question will be investigated as part of the next parking review in the area and additional measures considered to address potential displacement, however a review of the current policy on Resident Permit Parking may result in significant changes to the current parking restrictions in this area due to the off-street parking facilities which the majority, if not all, properties benefit from.</p>

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Agenda Item 10.

Title of Report:	Home to school transport
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014

Purpose of Report: To provide for the Overview and Scrutiny Management Commission a scope of the examination of the implications of the recent changes to the home to school transport policy.

Recommended Action: To note the report and carry out scrutiny on the item.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 942 0196
E-mail Address:	bbedwell@westberks.gov.uk
Contact Officer Details	
Name:	David Lowe
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Executive Report

1. Introduction

- 1.1 At its meeting of 29 October 2013 the Overview and Scrutiny Management Commission (OSMC) resolved to undertake a review of the recent changes that have been made to the home to school transport policy. The members of the Commission agreed that the review should be carried out during the OSMC meeting of 10 December.

2. Scope of the review

- 2.1 In line with the submission from Councillor Allen proposing the subject, the Overview and Scrutiny Management Commission may wish to consider:
- (1) the extent to which the revised policy supports the Council priority of 'Improving Education'
 - (2) the road safety implications
 - (3) whether the fares being paid provide value for money
 - (4) the number of students who are no longer eligible
 - (5) the arrangements being made by those who are no longer eligible
 - (6) the provision being made for students statutorily remaining in post-16 education
 - (7) the consultation process undertaken prior to the adoption of the new policy.
- 2.2 Caroline Corcoran, the Service Manager in Education with responsibility for the home to school transport policy, will attend the meeting to answer members' questions.

3. Recommendation

- 3.1 It is recommended that members of the Overview and Scrutiny Management Commission carry out scrutiny into the impact of the changes to the home to school transport policy and make recommendations for improvement as appropriate.

Appendices

There are no appendices to this report.

Consultees

Local Stakeholders: None

Officers Consulted: None

Trade Union: N/A

Agenda Item 11.

Title of Report:	Quarter 2 Council Performance Report
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	21 January 2014

Purpose of Report:

1. To report Q1 outturns against the key accountable measures and activities contained in the Council's performance framework
2. To report by exception those measures / activities not achieved or behind schedule and cite remedial action taken and the impact it has had.

Recommended Action:

1. To note progress against the key accountable measures and activities contained in the Council's performance framework.
2. Review those areas reporting as 'amber' to ensure that appropriate corrective or remedial action has been put in place

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
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Executive Summary

1. Introduction

- 1.1 This report sets out the Council's progress in quarter 2 against its key accountable measures and activities for 2013/14. In doing so, it provides assurance to the Commission that objectives laid out in the Council Strategy and other areas of significance / importance across the Council are being delivered.
- 1.2 50 key accountable measures and activities are tracked in total through the reporting framework.

2. Recommendation

- 2.1 It is recommended that Members of the Commission review the Q2 performance monitoring report.

Appendices

Appendix A – Quarter 2 Performance Report: key accountable measures and activities 2013/14.



Quarter Two Performance Report:

Key accountable measures and activities 2013/14

Update on progress: July –September 2013

compiled by:

Research, Consultation & Performance Team

Strategic Support Unit

westberks.gov.uk/performance

October 2013

For queries contact: Jason Teal (01635 519102 or jteal@westberks.gov.uk)

Key strategic measures and activities 2013/14

Quarter two: July – September 2013

Measures of Volume by Directorate

This table pulls together a number of socio-economic measures to contextualise what is happening in the wider context of West Berkshire which will help identify issues around which Council may need to act.

State of the District: Measures of volume	2012/13					2013/14			
	2012/13 Q1	2012/13 Q2	2012/13 Q3	2012/13 Q4	YE 2012/13	2013/14 Q1	2013/14 Q2	% diff. Q2 v Q2	Comment
Total claimant count (aged 16-64)	1,745 (1.8%)	1,665 (1.7%)	1,615 (1.6%)	1,745 (1.8%)	-	1,495 (1.5%)	1,264 (1.3%)	-24%	South East claimant rate = 2%
Total claimant count (aged 18-24)	455 (4.3%)	435 (4.0%)	380 (3.5%)	420 (3.9%)	-	325 (3.9%)	264 (2.5%)	-39%	South East claimant rate = 3.6%
Unfilled job vacancies in West Berkshire	1,255	963	1,803	-	-	Data no longer published			Nomis ceased collating this data in November 2012. It is hoped that DWP will produce a similar dataset from Universal Jobmatch.
Average house price	£227,707	£228,311	£232,067	£226,780	-	£226,700	£230,967	1%	
Net number of properties	65,264	65,426	65,603	65,625	-	£65,700	-		
Number of households accepted by the local authority as eligible, unintentionally homeless and in priority need in accordance with the homelessness provisions of the Housing Act 1996.	19	22	8	8	57	11	-		Q4 2012/13 figure is now confirmed. Data is delayed by 3 months due to time taken to collate application data for P1E.
Newbury footfall	27,150 (May '12)	-	24,080 (Oct '12)	-	-	27,500 (May '13)		↑VALUE↑	
Hungerford footfall	4,740 (May '12)	-	-	-	-	4,590 (May '13)		↑VALUE↑	↑0%
Thatcham footfall	5,890 (May '12)	-	-	-	-	5,400 (May '13)		↑VALUE↑	↑0%

State of the District: Measures of volume	2012/13					2013/14			
	2012/13 Q1	2012/13 Q2	2012/13 Q3	2012/13 Q4	YE 2012/13	2013/14 Q1	2013/14 Q2	% diff. Q2 v Q2	Comment
Number of crimes reported (All)	2,121	2,051	2,005	1,997	8,152	2,230	2,111	3%	
Nos. of serious acquisitive crime incidents reported	351	319	303	185	1,155	402	272	-15%	
Number of ASB incidents reported	769	847	487	442	2,547	598	727	-14%	
Domestic burglaries (dwellings)	115	106	98	83	402	99	72	-32%	
Number of people killed or seriously injured on roads in West Berkshire (incl. Highway Agency roads)	16	20	24	10	70	14	-		Data available a quarter in arrears.

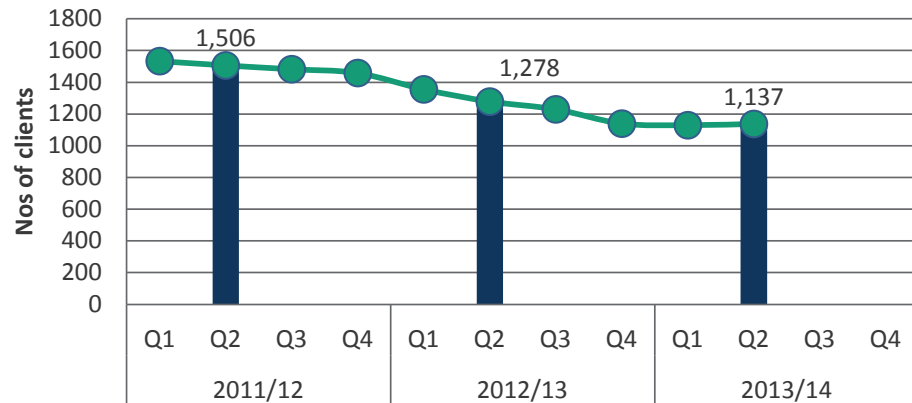
Demand for services provided by the Council

The range of activities the Council performs is varied – providing more than 300 different services or functions. These are not static and we have seen demand for – and people’s use of – services change. For example, compared to the same period last year we have seen:

Measures of volume: Communities Directorate

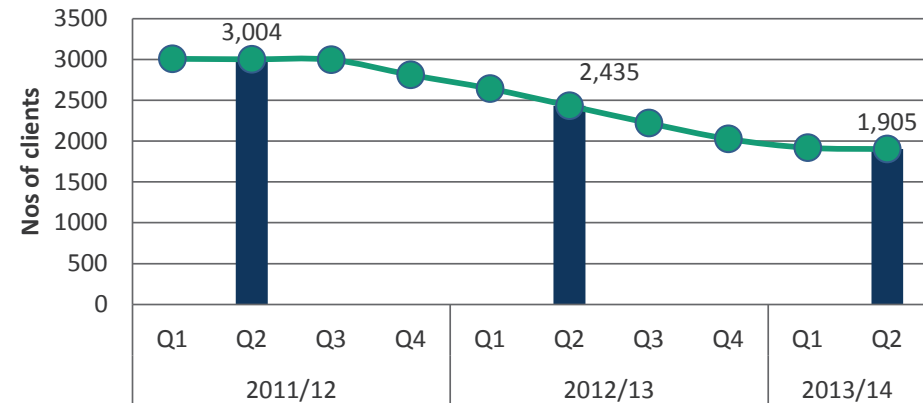
Nos. of clients aged 18 - 64 having received a community based service in the past 12 months, excluding residential/nursing care home

Q2 '13/14
V
Q2 '12/13
-11%



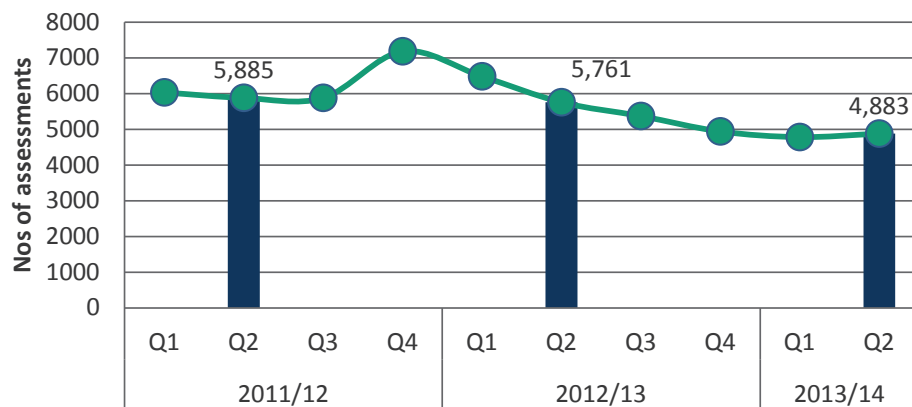
Nos. of clients aged 65 plus having received a community based service in the past 12 months, excluding residential/nursing care home

Q2 '13/14
V
Q2 '12/13
-22%



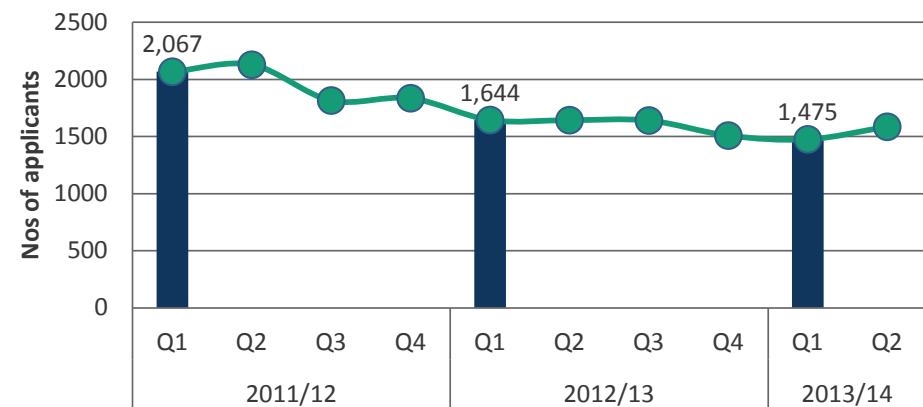
Nos. of social care assessments and reviews completed in the last 12 months

Q2 '13/14
V
Q2 '12/13
-15%



Nos. of live applicants on the Common Housing Register in the reasonable preference group

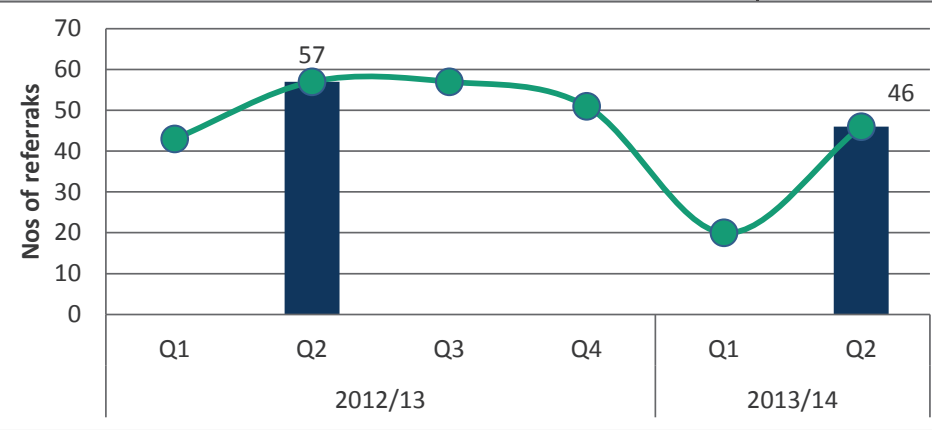
Q2 '13/14
V
Q2 '12/13
-4%



Measures of volume: Communities Directorate

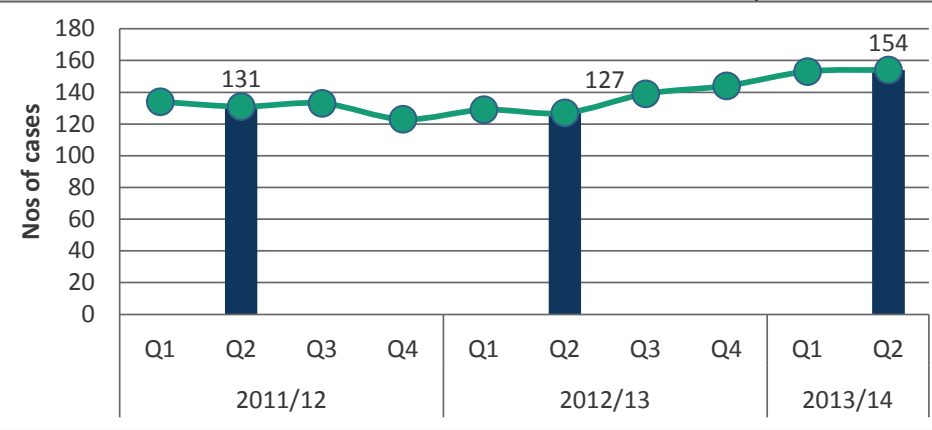
Number of safeguarding referrals received

Q2 '13/14
V
Q2 '12/13
-19%



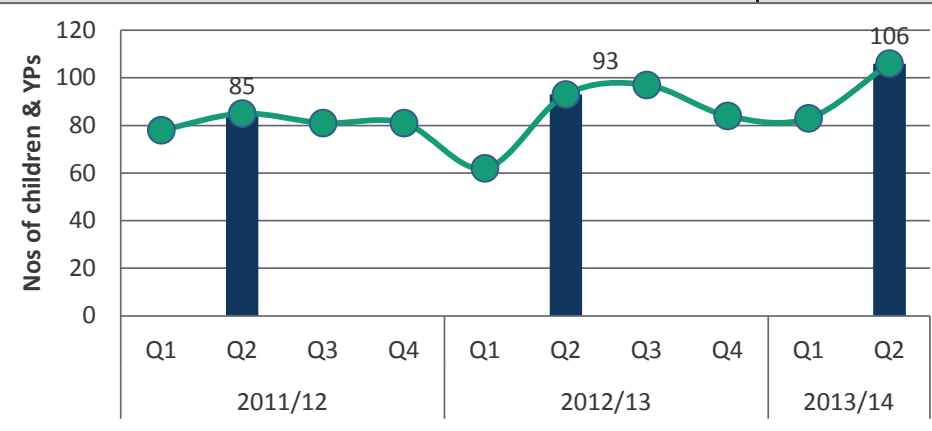
Nos. of Looked After Children cases

Q2 '13/14
V
Q2 '12/13
21%



Nos. of children and young people subject to a child protection plan

Q2 '13/14
V
Q2 '12/13
14%

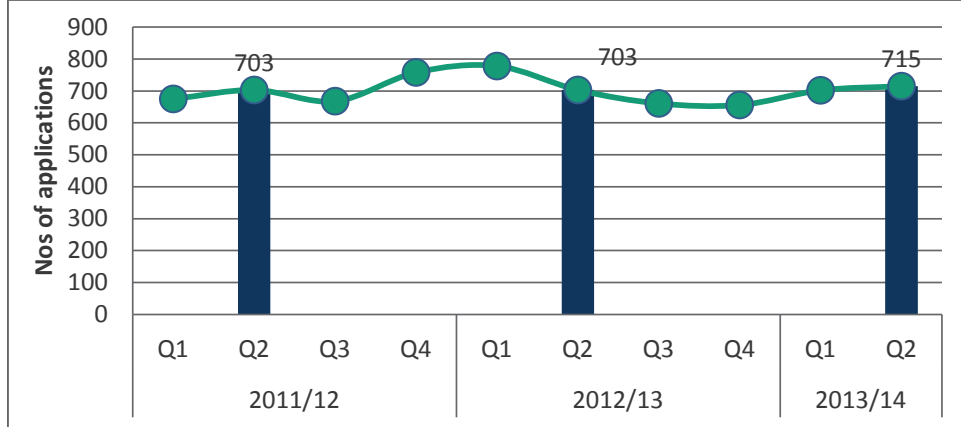


Measures of volume: Environment Directorate

Total nos. of planning applications (Received)

Q2 '13/14
V
Q2 '12/13

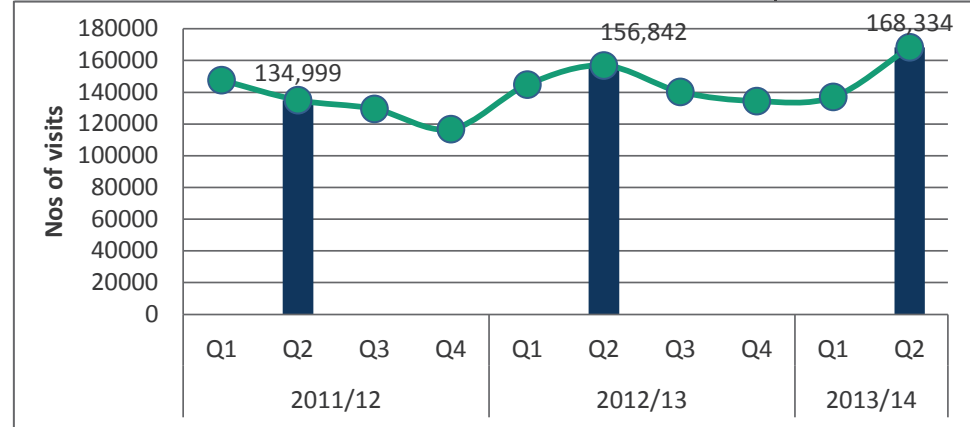
2%



Number of visits to library venues (physical / virtual)

Q2 '13/14
V
Q2 '12/13

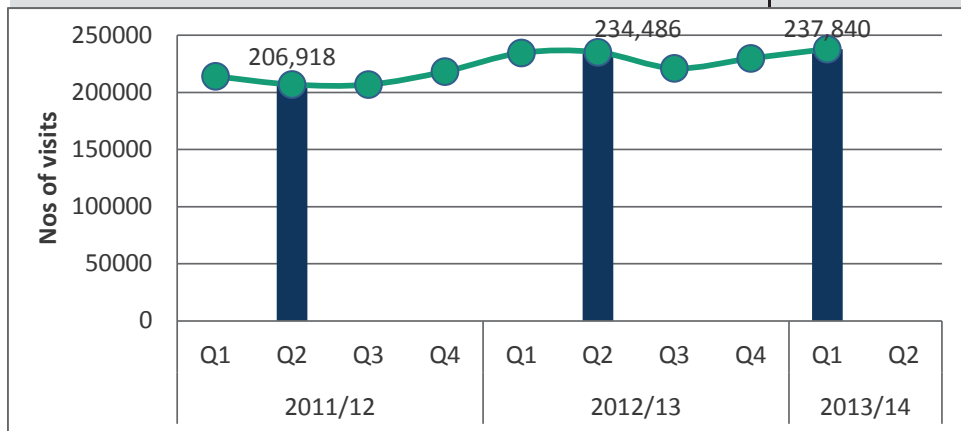
7%



Number of visits to sports and leisure centres

Q2 '13/14
V
Q2 '12/13

1%

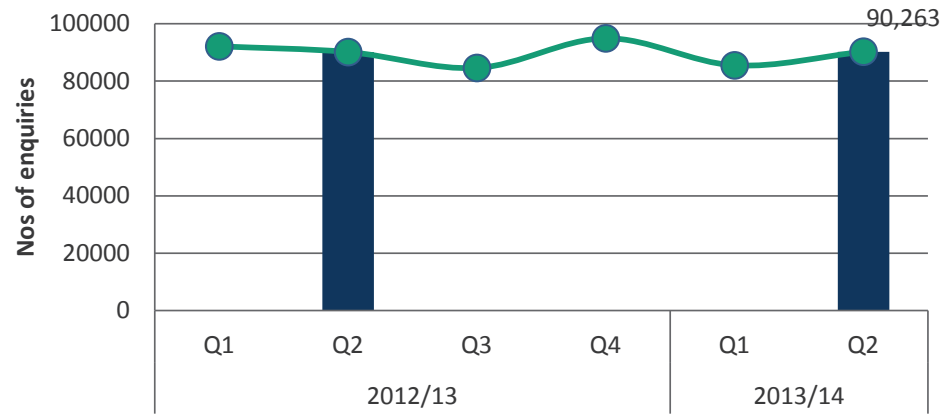


Measures of volume: Resources Directorate

Total nos of enquiries with Contact Centre

Q2 '13/14
V
Q2 '12/13

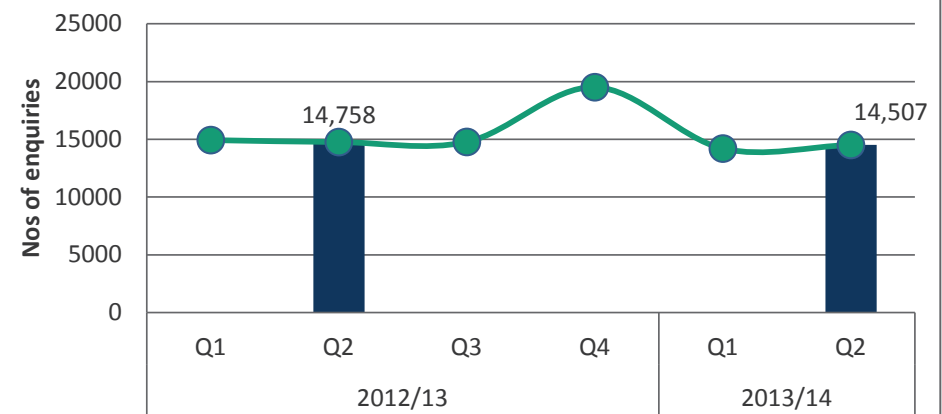
0%



Total nos of Streetcare enquiries (received directly through Contact Centre & online fault reporting)

Q2 '13/14
V
Q2 '12/13

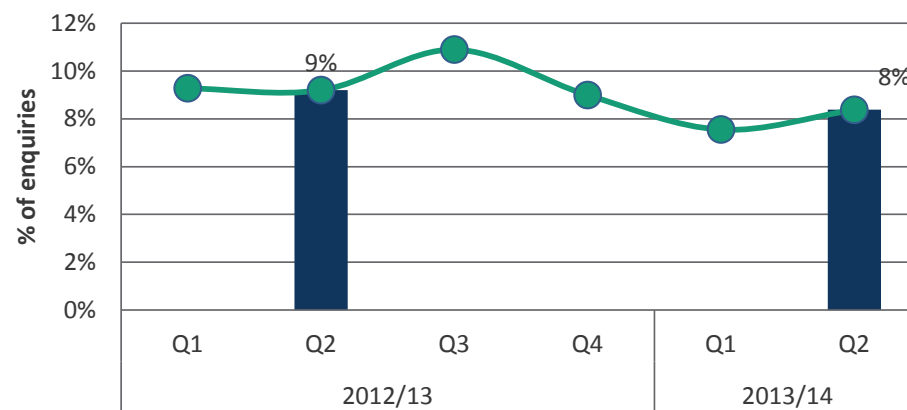
-2%



% of all enquiries (through Contact Centre and Streetcare) received via web reporting or email

Q2 '13/14
V
Q2 '12/13

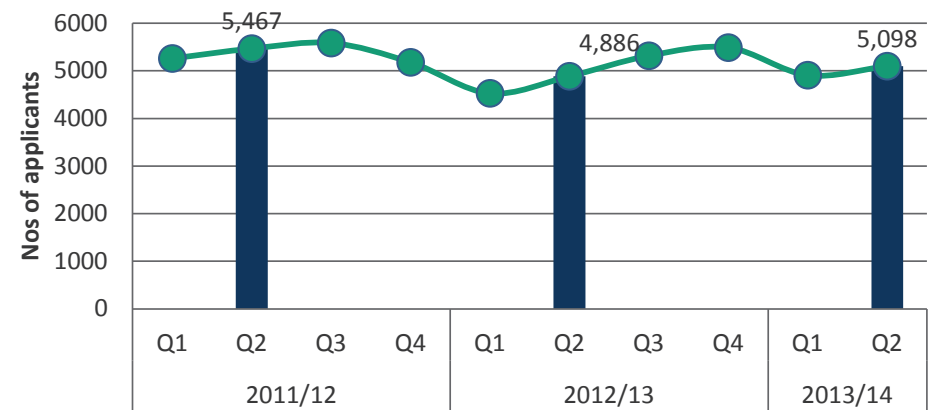
-1%



Nos. of helpdesk calls received (requests/incidents)

Q2 '13/14
V
Q2 '12/13

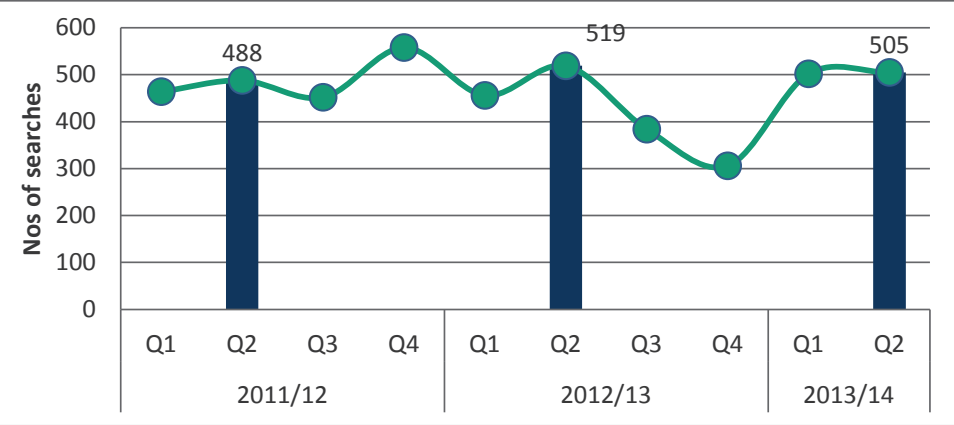
4%



Measures of volume: Resources Directorate

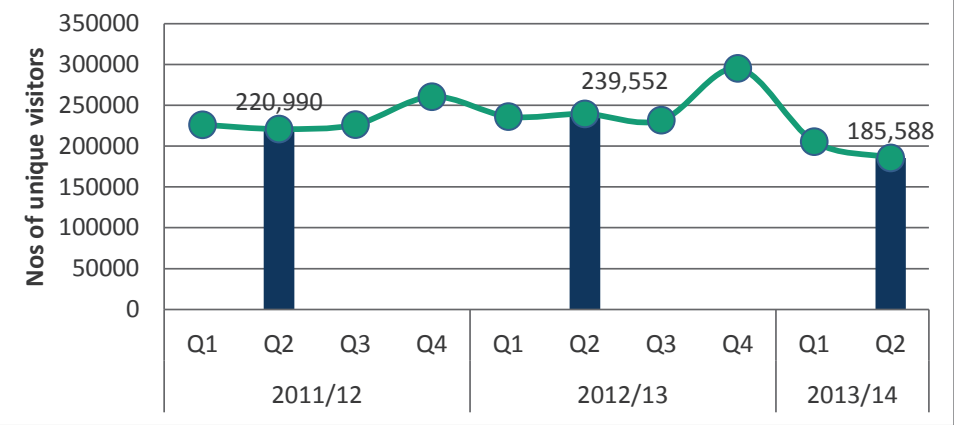
Nos. of local authority searches completed

Q2 '13/14
V
Q2 '12/13
-3%



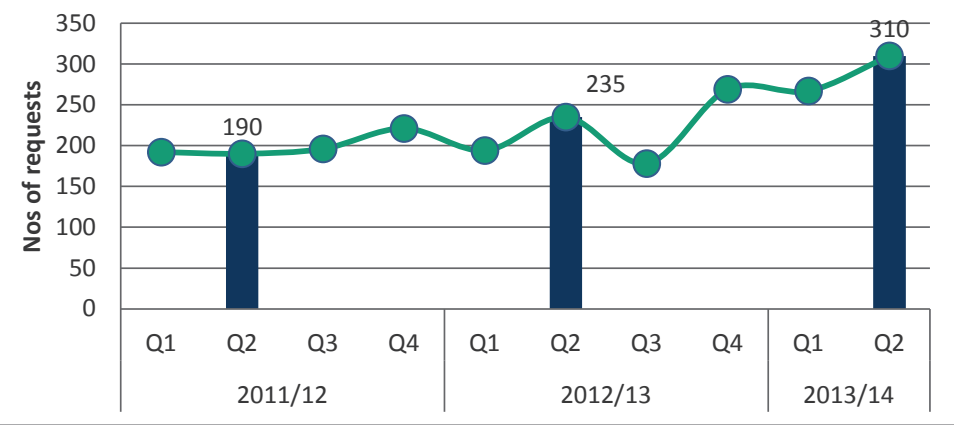
Nos. unique visitors to website (excl. staff)

Q2 '13/14
V
Q2 '12/13
-23%



Nos. of Freedom of Information requests

Q2 '13/14
V
Q2 '12/13
32%



Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter two, 2013/14.

The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service plans to focus more singularly on those which are of particular importance / significance key in delivering the strategic objectives in the Council Strategy and to the ongoing work of the Council as a whole. This report therefore:

- provides assurance to the Executive that the objectives laid out in the Council Strategy are being delivered;
- provides assurance to the Executive that areas of significance / particular importance are performing;
- acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
 - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

Conventions used in this report

Throughout the report we have used a RAG 'traffic light' system to report progress:

- ★ means we have either achieved / exceeded - or expect to achieve / exceed - what we set out to do;
- ◆ means we are behind schedule, but still expect to achieve or complete the measure / activity by year end;
- indicates that we have either not achieved – or do not expect to achieve - the activity or target within the year;

indicators reported as Ⓢ are annual indicators that can only be reported at a particular point in time – i.e. GCSE results or the road condition survey, whilst;

indicators reported as U are where the quarterly data is not yet available.

Where measures / activities are reported as 'red', an exception report provides a description of why the measure / activity will not be achieved / completed, the impact of not achieving, the remedial action being taken to mitigate the impact of this as well as the revised anticipated year end position.

In total, there are 48 key measures or activities which are appraised by the Executive through this reporting mechanism. These are aligned to the strategic priorities laid out in the Council Strategy.

The main body of the report presents these in more detail. Along with a description of the measure, the table also provides:

- *Column 2*: an indication of whether or not the Council has direct / complete control over the measure.
- *Column 3*: an indication of the impact on either, service users or the community more generally, should the measure not be achieved.
- *Column 4*: the previous year's outturn.
- *Column 5*: the current year's target,
- *Column 6*: quarterly outturn and RAG rating.
- *Column 7*: any supporting commentary provided.

Commentary on Performance

Across this reporting framework as a whole, 48 key accountable measures and activities are captured in total.

Within Education there are 3 new measures relating to attainment. As a result academic year 2012/13 will set the baseline in order to calibrate aspirations and intended performance in subsequent years. For completeness, however, these are included in the list of key accountable measures; although no RAG ratings will be ascribed this year.

Of the remaining 48, outturns are available for 37 measures.

Of the reported measures / activities, 30 are reported as 'green' – or have been delivered / achieved at year end and 7 are reported as 'amber' – or are behind schedule but are expected to be delivered / achieved at year end.

The summary table below shows year end outturns by directorate.

Overview of performance outturns	2011/12	2012/13	2013/14 Q2 outturns			
	Year End	Year End	Overall	Comm	Env	Res
Green	27	45	30	21	8	1
Amber	0	0	7	5	1	1
Red	12	3	0	0	0	0
Annual (yet to be reported)	0	0	11	7	2	2
Unavailable at time of publication	0	1	0	0	0	0
Total	39	49	48	33	11	4

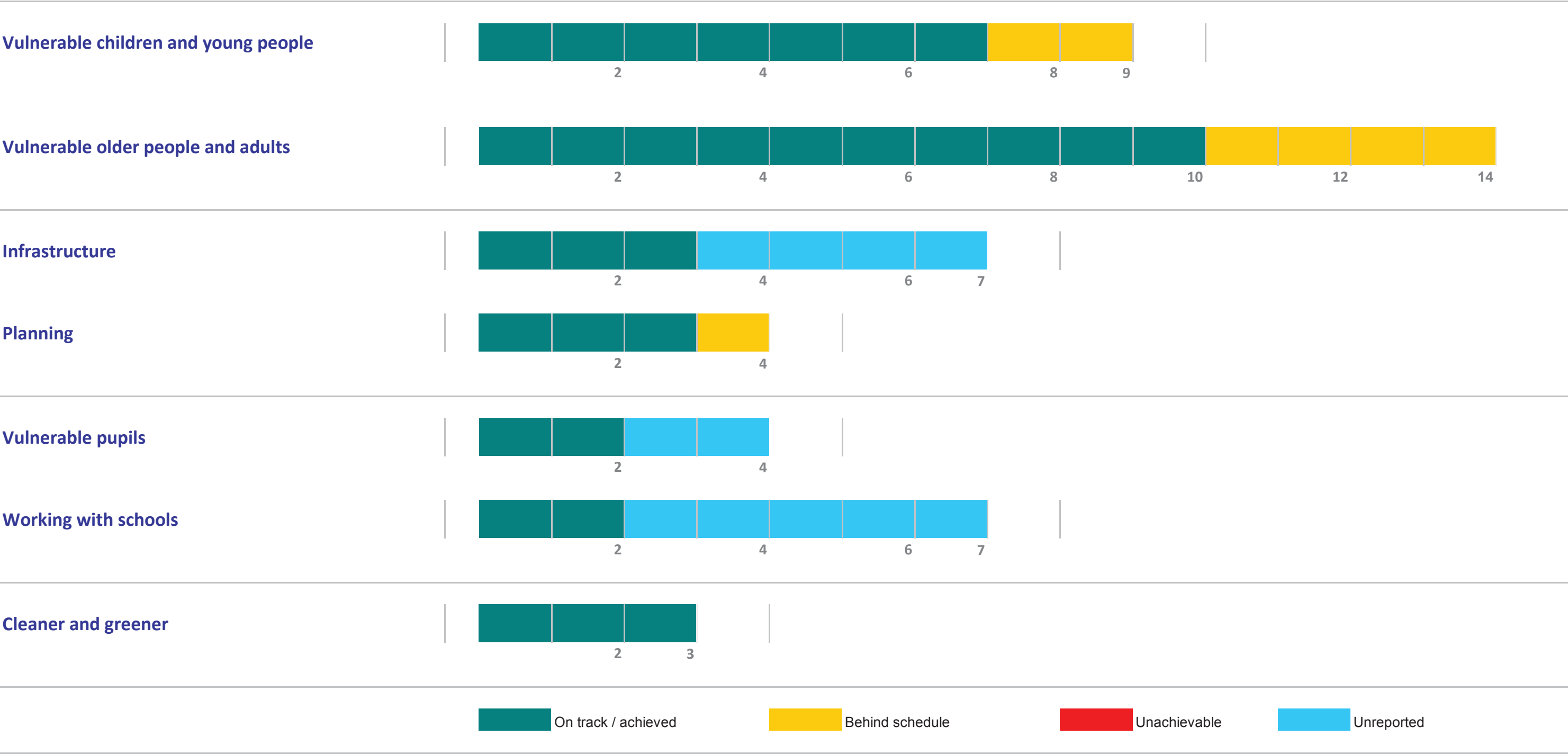
The graph below summarises the same data against the Council's priorities. More information – outturns and commentary - on each of these measures is contained in the main body of this report.

This report is published at westberks.gov.uk/performance.

Key accountable measures and activities 2013/14

Quarter two: July – September 2013

Outturns



2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn		Q2 (YTD) RAG / outturn	Supporting commentary
CARING FOR AND PROTECTING THE VULNERABLE								
Vulnerable children and young people								
Maintain the timeliness of Looked After Children (LAC) reviews carried out on time	Y	Medium	99%	98%	★	98%	★ 100%	Q2 outturn: 146 / 146
Maintain the percentage of Child Protection Reviews carried out on time	Y	High	100%	98%	★	100%	★ 100%	Q2 outturn: 75 / 75
To maintain a low percentage of child protection plans that last for 2 years or more	Y	Medium	3%	<5%	★	3%	★ 2%	Q2 outturn: 1 / 56
To maintain a low proportion of children becoming the subject of a child protection plan for a second or subsequent time (within two years of previous plan end date)	Y	High	23%	5-20%	◆	0%	◆ 1%	We are currently outside our threshold of 5-20%. However, we are likely to receive some repeat plans during the remainder of the year so that performance will fall into the target range.
To maintain the % of Initial Assessments within 10 working days until such time as the new single assessment introduced	Y	Medium	88%	80%	★	92%	★ 88%	YTD outturn: 324 / 367
To maintain the number of children accessing Short Breaks	Y	Medium	626	625	U	data unavailable	◆ 613	A number of new providers started this year and it is taking some time to build up these services.
To increase the total number of active foster carers	Y	High	61	65	★	63	★ 65	
To maintain the number of new looked After Children (LAC) placed within 20 miles of their home wherever possible.	Y	Medium	88%	80%	★	100%	★ 92%	Q2 outturn: 33 / 37
To maintain the percentage of Looked After Children (LAC) with 2 or less placements during the year	Y	High	94%	90%	★	100%	★ 98%	Q2 outturn: 148 / 151
Vulnerable older people and adults								
Ensure 90% of safeguarding alerts are responded to within 24 hours	Y	High	-	90%	◆	87%	◆ 88%	89% achieved in Q2 showing improvement compared to 87% in Q1. The good work that has been completed in Q2 to improve the quality of the data being recorded will continue in Q3 with the expectation of achieving target by year end.
Reduce the number of repeat safeguarding referrals through the monitoring and review of protection plans	Y	High	8%	8%	★	5%	★ 6%	

2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Q2 (YTD) RAG / outturn	Supporting commentary
Increase the proportion of service users receiving a personal budget, either commissioned, cash or a mixture of both	Y	High	55.7% (685/1230)	60% of eligible clients	★ 64%	★ 64%	Q2 outturn: 1070 / 1665 Personal Budget (PB) Reports have been revised to include all clients funded from OP Domicillary Care and PD Domicillary Care cost centres as these clients have been allocated a PB at Resource Panel and then received a commissioned PB home care service. The denominator to capture eligible users for PB has been amended in line with new SALT (Short and Long Term) statutory reporting guidance that should exclude electrical equipment maintenance from long term services.
Maintain the proportion of older people still at home 91 days after discharge from hospital into reablement/rehabilitation services	Y	Medium	93%	93%	◆ 89%	◆ 86%	Q2 outturn: 189 / 221 Full Yr effect. This reflects the development of the Homesafe service which avoids delayed transfer of care by taking people home to maximise their abilities to stay in their own home. However the risk is that some may not achieve independent living. Progress will be reviewed in Q3 but we are committed to a fast, efficient discharge from hospital to meet the DTOC target for this year.
Maintain percentage of financial assessments within 3 weeks of referral to the Welfare Benefits Team	Y	Medium	99%	97%	★ 99%	★ 99%	YTD outturn: 623 / 630
Ensure 95% of claims for Local Welfare Provision are processed within 10 working days	Y	Medium	-	95%	★ 100%	★ 98%	YTD outturn: 163 / 167
Increase the number of identified carers receiving help or support from the Council	Y	Medium	300	350	★ 251	★ 285	Rolling 12 months, on track to reach target of 300 carers receiving services
Maintain the percentage of vulnerable people maintaining independent living through the provision of a housing related support service	Y	High	99%	98%	★ 99%	★ 99.6%	Q2 outturn: 596 / 597
Maintain the percentage of people presenting as homeless where the homelessness has been relieved or prevented	Y	High	78%	78%	★ 87%	★ 81%	YTD outturn: 258 / 319
Maintain the number of people supported to move on from short term accommodation into independent living in a planned way	Y	Medium	63%	60%	★ 81%	★ 77%	YTD outturn: 79 / 102

2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Q2 (YTD) RAG / outturn	Supporting commentary
Approve 95% of high priority Disabled Facilities Grants within 9 weeks of receipt of full grant application	Y	High	99%	95%	100%	90%	(YTD: 28/31) The indicator is affected by the small number of cases and only 3 were outside of the timeframe. Two of these cases did not have all of the funding in place (i.e. there were client contributions that were not in place – as soon as they were in place the application was approved) and one was moving to another district so was not able to fulfil the requirements needed for a DFG. This applicant has subsequently decided not to move and the DFG was immediately approved.
Ensure 75% of claims for Discretionary Housing Payment are determined within 28 days following receipt of all relevant information	Y	High	-	75%	81%	-	Q2 outturn: 98%. Awaiting numerator/denominator - so at this point ytd cannot be reported
The average number of days taken to make a full decision on new Benefit claims	Y	Medium	17.8 days	<18.5 days	18.8 days	18.73 days	Slightly above expectation, but Management are monitoring workloads and allocating resource to bring this measure on target by year end.
The average number of days taken to make a full decision on changes in a Benefit claimants circumstances	Y	Medium	7.0 days	< 8 days	8.5 days	7.74 days	The impact of Welfare Reforms has reduced the capacity of the service in this area in Q1. Management are closely monitoring performance and allocating resources to bring this indicator in on target.
PROMOTING A VIBRANT DISTRICT							
Infrastructure							
Ensure that no more than 5% of the principal road network (A roads) is in need of repair	Y	High	4%	<5%	Annual	Annual	
Ensure that no more than 10% of the classified non-principal road network (B and C roads) is in need of repair	Y	High	6%	<10%	Annual	Annual	
Aim to complete at least 75% of all works orders for permanent pothole repairs within 28 days of the order date.	Y	High	tbc	75%	77%	77%	
Number of Berkshire premises able to receive standard broadband services 2Mb/s or above (Target 100% by 2015)	N	Medium	-	TBC (Awaiting Superfast Berkshire Bid Response)	Annual	Annual	

2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Q2 (YTD) RAG / outturn	Supporting commentary
Number of Berkshire premises able to receive Superfast Broadband services 24Mb/s or above (Target 90% by 2015)	N	Medium	-	TBC (Awaiting Superfast Berkshire Bid Response)	🕒 Annual	🕒 Annual	
Continue working in partnership with the Environment Agency, Newbury Town Council and other stakeholders to complete the Newbury Flood Alleviation Scheme.	N	Medium	Year 1 complete	Mar-14	★ On track	★ On track	
Bring 30 empty homes back into use for by 31/03/14 using the councils framework for engaging with identified empty home owners	N	Medium	88	30	★ 20	★ 49	
Planning							
60% of ‘major’ planning applications determined within 13 weeks.	Y	High	(38/52) 73.1%	60%	🔴 56%	★ 66%	YTD outturn: 21 / 32. Provisional data.
65% of ‘minor’ planning applications determined within 8 weeks.	Y	High	(352/465) 75.7%	65%	★ 77%	★ 70%	YTD outturn: 142 / 204. Provisional data.
75% of ‘other’ planning applications determined within 8 weeks.	Y	High	(1257/1381) 91%	75%	★ 92%	★ 91%	YTD outturn: 659 / 725. Provisional data.
Ensure that the proportion of upheld planning appeals is less than the national average.	Y	Medium	33%	<35%	🔴 43%	🔴 39%	Q2 outturn: 5.5 / 17. Planning appeal decisions are made by independent Planning Inspectors. However an analysis of this year’s appeals does not show an underlying policy or process weakness and so we are confident that performance will improve to a level below the national of average of 35%.

2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn	Q2 (YTD) RAG / outturn	Supporting commentary
IMPROVING EDUCATION							
Vulnerable pupils							
Narrowing the achievement gap between SEN / non SEN scoring level 4 or above in English and Maths at the end of KS 2	N	High	2011-12 AY: 52%	2012/13 AY: 54%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Increase the proportion of children eligible for FSM who achieve 5+A*-C grades at GCSE (incl English and Maths)	N	High	2011-12 AY: 21.9% (FSM) 26.2% (FSM ever 6)	2012/13 AY: 32%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Reduce the number of people aged 16-18 not in education, employment or training (NEET)	N	High	Jun 12: 4.7% Sep 12: 5.7% Dec 12: 4.5%	<3.4%	◆ 3.9%	★ 3.4%	As at October 2013.
Increase the proportion of YP in jobs with training, including apprenticeships	N	High	41% (3/13)	50%	★ 9%	★ 48%	Figure will increase. Accurate data is difficult to obtain in Q2, as students move, are on holiday or finish learning over the summer period.
Working with schools							
Increase the proportion of pupils gaining 5+ A*-C at GCSE including English and Maths to be above national levels (all schools including special)	N	High	2011-12 AY: 57%	2012/13 AY: 62%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Increase the proportion of pupils gaining 5+ A*-C at GCSE including English and Maths to be above national levels (non-academies, not including special)	N	High	2011-12 AY: 58.3% (Excl Kennet, PH, St.Bart, Denefield)	2012/13 AY: >58%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Reading	N	High	2011-12 AY: 87%	2012/13 AY: >87%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Writing	N	High	2011-12 AY: 84%	2012/13 AY: >84%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Increase the percentage of pupils achieving at least level 4 at the end of KS2 in Maths	N	High	2011-12 AY: 82%	2012/13 AY: >82%	⊙ Annual	⊙ Annual	2012/13 AY confirmed outturns released by DofE Jan '14
Improve the number of pupils making 2+ levels of progress in reading	N	High	-	Baseline year for new measure.	⊙ Annual	⊙ Annual	Baseline year for new measure. 2013/14 AY outturn available Q2 2014/15.
Improve the number of pupils making 2+ levels of progress in writing	N	High	-	Baseline year for new measure.	⊙ Annual	⊙ Annual	Baseline year for new measure. 2013/14 AY outturn available Q2 2014/15.

2013/14 West Berkshire Council key accountable measures

Measure / activity	Direct influence	Community / service Impact	2012/13 Year end outturn	2013/14 Target	Q1 RAG /outturn		Q2 (YTD) RAG / outturn	Supporting commentary
Improve the number of pupils making 2+ levels of progress from KS1 to the end of KS2 in Maths	N	High	-	Baseline year for new measure.	🕒	Annual	🕒 Annual	Baseline year for new measure. 2013/14 AY outturn available Q2 2014/15.
The proportion of schools judged good or better by Ofsted under the new Framework (harder test)	N	High	62	> prev year	★	39%	★ 42%	Q2 outturn: 14 / 33
To maintain the number of primary schools below the floor standard at the end of KS2 for at least 2 of the previous 3 years	N	High	None	0	★	None	★ None	Q2 outturn: 0 / 0
PROTECTING THE ENVIRONMENT								
Cleaner and greener								
Maintain the proportion of household waste recycled/composted/reused	Y	High	50%	49%	★	51%	★ 51%	Q2 outturn: 10,504 / 20,763. This quarters result is an estimate based on partial availability of data and will not be finalised until the next quarter. This result is also subject to change once figures are validated and confirmed by DEFRA after quarter 4.
% of household waste landfilled	Y	High	17%	<20%	★	17%	★ 16%	Q2 outturn: 2,857 / 20,763. This quarters result is an estimate based on partial availability of data and will not be finalised until the next quarter. This result is also subject to change once figures are validated and confirmed by DEFRA after quarter 4.
Maintain an acceptable level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators).	Y	High	Good	Good	🕒	Annual	★ Good	

End of report