

Meeting of West Berkshire District Council

Tuesday, 3rd March, 2015

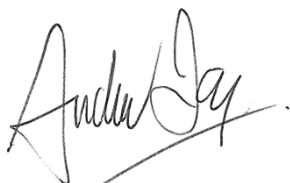
Summons and Agenda



WestBerkshire
C O U N C I L

To: All Members of the Council

You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL
to be held in the
**COUNCIL OFFICES, MARKET STREET,
NEWBURY**
on
Tuesday, 3rd March, 2015
at 6.30 pm



Andy Day
Head of Strategic Support
West Berkshire District Council

Date of despatch of Agenda: Monday, 23 February 2015

AGENDA

1. **APOLOGIES FOR ABSENCE**

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

2. **CHAIRMAN'S REMARKS**

The Chairman to report on functions attended since the last meeting and other matters of interest to Members.

3. **MINUTES**

The Chairman to sign as a correct record the Minutes of the Council meeting held on 11 December 2014.

4. **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](#).



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Agenda - Council to be held on Tuesday, 3 March 2015 (continued)

5. PETITIONS

Councillors may present any petition which they have received. These will normally be referred to the appropriate body without discussion.

6. PUBLIC QUESTIONS

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution:

- (a) **Question to be answered by the Executive Member for Planning, Transport (Policy), Culture, Customer Services, Countryside, Waste, Environmental Health, Trading Standards, Licensing submitted by James Spackman:**

"Please can the portfolio holder responsible for planning enforcement tell me the number of outstanding planning enforcement issues there are across the District? Please break this figure down into Wards?"

- (b) **Question to be answered by the Executive Member for Planning, Transport (Policy), Culture, Customer Services, Countryside, Waste, Environmental Health, Trading Standards, Licensing submitted by James Spackman:**

"Does the portfolio holder responsible for planning enforcement accept that the staffing levels in the Council's enforcement team is insufficient to keep pace with the number of planning infringements, especially in the Ward where I live, Aldermaston?"

- (c) **Question submitted to the Leader of the Council by Judith Bunting:**

"My question concerns the scandal of the empty affordable housing units in the Parkway development in Newbury. With 1092 Qualifying households currently on the social housing register in West Berkshire and almost £1million of tax-payers money spent on the 37 affordable units in the development, to allow them to stand empty when they have been ready for occupation for over 18 months is something of a disgrace.

Could the Council explain what financial sanctions were included in the original contract with Standard Life Investments that could be imposed if the affordable units were not let when ready for occupation and whether any of these sanctions have yet been imposed?"

- (d) **Question submitted to the Leader of the Council by Judith Bunting:**

"What is the amount of money due to the Council from Standard Life Investments representing the fee for lost car parking income in Park Way since the shopping centre was completed in 2011, and has any of this fee income been received?"

7. MEMBERSHIP OF COMMITTEES

The Monitoring Officer to advise of any changes to the membership of Committees since the previous Council meeting.

Agenda - Council to be held on Tuesday, 3 March 2015 (continued)

8. LICENSING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Licensing Committee met on 16th December 2014. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

9. PERSONNEL COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Personnel Committee met on 9th February 2015.

10. GOVERNANCE AND AUDIT COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Audit Committee met on 9th February 2015. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

11. DISTRICT PLANNING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the District Planning Committee has not met.

12. OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

The Council is asked to note that since the last meeting of the Council, the Overview and Scrutiny Management Commission met on 27th January 2015 and 24th February 2015. Copies of the Minutes of these meetings can be obtained from Strategic Support or via the [Council's website](#).

13. STANDARDS COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Standards Committee met on 12th January 2015. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

14. INVESTMENT AND BORROWING STRATEGY (C2837)

In compliance with The Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment and Borrowing Strategy for 2015/16.

15. MEDIUM TERM FINANCIAL STRATEGY (MTFS): 2015-18 (C2834)

To inform Members of the medium term financial planning and strategy for the organisation.

16. CAPITAL STRATEGY AND PROGRAMME 2015/16 TO 2019/20 (C2836)

To outline the five year Capital Strategy for 2015/16 to 2019/20, including the Minimum Revenue Provision (MRP) statement and the Asset Management Plans for property and highways, and to set out the funding framework for Council's five year Capital Programme for 2015/16 to 2019/20.

Agenda - Council to be held on Tuesday, 3 March 2015 (continued)

17. REVENUE BUDGET 2015/16 (C2835)

To consider and recommend to Council the 2015-16 Revenue Budget.

18. STATUTORY PAY POLICY STATEMENT (C2833)

To present a pay policy statement to be published in April 2015 for approval.

19. SANDLEFORD PARK: SUPPLEMENTARY PLANNING DOCUMENT (C2948)

To: (a) consider the representations received in response to the consultation on the amended Draft Supplementary Planning Document (SPD) undertaken between 12 December 2014 and 30 January 2015; (b) consider whether any revisions need to be made to the Supplementary Planning Document in the light of these representations; and (c) consider the adoption of the Sandleford Park Supplementary Planning Document.

Please note: A hard copy of Appendices A and B will be available at the meeting.

20. HEALTH AND WELLBEING STRATEGY - UPDATED VERSION (C2657)

To present to Members the amended Health and Wellbeing Strategy following a Public Consultation in November 2014.

21. AMENDMENTS TO CONSTITUTION - SCHEME OF DELEGATION (C2911)

To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.

22. MEMBERS' QUESTIONS

Members of the Executive to answer the following question submitted by Councillors in accordance with the [Council's Constitution](#):

- (a) **Question submitted to the Executive Member for Highways, Transport (Operations), Emergency Planning, Newbury Vision by Councillor Keith Woodhams:**

“Can the Executive Member for Highways & Transport tell me why this Conservative administration has decided to leave it to the discretion of the 14 CEO's, to decide whether to issue fixed penalty notices or not, for motorists who have apparently contravened the ‘parked beyond bay markings’?”

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



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Agenda Item 3.

DRAFT

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

COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY, 11 DECEMBER 2014

Councillors Present: Howard Bairstow, Pamela Bale, Jeff Beck (Chairman), Jeff Brooks, Paul Bryant, George Chandler, Keith Chopping, Hilary Cole, Roger Croft, Richard Crumly, Adrian Edwards, Marcus Franks, Dave Goff, Manohar Gopal, John Horton, Carol Jackson-Doerge, Mike Johnston, Alan Law, Tony Linden, Mollie Lock, Royce Longton, Alan Macro, Gwen Mason, Geoff Mayes, Tim Metcalfe, Irene Neill, Graham Pask, James Podger, David Rendel, Garth Simpson, Anthony Stansfeld, Julian Swift-Hook, Ieuan Tuck, Virginia von Celsing, Quentin Webb, Keith Woodhams and Laszlo Zverko

Also Present: Liz Alexander (Team Leader - Planning Policy), Bill Blackett (Revs and Bens Manager), Nick Carter (Chief Executive), Sarah Clarke (Team Leader - Solicitor), Gary Lugg (Head of Planning & Countryside), Bryan Lyttle (Planning & Transport Policy Manager), Peta Stoddart-Crompton (Public Relations Officer) and Jim Sweeting (Arts & Leisure Information Officer), Stephen Chard (Policy Officer), Gillian Durrant (Group Executive (Lib Dems)), Honorary Alderman Geoff Findlay (Honorary Alderman), Moira Fraser (Democratic and Electoral Services Manager), Robin Steel (Group Executive (Cons)), Jude Thomas and Jo Watt (Member Services Officer)

Apologies for inability to attend the meeting: Councillor David Allen, Councillor Peter Argyle, Councillor Brian Bedwell, Councillor Dominic Boeck, Councillor Billy Drummond, Councillor Sheila Ellison, Councillor Paul Hower, Councillor Roger Hunneman, Councillor Graham Jones, Councillor Gordon Lundie, Councillor Joe Mooney, Councillor Andrew Rowles, Honorary Alderman Alan Thorpe, Councillor Tony Vickers and Councillor Emma Webster

PART I

63. Chairman's Remarks

The Chairman reported that he had attended 45 events since the September 2014 Council meeting and the Vice Chairman had attended three. He also thanked Councillors Adrian Edwards and Jeff Brooks, both of whom had attended an event each on his behalf.

The Chairman highlighted a number of events and drew Members' attention to the work undertaken by volunteers across the district. He noted that these volunteers undertook this work in a quiet and unassuming way and without their input a lot of activity within the District could not take place.

(Councillor George Chandler arrived at 7.10pm).

The Chairman also noted that he had attended a number of school awards ceremonies which brought home to him the excellent standards that were being achieved in the District's schools. He, and other Members, had also been privileged to attend a number of Remembrance Day Ceremonies in November which served as a reminder of the efforts of the armed forces in a historical context as well as the service they continued to provide to the country.

(Councillor Richard Crumly arrived at 7.12pm).

The Chairman thanked all those that had arranged and attended his very successful quiz in November which had raised a significant sum of money for his charity Cystic Fibrosis.

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The Chairman noted that he had recently attended the opening of the Newbury Museum. He thanked all those that had contributed financially to the project (including the Heritage Lottery Fund) and the Officers that had seen the project through.

64. **West Berkshire Community Champion Awards (C2898)**

(Councillor Jeff Brooks arrived at 7.17pm).

The Chairman on behalf of the Council presented the Community Champion Awards for 2014. Councillor Beck explained that the Awards were launched for the first time in September 2014. In addition to the pre-existing Junior Citizen Award, three new awards were created: the Community Group of the Year; Volunteer of the Year; and the Lifetime Achievement Award.

The Chairman reported that the Council had an excellent response and the standard of the nominations was outstanding.

A judging panel of independent representatives met to consider the nominations. One of the original panel members, Mrs Pat Eastop MBE, sadly passed away in September 2014 and, in honour of her dedication and enthusiasm, the Junior Citizen Award had been renamed the 'The Pat Eastop Junior Citizen of the Year Award'. The Chairman was pleased to announce that Pat's son and son in law were present that evening to help him present this award.

From its inception in 2001, Pat Eastop was heavily involved in the West Berkshire Council Junior Citizen Award. Pat was always extremely impressed by the achievements of the young people involved and her enthusiasm to promote their positive actions was infectious. Pat would be greatly missed by her fellow panel members and Officers at West Berkshire Council.

The winner of the *Pat Eastop Junior Citizen Award* was Lauren Boys from Thatcham who was nominated by Mr Richard Jennings, Volunteer Manager of Berkshire Youth. Lauren represented the views of young people, particularly young women, on the National Youth Council of the charity 'Ambition' and championed youth volunteering through her role as a Young Social Action Ambassador, which was a national government funded programme. Lauren also helped out with Berkshire Youth delivering sports and health sessions across the county in schools and youth clubs. In addition Lauren also volunteered at Pals, which was a youth club for children with sensory and learning disabilities.

The judging panel was very impressed by the high level of volunteering undertaken by Lauren and felt that she was clearly very highly thought of by Berkshire Youth and all those she helped in the various projects she supported.

The joint winners of the *Volunteer of the Year Award* were Angela Money from Newbury who was nominated by Penelope Lake, and Jonathan Poole from Upper Bucklebury who was nominated by John Morgan from Purley On Thames.

The Chairman reported that Angela Money was Chair of Newbury & Thatcham Neighbourhood Watch and the Neighbourhood Action Group. The judging panel was very impressed by the excellent work carried out by Angela Money in the local community over a sustained period of time. The panel was particularly impressed that Angela's significant contribution was all on a voluntary basis.

Mr Poole was a West Berkshire resident who formed 'Bucklebury Wolves', a free football Club for 4 and 5 year olds, in 2008. He started with himself as the one and only coach with 12 children registered, since then the Club had developed but had always been free to enter and participate.

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The judging panel found that the contribution made by Mr Poole in setting up and running Bucklebury Wolves FC was outstanding and felt that he had created a wonderful community spirit amongst those who took part.

The winner of the *Community Group of the Year* was 'Loose Ends' from Newbury who were nominated by Rowena Smyth.

The Chairman explained Loose Ends helped homeless and rootless people and was run by volunteers. In 2013/14 Loose Ends trained over 45 volunteers, helped 50 regular clients plus 30 occasional clients and prepared and served 6078 meals.

The judging panel was very impressed by the excellent work carried out, often in difficult circumstances, by Loose Ends in the local community over the last 25 years. The panel noted the wonderful service that was provided to homeless and rootless people and were particularly impressed by the partnership working undertaken with local organisations and businesses.

The final presentation was the *Lifetime Achievement Award* which was presented to Carolyn Evans from Thatcham who was nominated by Paul Flack.

The Chairman reported that Carolyn had joined the scouting movement in November 1979 and had dedicated much of her life to scouting within the West Berkshire community. She organised training for all the leaders in West Berkshire helping to enable them to lead other scout groups and was also a leader with 1st Thatcham cubs where she was known as Chil.

The judging panel were very impressed by the dedication and commitment to the scouting movement displayed by Mrs Evans for over 35 years.

The Chairman congratulated all the recipients and thanked the judging panel for their input into the process.

(The meeting was adjourned from 7.33pm to 7.38pm to allow guests that did not wish to stay for the entire meeting to leave).

65. Minutes

The Minutes of the meetings held on 18 September 2014 and 30 October 2014 were approved as a true and correct record and signed by the Chairman subject to the inclusion of the following amendments:

Minutes of the 18 September 2014, Item 41, Chairman's Remarks, Page 2 date should be 2014 and not 2104.

Minutes of the 30 October 2014 – Councillor Alan Law was inadvertently listed as giving his apologies for this meeting.

66. Declarations of Interest

Councillor Keith Woodhams declared an interest in Agenda Item 17, but reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

Councillor Ieuan Tuck declared an interest in Agenda Item 18, but reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

Councillor Tim Metcalfe declared an interest in Agenda Item 19, but reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate and vote on the matter.

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Councillors Gwen Mason, Keith Woodhams, Roger Croft, Royce Longton and Carole Jackson-Doerge declared an interest in Agenda Item 20, but reported that, as their interest was personal and not prejudicial or a disclosable pecuniary interest, they determined to remain to take part in the debate and vote on

67. Petitions

There were no petitions presented to the Council.

68. Public Questions

There were no public questions submitted.

69. Membership of Committees

The Deputy Monitoring Officer advised that there had been no changes to the membership of formal Committees since the previous Council meeting.

70. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had not met.

71. Personnel Committee

The Council noted that, since the last meeting, the Personnel Committee had not met.

72. Governance and Audit Committee

The Council noted that, since the last meeting, the Governance and Audit Committee had met on 24th November 2014.

73. District Planning Committee

The Council noted that, since the last meeting, the District Planning Committee had met on 3rd December 2014.

74. Overview and Scrutiny Management Commission

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 30th September 2014, 21st October 2014 and 2nd December 2014.

75. Standards Committee

The Council noted that, since the last meeting, the Standards Committee had met on 13th October 2014.

76. Council Tax Reduction Scheme 2015/16 (C2884)

The Council considered a report (Agenda Item 15) concerning the establishment of West Berkshire Council's 2015/16 Council Tax Reduction Scheme for taxpayers on low income.

MOTION: Proposed by Councillor Alan Law and seconded by Councillor Laszlo Zverko:

That:

“the Council Tax Reduction scheme adopted for 2014/15 continues for the year 2015/16 and that, apart from pensioners and vulnerable groups, the maximum amount of support will continue to be 90% of the claimant's council tax liability”.

Councillor Law in introducing the item reported that as of the 1st April 2013 the Government had handed responsibility to local authorities for setting their own scheme. Under the Council Tax Reduction process (which replaced the then Council Tax Benefit) the Council was required to re-adopt or revise its existing scheme on an annual basis.

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Officers were recommending that the existing scheme be retained for the 2015/16 financial year. Councillor Law noted that vulnerable people and pensioners would be exempt from the scheme.

Councillor Alan Macro noted that in the table on page 23 it was reported that 59 summonses had been issued to vulnerable people and 55 liability orders had been obtained. He therefore queried how vulnerable people were being protected under the scheme.

Councillor Law stated that it was interesting to note that collection and delinquency rates remained at a similar level to the past two years. He explained that a hardship fund was in place to provide assistance to residents in genuine need. There were currently 33 people on the hardship scheme. Previously expressed fears around the impact of this scheme had therefore not come to fruition.

Councillor Julian Swift-Hook returned to the issue of summonses issued to vulnerable people and queried why they were being issued if vulnerable people were supposed to be protected under the scheme.

In accordance with paragraph 4.13.18 (Officer's Advice) Bill Blackett explained that the issuing of liability orders were often a precursor to identifying an individual as vulnerable and any actions taken were adjusted accordingly as a result in order to support and meet the best interests of vulnerable people. The figures provided in the report of summonses issued would change through the different phases of the process.

Councillor Garth Simpson added that there were in excess of 66,000 council tax accounts and 11.5% of these were supported by the scheme which he commended. The statistics provided a snapshot position of summonses issued etc and as described by the Officer this was a phased process and many of the people listed as having a summons issued would be eligible for the hardship scheme.

Councillor Law in closing reported that the maximum support that was being offered was 90%, which meant that this was an excellent scheme which he urged Members to support.

The Motion was put to the meeting and duly **RESOLVED**.

77. Review of Polling Districts, Polling Places and Polling Stations (C2674)

(Councillor Anthony Stansfeld arrived at 7.55pm).

The Council considered a report (Agenda Item 16) concerning a review of Polling Districts, Polling Places and Polling Stations in the District.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor David Goff:

That:

- “(1) all polling districts in the District continue to be designated as polling places.
- (2) the Electoral Registration Officer monitors the electoral imbalance within district council wards and if appropriate submits a further report to Council.
- (3) a total of 43 properties in polling district AA2 be transferred to polling district AA1.
- (4) the Returning Officer be requested to give detailed consideration to the situation of polling stations in Hungerford due to the fact that the current stations at the Town Hall and Croft Hall are in close proximity to each other.
- (5) the Returning Officer be requested to seek a new location for a polling station in Aldworth due to the redevelopment of the Village Hall.

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- (6) the new Village Halls in Boxford and Hermitage be used as polling stations.
- (7) the Returning Officer monitors the situation in regard to access arrangements to the new hall located adjacent to Enborne Church.
- (8) the Electoral Registration Officer creates a new polling district in the north of Newbury by dividing the existing NB6 polling district, and the Returning Officer be requested to use the Royal British Legion Hall in Pelican Lane as a polling station for this new polling district.
- (9) a new polling station be located in Greenham to serve the new development on the Racecourse and that the Returning Officer explore the possibility of a further new polling station in the south of Greenham."

Councillor Croft in introducing the item noted that the Council was required under the provisions of Section 17 of the Electoral Registration and Administration Act 2013 to carry out a review of polling districts and polling places every five years in advance of a Parliamentary election. The next scheduled elections in West Berkshire would be the election for the UK Parliament on 7th May 2015 which would be combined with the local Council elections.

Notice of the review was given on 1st July 2014 and interested parties were invited to submit comments by no later than 30th September 2014. Comments and observations had been received from a number of organisations and individuals (including six Parish Councils and the Acting Returning Officer in Reading West) and as a consequence a number of proposals had been put forward for consideration. These were set out in the report's recommendations.

Councillor Gwen Mason queried whether the new polling station in NB6 at the Royal British Legion Hall was going to replace the existing station or be in addition to it.

Councillor Croft agreed to provide Councillor Mason with a written response. *(Post meeting note: Councillor Mason was informed that the new polling station at the Royal British Legion would be in addition to the existing location.)*

Councillor Royce Longton stated that he supported Burghfield Parish Council's concerns about the use of Burghfield Community Sports Association. It was located along a country lane, about a mile from the highway, had no footways and was not serviced by a bus. He therefore could not support this report. Councillor Croft responded that St Mary's School had been considered as an alternative but had not been considered appropriate. Councillor Croft encouraged Councillor Longton and other Members to put forward an alternative that could be considered and he reassured Members that any alternatives would be investigated. He would ask Officer's to revisit this station.

(After the conclusion of the meeting Councillor Carol Jackson-Doerge noted that she had a personal interest in this item by virtue of the fact that she was a Governor of St Mary's School. She was however not aware that the school would be mentioned until it arose during the discussion. She took part in the debate and voted on this item).

The Motion was put to the meeting and duly **RESOLVED**.

78. Adoption of Supplementary Planning Document for Developer Contributions (C2822)

(Councillor Keith Woodhams declared a personal interest in Agenda item 17 by virtue of the fact that his daughter was employed by a local developer . As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

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The Council considered a report (Agenda Item 17) which sought approval for the adoption of the new Supplementary Planning Document (SPD) for Developer Contributions, to be called Planning Obligations SPD.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That the Council:

- “1. approves the consultation responses and resultant amendments to the SPD and to adopt the Planning Obligations SPD, to replace the current SPD 'Delivering Investment from Sustainable Development'. The adopted SPD will apply to any applications determined or appeals decided on or after April 1st 2015.
2. confirms delegated authority for non-material changes to the adopted SPD to the Head of Planning and Countryside in agreement with the Portfolio Member for Planning, Transport (Policy), Culture, Customer Services, and Countryside”.

Councillor Cole in introducing the report noted that the Council currently sought developer contributions in accordance with the 'Delivering Investment from Sustainable Development' SPD. The SPD provided guidance to developers and set out the Council's approach for securing developer contributions from development of one new dwelling or more, or where commercial development would result in the need for ten or more new employees.

The current SPD for developer contributions had been adopted by Council in June 2013 and succeeded Supplementary Planning Guidance (SPG4/04) which had first been adopted in 2004. Since 2004, the policy and its formulaic approach had been reviewed regularly and scrutinised by both Officers and Members, and by developers through the application and appeal process.

It had become necessary to update the SPD to:

- Ensure that the SPD remained effective once the Community Infrastructure Levy (CIL) was implemented on 1 April 2015. Until that date the current adopted SPD would remain in place.
- Remove the formulaic approach from the SPD as it could no longer be used once CIL was implemented.
- Take account of new local and national planning policies.
- Take account of other updates.

Members were advised that if, since 6 April 2010, more than five planning obligations had been secured for a certain type of infrastructure, it would not be possible to use any further s106 agreements to require provision or contributions towards that type of infrastructure generally once CIL had been implemented on 1 April 2015. However, advice had been received that further obligations (up to five) could be sought to fund a specific project within that type of infrastructure.

It was proposed to change the title of the SPD to reflect its limited use and therefore its reduced ability to adequately mitigate the impact of development once CIL had been implemented.

The Council's Executive had approved the draft SPD on 24 July 2014 subject to a seven week consultation period which had taken place from 25 July 2014 to 12 September 2014. A total of 15 consultation responses had been received and these had been considered by Officers and proposed amendments had been made to the SPD as appropriate. The main changes were outlined in paragraphs 3.5 and 3.6 of the report and a table of proposed amendments to the SPD were set out in Appendix C.

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Councillor Alan Macro drew Members' attention to the table in paragraph 1.16 on page 96 of the agenda. He queried whether the new government guidance that had been issued would impact on the Authority's ability to implement the proposals in relation to affordable housing. Councillor Cole responded that at the present time the guidance only used the word 'should' and until this became 'must' or firm guidance was received the Council would continue with this proposal.

Councillor Julian Swift-Hook stated that in previous discussions with the Monitoring Officer he had been advised that the term 'should' should be taken to be an imperative and he queried why the interpretation was not the same in this instance. The Deputy Monitoring Officer responded that each piece of legislation needed to be considered on an individual basis. This guidance used the word should and this needed to be weighed up against other policies in planning terms.

The Motion was put to the meeting and duly **RESOLVED**.

79. **Supplementary Planning Document - Sandleford Park Strategic Site: Proposed Amendments**

(Councillor Ieuan Tuck declared a personal interest in Agenda item 18 by virtue of the fact that he lived close to the Sandleford site. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

The Council considered a report (Agenda Item 18) concerning approval for the publication of an amended Supplementary Planning Document (SPD) for the Sandleford Park Strategic Site for a seven week period of consultation.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That the Council:

1. "approves the amended Sandleford Park Supplementary Planning Document and agrees that this be published for a seven week period of public consultation.
2. delegates authority to the Head of Planning and Countryside to agree any minor typographical and formatting refinements to the draft Supplementary Planning Document for Sandleford Park before publication."

Councillor Cole in introducing the item reported that land at Sandleford Park, on the southern edge of Newbury, had been allocated through the West Berkshire Core Strategy as a strategic site for up to 2,000 dwellings, 1,000 of which were due to be delivered within the Core Strategy period to 2026.

The principle for developing the site had been established through the Core Strategy and was set out in more detail through the Sandleford Park SPD which was adopted in September 2013. The amendments to the SPD set out a requirement for a single planning application for the site. This had always been envisaged, given that the site was promoted as a single site throughout the allocation and examination process. However, as this was not set out in either the policy or the adopted SPD, it was felt to be prudent to confirm this requirement in a manner which fully confirmed the Council's expectations for delivering the site comprehensively, in an effective way. This was necessary in order to ensure that the infrastructure was developed in a cohesive way.

The amended SPD would be subject to a formal seven week period of consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations

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2012. The consultation would run from the 12 December 2014 to 30 January 2015 should Members be minded to approve this paper. The SPD would ultimately need to be adopted by Full Council in order to give it the necessary weight as a material consideration in the determination of any planning application that came forward for this site.

Councillor Hilary Cole also asked if she could take the opportunity to update all Members on the progress that was being made in respect of the Housing Site Allocation Development Plan Document (DPD). She reminded Members that a huge response had been received in relation to this consultation. Officers had now completed the process of logging and processing the responses and these had now been published on the Council's website. Officers were now starting to analyse the comments and where appropriate seeking expert advice on specific issues. Additional technical work was also being undertaken on areas including transport and infrastructure. Officers would then update the policy and set out how the sites would be developed and what supporting infrastructure was required. The submission version of the DPD would then be consulted on prior to submission to the Secretary of State in advance of the Public Examination by the Planning Inspectorate, She was however not in a position as yet to provide a definitive timetable of events.

Councillor Alan Macro noted that in the revised DPD references to plurals had been changed to the singular form. He queried if this would be carried forward if one outline planning application and several subsequent reserved matters applications were submitted.

In accordance with paragraph 4.13.18 (Officer's Advice) Gary Lugg explained that it would be referred to in the singular in the SPD and that the changes to the SPD were intended to result in a single outline application. This single outline application would be followed by several reserved matters applications.

Councillor Alan Macro noted that the document stated that two vehicular accesses would be provided and other accesses would be explored. He stated that this was the position stated in the original SPD produced a year ago and he felt that this issue should have been progressed by now as it was an area of great concern to local residents. Councillor Cole stated that the Council was committed to exploring accesses to the site to minimise the impact however this was a matter for discussion and negotiation with the developers and further work was still therefore required.

Councillor Julian Swift-Hook noted that the first recommendation was to approve the SPD and agree the consultation. On the basis that Members were being asked to agree the content of the SPD and for it to go out for consultation he could not support this recommendation.

Councillor Alan Law noted that the scheme would deliver 800 affordable homes and he therefore urged Members to support the recommendations.

The Motion was put to the meeting and duly **RESOLVED**.

80. **Activity Team West Berkshire - Fees and Charges 2015/16 (C2889)**

(Councillor Tim Metcalfe declared a personal interest in Agenda item 19 by virtue of the fact that he and his wife were trustees of the Adventure Dolphin Charity. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

The Council considered a report (Agenda Item 19) concerning the fees and charges for the 2015/16 Activity Team West Berkshire programme in order to enable the service to

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competitively advertise and promote activities and maximise advanced bookings and income.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Tim Metcalfe:

That the Council:

“approves the proposed increase in Fees and Charges for the Activity Team West Berkshire programme, hire of equipment and resources as set out in Appendix B of the report.”

Councillor Cole in introducing the report noted that paragraphs 4.1 and 5.1 of the report should refer to Council and not Corporate Board. Councillor Cole reported that a business plan had been developed which supported the Council’s intention for the Activity Team West Berkshire service to operate effectively and efficiently to achieve cost neutral delivery of non targeted universal activity. It was felt that the charges were competitive and compared favourably to the market price for similar activity centres elsewhere and they also reflected the true increases in expenditure experienced in 2014/15. The proposed fees and charges for the activities set out in the report therefore reflected a fair market price for commercially based traded activity through an average price increase of 2%. Proposed charges for activity, equipment and resource hire had been set out in Appendix B of the report.

The main increases were in relation to the registration fees payable per participant for the Duke of Edinburgh Award together with a charge per operating centre. These had now been introduced to the Activity Team West Berkshire’s fees and charges and represented a one-off increase of between 7% and 10%.

Councillor Cole asked Members to support the charges which were brought to the December meeting each year for approval so that they would be in place for the 01 April 2015 in order to maximise advance bookings.

Councillor Gwen Mason asked for more clarity around the increases in respect of the Duke of Edinburgh charges. In accordance with paragraph 4.13.18 (Officers Advice) Jim Sweeting explained that the Activity Team West Berkshire fees would now include a charge per operating centre which had been introduced by the Scheme organisers

Councillor Tim Metcalfe supported the revised charging schedule and noted that Adventure Dolphin were not proposing a price increase either.

The Motion was put to the meeting and duly **RESOLVED**.

81. **Leisure Centres' Fees and Charges 2015 (C2888)**

(Councillor Gwen Mason declared a personal interest in Agenda item 20 by virtue of the fact that she was a member of Northcroft Leisure Centre and a member of their Customer Focus Group. As her interest was personal and not a disclosable pecuniary interest she determined to take part in the debate and vote on the matter).

(Councillor Keith Woodhams declared a personal interest in Agenda item 20 by virtue of the fact that he was a member of the Kennet Leisure Centre Joint Advisory Committee. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

(Councillor Roger Croft declared a personal interest in Agenda item 20 by virtue of the fact that he was a member of the Kennet Leisure Centre Joint Advisory Committee and also the President of the Newbury and District Swimming Club. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

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(Councillors Royce Longton and Carole Jackson-Doerge declared a personal interest in Agenda item 20 by virtue of the fact that they were members of the Willink Joint Advisory Committee. As their interest was personal and not a disclosable pecuniary interest they determined to take part in the debate and vote on the matter).

The Council considered a report (Agenda Item 20) concerning the implementation of the contractual requirement for an annual review for 2015 for Legacy Leisure, to come into effect from 1st January 2015.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Virginia von Celsing:

That the Council:

“approves the proposed increase in Fees and Charges, as outlined in Appendix B to the report, for the Leisure Management Contract”.

Councillor Cole introduced the report which set out the contractual requirement for an annual price review for 2015 for Legacy Leisure which would come into effect from 1st January 2015.

The proposed fees and charges as set out in the report reflected an average increase of 1.5% across the contract as a whole which would take into account local variations based on market trends, local circumstances and nearest competition. The charges factored in the competition and market rates for West Berkshire centres in the east of the district which were within an easy travel time to Reading facilities.

The proposed increases in the level of charging had been presented to recent meetings of the Joint Advisory Committees and no objections had been made.

Councillor Cole noted that a differential rate for West Berkshire card holders would be retained. Discounts would remain in place for those on low incomes, people with disabilities and for those over the age of 60.

Councillor Mollie Lock noted that given that over the next two years changes were being made to the age at which young people would leave full time education she wondered if the lower age of 16 should rise to 18. Councillor Cole commented that this was a very good suggestion and that she would ask officers to look into this for future iterations of this scheme. She also asked Officers to explore what was happening nationally in respect of this issue.

The Motion was put to the meeting and duly **RESOLVED**.

(Mollie Lock left the meeting at 8.29pm and returned at 8.32pm)

82. Changes to the Constitution - Parts 9 (Budget Policy Framework), 10 (Financial Rules of Procedure) and 12 (Personnel Rules of Procedure) (C2887)

The Council considered a report (Agenda Item 21) concerning a review and proposed amendments to Parts 9 (Budget and Policy Framework), 10 (Finance Rules of Procedure) and 12 (Personnel Rules of Procedure) of the Council's Constitution in light of legislative changes, policy changes and recent government guidance.

MOTION: Proposed by Councillor Quentin Webb and seconded by Councillor Paul Bryant:

That the Council:

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- “1. approves the amendments and any additional changes required to Parts 9,10 and 12 of the Constitution;
2. agrees that the changes will come into effect on the 12 December 2014”.

Councillor Webb reported that following an internal audit of the management of the Constitution in 2010 it was noted that one of the responsibilities of the Finance and Governance Group was to have ownership of the Council's Constitution. The content of the Local Code of Corporate Governance stated that there would be an annual review of the operation of the Constitution.

A timetable had been established for the Finance and Governance Group to review individual sections of the Constitution and a number of Officers had been involved in revising specific parts of the Constitution. This report proposed amendments to Parts 9 (Budget and Policy Framework), 10 (Finance Rules of Procedure) and 12 (Personnel Rules of Procedure) of the Council's Constitution in light of legislative changes, policy changes and recent government guidance.

The report set out the various changes which it was proposed to be made to each Part of the Constitution. Some text from Part 9 had been moved into Part 10. In Part 10 tables had been inserted which set out the rules for moving budgets between revenue cost centres (virements) and also for amendments to the approved Capital Programme. The proposed rules minimised the number of items which required Executive approval and in the main related to sums over £250k. Amendments to Part 12 were not significant and just brought the Constitution in line with existing policies. The changes had been discussed at the Governance and Audit Committee on the 24 November 2014 who had agreed the changes.

(Councillor Keith Chopping left the meeting at 8.29pm and returned at 8.31pm)

(Councillor Manohar Gopal left the meeting at 8.31pm and returned at 8.34pm)

The Motion was put to the meeting and duly **RESOLVED**.

83. Proposed Member Induction and Development Programmes for 2015/16 (C2867)

The Council considered a report (Agenda Item 22) which sought agreement of the proposed Member Induction and Development Programmes for 2015/16.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor Gwen Mason:

That the Council:

“agrees the proposed Member Induction and Development Programmes for 2015/16”.

Councillor Roger Croft introduced the report and stated that as a new Member following the 2011 elections he had found the induction programme to be invaluable and he therefore felt that it was essential to have a programme in place especially for new Members. He thanked the Member Development Group for this excellent piece of work.

Councillor Alan Macro reported that the last time Council had considered the Development Programme he had requested that thought be given to including more e-learning in the programme.

Councillor Roger Croft explained that e-learning formed part of the package of items being piloted by a group of Members in advance of the May 2015 elections.

Councillor Paul Bryant stated that while he had some sympathy with Councillor Macro's view as a Member who regularly attended Member development sessions he found the interaction with other Members to be invaluable. He also stated that he wanted to

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encourage all Members to attend all the sessions and noted his disappointment at some of the turnout at the training that was provided.

Councillor Adrian Edwards stated that as the Member Champion for Heritage he would like to see more heritage issues being included in the programme to support the excellent work being done by the Heritage Team.

Councillor Tony Linden stated that it would be useful if the training programme could be provided to all candidates in advance of the elections so that they could ensure that if they were elected the dates were in their diaries. Councillor Gwen Mason stated that the dates were included in the agenda and therefore could be circulated by the Groups to the prospective candidates. She noted that she supported the programme which had been discussed at length at both the March and October 2014 Member Development Group meetings. She drew Members' attention to the mandatory training which would need to be undertaken by both old and new Members.

The Motion was put to the meeting and duly **RESOLVED**.

84. **2015/16 West Berkshire Council Timetable of Public Meetings (C2926)**

The Council considered a report (Agenda Item 23) concerning the timetable of public meetings for 2015/16.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor Quentin Webb:

That the Council:

“approves the timetable of public meetings for the 2015/16 Municipal Year”.

Councillor Roger Croft proposed that Members adopt the proposed timetable of meetings. Councillor Quentin Webb supported this recommendation and thanked Officers for providing the two-weekly update that was circulated to Members every week. Councillor Jeff Beck noted that a lot of work went into producing this timetable and he also thanked Officers.

The Motion was put to the meeting and duly **RESOLVED**.

85. **Notices of Motion**

The Council considered the under-mentioned Motion (Agenda item 24(a) refers) submitted in the name of Councillor Roger Croft relating to the devolution of power.

MOTION: Proposed by Councillor Roger Croft and seconded by Councillor Jeff Brooks:

That:

“Based on the proposals from Government to the Greater Manchester Authorities and the creation of The Cabinet Committee for Devolved Powers, this Council believes there are significant powers of competence and the relevant funding that we would like to see devolved to the Berkshire Unitary Authorities and we seek the engagement of government to support us in achieving this. This Council resolves to form a short life working group to define powers of competence for devolution and then to seek a meeting between the Berkshire Unitaries and The Rt Hon William Hague MP to discuss our requests”

The Motion was put to the vote and declared **CARRIED**.

86. **Members' Questions**

There were no Member questions submitted.

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(The meeting commenced at 7.00 pm and closed at 9.05 pm)

CHAIRMAN

Date of Signature

Title of Report:	Investment and Borrowing Strategy 2015/16
Report to be considered by:	Council
Date of Meeting:	3rd March 2015
Forward Plan Ref:	C2837

Purpose of Report:

In compliance with The Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment and Borrowing Strategy for 2015/16.

Recommended Action:

To adopt the 2015/16 Investment and Borrowing Strategy.

Reason for decision to be taken:

Formulation of Treasury Management Policy in compliance with the Local Government Act 2003 and the CIPFA's Prudential Code and Code of Practice for Treasury Management.

Other options considered:

Not applicable

Key background documentation:

Not applicable

The proposals will also help achieve the following Council Strategy principle:

☒ **CSP6 - Living within our means**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Maximising the return on the Council's investments while minimising risk and ensuring sufficient liquidity; ensuring that long term borrowing is affordable.

Portfolio Member Details

Name & Telephone No.:	Councillor Alan Law - Tel (01491) 873614
E-mail Address:	alaw@westberks.gov.uk
Date Portfolio Member agreed report:	12 January 2015

Contact Officer Details

Name:	Gabrielle Esplin
Job Title:	Finance Manager - Capital, Assets Treasury and VAT
Tel. No.:	01635 519836
E-mail Address:	gesplin@westberks.gov.uk

Implications

Policy:	The Treasury Management Strategy for the new financial year is in accordance with the Local Government Act 2003 and CIPFA's Prudential Code and Code of Practice for Treasury Management.
Financial:	Investment Income and Debt Charges form part of the Council's Medium Term Financial Strategy (MTFS).
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	The policy is intended to ensure that all borrowing and investment is undertaken with a view to minimising risk and exposure to financial loss.

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?	☐	☒	
• Is it a major policy, significantly affecting how functions are delivered?	☐	☒	
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒	
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☐	☒	
• Does the policy relate to an area with known inequalities?	☐	☒	
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			☐
Not relevant to equality			☒

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

Executive Summary

1. Introduction

- 1.1 This report sets out the framework within which the Treasury Management Team will conduct the council's investments and borrowing for the forthcoming financial year. It recommends prudential limits for investments in 2015/16 and borrowing limits for the next three years.

2. Proposals

- 2.1 The report proposes to increase the Council's maximum borrowing limits by £7 million (to £162 million) in 2015/16, by a further £7 million (to £169 million) in 2016/17 and by £3 million (to £172 million) in 2017/18. The increases in borrowing limits over the next three years are to allow for the planned level of borrowing to fund the proposed capital programme (also taking into account the planned level of debt repayment).
- 2.2 The report also recommends prudential limits for exposure to borrowing at fixed and variable rates of interest, the maturity structure of borrowing and parameters for the types and minimum credit ratings for institutions with which the Council will invest its funds. No changes are proposed to the main limits and parameters for 2015/16.

3. Equalities Impact Assessment Outcomes

- 3.1 This item is not relevant to equality.

4. Conclusion

- 4.1 The strategy sets the underlying principles by which the Council's annual investment and borrowing activity will be managed for the 2015/16 financial year. These proposals form part of the Council's overall Treasury and Capital Strategy and are aligned with the proposed Capital Strategy (also on this agenda) and the requirements of the Prudential Code.
- 4.2 A report on the actual performance of the Treasury Team in managing the Council's loans and investments for the whole of 2014/15 will be brought to Executive after the end of the financial year.

Executive Report

1. Introduction

- 1.1 This report proposes the Annual Investment and Borrowing Strategy for 2015/16, as required by the Local Government Act 2003. The strategy must be approved by full Council and made available to the public before the start of the financial year to which it relates. The strategy can be varied at any time, but any variations must be approved by the Council and made available to the public.
- 1.2 West Berkshire Council's treasury management activities consist of the management of the organisation's cash flow, banking, money market transactions, loans and investments. The main aim of the Treasury Management function is to maximise the return on the Council's investments while ensuring sufficient liquidity and minimising the risks to the Council's resources. All investment and borrowing decisions are therefore governed by the following principles (in order of priority as shown):
- (1) Security (minimising risk)
 - (2) Liquidity (availability of sufficient funds a day to day basis to support the Council's business)
 - (3) Yield (return on investment).
- 1.3 Effective treasury management supports the achievement of all the Council's service objectives. The performance of the treasury management function will, therefore, be monitored through regular reports to the Treasury Management Group of members and officers. An annual report on treasury management performance for the year as a whole will also be presented to the Executive shortly after the end of the financial year.

2. Proposed Prudential Indicators for 2015/16

- 2.1 The Local Government Act 2003 introduced the new Prudential Capital Finance System, which was applied from 1 April 2004, and replaced the requirements under the Local Government and Housing Act 1989. CIPFA published the final Prudential Code in November 2003, which sets out a range of indicators that the Council must set in order to establish its borrowing limit.
- 2.2 The following prudential limits are required to be set for the forthcoming financial year and the following two financial years:
- (a) Authorised limit for total external debt - the maximum amount the Council may borrow
 - (b) Operational boundary for its total external debt - The most money the Council would normally borrow at any time during the year.
 - (c) Exposure to borrowing at variable rates of interest.
 - (d) Exposure to borrowing at fixed rates of interest.
 - (e) Maturity structure of borrowing.

(f) Levels of External Debt:

- 2.3 An annual increase in borrowing will be required to fund proposed capital expenditure which cannot be funded from grants, capital receipts or other sources of funds. The amount of the increase is determined by the amount of debt charges which the Council can afford to fund from its revenue budget.
- 2.4 The recommended limits for external debt for 2015/16 and the following two financial years are shown below in comparison with the agreed level for 2014/15.

New Recommended Limits for External Debt		
	Authorised Limit	Operational Boundary
2014/15 Approved	£155 million	£145 million
2015/16 Proposed	£162 million	£152 million
2016/17 Proposed	£169 million	£159 million
2017/18 Proposed	£172 million	£162 million

- 2.5 The operational boundaries proposed above allow for the overall level of long term debt to fund capital expenditure (which is expected to be £117.7 million at the end of March 2015), plus the level of debt embedded in the PFI contract, which currently stands at £16 million, plus up to £15 million for temporary borrowing (for less than 364 days) for cashflow purposes during the course of the year. The authorised limit is set £10 million higher than the operational boundary to allow for any unforeseen borrowing needs.
- 2.6 The increases in the borrowing limits of £7 million in 2015/16, £7 million in 2016/17 and £3 million in 2017/18 reflect the new borrowing which is expected to be required over the next three years to fund the proposed capital programme 2015-2020 (also on this agenda). They also take account of the fact that new borrowing is offset by the repayments made against existing debts. More details of the Council's borrowing strategy are given in Section 4 (below).
- 2.7 The recommended limits for exposure to borrowing at variable and fixed rates of interest are as follows (unchanged from 2014/15):

Exposure to Variable Interest Rates	
	Upper Limit
2014/15	50%
2015/16	50%
2016/17	50%

Exposure to Fixed interest rates		
	Upper Limit	Lower Limit
2014/15	100%	50%
2015/16	100%	50%
2016/17	100%	50%

- 2.8 In practice, almost all Council borrowing is undertaken on fixed rates of interest. This includes all long term borrowing undertaken from the Public Works and Loans Board.

- 2.9 The recommended limits for the maturity structure of borrowing are as follows (unchanged from 2014/15):

	Lower Limit	Upper Limit
Under 1 Year	0%	50%
1 – 2 years	0%	50%
2 – 5 years	0%	50%
5 – 15 years	0%	50%
Over 15 years	0%	90%

3. Annual Investment Strategy for 2015/16

- 3.1 The purpose of the Annual Investment Strategy is to set out the policies to ensure the security and liquidity of the Council's investments. The strategy deals with the credit ratings defined for each category of specified investments, the prudential use of non specified investments, and the liquidity of investments.
- 3.2 Specified Investments are defined as those satisfying each of the following conditions:
- (a) Denominated in sterling.
 - (b) To be repaid or redeemed within 12 months of the date on which the investment was made.
 - (c) Do not involve the acquisition of share capital or loan capital in any body corporate.
 - (d) Are made with the UK Government, local authorities, parish councils, community councils, or with a deposit taker which has been awarded a high credit rating by a credit rating agency and is authorised by a regulatory body (normally the Financial Conduct Authority - FCA).
- 3.3 Any investments that do not meet the criteria defined in paragraph 3.2 above are classified as 'Non-specified Investments'. It is proposed that the Council will only invest in non-specified investments, including those to be repaid or redeemed more than 12 months from the date on which the investment was made, should the need arise in relation to cash-flow and borrowing strategy decisions.
- 3.4 The credit ratings and limits proposed for the categories of investments intended for use by the Council in 2015/16 are as follows:

Debt Management Office (UK Govt)	Unlimited
UK Local Authorities (including Police and Fire Authorities and similar public bodies)	Not more than £5,000,000 per authority
UK Building Societies	
Ranked 1 to 11	Not more than £5,000,000 per institution
Ranked 12 to 21	Not more than £4,000,000 per institution
Ranked 22 to 25	Not more than £3,000,000 per institution

UK Banks & Other Financial Institutions rated at least F1 by Fitch or Prime 1 by Moody's	Not more than £5,000,000 per institution
UK Banks & Other Financial Institutions rated at least F2 by Fitch or Prime 2 or 3 by Moody's	Not more than £2,500,000 per institution
UK based Money Market Funds (AAA rated by Fitch or Moody's)	Not more than £5,000,000 per fund

- 3.5 The limits above represent the maximum amounts to be invested with individual organisations. The Treasury Management Group may temporarily reduce these amounts and/or shorten the time-period of investments in order to spread the exposure to loss from institutions failing.
- 3.6 No changes are proposed to the existing limits for 2015/16. The Council relies on the ratings given by the Fitch ratings agency and has access to the Moody's ratings agency through its online resource too.
- 3.7 The period for which funds are invested is determined by the cash flow needs of the Council. Funds are invested for as long as possible, in order to maximise the rate of return, while still ensuring that sufficient funds are available to meet the Council's outgoings. The normal maximum period for which funds may prudently be committed is 12 months.

If sufficient funds become available, and market conditions are favourable enough to permit secure longer term investment, funds may, from time to time be invested for longer periods which will offer a better rate of return. However in order to minimise risk and ensure liquidity, no more than 40% of the Council's funds will be held at any one time in investments longer than 12 months.

4. Borrowing Strategy

- 4.1 All the Council's long term borrowing (with the exception of the debt contained within the waste PFI contract) is at a fixed rate from the Public Works and Loans Board (PWLb). The PWLB currently offers the most competitive and secure rates of interest to local authorities. For example, the 40 year fixed annuity rate currently stands at 2.87% as at the 30 January 2015. (This includes the 0.20% "certainty" discount which is currently being offered by the PWLB to those local authorities, including West Berkshire, which have made available to HM Treasury their medium term borrowing plans).
- 4.2 At the start of the current financial year the balance of the Council's loans from the PWLB was £107.4 million. This sum includes £20.5 million which is still outstanding from the debt inherited from the former Berkshire County Council (BCC). The former BCC loans were taken out on a maturity basis and it is therefore necessary to make an annual provision in the revenue budget to repay these loans at the end of their term, currently approximately £500,000 per year on average. All loans taken out by West Berkshire Council since 2006, however, have been on an annuity basis, which means a proportion of the principal debt is repaid every year. This provides greater certainty over the future level of loan repayments and avoids the future liability for repayment of the principal.

- 4.3 By March 2015, the PWLB loans balance is expected to increase by £10.3 million to £117.7 million. Part of this increase is to fund £9.7 million proposed capital spending for 2014/15 which is not funded from grants, capital receipts or other external sources of capital funding. It is also expected to be necessary to borrow around £4 million in respect of previous years' capital expenditure, which has not yet been financed from borrowing. However the new borrowing will be offset by approximately £3.4 million repayments against existing loans which will have been made by the end of the financial year.
- 4.4 The forecast balance of total long term debt at the end of March 2015, including that related to the PFI contract, is approximately £133.7 million.
- 4.5 Based on the current proposals for capital spending from 2015 to 2020 (as per the proposed Capital Strategy and Programme 2015-2020, also on this agenda), the Council's overall level of borrowing is expected to increase at a slower rate from 2015/16 onwards than in recent years. This is because the amount of principal repaid on annuity loans increases year on year, while the level of capital expenditure funded from borrowing is planned to decrease to around £5 million per year by 2017.
- 4.6 The overall level of debt to fund capital expenditure is currently expected to peak at around £143 million in 2021 (or £156 million including PFI debt). A summary of the current long term debt forecast is attached for information as Appendix A to this report. However it should be noted that these forecast figures will need to be revised if the Council's capital spending and financing plans change in future years.

Appendices

Appendix A - Long Term Debt Forecast

Consultees

Local Stakeholders: -

Officers Consulted: John Ashworth, Andy Walker

Trade Union: -

Forecast Level of Debt (Excluding PFI) and Debt Repayments 2013-14 to 2040-41

Year	PWLB Debt				Annual Increase/ Decrease in PWLB Debt		PFI Debt				All Debt		Annual Increase/ Decrease in Total Debt	Proposed Authorised Borrowing Limit Proposed Operational Boundary			Total	Annual	Annual
	Balance b/f	Borrowed	Repaid	Balance c/f			Balance b/f	Repaid	Balance c/f		Total Repaid	Total Balance					Annual Debt Payment	Increase/ Decrease in Debt Payments (excluding PFI Loan)	% increase
	£000	£000	£000	£000	£000		£000	£000	£000		£000	£000	£000			£000	£000		
2013/14				107,376					16,511		-	123,887		150,000	140,000		7,876	510	
2014/15	107,376	13,715	3,419	117,672	10,296		16,511	506	16,005	-	3,925	133,677	9,790	155,000	145,000		8,386	510	-0.9%
2015/16	117,672	9,179	4,123	122,729	5,057		16,005	537	15,468	-	4,660	138,197	4,520	162,000	152,000		8,989	603	7.2%
2016/17	122,729	10,122	3,910	128,942	6,212		15,468	570	14,898	-	4,480	143,839	5,642	169,000	159,000		9,489	500	5.6%
2017/18	128,942	8,254	4,300	132,895	3,954		14,898	605	14,293	-	4,905	147,188	3,349	172,000	162,000		9,989	500	5.3%
2018/19	132,895	7,153	4,795	135,254	2,359		14,293	641	13,652	-	5,436	148,905	1,717	174,000	164,000		10,489	500	5.0%
2019/20	135,254	7,121	5,131	137,243	1,990		13,652	681	12,971	-	5,812	150,214	1,309	175,000	165,000		10,989	500	4.8%
2020/21	137,243	11,621	5,543	143,321	6,078		12,971	722	12,249	-	6,265	155,570	5,356	181,000	171,000		11,489	500	4.5%
2021/22	143,321	5,621	5,764	143,178	143		12,249	766	11,483	-	6,530	154,661	909	180,000	170,000		11,989	500	4.4%
2022/23	143,178	5,621	5,566	143,233	55		11,483	813	10,670	-	6,379	153,902	758	179,000	169,000		12,489	500	4.2%
2023/24	143,233	5,621	6,003	142,850	383		10,670	863	9,807	-	6,866	152,657	1,245	178,000	168,000		12,989	500	4.0%
2024/25	142,850	5,621	6,241	142,229	621		9,807	915	8,892	-	7,157	151,121	1,536	176,000	166,000		13,289	300	2.3%
2025/26	142,229	5,621	6,337	141,513	716		8,892	971	7,920	-	7,308	149,434	1,687	174,000	164,000		13,589	300	2.3%
2026/27	141,513	5,621	6,783	140,351	1,162		7,920	1,030	6,890	-	7,813	147,241	2,193	172,000	162,000		13,889	300	2.2%
2027/28	140,351	5,621	7,031	138,941	1,410		6,890	1,093	5,796	-	8,124	144,737	2,504	170,000	160,000		14,189	300	2.2%
2028/29	138,941	5,621	7,316	137,246	1,695		5,796	1,160	4,636	-	8,476	141,882	2,855	167,000	157,000		14,489	300	2.1%
2029/30	137,246	5,621	7,569	135,298	1,948		4,636	1,231	3,405	-	8,800	138,703	3,179	164,000	154,000		14,688	200	1.4%
2030/31	135,298	5,621	7,833	133,085	2,212		3,405	1,306	2,099	-	9,139	135,185	3,518	160,000	150,000		14,888	200	1.4%
2031/32	133,085	10,621	13,114	130,592	2,494		2,099	1,386	713	-	14,500	131,305	3,879	156,000	146,000		14,988	100	0.7%
2032/33	130,592	5,621	8,427	127,786	2,806		713	713	0	-	9,140	127,786	3,520	153,000	143,000		15,087	100	0.7%
2033/34	127,786	5,621	8,138	125,269	2,517					-	8,138	125,269	2,517	150,000	140,000		15,187	100	0.7%
2034/35	125,269	10,621	12,930	122,959	2,309					-	12,930	122,959	2,309	148,000	138,000		15,288	100	0.7%
2035/36	122,959	12,202	14,317	120,843	2,116					-	14,317	120,843	2,116	146,000	136,000		14,987	300	-2.0%
2036/37	120,843	5,621	6,843	119,621	1,222					-	6,843	119,621	1,222	145,000	135,000		14,687	300	-2.0%
2037/38	119,621	5,621	6,897	118,345	1,276					-	6,897	118,345	1,276	143,000	133,000		14,387	300	-2.0%
2038/39	118,345	5,621	7,139	116,827	1,518					-	7,139	116,827	1,518	142,000	132,000		14,087	300	-2.1%
2039/40	116,827	5,621	7,224	115,224	1,603					-	7,224	115,224	1,603	140,000	130,000		13,648	438	-3.1%
2040/41	115,224	5,621	7,361	113,484	1,740					-	7,361	113,484	1,740	138,000	128,000		13,216	432	-3.2%

Notes

2020/21 New Expected peak year for total Council Debt

2034/35 New Expected peak year for debt repayment costs (excluding PFI)

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Title of Report:	Medium Term Financial Strategy (MTFS) 2015-2018
Report to be considered by:	Council
Date of Meeting:	3 March 2015
Forward Plan Ref:	C2834

Purpose of Report: To inform Members of the medium term financial planning and strategy for the organisation

Recommended Action: That Council approves and adopts the 2015-2018 Medium Term Financial Strategy.

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

Other options considered: Not applicable

Key background documentation: Revenue Budget 2015-2016
Capital Strategy and Programme 2015-2020
Council Strategy 2015-2019

The proposals will also help achieve the following Council Strategy principle:

☒ **CSP6 - Living within our means**

Portfolio Member Details

Name & Telephone No.:	Councillor Alan Law - Tel (01491) 873614
E-mail Address:	alaw@westberks.gov.uk
Date Portfolio Member agreed report:	3 rd February 2015

Contact Officer Details

Name:	Andy Walker
Job Title:	Head of Finance
Tel. No.:	01635 519433
E-mail Address:	awalker@westberks.gov.uk

Implications

Policy:	The Medium Term Financial Strategy (MTFS) seeks to provide a medium term financial planning framework for the Authority.
Financial:	Integral to the report.
Personnel:	-
Legal/Procurement:	-
Property:	-
Risk Management:	The MTFS is strongly aligned to the strategic risk register.

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?		☐	☒
• Is it a major policy, significantly affecting how functions are delivered?		☐	☒
• Will the policy have a significant impact on how other organisations operate in terms of equality?		☐	☒
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		☐	☒
• Does the policy relate to an area with known inequalities?		☐	☒
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			☐
Not relevant to equality			☒

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

Executive Summary

1. Introduction

- 1.1 The Medium Term Financial Strategy (MTFS) sets out the financial planning framework for the Council over the coming three years. The MTFS is a rolling three year strategy which is fundamentally about ensuring the financial resources, both revenue and capital, are available to deliver the Council Strategy. The document itself outlines the key challenges that the Council faces from 2015 to 2018 and the how these are expected to be met at a strategic level.
- 1.2 The contents of the document are set out as follows:
- (1) Introduction
 - (2) The Financial Challenge
 - (3) The Three Year Financial Plan
 - (4) Delivering the Council Strategy
 - (5) Reserves
 - (6) Rising to the Challenge
 - (7) Conclusions

2. Proposals

- 2.1 To approve the report.

3. Equalities Impact Assessment Outcomes

- 3.1 This item is not relevant to equality.

4. Conclusion

- 4.1 The Council has a track record of strong financial management. Historically budgets have been delivered without significant over or under spends. The Council's ability to manage within significant financial change is vital to its continuing success in delivering the Council Strategy.

Appendices

Appendix A - WBC MTFS 2015-2018

Appendix B - Assumptions

Consultees

Local Stakeholders: -

Officers Consulted: Corporate Board, Management Board

Trade Union: -

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West Berkshire Council
Medium Term Financial Strategy
2015-2018

Contents:

1. Introduction
2. The Financial Challenge
3. The Three Year Financial Plan
4. Delivering the Council Strategy
5. Reserves
6. Rising to the Challenge
7. Conclusions

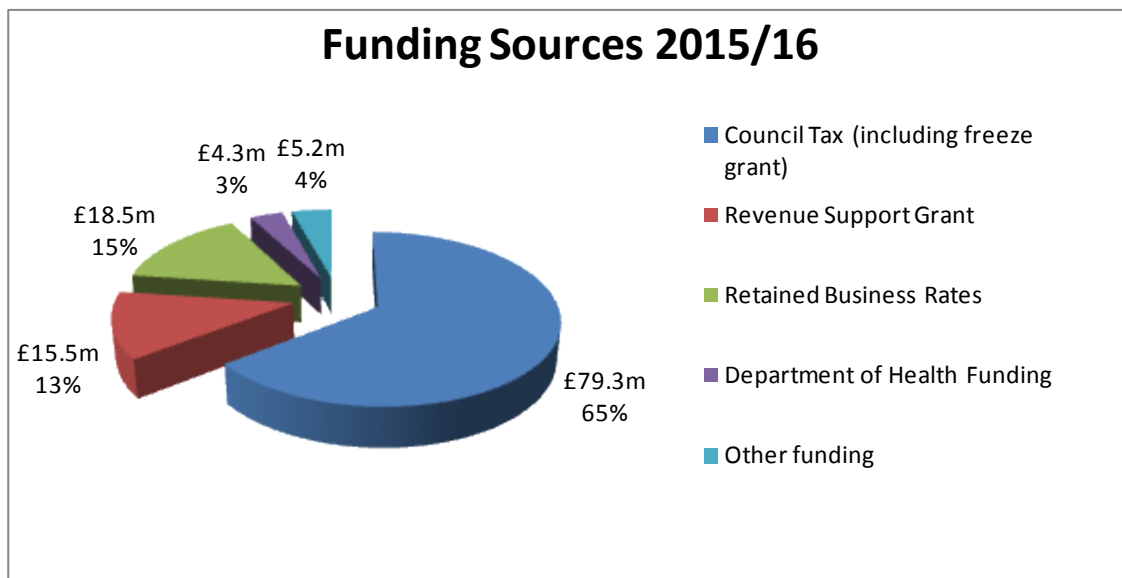
1. Introduction

- 1.1 The Medium Term Financial Strategy (MTFS) is a rolling three year strategy which is fundamentally about ensuring the financial resources, both revenue and capital, are available to deliver the Council Strategy. This MTFS covers the period 2015 to 2018. It identifies the likely costs and pressures that the Council is expected to face, and matches these against the anticipated resources over the period.
- 1.2 Since 2010 there have been major reductions in the Council's funding from Central Government as part of the Government's deficit reduction programme. West Berkshire Council has taken unprecedented action in response to reduced funding. Since 2010 we have had to make around £31m savings through efficiencies and service transformation. Staff numbers have reduced by nearly 300 full time equivalent representing over 16% of the total workforce. The Council is now faced with making a further £17m savings over the next three years.
- 1.3 The Council's ability to manage within significant financial change and reduced Government grant is vital to its continuing success in delivering the Council Strategy. Ensuring that businesses thrive and grow within West Berkshire has become an increasing priority for the Council as reliance on this area of funding increases over the life of the MTFS. Due to Government reforms to business rates, the Council is now exposed to the volatility in both the local and national economy.
- 1.4 Demand continues to increase for services such as Adult Social Care, due to demographic growth and the impact of the Care Act, and in Children's Services, where additional cost pressures are occurring due to extra child placements. The Council's universal services such as waste management, highways, planning and cultural services must respond to an increasing population, reduced Government funding and built-in contractual cost increases in line with inflation measures.
- 1.5 In Education, Government reforms create more challenges over the Council's future role in influencing the education of the district's children, with funding flows moving away from the LEA and into maintained schools.
- 1.6 There is also significant pressure on the capital programme – in particular to deliver sufficient school places to meet demand and to ensure the Council's ICT systems are maintained and improved in order to enable the continued efficient delivery of services.
- 1.7 The MTFS should be read in conjunction with the Revenue Budget, Capital Strategy and Programme and Investment and Borrowing Strategy reports.

2. The Financial Challenge

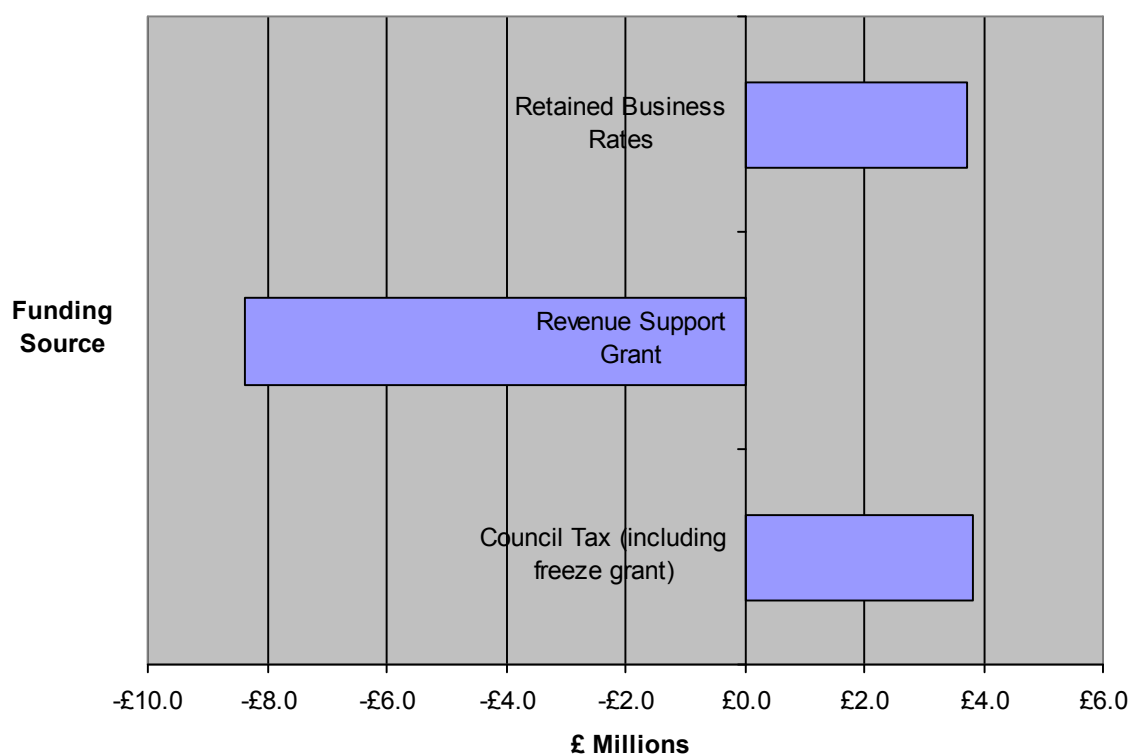
Sources of Funding

- 2.1 West Berkshire Council has seen unprecedented reductions to Government grant funding since 2010, and expects further reductions over the coming years. At the same time the cost of providing services has risen and demand has increased. The following chart shows the Council's primary sources of finance in 2015/16:



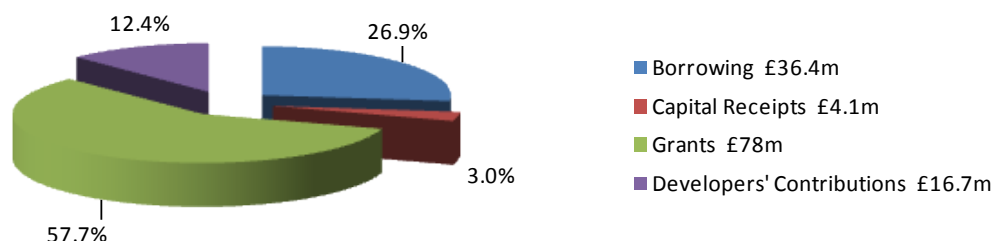
- 2.2 The chart highlights that nearly two thirds of West Berkshire Council's funding comes directly from the local population in the form of Council Tax; therefore decisions around its level, and the increase in properties on which the Council can charge Council Tax (the Taxbase) are extremely important for West Berkshire Council. In recent years the Council has delivered historically low levels of Council Tax changes year on year, including a Council Tax freeze in three of the last four years. Where possible the Council aims to minimise Council Tax increases over the term of this financial strategy.
- 2.3 Business rates represent an opportunity and a risk for West Berkshire Council. From 2013/14, the Council has been exposed to the volatility of our local business rate generation and the Council's business rate income is now dependent on the local economic environment.
- 2.4 Over the period of the MTFS, the Council will become more reliant on Council Tax and Business Rates as sources of income as the Revenue Support Grant continues to reduce, as can be seen in the following chart:

Change in Key WBC Funding Sources 2014/15 to 2017/18 (£m)



- 2.5 The purpose of the Better Care Fund is to promote greater integration between Health and Social Care. The Health and Wellbeing Board have agreed plans that will see a range of new schemes delivered in 2015/16 with the aim of improving the service user experience and in particular reduce the numbers of non-elective hospital admissions. The financial plans have been agreed between the Council and the Clinical Commissioning Groups with total spending contained within the fund level set by the Department of Health.
- 2.6 The first phase of the Care Act 2014 comes into force in April 2015 and introduces the most significant changes to social care legislation for 60 years. The two changes expected to have the most significant financial impact for the Council are the introduction of a new national eligibility criteria and the entitlement for carers. Extensive modelling of the likely impact puts the cost of the new Care Act duties at £5.2m in 2015/16. Despite the Government stating they would meet the costs of the Care Act in full, the total additional funding being received is only £2.2m leaving the Council to cover a funding gap of £3m.
- 2.7 Capital expenditure is funded mainly from government grants, developers contributions (i.e. residual Section 106 contributions and the new Community Infrastructure Levy – CIL), capital receipts from the sale of assets which are no longer needed by the Council for operational or investment purposes and from long term borrowing, mainly from the Public Works and Loans Board (PWLB). A breakdown of the expected sources of funding for the proposed five year Capital Programme 2015/16 to 2019/20 is shown in the chart below:

Sources of Funding for Total Planned Capital spending from 2015/16 to 2019/20



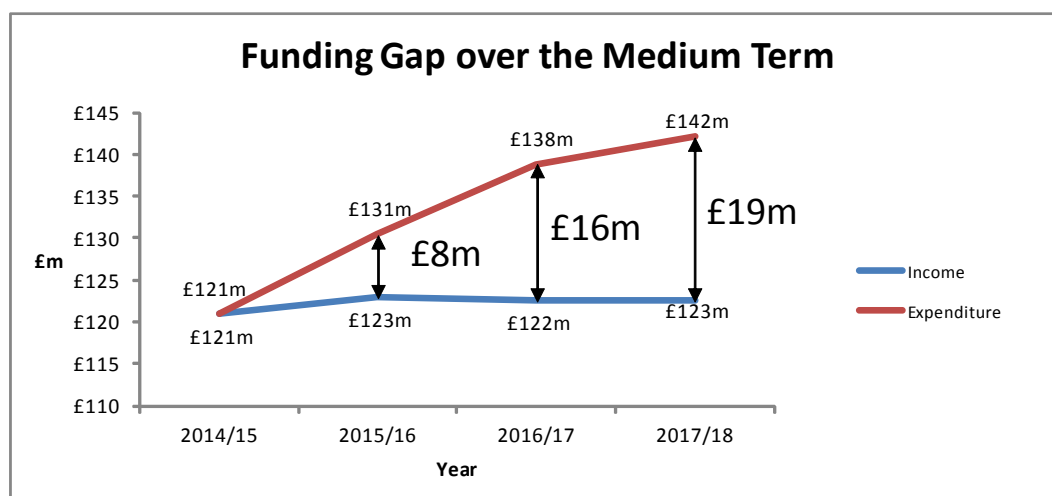
- 2.8 Capital receipts, grants and developers' contributions are in addition to the revenue grants and contributions shown above. However, annual provision must be made in the revenue budget for the cost of repaying the principal and interest on borrowing of circa £500k pa to fund capital expenditure.

Costs

- 2.9 The Council's costs rise by around 2% each year for the Council to perform exactly the same functions year on year with no new demands. Therefore, just to 'stand still' the Council must find £7m of savings over the period of this MTFS for pay and contractual increases. This is before adjusting for new cost pressures of £3.6m, e.g. increased demand on children's placements and social worker recruitment programme, pressures relating to the Care Act of £5m and reduced Government funding of £7.1m.

Savings

- 2.10 After forecast increases in Council Tax and Business Rates income, the resulting savings requirements are circa £17m over the next three years plus use of just over £2m from reserves in 2015/16. The following chart shows the funding gap over the medium term between income and expenditure.



3. The Three Year Financial Plan

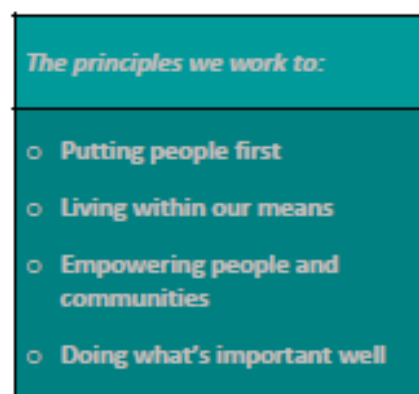
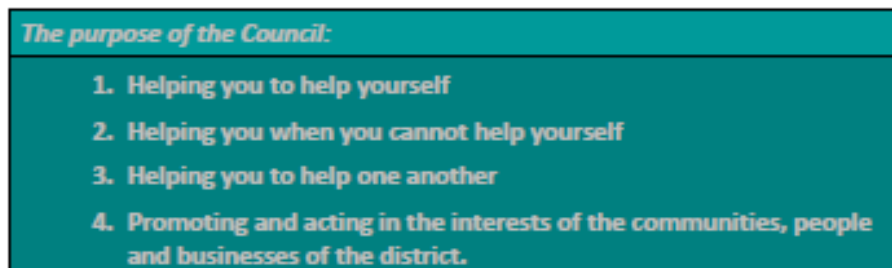
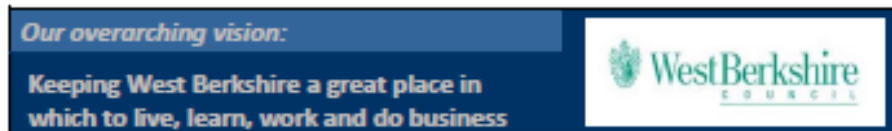
3.1 The Medium Term Financial Plan is summarised below, with further explanation behind each item explained in Appendix B.

2014/15	Line ref	Medium Term Financial Strategy	2015/16	2016/17	2017/18
£m			£m	£m	£m
76.56	1a	Council Tax income	78.44	79.38	80.33
0.82	1b	Council Tax Freeze Grant	0.86	0.87	0.88
19.69	2a	Revenue Support Grant	15.47	12.96	11.32
0.00	2b	Other Non-Ringfenced Grants	0.21	0.18	0.15
16.66	3	Retained Business Rates	18.52	19.60	20.39
2.52	4	Education Services Grant (ESG)	2.03	2.03	2.03
2.21	5	Department of Health Funding	4.34	3.62	3.62
2.26	6	New Homes Bonus	3.06	3.83	3.83
0.16	7	Council Tax Collection Fund deficit (-)/ surplus	-0.07	0.00	0.00
120.88	8	Funds available	122.86	122.47	122.55
115.57	9	Opening Directorate Budget	113.13	116.30	113.38
1.68	10a	Base budget growth	1.14	2.11	1.14
0.00	10b	Base budget growth - Care Act Eligibility	5.15	1.49	-0.23
0.31	11	Contract inflation	0.81	0.91	0.90
1.20	12	Unavoidable service pressures	1.98	0.76	0.87
-5.63	13	Savings requirement	-5.91	-8.19	-3.14
113.13	14	Directorate budget requirement	116.30	113.38	112.91
8.03	15	Levies & capital financing costs	8.64	9.14	9.64
-0.44	16	Use of reserves	-2.18	-0.10	0.00
0.16	17	CTSS support for Parishes	0.11	0.05	0.00
120.88	18	Budget requirement	122.86	122.47	122.55

Nb roundings may apply in table

4. Delivering the Council Strategy

- 4.1 The Council Strategy sets out our vision, our strategic aims and our priorities for improvement for West Berkshire.



- 4.2 The Council has recently released consultation on a new Council Strategy and welcome's feedback before the 16th March closing date. The consultation pages can be found on the Council's website using the following link <http://info.westberks.gov.uk/index.aspx?articleid=30922> .
- 4.3 This provides the framework for future decision making; prioritising those areas seen as most important and setting out our overarching approach to dealing with the reduction in our resources, whilst keeping the impact on local communities to a minimum. The Council is expecting to continue to see Government funding fall over the life of the strategy, and will need to save a further £17m over the next three years, having already made savings of £31m since 2010. Such a level of savings cannot be found by further trimming of existing services. A more radical reshaping of the Council is now required. This needs to be driven by a review of what the Council has and wishes to do itself and a consideration of what might be best done by others, or possibly not done at all.
- 4.4 The Medium Term Financial Strategy allocates our available resources focussing on those determined as most critical in supporting our priorities and statutory responsibilities. This, in turn, determines the level of service we will realistically be able to provide in different areas.

- 4.5 It is also important that the Council's Capital and Asset Strategy is driven by the Council Strategy as the guiding document for the Authority's activities. The Capital and Asset Strategy therefore sets out to enable the Council's assets and systems to be maintained and improved, to enable the effective and efficient delivery of the Council's key priorities as set out in the Council Strategy. This is achieved by prioritising available capital funding towards the schemes which help to deliver the Council's strategic priorities.
- 4.6 The financial challenge to the capital programme is to meet the service requirements within the available funding as set out in the Capital Strategy.

5. Reserves

5.1 The Authority's revenue reserves are made up as follows:

Revenue Reserves estimate	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
General Funds:				
General Fund	6,480	6,034	5,934	5,934
Medium Term Financial Volatility Reserve	1,531	481	481	481
Total General Fund	8,011	6,515	6,415	6,415
Earmarked Reserves	12,801	10,554	9,807	9,596
Total Revenue Reserves	20,812	17,069	16,222	16,011

5.2 The main reserve that the Council holds is the General Fund which is comprised of 'General Fund' and the 'Medium Term Financial Volatility Reserve' (MTFVR). Earmarked Reserves are held for future restructuring costs and specific future liabilities.

5.3 To support the 2015/16 budget just over £2m of reserves will be used. This will be funded with £1m from MTFVR and £1m from Earmarked Reserves. The General Funds at 1.4.2015 will total £6.5m, comprising £6m of General Fund and £0.5m of MTFVR.

5.4 Further use of reserves from 2014/15 relate to funding the forecast over spend in the current year and restructuring costs. In future years, use of reserves relates mainly to restructuring costs to meet savings targets identified in paragraph 3.1.

6. Rising to the challenge

- 6.1 The underlying approach to financial management over the medium term remains similar to the previous year; i.e. Council Strategy led, Directorates supporting the provision of the Council Strategy and then Service Planning beneath this.
- 6.2 To ensure that the MTFS represents the themes expressed in the Council Strategy, the Council has set Capped Expenditure Levels (CELs) for directorates over the period 2015-2018. These set out the net change to directorate budgets over the three years based on assumptions such as expected cost pressures, major contracts and savings plans and priorities in the Council Strategy.
- 6.3 The Council has identified an expenditure reduction programme that will make revenue savings in the region of £17m over the course of the MTFS in order to match predicted income levels. This gap will be closed through a mix of income generation, expenditure reductions and efficiency savings. Costs have been reduced across different services whilst ensuring that services remain focussed on the priorities contained within the Council Strategy (2015-19).
- 6.4 As per previous years the Council will focus on making efficiency savings first to ensure the organisation is as effective as possible. During the period of this MTFS, the Council will have to make reductions to some services as the scope for efficiency is diminished.
- 6.5 In 2014/15 we piloted a Zero Based Budgeting (ZBB) approach in the Highways and Transport Service. In 2015/16 it is intended to roll out series of Zero Based Reviews that will complement our existing budget mechanisms.
- 6.6 The Capital Programme, in order to avoid placing further pressure on the Revenue Budget, makes use of government grants, developers' contributions and capital receipts wherever possible. However, so as to fully fund the Council's highest priorities for capital investment (as set out in the Capital Strategy and Programme) it is expected to be necessary to spend approximately £6m capital per year, going forward, which will be funded from new long term borrowing. This level of borrowing will require an increase in the Revenue Budget of £603k in 2015/16 (which allow for exceptional additional investment in highways improvements) and £500k per year thereafter, to allow for the annual repayments of principal and interest on debts.
- 6.7 The Council's ability to invest this level of capital from within this level of revenue provision is based on certain assumptions about future interest rates and capital receipts which are set out in the Capital Strategy and Programme Report. This includes the assumption that the Bank of England base rate will increase by around 0.5% per year to a peak of 2.5% in 2019. If interest rates rise more steeply than this, then future years' capital and/or revenue spending plans will need to be revised.
- 6.8 Given the scale of the budget reductions, and the level of savings already identified, further reductions beyond efficiency will be required. The Council will therefore need to look more at income generation, which it has been successful in doing in the past, though opportunities to raise fees remain significantly constrained. This leaves the Council to pursue further options to transform services, sharing services and also to disinvest in services.

7. Conclusions

- 7.1 The Government's strategy to reduce the national financial deficit is likely to continue through to 2018 at the very earliest. Local Government has been one of the areas of the public sector that has seen the highest reductions in Government spend, and this is likely to continue to be the case. In light of the ongoing funding reductions and constraint with any new Council Tax rises, the Council will need to make reductions to service delivery whilst remaining in line with the Council Strategy and local priorities.
- 7.2 The local economy is improving which is having a positive impact on our Council taxbase, but we need to monitor this closely as any changes to both the local and national economy will impact our funding.
- 7.3 The Council needs to ensure that it has a robust financial structure on which to base its long term decisions. Continued capital investment (albeit at lower levels than in recent years) continues to ensure that the Council Balance Sheet and core assets are maintained and protected. The Council will also review its asset base to ensure that it is in line with the refreshed Council Strategy.
- 7.4 There needs to be sufficient levels of reserves for the Council to deliver services and take appropriate risks in amending service delivery models without impacting on the financial viability of the organisation.
- 7.5 The Council has a track record of strong financial management. Historically budgets have been delivered without significant over or under spends. The Council's ability to manage within significant financial change is vital to its continuing success in delivering the Council Strategy.

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Medium Term Financial Strategy – Assumptions

(1) Council Tax

The MTFS assumes no increases in Council Tax for the three year period. Taxbase growth assumptions are 2.45% in 2015/16, mainly due to the Racecourse development progress and then 1.2% per annum. The MTFS assumes taking the Council Tax freeze grant for all three years of the model, which is equivalent to a 1% increase in Council Tax each year.

(2) (a) Revenue Support Grant (RSG)

The 2015-16 figure is based on the Local Government Finance Settlement (December 2014). Figures from 2016-17 and beyond are unknown, but assumptions have been put in place for reductions over 25%, using trends in national control totals.

(b) Other Non-Ringfenced Grants

Non-ringfenced grants may be received during the financial year and are used to support the Council budget. An assumption has been made that these grants will continue to be received at a similar level to previous amounts, on a reducing basis in line with reductions to RSG.

(3) Retained Business Rates

The performance of the national and local economy in maintaining and growing the number (and size) of businesses in the local area will be important. For 2015/16 the increase has been capped by Central Government at 2% and Council's are being compensated for any loss in a Section 31 grant. For 2016/17 onwards, any increases have been assumed to be in line with Retail Price Index (RPI).

(4) Education Services Grant (ESG)

This figure represents a Government Grant in respect of Local Education Authority (LEA) support service functions to schools. The assumption in the MTFS is that there are no further schools

converting to Academy status. For every pupil that is in an Academy school, the financial loss via this grant will be circa £113 per pupil. The grant has been cut by 20% in 2015/16 and this has been reflected in the figures.

(5) Department of Health Funding

The Department of Health provides funding via the Better Care Fund to be spent locally on health and care with the aim of achieving closer integration and improve outcomes for patients and service users and carers. In 2015/16 the fund will be allocated to local areas where it will be put into pooled budgets under Section 75 joint governance arrangements between CCGs and Councils. A condition of accessing the money is that the CCGs and Councils must jointly agree plans for how the money will be spent, and these plans must meet certain requirements. In addition to this the Department of Health is providing grants to meet some of the new burdens arising from the Care Act.

(6) New Homes Bonus

This is monies received from central Government (equivalent to the Council Tax received on a band D property) for every net new additional property in the district. The Government created this scheme to incentivise planning authorities to help promote new properties being built. 2016/17 represents the end of the initial six year period, which is why the grant does not increase after this date.

(7) Council Tax Collection Fund

This is the surplus or deficit from the previous year's Collection Fund. The Collection Fund is a ring-fenced account for Council Tax collected. Any variation compared to the expected Council Tax collected is pass-ported into the next financial year.

(8) Funds Available

Summary of the total non-ringfenced funds available for setting the Council's budget.

(9) Opening Directorate Budget

This is the opening budget before new costs and savings are built in.

(10) (a) Budget build growth

This is the adjustments to the Council's core costs; primarily pay inflation 1% and incremental pay awards (approx £525k pa). There is an additional cost to the Council for National Insurance from 2016/17 which is estimated to be circa £800k. Pension provision has increased by 0.7% in 2015/16 and is assumed to increase by 0.5% per annum after this.

(b) Budget build growth – Care Act Eligibility

This represents the estimated additional costs of meeting the new eligibility criteria for care as outlined in the Care Act.

(11) Contract Inflation

This line represents all inflation on Council contracts that are inflation linked.

(12) Unavoidable service pressures

Any additional investments required for new costs; for example due to additional demand in social care.

(13) Savings

This is the total savings identified to ensure a balanced budget.

(14) Directorate Budget Requirement

The closing base budget for the Directorates

(15) Levies and capital financing costs

Budget for payments to the Environment Agency, Magistrates courts, interest paid and received on Treasury Management (Investment) activity and, primarily, the revenue costs of paying for long term capital borrowing to fund the Council's Capital Programme.

(16) Net budget requirement for management accounting

(17) Use of reserves

This is the planned use of reserves to support the revenue budget.

(18) CTSS support for Parishes

This is reducing transitional funding to assist Parish Councils in dealing with the impact of the Council Tax Support Scheme (CTSS) on their local precepts.

Title of Report:	Capital Strategy and Programme 2015/16 to 2019/20
Report to be considered by:	Council
Date of Meeting:	03 March 2015
Forward Plan Ref:	C2746

Purpose of Report:

To outline the five year Capital Strategy for 2015/16 to 2019/20, including the Minimum Revenue Provision (MRP) statement and the Asset Management Plans for property and highways, and to set out the funding framework for Council's five year Capital Programme for 2015/16 to 2019/20.

Recommended Action:

To approve the Capital Strategy and Programme 2015/16 to 2019/20

Reasons for decision to be taken:

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

Other options considered:

N/A

Key background documentation:

Capital Strategy and Programme 2014/15–2018/19
Medium Term Financial Strategy 2015-16 to 2017/18
Investment and Borrowing Strategy 2015/16
Capital Strategy Group papers
The Council Strategy 2014-18

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

- ☒ **CSP1 - Caring for and protecting the vulnerable**
- ☒ **CSP2 - Promoting a vibrant district**
- ☒ **CSP3 - Improving education**
- ☒ **CSP4 - Protecting the environment**

The proposals will also help achieve the following Council Strategy principles:

- ☒ **CSP5 - Putting people first**
- ☒ **CSP6 - Living within our means**
- ☒ **CSP7 - Empowering people and communities**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:
Ensuring that investment in the Council's assets and systems makes best use of available resources to maximise the benefit to the West Berkshire community in line with the Council Strategy 2013-17.

Portfolio Member Details

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Date Portfolio Member agreed report:	3 rd February 2015

Contact Officer Details

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Implications

Policy:	The Capital Strategy is aligned directly to both the Council Strategy 201-2018 and the Medium Term Financial Strategy (MTFS). The policy implications arising from the Prudential Framework are set out within the report.
Financial:	The programme allocates £40.5 million of Council capital resources over five years. This includes £4.1 million from capital receipts from assets which are expected to be sold over the next year with the remainder to be funded from borrowing. The cost of borrowing will be reflected in the Revenue Budget and the Medium Term Financial Strategy. Some capital spending will be financed from external funding, including some government capital grants from 2015/16 onwards which have still to be confirmed. The level of spend in future years may need to be reviewed depending on the actual level of capital receipts and government grants. The Strategy also includes the statement on Minimum Revenue Provision (MRP) required in accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.
Personnel:	A proportion of the Council's establishment is funded directly by the Capital Programme where it can be demonstrated that staff directly support and help to deliver the capital programme.
Legal/Procurement:	The Capital Strategy contains Prudential Indicators that are mandatory under the Capital Finance Act 2003
Property:	The proposed Capital Programme will provide for maintenance and improvements to a number of existing Council buildings. The

level of funding available for the proposed programme is partly dependant on final decisions still to be made about the disposal of some Council land and buildings.

Risk Management: Strategic risks relating to the Capital Programme are set out in the Council's Strategic Risk Register. Individual programmes/projects will have their own Risk Management Plans.

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?	☐	☒	
• Is it a major policy, significantly affecting how functions are delivered?	☐	☒	
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒	
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☒	☐	
• Does the policy relate to an area with known inequalities?	☐	☒	
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			☒
Not relevant to equality			☐

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

Executive Report

1. Introduction

- 1.1 This report sets out the Capital Strategy and Programme for the five year period 2015/16 to 2019/20. Its aim is to ensure that the Council's highest priorities for capital investment can be delivered within the financial constraints which the Council faces.

2. Proposals

- 2.1 The Capital Strategy and Programme comprises:

- The five-year Capital Strategy including the Minimum Revenue Provision (MRP)
- An analysis of the funding of the proposed Capital Programme 2015 to 2020, including the cost of borrowing to fund capital investment.
- The proposed five-year Capital Programme and asset management plans for property and highways.

- 2.2 The programme helps to deliver the Council Strategy 2014-2018 by providing investment in the following key priority areas:

- Protecting the Vulnerable: £10.1 million for assets to support the care of older people and people with physical, sensory or learning disabilities and looked after children;
- Promoting a Vibrant District: £44.0 million for maintenance and improvement of highways; £2.5 million for maintenance and improvement of parks, open spaces sporting and cultural facilities; and £1.7 million to facilitate the delivery of superfast broadband across the majority of West Berkshire;
- Improving Education: £65.1 million for new school places and improvement of school buildings.

- 2.3 The programme also fully funds a number of items which were identified as budget pressures during the budget build process, without exceeding the agreed revenue envelope for capital financing. These include:

- forecast basic need for new school places;
- permanent expansions to school kitchens to provide universal infant free school meals;
- maintenance and improvement of the Council's key ICT systems, including the replacement of the RAISE system for management of social care cases and budgets
- resurfacing of the car park for Shaw House.

3. Equalities Impact Assessment Outcomes

- 3.1 The capital strategy itself does not have any direct equalities impact, but more detailed equalities assessments will be carried out for any new schemes within the capital programme, or potential asset transfers, prior to implementation.

4. Conclusion

- 4.1 The proposed Capital Programme is expected to be sufficient to provide for the Council's main capital investment priorities for 2015/16 to 2019/20 (subject to the future level of government grants, developers' contributions and capital receipts). However, in order to allow for any changes in the expected levels of future funding and to allow for any emerging budget pressures, the programme will be kept under review with a view to identifying additional funding, where required, without exceeding the agreed revenue funding envelope.

Appendices

Appendix A – Capital Strategy and Programme 2015/16 to 2019/20

Consultees

Local Stakeholders: N/a

Officers Consulted: Corporate Board, Capital Strategy Group

Trade Union: N/a

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Appendix A

Capital Strategy **2015/16 – 2019/20**

**Incorporating the Capital Programme for 2015/16 to 2019/20,
the Corporate Property Asset Management Plan 2015/16 and
the Highways Asset Management Strategy 2014 to 2018**

1. INTRODUCTION

- 1.1 The Capital Strategy sets out the financial and policy context within which the Council can plan for long term investment in its assets. The Capital Strategy incorporates the asset management plans for both property and highways and the five year Capital Programme. It defines the amount of planned investment over the next five years and shows how this investment is to be funded. This strategy is also closely related to the Medium Term Financial Strategy (MTFS), and together these documents help to deliver the overarching Council Strategy.
- 1.2 The aim of the Capital Strategy is to:
- Enable the Council's assets and systems to be maintained and improved, to enable the effective and efficient delivery of the Council's key priorities as set out in the Council Strategy 2014 to 2018;
 - To ensure that capital investment is affordable within the terms of the MTFS;
 - To target funding at Council priorities, within available resources, in particular to maintain and improve the Highway network and Schools and to improve the efficiency of Council services through investment in ICT.

Overview of the Proposed Capital Programme 2015-2020

- 1.3 The starting point for the new capital strategy is the previously approved level of Council funded capital spending for 2015/16 to 2018/19, which is supported by an annual increase in the revenue budget for capital financing of approximately £500,000 per year, allowed for in the current MTFS.
- 1.4 The proposed capital programme also takes into account the following issues:
- i. The latest estimates of future school pupil numbers and the cost of providing additional school places to accommodate them;
 - ii. Provisional Basic Need Grant allocations for additional school places already announced by the Department for Education (DfE) for 2015/16 to 2016/17 of £14.6 million in total – this figure which reflects the Council's forecast of pupil number growth, but is not expected to meet the full cost of providing the places required;
 - iii. Additional pressures on the schools programme, over and above the level of grant funding available, for additional school places, permanent provision of universal infant free school meals, and to maintain and improve the condition and suitability of school buildings;

- iv. Significant additional capital grant allocations for Highways including, in 2014/15, £1.5 million for flood recovery and £1.2m for widening of the A4 at Calcot. In 2015/16 and 2016/17, £4.7m has been awarded for improvements to the A339 and the Kings Road Link. Annual capital maintenance grant have also been allocated for the next six years with an increase of nearly £1.8 million over the next three years 2015/17 to 2017/18.
- v. The need for ongoing savings in the highways capital maintenance programme to fund post winter repairs to highways in 2013/14 (to be funded over the 4 years to 2017/18) and investment in surface treatment of the A4 in 2014/15 (to be funded over the 10 years to 2024/25);
- vi. The estimated level of capital grants for transforming Adult Social Care (approximately £260,000 per year for the last 4 years) and Disabled Facilities (expected to remain at approximately £726,000 per year);
- vii. The Council's commitment to invest in the extension of Superfast Broadband to the maximum possible number of premises across West Berkshire;
- viii. The need to replace the RAISE system (for management of social care cases and budgets) and to provide other ICT solutions to support the transformation of other Council services in order to achieve further service improvements and efficiency savings;
- ix. The implementation of the Community Infrastructure Levy (CIL) which will mostly replace Section 106 funding from 2015/16 and is expected to provide a lower level of funding;
- x. The latest estimates of capital receipts expected to be available to fund capital expenditure over the next five years;
- xi. The current level of interest rates for borrowing from the Public Works and Loans Board to fund capital expenditure and forecast future rates.

Funding of the Capital Programme

- 1.5 Council capital funds come partly from capital receipts, with the remainder from prudential borrowing. The average level of the Council funded programme 2015 to 2020 is approximately £8.1 million per year (as compared with £7.6 million per year in the 2014-2019 programme). Council funding is higher in the first two years of the programme because of a relatively high level of capital receipts which we expect to apply mainly in 2015/16, to help to boost investment in ICT and to help meet the pressure on primary school pupil numbers.

- 1.6 From 2017/18 onwards the ongoing level of new Council funded capital is approximately £5.6 million per year. This is an increase from the ongoing level of funding assumed in the 2014 to 2019 programme of £5.0 million per year. This increase has been achieved by reviewing the level of capital receipts and the longer term borrowing strategy. However, this increased level of Council funded spend from 2017/18 onwards is still based on the assumption that the revenue budget for borrowing costs will increase by £603,000 in 2015/16 (to allow for the additional investment in highways infrastructure) and then by approximately £500,000 per year from 2016/17 onwards, i.e. no increase is proposed in the revenue provision for capital in the MTFS.
- 1.7 The forecast revenue cost of borrowing to fund capital expenditure allows for a 0.5% increase in the bank of England base interest rate each year from 2015/16 to 2018/19 (from its current level of 0.5% to a peak of 2.5%). The cost of borrowing will be higher than this if interest rates increase by more than this. However, this would be offset in part by additional interest earned on the Council's short term investments.
- 1.8 The total five year programme, including external funding from government grants and developers' contributions, is £135.2 million or an average of £27.0 million per year (as compared with £23.0 million per year in the original 2014-2019 programme). If the actual level of future government grants and developers' contributions is lower than expected, the planned level of spending in the later years of the programme will have to be reviewed. This will also be necessary if capital receipts are lower than expected e.g. if the Council decides to not to dispose of some assets which are currently earmarked for disposal, or not to sell them at their full market value.

Potential for New Project to be Added to the Programme

- 1.9 Since 2010 the Council's street lighting team have gradually been replacing lighting units with more energy efficient LED's using the available revenue and capital budget. Work to date has been well received by the public and has generated energy savings. The Highways team is now working on a proposal to invest approximately £7.2 million in 2015/16 and 2016/17, which will provide LED street lighting throughout West Berkshire. This scheme has the potential to be funded on an invest to save basis, as it is forecast to generate a reduction of more than 50% in energy consumption for street lighting. However government grant is also being sought as an alternative source of funding for this project, which, if successful, would result in even greater revenue savings. A further report, seeking approval for this project to be added to the programme, will be brought to Executive when the most appropriate funding stream has been agreed.

Potential Pressures on the Capital Programme

- 1.10 The proposed Education programme fully funds the estimated cost of additional school places to meet forecast levels of demand and permanent provision for universal infant free school meals. However there are still some Education capital schemes proposed for the later years of the programme which are not yet fully funded within the five year programme. In addition a need has recently been identified for extensive refurbishment of one of the Council's Gypsy and Travellers' sites and funding has not yet been allowed for this scheme within the overall programme.
- 1.11 The programme as proposed will, therefore, be kept under close review by officers and members, by seeking savings in the cost of schemes already included the proposed programme and/or in borrowing costs, with a view to identifying additional funding as required.
- 1.12 The remainder of the strategy document is be structured as follows:

Section 2:	The Capital Strategy for 2015/16 to 2019/20 which explains how the proposed programme helps to deliver the Council Strategy and also explains the funding framework for the programme
Section 3:	An analysis of the funding of the proposed programme over the next five years
Section 4:	An overview of the capital programme 2015/16 to 2019/20
Appendix 1:	A Summary of the proposed Capital Programme 2015/16 to 2019/20
Appendix 2:	The detailed Capital Programme for 2015/16 to 2019/20
Appendix 3:	The Council's Property Asset Management Plan for 2015/16
Appendix 4:	The Council's Highways Asset Management Plan for 2015/16

2. CAPITAL STRATEGY

2.1 The Council's Capital Strategy is guided by the following principles:

- Resources are aligned with the priorities and principles identified in the Council Strategy for 2014-2018;
- Making best use of government capital grants (in particular for Education and Highways) to minimise the need for borrowing to fund capital investment;
- Disposing of surplus assets at market value where appropriate, in order to maximise the level of capital receipts and reducing the need to borrow to fund capital expenditure;
- When borrowing is necessary to fund capital expenditure, ensuring that it is affordable, sustainable and prudent in keeping with the principles of the Prudential Code and that the revenue costs are affordable within the context of the MTFS;
- Seeking additional funding and capacity e.g. through partnership working, developers' contributions and the Community Infrastructure Levy (CIL);
- Making best use of matched funding wherever available to enable schemes which otherwise might not be undertaken;
- Enabling "Invest to Save" bids through the provision of up front capital funding to deliver long-term efficiency savings;
- A corporate framework involving both officers and members to ensure value for money through the evaluation and prioritisation of capital bids and the management and monitoring of projects;
- Ensuring full integration with the planning frameworks of both this Council and our key partners; and
- Taking account of key asset issues highlighted in the Council's Property and Highways Asset Management Plans.

2.2 The links between the Capital Strategy and Programme and the key priorities in the Council Strategy are set out in the following paragraphs.

2.3 Caring for and Protecting the Vulnerable

Adult Social Care and Disabled Facilities Grants

- 2.3.1 One of the Council's key priorities is to support and enhance the quality of life and safety of vulnerable people. The Adult Social Care capital and the Disabled Facilities Grants (DFG) programmes support this priority by providing occupational health equipment and home adaptations for older people and individuals with a learning disability, or a physical or sensory disability. In this way vulnerable people are helped to maintain their independence, with the minimum of support from the Council.
- 2.3.2 Opportunities are also being sought to incorporate additional provision for extra care housing into the capital programme, as an alternative to residential care. This priority is being addressed by exploring the potential for further partnership working with social housing providers and the possible use of government grants, section 106 contributions, CIL and/or capital receipts to help fund future extra care housing schemes.

Children and Young People

- 2.3.3 The Children's Services programme provides funding for home adaptations to enable foster carers better to care for vulnerable children. The Education capital programme also includes improvements to educational facilities for children with special educational needs (see also paragraphs 2.5.1 to 2.5.5). The quality of life of all vulnerable groups is also enhanced by improvements to open spaces and cultural facilities (see paragraphs 2.4.8 to 2.4.10).

2.4 Promoting a Vibrant District

Highways and Transport

- 2.4.1 The transport network keeps the local economy moving, supports future economic development and helps deliver a better quality of life for local people. The Highways and Transport Capital programme is driven by a number of key plans and strategies including the Council's Local Transport Plan 2011 to 2026 (LTP3). LTP3 is informed by a number of service specific plans and strategies as detailed below:

- Freight strategy
- Smarter choices strategy
- Passenger transport strategy
- Road safety strategy
- Sustainable modes of travel strategy
- Parking strategy
- Network Management Plan

- 2.4.2 The programme is also driven by the Highway Asset Management Plan which provides guidance on the delivery of value for money highway maintenance services with the aim of providing a safer highway network, improved travelling conditions for all highway users, and ensuring greater care of the local environment. The full Highways Asset Management Plan is included as Appendix 4 of this report. Previous years of developing and implementing asset management principles has been recognised nationally, with the Council receiving a favourable maintenance grant settlement from the DfT.
- 2.4.3 There is also a continued emphasis on partnership working, with stakeholders including the Environment Agency, Thames Water, Sovereign Housing and Network Rail to ensure our limited funds stretch as far as possible

Housing

- 2.4.4 Housing impacts on many areas of life – health, education, community safety, social care and care for the environment. High quality social housing is key to building communities which are inclusive and where people have a sense of belonging. The Council's capital programme provides for refurbishment of temporary accommodation in support of the Council's statutory housing duties and the regeneration and improvement of private sector stock occupied by vulnerable people. Opportunities are also being sought for partnership working with social housing providers to facilitate the delivery of new affordable housing
- 2.4.5 The Council's approach to affordable housing requires consideration of new and innovative ways of working in order to maximise the funding that is available and ensure delivery of new affordable housing. This includes:
- Seeking grant from the Homes & Communities Agency through their development programme via our Registered Provider (RP) partners.
 - Seeking on-site affordable housing provision through S106 Agreements with no public subsidy on above-threshold development sites.
 - Seeking commuted sums in lieu of on-site affordable housing provision on above-threshold development sites and utilising the monies to provide affordable housing on alternative sites.
 - Encouraging RP partners to fund development from their own reserves.
 - Using the Council's own land for development (an option that may have an impact upon the Council's ability to fund its Capital Programme).

- 2.4.6 Over recent years the Council has successfully focussed on the prevention of homelessness which reduces the need for temporary housing, but the Council still maintains a small supply of temporary accommodation to meet its statutory duty in this area. In addition, the Council provides assistance to support the improvement of private sector housing. The Council's view is that it is primarily the responsibility of private sector owners to maintain their own property, but it recognises that some owners, particularly the elderly and most vulnerable, do not have the necessary resources to repair or improve their homes.

Town Centre Visions

- 2.4.7 The capital programme also provides funds to help pump prime town centre redevelopment schemes. These schemes have the potential to boost the local economy, improve the town centre environment and generate income for the Council.

Parks, Open Spaces and Sporting and Cultural Facilities

- 2.4.8 The health and wellbeing of residents is considerably enhanced by access to good quality parks and open spaces and by opportunities to participate in sport, physical activity, performing and visual arts, and other leisure interests. In particular it is important to provide play and social opportunities for children and young people. Where children and young people can be encouraged to make positive use of their leisure time it adds to their personal development but can also help to reduce levels of anti-social behaviour within communities.
- 2.4.9 Capital investment will be targeted at ensuring that the existing network of libraries, leisure centres, parks, recreation grounds and rights of way are accessible, safe to use and meet the reasonable expectations of users, in order to enhance the health and wellbeing of West Berkshire residents. In particular, a programme of investment in the structural maintenance and refurbishment of Leisure Centres will continue over the next five years in order to ensure that these facilities continue to provide a safe and enjoyable environment for service users. This investment is partly funded from reductions in service revenue budgets from 2013 to 2018.
- 2.4.10 The Council will also work in partnership with other organisations including schools, links with Parish and Town Councils and voluntary organisations to enhance the provision of cultural facilities across the district.

2.5 Improving Education

- 2.5.1 The aim of the Council is to enable all children and young people to maximise their potential while intervening positively to ensure that the most vulnerable have an equal opportunity to succeed. The Council has a number of strategic service specific plans to support this aim through capital investment. These are the Education Asset Management Plan, the Primary Strategy for Change, the Secondary Strategy and the School Places Plan. These plans drive capital investment in schools and Early Years settings, with the following key strategic outcomes:

- i. the provision of suitable and sufficient school places across the district;
- ii. the provision of buildings and grounds that meet all legislative requirements, are in good condition, and are safe and secure;
- iii. the creation of flexible, adaptable and stimulating learning environments designed and equipped for 21st century learning;
- iv. the provision of high quality sustainable ICT infrastructure to support learning, teaching and management, to improve engagement and raise pupil attainment, and promote community learning outside school hours;
- v. schools to act as facilities and learning hubs for the communities they serve, including the provision of extended services;
- vi. the provision of learning environments that are examples of the practical application of sustainable construction, improving value for money and driving further down the carbon footprint of schools;
- vii. supporting the outcomes of the Small Schools Review;
- viii. the continuing improvement in the accessibility of schools; and
- ix. inclusion of pupils with SEN into mainstream education where appropriate.

2.5.2 Government funding for capital investment in Education Facilities by Local Authorities remains focussed on Basic Need and Maintenance. Basic Need funding “is to be used for the needs of all taxpayer funded schools in the area. Local authorities are responsible for ensuring sufficient school places in their area, and where planning for growth in numbers, all sectors should be considered in prioritising this funding. This includes schools in the voluntary aided sector, open academies and especially proposals for new free schools where they can address basic need pressures.”

2.5.3 The bulk of maintenance funding is currently allocated to local authorities, in order to support local prioritisation and larger capital maintenance projects with co-ordinated and more efficient procurement. The Council is therefore responsible for maintenance and health and safety work in all schools except academies, which receive maintenance funding directly from the DfE. The Academy programme has the effect of reducing the capital maintenance allocations year on year, as more of the total national funding pot is diverted to the Academy Maintenance Programme.

2.5.4 The medium term scope of responsibility for the maintenance and development of school buildings is remains still somewhat uncertain, especially in light of the general election this year. In December 2013 the government published a progress update on the Review of Education Capital undertaken in 2011. Within that document the government finally confirmed that the concept put forward in the review of a single, flexible funding pot, with strategic planning and spend managed at a local level by local authorities, was not accepted. However, the progress update went on to say that there are alternative ways of achieving strategic planning to explore. One year on and there has been no further development in this area. It still remains the case that the Property Team will have to adapt and ensure it is appropriately resourced to deal with to any changes in responsibility.

- 2.5.5 Although the level of Council capital funds available for Education schemes has been increased slightly, for the duration of the 5-year programme available resources are likely to be targeted only at basic need and urgent capital maintenance, with little or no funding available for non basic need priorities, such as modernisation, reorganisations and supporting other government initiatives. The basic need capital grant allocations for the first two years of the programme, combined with additional support from Council capital funds mean that our current mainstream basic need pressures can be met. However, the requirement to provide additional funding support to meet our basic need pressures has further limited the ability to deliver other priorities. It therefore seems likely at present that there will be a significant pressure on resources within the latter half of the programme, given the current indications of growth in pupil numbers over the next three to five years, urgent non-basic need pressures and the likely need to continue to have to provide additional funding support to basic need, capital maintenance and other government initiatives.

2.6 Protecting the Environment

- 2.6.1 The Council's energy management strategy is targeted at measures which will help save energy and reduce carbon emissions and work is underway to ensure that energy saving features are incorporated into building projects wherever possible. In addition it is proposed, where possible, to use revenue savings achieved in energy costs to meet the capital financing costs of additional investment in energy saving and carbon reduction schemes in future years.
- 2.6.2 Care of the environment also includes the stewardship of the public open spaces and historically important buildings and ensuring access to the countryside. Planned investment of Council resources in these areas will be limited over the period of the strategy. However, every opportunity will be taken to attract external funding and additional resources through partnership arrangements (e.g. with the Berkshire and Oxfordshire Wildlife Trust – BBOWT), with a view to maintaining and improving these important community assets.

2.7 Putting People First

- 2.7.1 The Council continuously seeks to improve and modernise the delivery of services to the public. A key part of this strategy is to enhance and modernise the ICT infrastructure and tools to support service delivery. The Capital Programme plays an important role primarily through investment in ICT.

2.8 Capital Financing

2.8.1 The Council's capital programme is financed from the following main sources of funding:

- Government Grants
- Prudential borrowing
- Developer Contributions
- Capital Receipts

Government Grants

2.8.2 Wherever possible the Council aims to fund capital spending from grants in order to minimise the revenue impact of borrowing. The main government grants which support the proposed programme are set out in paragraphs 3.12-3.16 below.

Prudential Borrowing

2.8.3 The Prudential Framework places the emphasis on affordability. Local authorities may decide how much they can afford to borrow and the costs of this borrowing must be met from the revenue budget. In establishing its Prudential Framework the Council is required to look at the investment required to maintain its asset base fit for purpose and to prevent deterioration to the fabric of the assets it holds. This level of required investment must then be considered against the revenue impact of repaying the funds it borrows. (The basis of the affordable level of borrowing to support the programme is discussed in more detail in paragraphs 3.9-3.11 below).

Section 106 Developer Contributions

2.8.4 In November 2004 the Council adopted Supplementary Planning Guidance (SPG04/4) which enables it to obtain contributions from developers towards appropriate capital schemes using S106 agreements (also known as developers' contributions or planning obligations). The SPG was updated to a Supplementary Planning Document (SPD) in June 2013. The aim of the SPD is to ensure that the impact of new developments on Council infrastructure and services is met in full by the developer. The level of charge is based on the nature of the development, and its impact. S106 agreements between the Council and the developer specify the amounts which must be spent on particular Council services and in what geographical areas. In some cases a specific project is specified.

2.8.5 The Council maintains a database showing the details of the planning application, the application site, and proposals for development. The database also contains information on all S106 contributions agreed and received, and amounts allocated to and spent on specific projects and expenditure.

Community Infrastructure Levy

- 2.8.6 The S106 framework has now been affected by the introduction of the Community Infrastructure Levy (CIL) Regulations, which came into force on 6 April 2010. Further CIL Amendment Regulations came into force in 2011, 2012, 2013, and 2014. The CIL enables local planning authorities to raise a standard levy on any new development in their area. The levy is to be used to fund improvements to the infrastructure of the Council area as a whole e.g. roads, schools, hospitals and parks.
- 2.8.7 CIL is intended to make it easier for developers to predict how much they will be asked to contribute; it should increase fairness by broadening the range of developments requiring a contribution; it allows the cumulative impact of small developments to be better addressed and enables important sub-regional infrastructure to be funded.
- 2.8.8 Local Authorities can choose whether or not to adopt CIL. However the new regulations will limit the use of S106 planning obligations with effect from April 2015, to the funding of affordable housing and the direct impact of specific developments, e.g. a new road junction for a new development.
- 2.8.9 It has therefore been necessary for West Berkshire Council to adopt CIL in order to continue to receive funding from developers towards its capital programme. The Council adopted a CIL for West Berkshire in March 2014 and will start to charge CIL on applicable planning permissions granted on or after 1st April 2015. It should be noted that the level of funding from this source is likely to be lower than has been received through the S106 regime in recent years (approximately £5 million per year since 2004/05).

Capital Receipts

- 2.8.10 The proceeds from disposal of surplus assets may be used to fund new capital schemes or the increases in costs to existing schemes, so reducing the revenue cost of borrowing to fund the capital expenditure. It is therefore important for officers and members to monitor and review the use of the Council's assets, in particular land and buildings, to consider whether they continue to offer good value for money for operational purposes, or whether they should be considered for future development or for disposal.

2.9 Minimum Revenue Provision Statement

- 2.9.1 Statutory guidance on Local Authority capital spending requires the Council to set a policy for its Minimum Revenue Provision (MRP) for the repayment of debt to fund capital expenditure. The policy must be approved by Full Council each year. The guidance offers four options for calculation of MRP, of which West Berkshire applies Option 3, the Asset Life Method. This method is the equivalent of charging to revenue each year the full cost of interest and principal repayments on annuity loans which are taken out over the life of the asset to be funded.

- 2.9.2 This is achieved by undertaking any new prudential borrowing on an annuity basis with the length of loan linked to the life of the asset. We also make an annual provision for the future payment of the Council's outstanding maturity loans, which were all inherited from the former Berkshire County Council. This provision is equivalent on average to the annual repayments which would be made if these loans were refinanced on an annuity basis. The amount of revenue provision to fund the capital programme, allowed for in the MTFS, is arrived at on this basis.

3. FUNDING OF THE CAPITAL PROGRAMME 2015-2020

- 3.1 The size of the Capital Programme is determined by the amount which the Council can afford to borrow together with other sources of capital funding, including capital receipts, government grants and developers' contributions.
- 3.2 The Capital Programme for the five year period 2015/16 to 2019/20 is summarised in Appendix 1. This shows the amounts proposed to be funded from Council funds (including prudential borrowing and capital receipts), Section 106/CIL contributions and other external funds (mainly government grants).

Estimated Capital Receipts Available to Fund the Capital Programme

- 3.3 The exact amount of capital receipts available to help fund the capital programme, will not be known until final decisions have been taken about the disposal of surplus assets and final sale prices have been agreed. However, based on estimated value of the assets currently expected to be disposed of, we estimate that there will approximately £4.1 million capital receipts available to contribute towards the cost of the Council funded capital programme in the period 2015-2020.
- 3.4 The largest part of this sum relates to the proposed sale of the Pound Lane Depot. Before finalising this sale, alternative options will be considered in the light of the changing social care environment. However any alternative proposals will be required to provide sufficient revenue savings to cover the cost of borrowing additional funds, if they are required to replace the potential capital receipt.
- 3.5 It has also been assumed that some or all of the proceeds of the following properties will be available to fund the overall capital programme:
- Land adjacent to the Phoenix Centre
 - The Starting Gate pub
 - Surplus school land
- 3.6 It should also be noted that Local Authorities are coming under increasing pressure from Central Government and the HCA to provide land at no cost to Registered Social Housing Providers for new social housing developments. This policy may restrict the ability of the Council to generate capital receipts from some surplus land assets in the future.

- 3.7 If capital receipts are used to avoid borrowing over a long period e.g. 40 years, as for building improvements, there will be a greater total saving over the life of the asset. However using capital receipts to offset borrowing over a shorter period (e.g. five to ten years) will produce the highest level of saving in annual borrowing cost as a percentage of capital spend in the short term. In order to make capital spending plans affordable over the next five years, the strategy for financing the proposed capital programme therefore assumes that capital receipts will be used mainly to offset the need to borrow to fund assets with a useful life of five or ten years.
- 3.8 If the actual level of capital receipts is significantly lower than the amount assumed, e.g. if the Council decides to not to dispose of some assets which are currently earmarked for disposal, or not to sell them at their full market value, then the planned level of capital spend may have to be reviewed.

The Cost of Borrowing to Fund the Capital Programme

- 3.9 The annual increase in the Council's revenue budget to accommodate borrowing to fund the five year capital programme, is shown in Table 1 (below):

Table 1 –Annual Cost of Borrowing to Fund Approved Level of Programme 2015-2020						
	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	5 year Total £000
Annual Increase in cost of borrowing	603	500	500	500	500	2,603

- 3.10 The higher level of borrowing in 2015/16 is to help fund investment in the resurfacing of the A4 in 2014/15, which will be offset by savings in the Highways capital maintenance programme over the next 10 years. It is anticipated that the revenue cost of borrowing will continue to increase by £500,000 per year beyond the period shown to at least 2023, in order to continue to support the proposed level of capital investment. These figures do not include funding for future invest to save capital schemes, where additional borrowing is funded from savings in existing revenue budgets because such schemes are revenue cost neutral.
- 3.11 The estimated cost of borrowing shown is based on the assumption that the Bank of England base rate each will increase by 0.5% each year from 2015/16 to 2018/19 (i.e. from its current level of 0.5% to a peak of 2.5% in 2018/19). The cost of borrowing will be higher if interest rates increase more quickly and/or to a higher level. However, this would be offset in part by additional interest earned on the Council's short term investments.

External Funding – Government Grants

- 3.12 The externally funded element of the proposed programme set out in Appendix 1 mainly consists of government grants. The main elements of capital grant funding are for Highways, Education, Adult Social Care and Disabled Facilities Grants.
- 3.13 The Highways Integrated Transport grant for 2015/16 has been confirmed at £900,000 and it has been assumed that this grant will remain at this level for the period of the programme. Capital maintenance allocations have been announced of £4.3 million for 2015/16, £4.0 million for 2016/17, £3.8 million for 2017/18 and £3.5 million per year from 2018/19 to 2020/21. The allocation for 2015/16 to 2017/18 represents an increase of nearly £1.8 million over the previously expected allocation of around £3.4 million per year. However the Department for Transport has also indicated that it will no longer make available additional capital grants to address severe weather events, which is likely to place additional pressure on the Council's capital resources.
- 3.14 A significant amount of grant funding for highways has also been allocated in 2015/16 and 2016/17 by the Local Transport Body. This consists of £2.2 million for the widening of the A339 adjacent to the London Road Industrial Estate, to support the regeneration of the estate and £2.5 million for the Kings Road Link.
- 3.15 £279,000 Social Care Capital Grant (part of the Better Care Fund) has been allocated for 2015/16. No assumptions have been made about future Social Care Capital Grants. Disabled Facilities Grants (DSG) of £726,000 has been allocated for 2015/16 (an increase of £64,000 from 2014/15) and DSG is assumed to remain at the same level the period of the programme.
- 3.16 For Education, provisional allocations of Basic Need grant for 2015/16 to 2016/17 of £7.1 million and £7.5 million respectively have been received. These allocations are significantly higher than for the 2013/14 and 2014/15 and are in line with the forecast increase in demand for primary school places. No announcements have yet been made about Basic Need grants from 2017/18 or Education Capital Maintenance from 2015/16 onwards. Future Basic Need Grant has been estimated in line with forecast demand for school places and estimated government funding per place. However future maintenance grant is currently expected to be at a lower level than in recent years. This is because the national level of funding for this grant will be top sliced for Academies and free schools and Local Authority allocations are expected to reflect the DfE's analysis of centrally gathered condition data, which is thought likely to disadvantage West Berkshire, relative to other authorities.

Table 2: Actual and Estimated Capital Grant Allocations 2013/14 to 2017/18					
	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Highways:				<i>Est.</i>	<i>Est.</i>
Integrated Transport Grant	784	1,103	900	900	900
Highways Capital Maintenance	3,918	3,447	4,314	3,955	3,836
Pinchpoint Fund (re A4 Calcot)	800	1,192			
Local Transport Body grant for (re A339 and Kings Road Newbury)			1,539	1,740	1,454
Flood recovery grant		1,490			
Local Sustainable Transport Fund		135			
			<i>Est.</i>	<i>Est.</i>	<i>Est.</i>
DfT grant for Newbury Car Club			50		
DEFRA funding for flood defence	974	1,500	1,054	1,093	1,346
Total for Highways	6,476	8,867	7,857	7,688	7,536
Care Commissioning Housing and Safeguarding:				<i>Est.</i>	<i>Est.</i>
Disabled Facilities Grant	648	661	726	726	726
Adult Social Care:					
Social Care Capital Grant	269	275	279		
Education:					
Basic need	1,330	1,330	7,122	7,478	5,180
Universal Infant free school meals		366			
Targeted Basic Need	138	1,932			
Demographic Growth Capital Fund for Brookfields School	364				
			<i>Est.</i>	<i>Est.</i>	<i>Est.</i>
Capital Maintenance	2,483	2,309	2,000	1,800	1,800
Total non devolved Education Grants	4,315	5,937	9,122	9,278	6,980

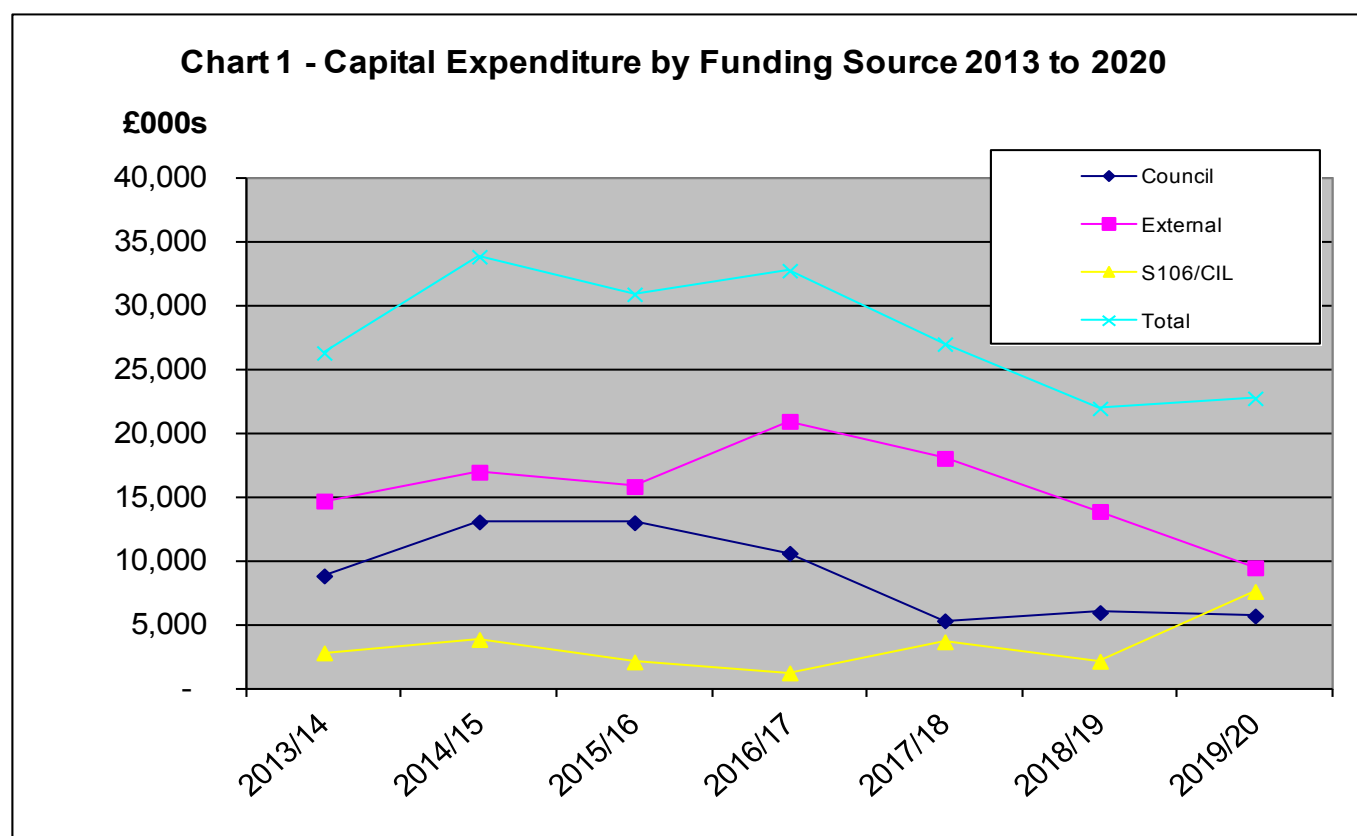
Section 106 Developers Contributions/Community Infrastructure Levy (CIL)

- 3.17 The proposed programme includes £16.7 million to be funded from section 106 developers' contributions and/or CIL for Education and Highways schemes. Most of the S106 contributions included in the proposed Highways and Education programmes 2015/16 have already been formally agreed with and/or received from developers.
- 3.18 From April 2015, the current Section 106 framework will, to a large extent, be replaced by the Community Infrastructure Levy or CIL (see also paragraphs 2.8.6-2.8.9 above). The likely level of income from the CIL is not yet known and it is now expected that the new framework will result in lower levels of capital contributions than the current S106 regime. This is expected to result in overall lower levels of funding particularly for Highways, Education, countryside and open spaces from 2016/17 onwards.
- 3.19 Section 106 agreements are still applicable however, where infrastructure is required entirely because of a particular development, for example the need for a new Primary School in 2019/20 associated with the Sandleford housing development in Newbury. This is why the level of developers' contributions increases in 2019/20, although the underlying trend is downwards.

Total Forecast Capital Spending 2015 to 2020

3.20 Total planned capital expenditure for the five years of the capital programme for 2015 to 2020 (as shown in Appendix 1) is £135.2 million. This figure consists of £40.4 million from Council resources, £16.7 million from S106 contributions and/or CIL and £78.0 million from other external funding sources (mainly government grants). Annual expenditure for the period of the programme is summarised in table 3 and illustrated in chart 1 in comparison with forecast expenditure for 2014/15 and actual expenditure in 2013/14.

Table 3: Capital Expenditure by Funding Source 2013 to 2020							
	2013/14 Actual £000	2014/15 Forecast £000	2015/16 Planned £000	2016/17 Planned £000	2017/18 Planned £000	2018/19 Planned £000	2019/20 Planned £000
Borrowing	6,315	12,939	10,211	10,080	5,294	5,141	5,674
Capital Receipts	2,496	100	2,764	500	-	800	-
Total Council Funds	8,811	13,039	12,975	10,580	5,294	5,941	5,674
External	14,672	16,932	15,808	20,914	18,014	13,858	9,446
S106/CIL	2,783	3,830	2,077	1,215	3,651	2,125	7,593
Total	26,266	33,801	30,860	32,709	26,959	21,924	22,713



4. OVERVIEW OF THE CAPITAL PROGRAMME 2015-2020

- 4.1 The proposed capital programme for 2015/16 to 2019/20 is summarised in Appendix 1. Appendix 2 gives a more detailed breakdown of the programme. In both appendices the capital expenditure for each year is broken down into the elements which are funded from Council funding (mainly from borrowing), external funding sources (mainly government grants) and Section 106 developers' contributions.
- 4.2 The main elements of the proposed programme for each service grouping are also summarised below.

4.3 Resources

ICT and Corporate Support

- 4.3.1 Officers and Members have reviewed the Council's priorities for investment in ICT. As a result they have identified a range of projects to enable the maintenance of existing systems and use of new technology where possible to enhance the efficient delivery of Council's systems and services for the next five years. In order to fund the main priorities, the level of investment in corporate ICT systems proposed for 2015 to 2020 has been increased from around £630,000 per year in the 2014-2019 programme, to £710,000 per year on average from 2015/16 to 2020. This has been achieved using savings in other services, by extending the time period over which some hardware is funded, by making use of revenue savings resulting from capital investment, and by reviewing the long term borrowing strategy.
- 4.3.2 In addition, the programme also includes £1.7 million for the extension of Superfast Broadband to the majority of the rural areas of West Berkshire (shown under Corporate schemes in Appendices 1 and 2). This is expected to provide superfast broadband to over 95% of homes in West Berkshire. The contribution of £1.7 million from West Berkshire Council forms part of the total public funding for Superfast Broadband in Berkshire of £9.75 million. This consists of £4.6 million from the Berkshire Local Authorities and £5.15 million from central government grant.

Strategic Support

- 4.3.3 The Strategic Support programme includes approximately £140,000 per year to support community projects across West Berkshire through the Parish Plans, Vibrant Villages and Members' Bids programmes, as well as the Shopmobility scheme in Newbury. It also includes £45,000 per year in 2015/16, 2016/17 and 2017/18 to support the visions for the development of the east of the area and Newbury, including the redevelopment of Newbury Town Centre. The Council's investment in these projects is planned to reduce to £25,000 per year from 2018/19 onwards but investment by partner organisations such as private developers and the Greenham Common Trust is expected to increase.

4.4 Environment

Highways

4.4.1 The largest element of the Environment programme consists of Highways and Transport improvements. The 2015/16 Highways Capital Programme is funded at approximately £10.2 million comprising the following sources:

- Council funded capital maintenance: £1.04 million;
- Local Transport Plan Grant funding from the Department for Transport (DfT): £5.2 million (including £900,000 for Integrated transport and £4.3 million Maintenance block funding);
- DEFRA Grant in Aid Flood Defence funding: £1.05 million (subject to successful bids);
- Local Growth Funding through the Local Enterprise Partnership towards the construction of a new junction into the London Road Industrial Estate:- £1.54 million;
- S106 developer contributions: £1.3 million.

4.4.2 In line with Central Government guidance the main focus of the programme centres on maintenance of the highways infrastructure and management of the asset. £1.04 million of Council funding and £4.3 million of the DfT grant funding is to be spent on Maintenance. Of this approximately 85% will be spent on surface and structural reconditioning, with the remaining funds spent maintaining other key highway assets (structures, drainage, traffic signals, sign and road marking upgrades etc).

4.4.3 A number of key Transport Improvements will be funded from S106 developer contributions and from the £1m Integrated Transport element of the DfT Grant. These include a continuation of the roll-out of Real Time Passenger Information at bus stops, demand management improvements in Newbury along with other essential themes including network management improvements, road safety, public transport and walking and cycling improvements. Of particular note is the potential widening of the Boundary Road Bridge (subject to agreement with Network Rail) and commencement of the design for the Kings Road Link Road.

4.4.4 In addition to the above, central government grants have been secured for a number of transport improvements including £1.55m towards the introduction of a new access from the A339 into the London Road Industrial Estate and £50k towards the development of a car club for Newbury.

- 4.4.5 Flood defence works during 2015/16 will build on the excellent work completed during 2014/15, which saw completion of Cold Ash Phase 1 retention pond, Winterbourne Flood Alleviation Phase 1, Cromwell Road Flood defences and property level protection to 40 residences in Oak End Way, Padworth. 2015/16 will see a continuation of the delivery of the Thatcham Surface Water Management Plan with completion of the Tull Way retention pond and commencement of the design for the Dunstan Park retention pond. Phase 2 of the Winterbourne Flood Alleviation scheme will be completed during 2015/16 and key schemes in Great Shefford and Purley will also be commenced.

Planning and Countryside

- 4.4.6 The Planning and Countryside programme consists of £125,000 per year investment in the essential maintenance and improvement of 1,100km of rights of way, public conveniences and children's play areas.

Culture and Environmental Protection

- 4.4.7 Over the five year period of the programme, £50,000 per year of Council funding is planned to be invested in the ongoing maintenance of Shaw House (in line with the conditions of Heritage Lottery Funding for the building) and an average of £269,000 per year on essential maintenance and modernisation of Leisure Centres and Libraries. This includes investment of at least £100,000 per year in Leisure Centre equipment which is required under the contract to operate West Berkshire's Leisure Centres.

4.5 Communities

Education

- 4.5.1 Capital investment within the Education programme remains predominantly focussed on delivering suitable and sufficient places to meet primary basic need pressures, urgent capital maintenance and health and safety needs across the school estate. In the first three years of the programme this accounts for approximately 85% of the capital investment in schools.
- 4.5.2 Numbers of pupils coming into reception classes remains consistently high across West Berkshire, with further significant increases forecast for Newbury and the east of district. This will continue to place significant pressure on the 2015/16 programme and beyond, in order for the Council to meet its statutory obligation to provide a school place for every eligible child in West Berkshire who wants one. The aim of the proposed programme is to deliver of sufficient pupil places to meet the forecast growth in demand up to academic year 2017/18 as Basic Need funding allocations for 17/18 and beyond have yet to be announced. However it is expected that, with the pressures outlined above, schools will be running at close to 100% capacity by 2017/18.

- 4.5.3 Newbury and the east of the district are forecast to see the most significant levels of primary basic need over the next 5 years. Work is underway to develop solutions to meet this basic need pressure with £15m allocated across the programme to deliver circa 840 places across Newbury and the East. The ongoing and regular review of forecast data will provide increasing clarity on any medium to long term pressures across these two areas.
- 4.5.4 Levels of urgent capital maintenance need do not appear to be reducing. The programme has been running for some time on an annual capital investment of approximately £2.3 million per year. It is anticipated that this level will need to continue for the duration of the current programme. However the proposed programme is based on the assumption that government grant for capital maintenance will reduce to £2 million in 2015/16 and £1.8 million per year from 2016/17 onwards. It therefore appears likely that not all urgent maintenance priorities can be met from within the existing funding envelope.
- 4.5.5 Towards the middle part of the programme there is pre-project preparation and design work to address the secondary basic need pressures, which are likely to be a significant feature of the latter stages of the current and future programmes as the increase in primary pupils from September 2012 finds its way into secondary.

Corporate Buildings

- 4.5.6 The 2015/16 Corporate Buildings programme includes approximately £963,000 for essential maintenance of Council buildings other than schools, Adult Social Care and Cultural Services properties. This includes funding to improve fire safety. This level of spending is expected to reduce to approximately £700,000 per year from 2016/17 to 2018/19 and to £260,000 from 2019/20 onwards as a backlog of maintenance work is cleared and a programme of fire safety remedial works is completed. The programme also includes approximately £760,000 per year for the salary cost of staff delivering building related programmes for all services (including schools).

Children's Services

- 4.5.7 The programme for Children's and Youth Services allow for £20,000 per year for adaptations to the homes of foster carers to facilitate care of looked after children.

Adult Social Care

- 4.5.8 The Adult Social Care (ASC) programme for 2015/16 includes £1.04 million from Social Care Capital Grants awarded by the Department of Health between 2013/14 to 2015/16 to improve the personalisation and efficiency of the service. These schemes include the further development of Telecare services, redevelopment of residential accommodation and other capital costs of implementing the Care Act.

- 4.5.9 A contribution of £350,000 from Social Care Capital Grants is also being made towards the replacement of the RAISE system - the main client ICT system which supports both Adults and Childrens' social care services. The remaining £650,000 of the estimated £1 million cost will be met from Council resources. The replacement of this system is required because the existing system has reached the end of its useful life and needs to be replaced with an enhanced system which will meet the demands of the Care Act, Ofsted inspections, Health and Social Care integration, the Children and Families Act and the recommendations of the Munro report.
- 4.5.10 The ASC programme also provides £85,000 per year for occupational health equipment.

Care Commissioning, Safeguarding and Housing

- 4.5.11 Approximately £1.5 million per year is provided for home repairs and adaptations to help elderly and disabled people maintain independent living in their own homes. This is needed to fund the mandatory Disabled Facilities Grant (DFG) programme and includes approximately £726,000 per year from government grant with the remainder matched from Council resources.
- 4.5.12 The programme also provides for grants to help older, disabled and other vulnerable people on low incomes maintain their homes in a fit state, which are administered by an external consortium. It also includes funding to maintain the Council's temporary accommodation units fit for purpose.

4.6 Capital Salaries

- 4.6.1 The programmes for Corporate Buildings and Highways include a significant element for the cost of staff required to deliver the capital programme. The Countryside and Housing Programme each also allow for the cost of one post to help manage the programme. The total estimated cost of capital funded salaries in 2015/16 is £1.4 million (approximately the same level as in 2014/15).
- 4.6.2 The level of capital funded salaries, particularly for Corporate Buildings and Highways will continue to be reviewed over the next five years, with a view to achieving further savings where possible, while maintaining an appropriate level of resource to deliver the agreed programme.

Summary of West Berkshire Capital Programme: 2015/16 to 2019/20

	2015/2016				2016/2017				2017/2018				2018/19				2019/20				TOTAL - All Years			
	Council	External	S106/CIL	Total	Council	External	S106/CIL	Total	Council	External	S106/CIL	Total	Council	External	S106/CIL	Total	Council	External	S106/CIL	Total	Council	External	S106/CIL	Total
Resources																								
ICT	700,000	-	-	700,000	700,000	-	-	700,000	700,000	-	-	700,000	700,000	-	-	700,000	750,000	-	-	750,000	3,550,000	-	-	3,550,000
Strategic Support	186,000	-	-	186,000	186,000	-	-	186,000	186,000	-	-	186,000	156,000	-	-	156,000	156,000	-	-	156,000	870,000	-	-	870,000
Total Chief Executive	886,000	-	-	886,000	886,000	-	-	886,000	886,000	-	-	886,000	856,000	-	-	856,000	906,000	-	-	906,000	4,420,000	-	-	4,420,000
Environment																								
Highways & Transport	1,040,970	7,856,750	1,291,200	10,188,920	1,031,970	7,688,230	933,700	9,653,900	1,028,970	7,535,770	1,722,700	10,287,440	1,354,970	4,431,000	1,282,700	7,068,670	1,328,970	4,431,000	1,000,000	6,759,970	5,785,850	31,942,750	6,230,300	43,958,900
Planning & Countryside	125,000	-	-	125,000	125,000	-	-	125,000	125,000	-	-	125,000	125,000	-	-	125,000	125,000	-	-	125,000	625,000	-	-	625,000
Culture and Environmental Protection	506,080	-	-	506,080	260,450	-	-	260,450	375,000	-	-	375,000	375,000	-	-	375,000	375,000	-	-	375,000	1,891,530	-	-	1,891,530
Total Environment	1,672,050	7,856,750	1,291,200	10,820,000	1,417,420	7,688,230	933,700	10,039,350	1,528,970	7,535,770	1,722,700	10,787,440	1,854,970	4,431,000	1,282,700	7,568,670	1,828,970	4,431,000	1,000,000	7,259,970	8,302,380	31,942,750	6,230,300	46,475,430
Communities																								
Education	6,897,530	6,184,900	785,500	13,867,930	4,243,830	12,500,170	281,550	17,025,550	440,860	9,752,450	1,928,420	12,121,730	801,320	8,701,330	842,650	10,345,300	898,640	4,288,540	6,593,090	11,780,270	13,282,180	41,427,390	10,431,210	65,140,780
Corporate Buildings	1,706,730	-	-	1,706,730	1,471,890	-	-	1,471,890	1,459,210	-	-	1,459,210	1,470,700	-	-	1,470,700	1,082,370	-	-	1,082,370	7,190,900	-	-	7,190,900
Children's Services	20,000	-	-	20,000	20,000	-	-	20,000	20,000	-	-	20,000	20,000	-	-	20,000	20,000	-	-	20,000	100,000	-	-	100,000
Adult Social Care	335,500	1,039,960	-	1,375,460	685,500	-	-	685,500	185,500	-	-	185,500	185,500	-	-	185,500	185,500	-	-	185,500	1,577,500	1,039,960	-	2,617,460
Care Commissioning, Housing & Safeguarding	837,500	726,000	-	1,563,500	727,500	726,000	-	1,453,500	727,500	726,000	-	1,453,500	727,500	726,000	-	1,453,500	727,500	726,000	-	1,453,500	3,747,500	3,630,000	-	7,377,500
Total Communities	9,797,260	7,950,860	785,500	18,533,620	7,148,720	13,226,170	281,550	20,656,440	2,833,070	10,478,450	1,928,420	15,239,940	3,205,020	9,427,330	842,650	13,475,000	2,914,010	5,014,540	6,593,090	14,521,640	25,898,080	46,097,350	10,431,210	82,426,640
Superfast Broadband and other Corporate Schemes	619,440	-	-	619,440	1,127,840	-	-	1,127,840	45,880	-	-	45,880	25,000	-	-	25,000	25,000	-	-	25,000	1,843,160	-	-	1,843,160
Total	12,974,750	15,807,610	2,076,700	30,859,060	10,579,980	20,914,400	1,215,250	32,709,630	5,293,920	18,014,220	3,651,120	26,959,260	5,940,990	13,858,330	2,125,350	21,924,670	5,673,980	9,445,540	7,593,090	22,712,610	40,463,620	78,040,100	16,661,510	135,165,230

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Cost Centre	Project Title	Description of Project	2015/16				2016/17				2017/18				2018/19				2019/20				All Years			
			Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External	S106/CIL	Total
ICT																										
New	Server Windows Licensing	Upgrade Windows Server Licences to 2008 R2 (Costs are largely resource to do the work!) Then start on Server 2012 upgrades in 2017/18.	40,000			40,000	20,000			20,000	50,000			50,000				0				0	110,000	0	0	110,000
87110	Corp It Replacement	Re-provision of WBC ICT systems and equipment on an ongoing basis spikes to provide major rebuilds of servers etc.	360,000			360,000	360,000			360,000	360,000			360,000	360,000			360,000			360,000		1,800,000	0	0	1,800,000
87282	PSN Accreditation Maintenance	Essential security enhancement to maintain compliance with Government Connect requirements.	10,000			10,000	10,000			10,000	10,000			10,000	10,000			10,000			10,000		50,000	0	0	50,000
87066	GIS Infrastructure	Funding for the maintenance and development of the Council's GIS infrastructure when the current balance sheet fund has been depleted.	40,000			40,000	40,000			40,000	40,000			40,000	40,000			40,000			40,000		200,000	0	0	200,000
87291	Citrix AppV & PVS Upgrade	Citrix Infrastructure Maintenance				0	75,000			75,000	75,000			75,000	40,000			40,000			0		190,000	0	0	190,000
New	Upgrade Backup Infrastructure	Upgrade / Replace Backup associated hardware	5,000			5,000	5,000			5,000	5,000			5,000	5,000			5,000			0		20,000	0	0	20,000
New	VPN Firewall Replacements	Replace Juniper VPN Firewall concentrators	75,000			75,000	0			0				0				0			0		75,000	0	0	75,000
New	Perimeter Firewalls	Replacement of current perimeter firewalls which will be unsupported from Q2 2016				0	60,000			60,000				0				0			0		60,000	0	0	60,000
New	Corporate SAN	Existing Hitachi SAN is now end of product life. Risk of 'end of support' from 2016? Need to expand fast storage soon to accommodate new Database configuration and EV requirements				0				0	160,000			160,000	115,000			115,000			0		275,000	0	0	275,000
	Franking Mavhine Purchase - Invest to Save	Purchase Franking Machine instead of leasing	15,000			15,000				0				0				0			0		15,000	0	0	15,000
	Procurement of corporate MFDs	Procurement of new corporate MFDs with inbuilt card readers which will release the current revenue line item for Rental saving approx £90k p.a.	79,000			79,000				0				0				0			0		79,000	0	0	79,000
11100	Planning Service Upgrades	System upgrades for planning systems	0			0	11,250			11,250	0			0	11,250			11,250			11,250		33,750	0	0	33,750
	Additional ICT Capital	To be allocated to priority 2 and 3 schemes	76,000			76,000	118,750			118,750				0	118,750			118,750					642,250	0	0	642,250
			700,000	0	0	700,000	700,000	0	0	700,000	700,000	0	0	700,000	700,000	0	0	700,000	750,000	0	0	750,000	3,550,000	0	0	3,550,000

Strategic Support

87072	Shop Mobility	Provides electric wheelchairs for use by people with mobility problems visiting Newbury town centre	6,000			6,000				6,000				6,000				6,000				6,000				6,000				30,000	0		0		30,000
87750	LRIE	Regeneration of London Road Industrial Estate								0				0				0				0				0				0	0		0		0
87751	Market Streeet	Redevelopment of Market Street (Grainger) Self Financing								0				0				0				0				0				0	0		0		0
87752	The Wharf	Redevelopment of Wharf Area								0				0				0				0				0				0	0		0		0
87621	The visions	To support the rdevelopment of Newbury Town Centre and the East of West Berkshire	45,000			45,000				45,000				45,000				25,000				25,000				25,000				185,000	0		0		185,000
87154	Parish Planning		40,000			40,000				40,000				40,000				40,000				40,000				40,000				200,000	0		0		200,000
87184	Vibrant Villages		15,000			15,000				15,000				15,000				15,000				15,000				15,000				75,000	0		0		75,000
87610	Member Bids	Matched funding to support local community schemes	80,000			80,000				80,000				80,000				70,000				70,000				70,000				380,000	0		0		380,000
			186,000	0	0	186,000				186,000	0	0	186,000				156,000	0	0	156,000				156,000	0	0	156,000				870,000	0	0	870,000	

Highways & Transport

CAPITALISED MAINTENANCE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

Detailed Capital Programme 2015/16 to 2019/20																								Appendix 2			
Cost Centre	Project Title	Description of Project	2015/16				2016/17				2017/18				2018/19				2019/20				All Years				
			Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total					
	2017/18 Schemes	Annual Programme										2,846,950		2,846,950						0	2,846,950	0	2,846,950				
	2018/19 Schemes	Annual Programme														2,482,950		2,482,950		0	2,482,950	0	2,482,950				
	2019/20 Schemes	Annual Programme (tbc)															2,482,950		2,482,950		0	2,482,950	0	2,482,950			
	Bridge Works																										
	Boundary Road Bridge Widening	Joint scheme with Network Rail (part of Electrification programme)			280,000	280,000														0	0	280,000	280,000				
	Essential Bridge Maintenance			400,000		400,000		400,000		400,000		400,000		400,000		400,000		400,000		0	2,000,000	0	2,000,000				
	Preventative Bridge Maintenance	Maintenance		100,000		100,000		100,000		100,000		100,000		100,000		100,000		100,000		0	500,000	0	500,000				
	Land Drainage and Flooding																										
	Land Drainage Works	Annual Programme		250,000		250,000		200,000		200,000		200,000		200,000		200,000		200,000		0	1,050,000	0	1,050,000				
	Drainage and Flood Defence																										
	2015/16 A4/Hambridge Road, Drainage.	SW Drainage Improvements.		75,000		75,000				0										0	75,000	0	75,000				
	2016/17							150,000		150,000										0	150,000	0	150,000				
	2017/18											150,000		150,000						0	150,000	0	150,000				
	2018/19															150,000		150,000		0	150,000	0	150,000				
	2019/20																150,000		150,000		0	150,000	0	150,000			
	EA Funded Projects																										
	Thatcham Surface Water Management Plan																										
	Tull Way Retention Pond	Subject to DEFRA funding		100,000		100,000				0										0	100,000	0	100,000				
	Dunstan Park Flood Alleviation	Subject to DEFRA funding		200,000		200,000		200,000		200,000		1,228,280		1,228,280						0	1,628,280	0	1,628,280				
	Local Flood Risk Management Strategy Schemes																										
	Boxford FAS	Subject to DEFRA funding		5,000		5,000		467,500		467,500										0	472,500	0	472,500				
	Waller Drive Flood Alleviation Study	Subject to DEFRA funding		40,000		40,000		40,000		40,000		80,140		80,140						0	160,140	0	160,140				
	Grazeley Green	Subject to DEFRA funding		50,000		50,000				0										0	50,000	0	50,000				
	Winterbourne Flood Alleviation Phase 2	Subject to DEFRA funding		195,000		195,000		165,000		165,000		37,350		37,350						0	397,350	0	397,350				
	Purley on Thames Property Level Protection	Subject to DEFRA funding		109,750		109,750		750		750										0	110,500	0	110,500				
	West Ilsley FAS	Subject to DEFRA funding		18,700		18,700				0										0	18,700	0	18,700				
	Stanford Dingley FAS	Subject to DEFRA funding		40,000		40,000				0										0	40,000	0	40,000				
	Wellington CI & Cromwell Rd PLP	Subject to DEFRA funding		15,300		15,300				0										0	15,300	0	15,300				
	Great Shefford Flood Alleviation	Subject to DEFRA funding		280,000		280,000		220,000		220,000										0	500,000	0	500,000				
	Street Lighting																										
	Ongoing replacements of lighting columns and lanterns			100,000		100,000		100,000		100,000		100,000		100,000		100,000		100,000		0	500,000	0	500,000				
	School Safety Improvements	Annual Programme		75,000		75,000		75,000		75,000		75,000		75,000		75,000		75,000		0	375,000	0	375,000				
	Footways																										
	Improved Footways and verges	Annual Programme		50,000		50,000		70,000		70,000		70,000		70,000		70,000		70,000		0	330,000	0	330,000				
	A340 Aldermaston Rail approach widening	S106 funded			100,000	100,000				0										0	0	100,000	100,000				
	Paices Hill footway	S106 funded			20,000	20,000			280,000	280,000										0	0	300,000	300,000				
	Thornford Road Footway	S106 funded			70,000	70,000				0										0	0	70,000	70,000				
	A339 Tesco to Swan Rdbt	S106 funded			110,000	110,000				0										0	0	110,000	110,000				
	Cycleways																										
	New / Improved Cycleways	Annual Programme		40,000		40,000		70,000		70,000		70,000		70,000		70,000		70,000		0	320,000	0	320,000				
	Hermitage to Hampstead Norreys	Potentially grant funded foot/cycle link			50,000	50,000				0										0	0	50,000	50,000				

Detailed Capital Programme 2015/16 to 2019/20																									Appendix 2				
Cost Centre	Project Title		Description of Project		2015/16				2016/17				2017/18				2018/19				2019/20				All Years				
			Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External	S106/CIL	Total			
		Works Arising from Studies																											
		Newbury Movement																											
		East of Newbury Study works	Works arising from study group			20,000	20,000				0													0	0	20,000	20,000		
		Parish S106 Improvements																											
		Hungerford S106 investigations	S106 investigation/studies			30,000	30,000				0													0	0	30,000	30,000		
		Thatcham Town Centre/Vision Improvements	S106 investigation/studies			20,000	20,000				0													0	0	20,000	20,000		
		Woolhampton Hill	S106 investigation/studies			10,000	10,000				0													0	0	10,000	10,000		
		Pangbourne S106	S106 investigation/studies			15,000	15,000				0													0	0	15,000	15,000		
		Basildon Parish S106	S106 investigation/studies			40,000	40,000				0													0	0	40,000	40,000		
		Burghfield S106	S106 investigation/studies			10,000	10,000				0													0	0	10,000	10,000		
		Bucklebury Roundfields	S106 investigation/studies			10,000	10,000				0													0	0	10,000	10,000		
		Boxford Passing Places				8,500	8,500				0													0	0	8,500	8,500		
		Cold Ash S106 Improvements				10,000	10,000				0													0	0	10,000	10,000		
		Future CIL Improvements											250,000	250,000				750,000	750,000				1,000,000	1,000,000		0	0	2,000,000	2,000,000
		Safety and Accident Reduction Works																											
		Accident Reduction Works	Annual programme			75,000	75,000			75,000	75,000			75,000	75,000			75,000	75,000			75,000	75,000		0	375,000	0	375,000	
		Speed Limit Reviews	Annual programme			30,000	30,000			30,000	30,000			30,000	30,000			30,000	30,000			30,000	30,000		0	150,000	0	150,000	
		Network Signing	Annual programme			30,000	30,000			30,000	30,000			30,000	30,000			30,000	30,000			30,000	30,000		0	150,000	0	150,000	
		Traffic Signal Upgrades	Annual programme			50,000	50,000			50,000	50,000			50,000	50,000			50,000	50,000			50,000	50,000		0	250,000	0	250,000	
		Theale Swing Bridge	Maintenance/renewal																										
		Network Management Improvements																											
		Kings Road Link, Newbury.	Design, assessment and construction.			0	150,000	150,000			1,040,000	270,000	1,310,000			1,395,000		1,395,000						0	2,435,000	420,000	2,855,000		
		A4 Calcot Widening	Pinch point funding from DfT			220,000	220,000																	0	220,000	0	220,000		
		A339 LRIE Junction Improvements	S106 Boundary Hall			1,539,000	50,000	1,589,000			650,000		650,000											0	2,189,000	50,000	2,239,000		
		Robinhood Improvements	S106 funded									80,000	80,000					420,000	420,000					0	0	500,000	500,000		
		Bear Lane Junction Improvements	S106															750,000	750,000					0	0	750,000	750,000		
		Burger King Junction Improvements	S106																					0	0	250,000	250,000		
		Travel Plans																											
		Travel Plans (Transport Planning)	Annual programme			10,000	10,000			10,000	5,000	15,000			10,000	5,000	15,000			10,000		10,000		0	50,000	15,000	65,000		
		Newbury Car Club	Subject to DfT Grant in 15/16			50,000	50,000					21,000	21,000					20,000	20,000					0	50,000	41,000	91,000		
		Assessment and Evaluations																											
		Future Project Assessment & Evaluations	Assessment and feasibility of works to support bids for grant, S106, CIL, LDF and LTP3.			50,000	50,000			50,000		50,000		50,000		50,000		50,000		50,000		50,000		0	250,000	0	250,000		
		Public Transport																											
		Public Transport Infrastructure	RTPI + Infrastructure				70,000	70,000				70,000	70,000				0	70,000	70,000			0			0	0	280,000	280,000	
		Tilehurst & Purley RTPI	RTPI + Infrastructure				10,000	10,000																	0	0	10,000	10,000	
		Salaries																											
		Highways & Transport	Annual Salaries for Projects Team - part funded by s.106			443,000	207,700	650,700			469,030	207,700	676,730			469,030	207,700	676,730			469,030		469,030		0	2,319,120	830,800	3,149,920	
			1,040,970	7,856,750	1,291,200	10,188,920	1,031,970	7,688,230	933,700	9,653,900	1,028,970	7,535,770	1,722,700	10,187,440	1,354,970	4,431,000	1,282,700	6,968,670	1,328,970	4,431,000	1,000,000	6,659,970	5,785,850	31,942,750	6,230,300	43,958,900			
Planning & Countryside																													
81220	The Ridgeway National Trail	To maintain the trail at the standard required by Natural England	13,000				13,000							13,000				13,000						65,000			65,000		

Detailed Capital Programme 2015/16 to 2019/20																									Appendix 2			
Cost Centre	Project Title		Description of Project	2015/16				2016/17				2017/18				2018/19				2019/20				All Years				
				Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External	S106/CIL	Total	
81240	Walking the way to health	Improve the health of West Berkshire residents through regular exercise by walking. Increased bid to provide for project management.					0					0				0				0				0	0	0	0	
81150	Recreational walking routes	To improve selected pedestrian rights of way in order to increase their recreational value		14,080			14,080	14,040				14,040	13,980			13,980	13,930			13,930	13,890			13,890	69,920	0	0	69,920
81241	Rights of way volunteer scheme	To undertake rights of way maintenance work by the use of volunteers		2,500			2,500	2,500				2,500	2,500			2,500	2,500			2,500	2,500			2,500	12,500	0	0	12,500
81242	Improvements to pedestrian routes	Improve the condition of pedestrian routes		14,080			14,080	14,030				14,030	13,980			13,980	13,940			13,940	13,890			13,890	69,920	0	0	69,920
81243	Disabled access to the countryside	Improve selected rights of way in order to increase their usability and recreational value for less able users.		7,000			7,000	7,000				7,000	7,000			7,000	7,000			7,000	7,000			7,000	35,000	0	0	35,000
81244	Bridleway/cycling improvements	To improve selected rideable and cycleable rights of way in order to increase their recreational and/or utilitarian value		14,080			14,080	14,030				14,030	13,990			13,990	13,940			13,940	13,890			13,890	69,930	0	0	69,930
81246	Recreational cycle routes	To improve selected cycleable rights of way in order to increase their recreational and/or utilitarian value.		14,080			14,080	14,030				14,030	13,990			13,990	13,940			13,940	13,880			13,880	69,920	0	0	69,920
81247	Rural signing	Maintenance & improvement of direction signage on rural rights of way		5,270			5,270	5,270				5,270	5,270			5,270	5,270			5,270	5,270			5,270	26,350	0	0	26,350
81249	Countryside Capital salaries	To manage the capital projects the Countryside Service is responsible for under the Local Transport Plan		19,030			19,030	19,220				19,220	19,410			19,410	19,600			19,600	19,800			19,800	97,060	0	0	97,060
83059	Repairs to Public Conveniences	Upgrade and major repair of all public convenience facilities in order to ensure they are safe and in good condition		6,880			6,880	6,880				6,880	6,880			6,880	6,880			6,880	6,880			6,880	34,400	0	0	34,400
85116	Playground Improvement	To refurbish existing childrens' play areas that are now reaching the end of their recommended life span to ensure their compliance with relevant modern safety standards		15,000			15,000	15,000				15,000	15,000			15,000	15,000			15,000	15,000			15,000	75,000	0	0	75,000
				125,000	0	0	125,000	125,000	0	0	125,000	125,000	0	0	125,000	125,000	0	0	125,000	125,000	0	0	125,000	625,000	0	0	625,000	
Culture and Environmental Protection																												
85134	Shawhouse Mansion Mtce	Maintenance Programme as advised by Consultants and under terms of HLF grant (25 year duration)		50,000			50,000	50,000				50,000	50,000			50,000	50,000			50,000	50,000			50,000	250,000	0	0	250,000
	Resurfacing Shaw House Car Park			167,000			167,000																	167,000	0	0	167,000	
85143	Museum Redevelopment	To redevelop the museum on Newbury Wharf - provisional Council allocation subject to review pending HLF Grant application decision					0					0				0				0				0	0	0	0	
New	Museum lifetime maintenance			25,000			25,000	25,000				25,000	25,000			25,000	25,000			25,000	25,000			25,000	125,000	0	0	125,000
85188	Leisure Centre Compliance and Modernisation	Capital Investment in Leisure Provision - required to maintain existing sites as EoA new site currently removed.		103,000			103,000	46,600				46,600	100,000			100,000	100,000			100,000	100,000			100,000	449,600	0	0	449,600
85180	Essential Capital Investment in Leisure Core Sites	Capital Investment in Leisure Provision as contractually agreed as part of Parkwood contract.		61,080			61,080	38,850				38,850	100,000			100,000	100,000			100,000	100,000			100,000	399,930	0	0	399,930
83050	London Road Tip Bracknell	West Berkshire's share of removal of generating unit, gas plant and oil tanks and replacement of flare stack as per joint arrangement					0					0				0				0				0	0	0	0	
83103	Energy Efficiency Programme	Schemes to improve energy efficiency and reduce carbon emissions in Council buildings, funded from revenue savings from carbon management schemes implemented from 2011/12 to 2013/14					0					0				0				0				0	0	0	0	
81733	Cultural Services PMP			100,000			100,000	100,000				100,000	100,000			100,000	100,000			100,000	100,000			100,000	500,000	0	0	500,000
				506,080	0	0	506,080	260,450	0	0	260,450	375,000	0	0	375,000	375,000	0	0	375,000	375,000	0	0	375,000	1,891,530	0	0	1,891,530	
Education (Excluding Corporate Buildings)																												
82232	Aldermaston Primary School	The provision of appropriate resistance measures to minimise the impact from any future flooding		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Detailed Capital Programme 2015/16 to 2019/20																									Appendix 2			
Cost Centre	Project Title		Description of Project		2015/16				2016/17				2017/18				2018/19				2019/20				All Years			
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82257	Long Lane Primary School	Remodelling a poorly designed school layout to address condition and suitability issues.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82260	Engaging Potential					0				0				0				0				0		0		0	0	
82261	Aldermaston Primary School	Additional classroom to meet growing pupil numbers and improvements to admin and kitchen (basic need)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82266	Brookfields Special School	Expansion of KS3 accommodation to meet urgent expansion need arising from change in profile of pupils and increased numbers.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82267	Education Broadband Transition	The Project Management of a systematic transition of existing Broadband services from incumbent supplier to the bid winner.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82269	Kennet School	To provide new and expanded Physical Disability and HI/VI resourced Unit accommodation to reduce costly out-of-area placements. See cost centre 82255.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82270	The Downs School - Science Block	New science block to expand and improve insufficient and inadequate science accommodation.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82275	Hungerford Primary - Basic Need	Expansion of the school from 2FE to 2.5FE to meet local primary basic need.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82276	Basildon School - Basic Need	Expansion of accommodation to address basic need and significantly undersized classroom.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82291	South Newbury Childrens Centre - Car Parking					0				0				0				0				0		0		0	0	
87131	Education Capital Maintenance Programme	Rolling maintenance programme formulated for each service using the current condition survey data.	135,280	2,409,550	0	2,544,830	55,810	1,888,500	0	1,944,310	0	1,888,500	0	1,888,500	0	1,888,500	511,500	1,888,500	0	2,400,000	702,590	9,963,550	0	10,666,140				
82221	Chieveley Primary School	Remodelling and expansion of accommodation to address suitability issues and current inability to meet impact of growth in the area.		20,270	0	20,270	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,270	0	20,270		
82224	Little Heath School	To address unsuitable, undersized accommodation for sixth form numbers	914,410	771,940	139,010	1,825,360	106,290	80,000	0	186,290	0	0	0	0	0	0	0	0	0	0	0	0	1,020,700	851,940	139,010	2,011,650		
82231	Theale Primary School	Expansion of accommodation to meet impact from additional numbers of pupils in catchment (Basic Need) for 2-year blip	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
82236	Burghfield St Mary's Primary School	To address insufficient number of primary places in area – Burghfield/Mortimer (basic need)	1,830	0	0	1,830	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,830	0	0	1,830		
82237	Lambourn Primary School	Replace and rationalise current poor condition and unsuitable accommodation	253,740	0	19,450	273,190	28,570	0	0	28,570	0	0	0	0	0	0	0	0	0	0	0	0	282,310	0	19,450	301,760		
82272	John Rankin Infant and Junior Schools - Basic Need	Expansion of the schools to meet the primary basic need pressures.	36,390	11,150	0	47,540	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36,390	11,150	0	47,540		
82273	Francis Baily - Basic Need	Expansion of yr2 accommodation to address basic need and significant suitability issues.	5,920	0	0	5,920	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,920	0	0	5,920		
82274	The Winchcombe School - Basic Need	Expansion of the school from 1.5FE to 2FE to meet local primary basic need.	25,180	0	0	25,180	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,180	0	0	25,180		
82280	Falkland Primary - Basic Need	To undertake the necessary accommodation works to enable the school to take up to 30 additional pupils as a 1-year bulge from September 2013.	6,660	0	29,630	36,290	1,750	0	0	1,750	0	0	0	0	0	0	0	0	0	0	0	0	8,410	0	29,630	38,040		
82281	Targeted Basic Need Bid for Castle Special School	Expansion of Castle school to address insufficient places for anticipated pupil numbers (Basic Need)	0	0	14,240	14,240	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,240	14,240		
82288	Secondary School Development - John o'Gaunt	To refurbish a proportion of the existing accommodation to address a lack of capital investment over the years and to support the school with the work they're doing to make John o'Gaunt the school of choice.	566,770	0	0	566,770	15,330	0	0	15,330	0	0	0	0	0	0	0	0	0	0	0	0	582,100	0	0	582,100		

Detailed Capital Programme 2015/16 to 2019/20																									Appendix 2			
Cost Centre	Project Title		Description of Project		2015/16				2016/17				2017/18				2018/19				2019/20				All Years			
			Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External	S106/CIL	Total		
82289	DGCF Bid for Brookfields School Post-16	Expansion of 6th Form Accommodation to provide suitable and sufficient places for an expanding 6th form population.	0	20,000	0	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	0	20,000	
82293	Universal Infant Free School Meals		101,330			101,330	21,600			21,600				0					0				0	122,930	0	0	122,930	
82268	Spurcroft Primary School	Expansion of Spurcroft Primary school from 1.5FE to 2.5FE to address insufficient primary places for catchment area numbers (basic need)	1,052,070	620,060	2,120	1,674,250	66,990	41,100	0	108,090	0	0	0	0	0	0	0	0	0	0	0	0	0	1,119,060	661,160	2,120	1,782,340	
82284	Purley Infant School - Extension of Age Range	Financial contribution to the conversion of Purley Infant school to a 105 place primary school	450,530	0	0	450,530	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	450,530	0	0	450,530	
82287	Calcot Junior Basic Need	Expansion of accommodation to address local basic need.	123,420	256,500	0	379,920	0	10,000	0	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	123,420	266,500	0	389,920	
82238	The Willows Primary School (Phase 3)	The expansion of accommodation to meet the impact from the proposed Racecourse housing development.	738,830	1,501,160	183,980	2,423,970	115,450	295,000		410,450		152,720	1,362,280	1,515,000			25,000	25,000		0	0	0	0	854,280	1,948,880	1,571,260	4,374,420	
82277	Theale Primary School - Basic Need	Expansion of the school from 1.0FE to 1.5FE to meet local primary basic need.	41,670	16,050	172,090	229,810	0	5,513,190		5,513,190	0	1,506,690		1,506,690	124,050	0	0	124,050		0	0	0	0	165,720	7,035,930	172,090	7,373,740	
82285	Additional Primary Places in Newbury (1)	Accommodation solution(s) to significant primary basic need across Newbury.	0	238,010	0	238,010	2,732,720	3,135,540	0	5,868,260	61,970	30,500	0	92,470	0		0	0		0		0	0	2,794,690	3,404,050	0	6,198,740	
82286	Park House - Basic Need	Explore options to address additional pupil numbers from Racecourse development and	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118,150	118,150		0	0	1,337,520	1,337,520	0	0	1,455,670	1,455,670	
82292	Mrs Bland's Infant School - safeguarding		9,860		7,790	17,650				0				0								0	9,860	0	7,790	17,650		
82294	Hungerford Primary - Basic Need (Phase 2)		0	153,710		153,710	546,520	1,536,840		2,083,360	48,430			48,430								0	594,950	1,690,550	0	2,285,500		
82295	Robert Sandilands - Basic Need	Increase in accommodation to enable an additional bulge class of 30 from September 2015.	256,500	36,500	27,000	320,000	7,000			7,000				0				0				0	263,500	36,500	27,000	327,000		
new	Sandleford Park Development - New Primary school	Provision of additional primary provision to meet the impact from the Sandleford Park Housing Development.				0			26,320	26,320			412,420	412,420			399,560	399,560				5,102,900	5,102,900	0	0	5,941,200	5,941,200	
new	Additional Primary Places in Newbury (2)	Provision of 1FE Primary school with Nursery class to meet primary basic need across Newbury.				0	25,000			25,000		2,738,010		2,738,010			3,368,260	3,368,260			92,480	92,480	25,000	6,198,750	0	6,223,750		
new	Additional Places in Compton - Primary Basic Need.	School expansion to meet forecast primary pupil growth.				0				0	16,270		16,270			407,480	407,480			1,033,260	1,033,260	16,270	1,440,740	0	1,457,010			
new	Additional Places in Thatcham - Secondary Basic Need	Accommodation solution to secondary basic need in Thatcham.				0	32,000		32,000			167,960	167,960			2,835,940	292,940	3,128,880		0	74,300	74,300	32,000	3,078,200	292,940	3,403,140		
new	Additional Places in Downland - Secondary Basic Need	Accommodation solution to secondary basic need in the Downland area.				0				0				0		32,000	32,000				152,670	152,670	0	32,000	152,670	184,670		
new	Downsway - Basic Need	Expansion to 315/420 places to mitigate impact from primary basic need.				0	160,500		160,500			2,277,380	2,277,380			62,120	62,120			0		0	160,500	2,339,500	0	2,500,000		
new	Pangbourne - Basic Need	Expansion to 315 places to mitigate impact from primary basic need.	25,000			25,000	78,370		78,370			990,690	990,690			27,030	27,030			0		0	103,370	1,017,720	0	1,121,090		
new	Springfield - Basic Need	Expansion to 420 places to mitigate impact from primary basic need.	25,000			25,000				0				0		80,000	80,000			1,200,000	1,200,000	25,000	1,280,000	0	1,305,000			
new	The Willink - Expansion	Undertake a feasibility study and outline design to establish an accommodation solution to mitigate the impact fromsecondary basic need and potential further housing developments within the school's catchment area.			15,000	15,000			188,450	188,450			153,720	153,720			7,000	7,000			0		0	0	0	364,170	364,170	
82296	Parsons Down Partneship UIFSM	Provision of a permanent kitchen to enable continued delivery of UIFSM.	237,250			237,250	4,750			4,750				0				0		0		0	242,000	0	0	242,000		
82297	Mrs Bland's Infant School - UIFSM	Kitchen expansion to enable continued delivery of UIFSM.	122,930			122,930	3,070			3,070				0				0		0		0	126,000	0	0	126,000		
82298	Cold Ash St Mark's - UIFSM	Kitchen expansion to enable continued delivery of UIFSM.	177,710		46,010	223,720	96,010			96,010	7,070			7,070				0		0		0	280,790	0	46,010	326,800		

Detailed Capital Programme 2015/16 to 2019/20																									Appendix 2			
Cost Centre	Project Title		Description of Project	2015/16				2016/17				2017/18				2018/19				2019/20				All Years				
			Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External Funds (excl s.106)	S106/CIL	Total	Council	External	S106/CIL	Total		
82299	Westwood Farm Infant - UIFSM	Provision of a permanent kitchen to enable continued delivery of UIFSM.	137,160	130,000	1,290	268,450	51,290		0	51,290	7,070		0	7,070			0	0				0	0	195,520	130,000	1,290	326,810	
82300	Francis Baily - UIFSM	Kitchen expansion to enable continued delivery of UIFSM.	307,590		37,600	345,190	8,810			8,810				0					0				0	316,400	0	37,600	354,000	
82240	Kennet Valley Primary School		1,129,500	0	23,500	1,153,000	36,000			36,000				0					0				0	1,165,500	0	23,500	1,189,000	
82283	Reintegration Service at Riverside - Accommodation Solution	Short-term accommodation solution for the reintergration service at Riverside.		0	0	0		0	0	0	0	0	0	0	0	0	0	0	22,390	0	0	22,390		22,390	0	0	22,390	
82271	Kennet School - acoustics	Rolling programme of acoustic improvements to teaching accommodation to provide a more appropriate environment for Hearing Impaired pupils, and therefore to assist in the reduction of HI pupils having to be placed in external provision.	15,000	0	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0		15,000	0	0	15,000	
new	Brookfields Special School	Accommodation Master Plan		0	0	0	25,000	0	0	25,000	0	0	0	0	0	0	0	0	0	0	0	0	25,000	0	0	25,000		
new	Castle Special School	Accommodation Master Plan		0	0	0	25,000	0	0	25,000	0	0	0	0	0	0	0	0	0	0	0	0	25,000	0	0	25,000		
new	Additional ASD Resourced Provision - Primary	Provision of an additional primary ASD resource.		0		0		0	66,780	66,780		0	0	0	0	0	0	0	346,750	0	0	346,750		346,750	0	66,780	413,530	
new	Additional ASD Resourced Provision - Secondary	Provision of an additional secondary ASD resource		0	66,790	66,790		0	0	0	300,050	0	0	300,050	677,270		0	677,270	18,000	0	0	18,000		995,320		66,790	1,062,110	
			6,897,530	6,184,900	785,500	13,867,930	4,243,830	12,500,170	281,550	17,025,550	440,860	9,752,450	1,928,420	12,121,730	0	801,320	8,701,330	842,650	10,345,300	898,640	4,288,540	6,593,090	11,780,270	13,282,180	41,427,390	10,431,210	65,140,780	
Corporate Buildings																												
87103	Council PMP Budget (Excluding Schools)	Annual maintenance provision - will be allocated to individual services in year using Condition Survey data.	260,000			260,000	224,000			224,000	200,000			200,000	200,000			200,000	200,000			200,000	1,084,000	0	0	1,084,000		
87115	Cap Sal Property	Capitation Costs of Property Project Managers	743,730			743,730	754,890			754,890	766,210			766,210	777,700			777,700	789,370			789,370	3,831,900	0	0	3,831,900		
87119	Cond/Asb/Meas Surveys		45,000			45,000	45,000			45,000	45,000			45,000	45,000			45,000	45,000			45,000	225,000	0	0	225,000		
87126	Access Works/Disabled		15,000			15,000	15,000			15,000	15,000			15,000	15,000			15,000	15,000			15,000	75,000	0	0	75,000		
87129	Asbestos - PMP		33,000			33,000	33,000			33,000	33,000			33,000	33,000			33,000	33,000			33,000	165,000	0	0	165,000		
87190	Fire Risk Remedial Works	Actions required from Fire Risk Assessments	610,000			610,000	400,000			400,000	400,000			400,000	400,000				0			0	1,810,000	0	0	1,810,000		
			1,706,730	0	0	1,706,730	1,471,890	0	0	1,471,890	1,459,210	0	0	1,459,210	1,470,700	0	0	1,470,700	1,082,370	0	0	1,082,370	7,190,900	0	0	7,190,900		
Children's Services																												
86013	Building work to foster homes		20,000				20,000			20,000	20,000			20,000	20,000			20,000	20,000			20,000	100,000	0	0	100,000		
			20,000	0	0	20,000	20,000	0	0	20,000	20,000	0	0	20,000	20,000	0	0	20,000	20,000	0	0	20,000	100,000	0	0	100,000		
Adult Social Care																												
86030	Prepayment Cards	This will support people to take cash personal budgets, simplifying the transaction processing and allow for more robust monitoring of expenditure, reducing financial risk to the Council.				0				0				0				0				0	0			0		
86031	Telecare	Assistive technology is a key part of our work to reduce commissioning of expensive care packages. This initiative will support us to meet the new duty of prevention Care Act (2014)		281,500		281,500				0				0				0				0	0	281,500	0	281,500		
86032	Aids and Adaptations	Promotes self-care, enables people to remain living in community settings, reduces need for carer input and therefore puts downward pressure on revenue costs.		38,000		38,000				0				0				0				0	0	38,000	0	38,000		
86037	Supported Living	Targeted use of telecare/equipment for young adults with complex physical and/or learning disabilities in community settings.				0				0				0				0				0	0			0		
New	Social care residential accommodation.	Investment to support renovation projects and other works to ensure best use is made of assets.		250,000		250,000				0				0				0				0	0	250,000	0	250,000		
	Capital costs associated with Care Act	Care Act (2014) introduced a range of new duties which require investment in a range to tools to support successful implementation		90,460		90,460				0				0				0				0	0	90,460	0	90,460		

Appendix 3
**West Berkshire Council's
Corporate Property
Asset Management Plan
2015/2016**

West Berkshire Museum



The Castle Post 16 School



Hungerford Library

West Berkshire Council's Corporate Property Asset Management Plan 2015/16

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Corporate Asset Management Plan 2015/16

1 Introduction

1.1 This Asset Management Plan is a document which sets out the principles and actions needed to deliver the most effective use, and the best value, from the Council's tangible assets. It is intended to be a high level document covering a number of the Council's strategies and we have set the plan out under these headings:

- Existing arrangements
- Asset Strategy
- Progress
- Review and action plan

1.2 The Corporate Asset Management Plan supports the Council's Strategy for 2014 to 2018. The Council Strategy takes into account the changing financial conditions and legislative framework and has as its themes caring for and protecting the vulnerable, promoting a vibrant district, improving education and protecting the environment.

1.3 Other plans which have asset management planning implications include:

- The Medium Term Financial Strategy
- The Housing Strategy,
- Supporting People Strategy,
- Waste Strategy,
- The Visions for Newbury, Thatcham and the East of the Area
- The Capital Strategy and
- Individual service plans.

1.5 Property Asset Management Arrangements

1.5.1 Responsibility for management of the Council's properties is split between service areas, the Property Team (in Education Services) and the Asset Team (in Finance). Generally the service departments are responsible for the day to day management of the assets currently used to perform their respective functions – e.g. libraries, care homes and leisure centres. The Assets Team is responsible for the leased commercial properties and properties pending sale. The Property Team is responsible for the management of the Council's administrative office buildings. Repair, maintenance and building projects for all properties are also routed through the Property Team as are the refurbishment and rebuilding schemes for Education.

1.5.2 The arrangements for the management of all assets are steered by the Capital Strategy Group, which is a cross service group of officers and members, to oversee property and capital matters. Matters specifically relating to property assets are considered by the Asset Management Group which is a sub group of the Capital Strategy Group.

1.5.3 Although the Services are responsible for making changes to the property they occupy, the decision for property matters such as capital expenditure, sales, leases, property sharing and purchase of new property are corporate led and Services need to submit a business case to the Asset Management Group which has the following principal functions:-

- Prioritising and allocating expenditure on maintenance in accordance with condition survey information plus other criteria to be established
- Consideration of the total accommodation needs of all services
- Reviewing the justification for the Council holding properties on the basis of strategic importance, suitability, condition and cost
- Consideration of proposals to acquire, lease and dispose of properties
- Consideration of other property issues involving expenditure outside the annual budget by way of a business case submitted by the occupying Service.

1.5.4 The Asset Management Group has an input into the planned maintenance programme for the following financial year. The planned maintenance programme for each service area is generated annually from a database and other sources that hold information on the condition of assets. The available funds are allocated as a proportion of priority 1 repairs as a total of the whole. The priority 1 repairs are identified in the condition surveys which are updated on a rolling basis. The programme is therefore based on the needs of the property and will be interlaced with any routine requirements due in the next 5 years, e.g. electrical testing and statutory tests.

1.6 Framework for Review of Current Property Portfolio

1.6.1 The Council has acquired properties over time in two ways. Firstly, the Council has acquired or renovated buildings in line with its strategic direction, e.g. the purchase of Turnhams Green and the disposal of other buildings. Secondly, assets have been acquired in a piecemeal way, sometimes as a result of local government re-organisation or by way of developer contributions as part of the planning process. This means that the properties do not always meet our current business needs.

1.6.4 The Asset Management Group has therefore established a framework for reviewing the existing property portfolio. The aim of this framework is to base decisions on future use or disposal of assets on the importance of each property to the delivery of the Council's strategic priorities. It also aims to prioritise maintenance resources on the basis of operational efficiency. The framework also places the onus on Heads of Service to keep the Asset Management Group informed of any actual proposed change of use of the properties which are the responsibility of their service area. The framework for review is set out in more detail in Section 4 of this document.

2 Property Asset Strategy

2.1 The reason the Council owns land and buildings is to support service delivery either directly through the provision of accommodation for frontline services, such as schools, libraries, car parks and open space, indirectly through support service functions housed in the administrative offices or to generate income through rent or capital receipts.

2.2 There are several demands on the Council's land and buildings which can often be conflicting. For example the Council is expected to reduce the size of its estate in order to raise maximum capital receipts and reduce expenditure, whilst at the same time transferring assets at less than market value to partners and the local community in order to achieve local objectives. Therefore, decisions will need to be made on a case by case basis in order to fulfil the most pressing objective at the time.

2.3 The strategic aims and objectives for management of the Council's property assets are to:

- Treat property as a valuable resource and ensure that the value of the assets is protected, by optimising rental and capital return and effective expenditure control to ensure that value for money is obtained.
- Ensure efficient, effective and sustainable use of land and buildings.
- Use property assets to contribute to the process of service improvement, with the creation of new ideas and working practices to help solve service issues.
- Ensure that the Council complies with statutory obligations pertaining to property.
- Rationalise the use of land and buildings and establish criteria for retaining, disposing of and acquiring property.
- Utilise property in support of the Council Strategy.
- Support the Capital Programme through targeted asset disposal.
- Pursue partnership working and co-location opportunities.
- Enable full public access to the Council's building and services.

2.4 The Council's properties can be broadly split into three categories being operational, non-operational and vacant. The following paragraphs describe how these strategic aims and objectives can be applied to each category.

2.5 Operational Portfolio Strategy

2.5.1 Operational property is occupied by or on behalf of the Council for the direct delivery of its services, for example Council offices and community schools. Outsourced functions such as sports centres, waste collection and some community care buildings are occupied by organisations providing services on the Council's behalf but are still classified as operational property.



Turnhams Green offices

2.5.2 The strategic aims for the Council's operational property are:

- To support service delivery.
- To provide fit for purpose buildings.
- To minimise cost.
- To have a lean portfolio with the minimum number of properties required to maintain service provision.
- To exploit sharing opportunities with other public sector organisations.
- To consider opportunities for urban or rural regeneration using Council property as a catalyst.

2.5.3 We aim to implement the strategy by:

- Reviewing the use and cost of the Council's buildings.
- Reducing building running costs, for example, by the use of the lowest energy tariffs, targeting planned maintenance in order to reduce the cost of reactive maintenance and the appeal of rating assessments.
- Continuing with condition surveys to monitor the state of the Council's property.
- Promoting and actively seeking opportunities to share buildings and facilities with partner organisations.
- Disposing of surplus properties where appropriate.
- Acquiring properties if the need cannot be met by property already owned.
- Capital expenditure on buildings to provide fit for purpose buildings where it is cost effective to do so.
- The use of option appraisal in decision making.
- Implementing the Newbury, Thatcham and East of Area Visions.

2.6 Non-operational Portfolio Strategy

2.6.1 Non-operational property is not used to meet service needs, and is therefore either let to third parties or is surplus to requirements. The Council's investment property includes the London Road Industrial Estate in Newbury and the Kennet Enterprise Centre, Hungerford.



Kennet Enterprise Centre

2.6.2 The strategic aims for non-operational property are:

- To extract maximum income.
- To review the cost effectiveness of the portfolio.
- To support use by the third sector where a benefit to the community will be achieved.
- To consider opportunities for regeneration using Council property as a catalyst.

2.6.3 We aim to implement the strategy by:

- Collection of rent and pursuit debtors in a timely manner.

- Implementing rental increases under the lease agreements.
- Taking the opportunities as they arise to extract value from changes in lease terms.
- Re-letting of vacant properties as soon as practicable.
- Regeneration of the London Road Industrial Estate.
- Property review and challenge.
- Disposals or alternative uses for under performing properties.

2.7 Strategy for Vacant Properties

- 2.7.1 The Council will seek to minimise vacant and non-productive property within our portfolio and will consider options for other uses, either an alternative use by another service or partner organisation or a sale or lease to a third party.
- 2.7.2 In times of low market value it may not always be in the Council's best interests to put a surplus property straight to market. Where appropriate, consideration will be given to temporary uses or leaving a property unused, until market conditions improve.

2.8 Disposals and Acquisitions

- 2.8.1 If a service has a new or changed accommodation need for which no existing Council property is suitable, the Council will need to acquire new property. However, property acquisition will only be considered where it addresses a corporate objective.
- 2.8.2 The Council's strategic aims for disposal and acquisition of property are:
- To seek a lean portfolio with the minimum number of properties required to maintain service provision;
 - To obtain the best price for properties which are surplus to requirements;
 - Where appropriate, to use our property to support regeneration projects and/or the supply of affordable or special needs housing.
 - To acquire properties which are fit for purpose and represent value for money for the Council.
- 2.8.3 The Council aims to implement the strategy and deliver the priorities by:
- Reviewing properties to assess suitability, service need and value for money
 - Identifying properties which are surplus to the Council's requirements
 - The preparation and implementation of a disposal programme of surplus assets. The current programme is shown in Table 1.
 - Use option appraisal to assist in decision making.
 - Disposing of property at best value unless there is an overriding community benefit, in particular the provision of affordable housing and special needs accommodation for vulnerable people.
 - Progressing the London Road Industrial Estate regeneration and other Newbury Vision projects.

2.9 Community Asset Transfer

- 2.9.1 As a general rule when the Council lets or sells properties to third parties it will be at market prices. However, in line with the Government's Localism agenda, consideration will be given to allowing organisations working in the voluntary sector on a 'not for profit' basis to occupy Council property at a discount. The organisation will be expected to demonstrate that it is providing a community service to local residents, which helps to support one of the key strategic objectives for the Council. Properties occupied under this concession will be monitored to ensure that the original objectives are still being met.
- 2.9.2 Requests for community asset transfers will be considered on a case by case basis by the Asset Management Group. A process for dealing with these requests is set out in Appendix 1.

3 Progress

3.1 Recent achievements

- 3.1.1 Recent achievements in line with the Asset Management Plan's strategic aims are:-
- Transfer of several Commons to Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT).
 - A preferred partner has been appointed for London Road Industrial Estate.
 - The development partner for Market Street continues to work up a scheme to submit for planning.
 - The former Control Tower at Greenham Common was sold under the remit of the Community Right to Bid provisions. It is currently being refurbished for community use.
 - Redevelopment of the museum to provide a fit for purpose facility within the constraints of a Grade 1 listed building.
 - Two sites are in the process of being transferred to social housing providers for social, special needs or affordable housing purposes.

3.2 Partnership working

- 3.2.1 West Berkshire Council has a good record of sharing its properties with other organisations, where this offers service benefits and/or value for money improvements. Some examples of working in partnership and property sharing initiatives are as follows:
- Children's Centres. Services directed at families with young children are provided by multi-agency team in buildings provided by the Council in 10 locations across the district.
 - Youth Offending Team – a multi-agency team operating from a single building provided by WBC
 - Chieveley depot – a highways maintenance depot shared on a long standing arrangement between the Highways Agency and West Berkshire Council.
 - Sharing space in our libraries with the Parish Councils of Mortimer and Hungerford.
 - The Community Mental Health Team is a joint service with the NHS operating from Hillcroft House, a property provided by the Berkshire Healthcare NHS Foundation Trust.

3.2.2 Other examples of partnership working which do not involve property sharing but do involve asset transfer and significant involvement from the Council to move forward projects for the benefit of the local community are:

- Partnership with BBOWT for the management of WBC's Countryside Assets.
- Working with registered social landlords to provide new extra care housing for elderly people at Alice Bye House, Thatcham and at The Priory, Hungerford.
- Working with the Council's registered social landlord partners to identify strategic sites for affordable housing.

3.2.3 The Assets team and service areas, through the Asset Management Group, will continue to pursue further opportunities for property based partnerships.

3.3 Data Collection

3.3.1 Performance measurement is the mechanism by which audit, review and improvement are achieved. An essential element in measuring performance is the availability of reliable and readily accessible information. Property Services has a database which can record the core information about the Council's properties – for example, its address, size, legal status and leasehold information where appropriate. Collection of condition data for the Council's properties is important to providing a basis for expenditure on maintenance based on need. The condition data is reviewed and updated on a rolling basis. The provision of a web based system is being implemented and should provide all stakeholders with easy access to property related data.

3.4 Factors Affecting Progress

3.4.1 In 2014 economic activity has risen to pre-recession levels and this is reflected in the property market. However, public sector finance will continue to be restrained for many years and this will affect the aims and aspirations of our asset management plan because there will be less money available for property improvement or acquisition. Consequently, the capital monies available need to be targeted at properties where expenditure would enable the building to meet service demand or comply with statutory requirements. The squeeze on public finances means that all opportunities for extracting value or reducing cost for the Council's portfolio need to be pursued.

3.4.2 Recent government initiatives which affect our property include the Localism Bill and Academy Schools. The Localism Bill encourages Councils, amongst other things, to transfer its community buildings to the voluntary sector. West Berkshire Council does not have a large number of community buildings within its ownership and the ones we do have are already let to not for profit organisations. However, where a building becomes available which could be used by the third sector then consideration will be given to offering it to the third sector, particularly where a community need is already identified, for example the Riverside Community Centre.

3.4.3 A set of guidelines has been prepared to assist in the identification and allocation of Council owned properties under a community asset transfer and this is included in Appendix 1.

3.4.4 The Localism Bill also gives certain groups the opportunity to nominate properties within the district as assets of community value and once the nomination is approved the asset cannot be sold until the local community groups have been given an opportunity to bid for it. These provisions apply to

properties owned privately and those owned by the Council. If any of our buildings are listed then there may be a delay in achieving a capital or rental receipt.

- 3.4.5 The opportunity for schools to transfer to academy status has already been taken up by six secondary schools and two primary schools. This means that the buildings effectively move out of our property portfolio, although the Council remains responsible for ensuring that these schools have sufficient capacity to meet demand for school places across the district. This change in responsibilities will affect future planning for school buildings.

4 Property Review

- 4.1 In order to achieve the aim of a fit for purpose portfolio the properties will need to be reviewed. We can do this either as part of service review or by way of an asset challenge survey. Following the reviews the most likely options will be whether the properties should be:

- retained and existing use continued or intensified;
- in need of investment, including expenditure on maintenance or improvement;
- sold, including a transfer to a community organisation;
- retained and used pending future development opportunity;
- considered for co-location for more than one Council Service or shared with other public sector partners;
- in the case of investment properties, opportunities for lease restructuring.

- 4.2 Several reviews have taken place at Service level which have a bearing on property needs and show that there is a potential to realign or disinvest of property in order to meet changing requirements, for example some of the day centres. Reviews in Youth Services have identified that some of the services and buildings they are run from could be transferred to other providers, such as the Riverside Community Centre. There are some parts of the Council's portfolio which do not reflect corporate need, based on location, suitability or condition, (for a block of flats formerly used for the temporary accommodation for homeless families,) and other properties where more efficient use of the buildings is possible (for example the corporate offices).

- 4.3 The following framework for future asset reviews has been developed by the Asset Management Group.

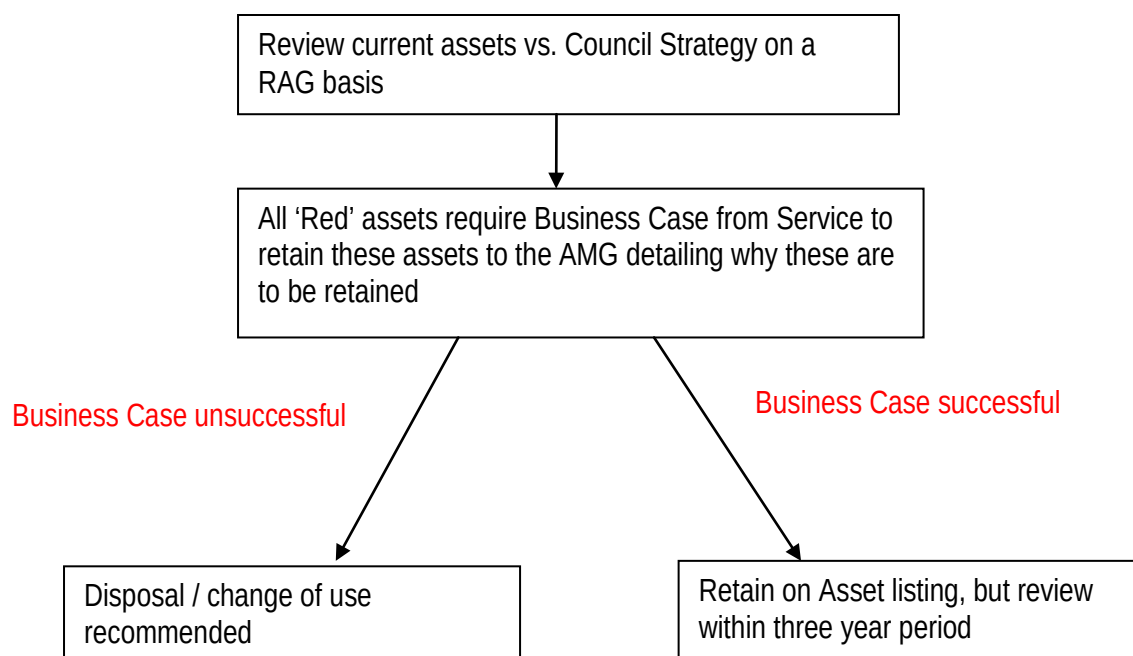
- 4.4 The Asset Management Group will classify each property as Red, Amber or Green from the point of view of:

- Strategic Importance – i.e. the extent to which they support the delivery of the Council Strategy
- Operational Efficiency

Each property is the responsibility of a designated a Head of Service.

- 4.5. The Asset Management Group will review the list of assets annually by asking the responsible Heads of Service to inform the group of any actual or planned change in use and/or status, i.e. Services will be responsible for reporting when assets become surplus to requirements, but the Asset Management Group will regularly monitor the status of all the Council's assets.

- 4.6 The Service responsible for any assets designated “Red” in terms of strategic importance should prepare a business case to justify why the asset should be retained by the service if they feel it should not be disposed of, for review by the Asset Management Group.
- 4.7 If the business case is successful, this should be noted on the asset listing and the status of the asset should be reviewed again within a three year period.
- 4.8 If the business case is not approved, the Asset Management Group will normally recommend to Corporate Board, Management Board and Executive the sale of the property on the open market unless a case is made either:
- To transfer it to another service where it is needed to help deliver one of the Council’s key strategic priorities e.g. to replace an inefficient/unsuitable asset with a more efficient and/or suitable one; or
 - To transfer it to another organisation who will help to support one of the Council’s key strategic priorities (the asset may in some circumstances be offered below market value, if the service benefit is held to outweigh the potential capital receipt);
- 4.9 Investment in maintenance and/or replacement of assets will be targeted at Assets which are Green for strategic importance but Amber or Red in terms of operational efficiency.
- 4.10 Flowchart for property reviews



- 4.11 The “red” assets reviewed so far are the Councils smallholdings, Kennet Enterprise Centre, the private day nurseries and electricity substations. In these cases the Asset Management Group agreed to retain them for strategic and/or income generating purposes. Three corporate buildings were included and are subject to further discussion with the occupying services.

Table 1 –Property Asset Disposal Programme

Site	Comments
Current Disposals	
Land adjacent to the Phoenix Centre, Newbury	To be remarketed to a provider of social housing and supported living.
Trinity School playing fields- Love Lane Site	Planning application submitted prior to planned sale.
Taceham House, Thatcham	To be redeveloped in partnership with adjoining owner.
Pound Lane Depot	Under offer to a housing developer.
Croft Field, Hungerford	Long lease to Hungerford Town Council for continued community use is being finalised.
Potential Future Disposals	
Various properties at Market Street, Newbury	Site being taken forward as a regeneration project and the development agreement signed with Grainger Plc.
Waterside Centre, and The Wharf car parks Newbury	Part of the Wharf redevelopment of the Newbury Vision. Timing depends upon progress of The Vision and finding alternative accommodation for current users at Waterside.
London Road Industrial Estate	Preferred partner appointed and joint venture development agreement expected to be signed in 2015.

Community Asset Transfer Policy

1.0 What is Community Asset Transfer?

1.1 Community Asset Transfer is the transfer of the Council's land and buildings to community and voluntary organisations at less than best consideration, normally on a leasehold arrangement.

1.2 The policy will apply when either:

- A community or other voluntary organisation approaches the Council to request the use of a Council property asset, or
- The Council identifies an asset as being surplus to its requirements and is considering how best to dispose of it.

2.0 Purpose of the Policy

2.1 The Council has a disposal policy which is contained in the Asset Management Plan and the general presumption is that disposals will be on the open market for best price. Reference is made in the Asset Management Plan about disposals to not for profit organisations. This community and asset transfer policy is to give fuller guidance on how to achieve that.

2.2 The purpose of the policy is to set out a framework to show how West Berkshire Council will consider requests from the community and voluntary sector to use the Council's land and buildings. It is also sets out

the information that is required from the community and voluntary sector and the expectations for the transfer fulfilling the Council's strategic objectives and to empower local communities.

3.0 National Policy Context

3.1 National Government has, for some time, encouraged local authorities to involve local people in the direct running of their communities and has produced legislation, such as the Local Government Public Involvement Act 2007 and the Localism Act 2011, to create strong communities and deliver better public services through a rebalancing of the relationship between local people and public bodies.

3.2 The Localism Act has introduced the concept of the Community Right to Bid. This process allows relevant bodies (e.g. Parish Councils and Community Groups) to ask for assets of community value to be listed. This effectively means that the asset cannot be sold until the relevant body has been given a chance to confirm that they wish to bid for the asset. If so they must also be given sufficient time to submit their bid. A separate process has been introduced to manage this requirement, although the properties and applicants involved are likely to be similar to those affected by the Community Asset Transfer Policy.

3.3 The Quirk Review undertaken in 2007 set out the benefits to local groups by the management or

	ownership of public property assets which, in turn leads to stronger communities. The Quirk review recognised that the voluntary and community groups would need assistance to understand the risks and rewards of community asset transfer.	ongoing revenue costs are not incurred.
4.0	Local Context and Links to Council Strategies	
4.1	Working in partnership with the local voluntary sector should help the Council to achieve some of its own objectives such as those in the Council Strategy including to reshape the way cultural, countryside and other services are delivered, with significantly greater involvement from local communities, the voluntary sector and parish councils and seek to transfer assets and services where these can clearly be delivered more effectively.	
5.0	Criteria for community asset requests	
5.1	When considering requests for a community asset transfer the Council must bear in mind the following in relation to the affected property: • The need to raise capital receipts. • The loss of any income or opportunity costs. • Requirements for the property for direct service delivery by the Council. • The benefits to all parties by transferring the property. • That, where the property is needed to deliver a service, additional	5.2 <i>The Property</i> • The property must be owned by the Council, either freehold or leasehold and be legally capable of being transferred. • It must be surplus to operational requirements. • The transfer of the property has been approved by the Asset Management Group. • The transfer will deliver a strategic or operational benefit to the Council. 5.3 <i>The Use</i> • The use will support the Council's strategic priorities set out in the Council Strategy. • The property will be used for the benefit of the local community to enable local people to have access to services or facilities that meet their local needs. • The use will be inclusive of a wide and diverse range of people. • The use will deliver a demonstrable social, economic or environmental benefit to the local community. • The use is not already provided in the locality. • The use to be environmentally sustainable and Disability Discrimination Act compliant. 5.4 <i>The Applicant</i> • Interested organisations must be community led with strong local links. • Be properly constituted and be capable of being a legal entity. • Not for profit. • Be financially viable.

	• Have good governance through open and accountable processes. • Have the skills and capacity to deliver the service and manage the property. • Have a well prepared business case. • Have a track record of delivering similar projects either as an organisation or by way of key individuals within the organisation.		requirements or by a request by a community or voluntary organisation for a particular property. In the latter case the property may be operational so consultation will be required with the service to see if the property could be released from operational use.
5.5	<i>Basis of transfer of property</i>	6.2	Valuation undertaken bearing in mind that the transfer may be at less than best consideration.
	• Transfers will usually be on a leasehold basis. This makes it easier to limit the use for community benefit. • Freehold will be considered if the applicant pays full market value. • The applicant will be responsible for all management of the property including health and safety matters and all required surveys. • The use is to be for community benefit and the organisation is to provide continuing evidence of a community benefit on a periodic basis. • If planning consent is required then the applicant must obtain this. • The applicant will be expected to meet all the running, maintenance and repair costs of the property. • Collaboration and sharing of the property with other community or voluntary groups will be encouraged. • The Council may be prepared to take back the property in cases where the transfer has been unsuccessful.	6.3	Expressions of interest invited from suitable groups.
		6.4	Expressions of interest appraised by Asset Management Group to include the relevant portfolio holder and recommendation to be made to Management Board.
		6.5	Short listed groups requested to submit a business case for the transfer.
		6.6	Business cases appraised by the Asset Management Group and relevant portfolio holder along with the option of an open market disposal. The assessment matrix shown later can be used to assist in the decision making process.
		6.7	Decision recommended to Executive if outside the delegation of the Head of Legal Services.
		6.8	Terms agreed with successful applicant and lease completed.
6.0	The Community Asset Transfer Process	6.9	The timescale for applications will vary depending upon the complexity of the proposal, the number of applicants, the route it needs to take through the Council's governance structure and for the completion of
6.1	A property asset is identified, either by WBC as being surplus to		

the lease. However, applicants should be aware that the process could take 12 months.

7.0 Business Case Requirements

7.1 It is likely that potential applicants for community asset transfer will have limited financial and property management experience so it is important that a robust business case is submitted. The business case can be in any format but should contain the following information and evidence:

- Proposed use and maintenance of the property.
- Details of the local needs that will be met by the proposal and how the benefits will be measured and reported on an annual basis.
- Details of any new jobs that might be created.
- Evidence of local consultation and that there is a demand and local support for the scheme.
- How the scheme fits in with the Council's strategic objectives.
- Evidence of the ability, skills and capacity of the organisation to run the proposed service, including governance details.
- Evidence of the scheme complying with equal opportunity, sustainability and health and safety requirements.
- Financial details of the organisation and how the scheme will be funded, at the outset and going forward.
- Project plan to show likely timescales to set up and fund the scheme.
- A risk assessment and contingency plan in the case that the scheme is not successful.

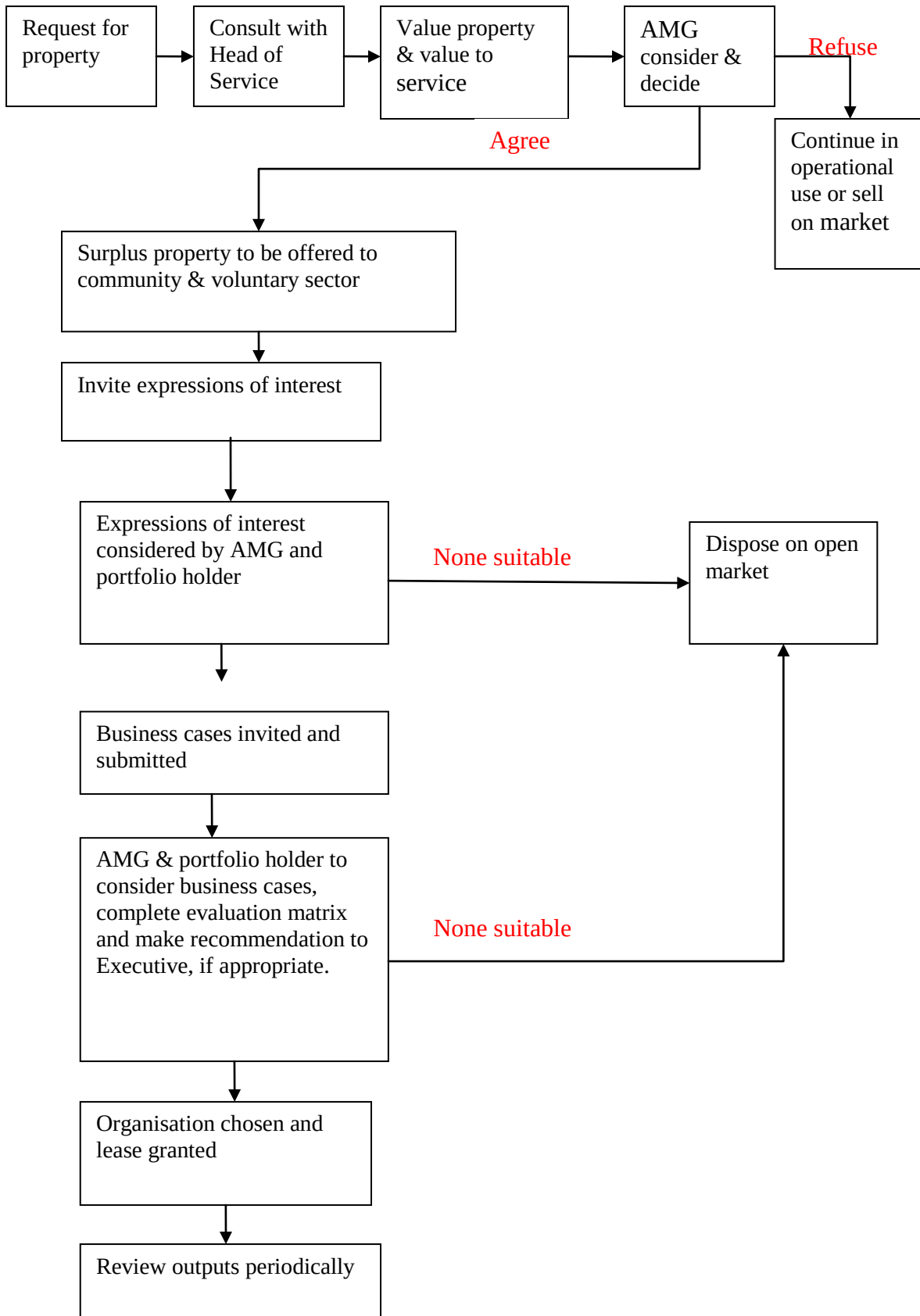
8.0 Risks in Community Asset Transfer

8.1 There is an element of risk in a community asset transfer and the potential risks are listed below. These will need to be considered in conjunction with any application.

- Organisation does not have the capacity or skills to take over the property and provide the service, or loses these at a later date.
- Reliance on key personnel either within the organisation or at the Council, lack of succession planning.
- Organisation cannot fund the proposed scheme either at the outset or at some time in the future.
- Property is not used for community purposes or taken over by a minority interest.
- Transfer contravenes State Aid or procurement regulations.
- Confusion over roles and responsibilities between the Council and the organisation.
- Objectives of the organisation are unclear and not aligned to Council objectives.
- Scheme is not value for money.
- Potential liability for Council if the scheme fails.

8.2 These risks can be reduced by the provision of clear legal documentation and a summary of expectations by each party at the outset.

Process Flow Chart



COMMUNITY ASSET TRANSFER ASSESSMENT MATRIX

PROPERTY ADDRESS 	CURRENT USE: OPEN MARKET VALUE:
NAME OF APPLICANT/COMMUNITY GROUP: 	PROPOSED USE:

1.0 FINANCIAL CONSIDERATIONS	Score 10	Comments on reasons for score
1.1 Capital receipt or rental offered <i>(compare to market value)</i>		
1.2 Capital costs secured <i>(higher score the greater the percentage)</i>		
1.3 Estimated revenue savings to WBC: <i>(include building and maintenance costs)</i>		
	SUB-TOTAL: /30	
2.0 VIABILITY OF BUSINESS PLAN	Score 10	
2.1 Evidence of projected revenue stream for next 5 years		

2.2 Reliance on revenue grant aid <i>(lower score the greater the reliance)</i>		
2.3 Financial covenant strength of applicant		
2.4 Track record of applicant		
	SUB-TOTAL: /40	
3.0 CONTRIBUTION TO COUNCIL'S STRATEGY <i>(proposal should contribute to at least one)</i>	Score 10	
3.1 Caring for and protecting the vulnerable		
3.2 Promoting a vibrant district		
3.3 Improving education		
3.4 Protecting the environment		
	SUB TOTAL /40	
4.0 CONTRIBUTION TO LOCAL NEEDS	Score 10	
4.1 Which groups will benefit? <i>(e.g. young people, disabled, older people, sports users, unemployed)</i>		
4.2 Involvement of volunteers		

(What will they do and how sustainable is their use?)		
4.3 Number of jobs created (if applicable)		
4.4 Is joint use with other agencies proposed?		
	SUB TOTAL /40	
GRAND TOTAL	/150	

SUMMARY AND CONCLUDING COMMENTS

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Highway Asset Management Plan 2014/15 – 2018/19

*Second Edition –
November 2014*

Highways and Transport Service
West Berkshire Council



WestBerkshire
C O U N C I L

Highway Asset Management Plan



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Executive Summary

West Berkshire Council has a statutory duty to maintain and manage its highway network. A well-maintained network is not only a valuable asset to the community but is also fundamental to achieving the strategic objectives of the Council. It is also essential in order to deliver the transport goals of the Local Transport Plan.

Good transport is vital for a thriving economy, providing access to employment and education as well as to the services and supplies that people need. Maintenance of the highway network is essential to enable it to share the burden as a key part of the overall transport network.

This Highway Asset Management Plan (HAMP) provides guidance on the delivery of value for money highway maintenance services, consistent with the aims and ambitions of the Council Strategy 2013 - 2017 where 'Focus on carrying out essential highways maintenance' is defined as a key outcome under the 'Promoting a Vibrant District' priority. The HAMP seeks to do this by providing a safer highway network, improved travelling conditions for all highway users, and ensuring greater care of the local environment.

A 'sister' document – the Network Management Plan has also been developed to define the strategy for managing use of the road network. In combination with a detailed asset valuation of the road network, this suite of documents forms the Council's Transport Asset Management Plan (TAMP).

The West Berkshire Road network is regularly inspected to assess its safety, serviceability and integrity as well as to ensure that all works are carried out within the prescribed regulatory standards. Dependent upon the degree of deficiency found, defined processes are then followed to provide effective solutions. In the selection of materials and treatments, the HAMP considers the key issues of environment, quality and value. This aims to maximise the contribution made by highway maintenance to sustaining West Berkshire's biodiversity and character.

The HAMP acknowledges that highway maintenance does not operate in isolation and that there are a number of related functions that could affect, and be affected by, highway maintenance activities.

The HAMP's foundation strategy utilises a logical and systematic approach in accordance with 'value for money' and 'asset management principles', and continuous improvement. Essential elements include statutory obligations, responsiveness to needs of the community and maintaining asset value. Regard is given to the relevance of condition standards and the key issues of Safety, Serviceability and Sustainability. HAMP policies, objectives and standards have been formulated for each maintenance activity and will be reviewed on a periodic basis to ensure that they remain compliant with national objectives and respond to changes brought about by new legislation and technology.

The HAMP defines the key elements of the highway asset describing appropriate levels of service depending on the position in the network hierarchy and the understanding and management of the impact of risk. This enables priority for maintenance within the available budget to be established.

The funding of an appropriate highway maintenance service is made possible by the Council's Medium Term Financial Strategy, whilst larger scale highway improvement projects are funded through the Capital Programme and Strategy. These essential forward planning documents have enabled the Highway and Transport Service to develop a Three Year Highway Improvement Programme which not only enables its proposals for a better road network to be well publicised in advance, thus helping to manage expectations, but which has also resulted in a gradual improvement in road condition across the network.

Regular monitoring will enable the effectiveness of the HAMP to be judged in achieving its stated aims and periodic reviews will be completed. This approach will provide a clear history of the development, evaluation and quality delivered as the Council seeks to provide continuous improvement in the management of the West Berkshire road network for all its users.

The first version of the plan was adopted as Council Policy on 26 March 2012 by Councillor David Betts, Executive Member for Highways, Transport (operational) and ICT, under the Individual Decision process. This plan covers the period 2014/15 – 2018/19.

Mark Edwards

Head of Highways and Transport

West Berkshire Council

1 September 2014

1. Introduction

- 1.1 This is West Berkshire Council's second highway asset management plan, or HAMP. Proper asset management is essential and the Council has been following good practice in managing its transport assets for many years. However, this is the first truly systematic analysis, intended to identify the best maintenance practices to minimise whole-life costs of the assets and at the same time meet as far as is possible, the levels of service demanded by our customers within the funding likely to be available.
- 1.2 The data requirements for the production of the HAMP are complex, particularly gathering together data on the extent and condition of assets. This version therefore details only the four largest asset groups of:
- carriageways
 - footways
 - bridges
 - street-lighting
- 1.3. Later editions of the HAMP will add the Council's other transport assets:
- highway drainage
 - cycleways
 - other highway structures
 - safety fences
 - traffic signals and signs
 - street furniture
 - public rights of way
 - highway verges and areas of soft landscaping
- 1.4 Later editions will also reflect the results of further work to improve the data and analysis set out in this document. Areas where further work is required are detailed in Section 9.
- 1.5 The HAMP is a part of the Council's wider work on asset management and reflects input from many sources, including our own Local Transport Plan, the County Surveyors Society's 'Framework for Highway Asset Management' document, the Code of Practice – Well Maintained Highways and the recent CIPFA Code of Practice on Transport/Infrastructure Assets.

The Wider Context

- 1.6 The HAMP fits into a wider corporate initiative on asset management planning, reflecting the increasing importance given to the effective management of all our assets. A corporate asset management plan for the Council has been produced, detailing the five-year planning cycle, and in its role as local education authority the Council also produces an asset management plan for capital expenditure on school buildings and sites.
- 1.7 Initiatives in asset management planning are themselves part of the wider work of the Council and are intended to help the authority respond effectively to the many service and financial pressures on it and in doing so to deliver:
- continuous performance
 - focused and clearly defined projects
 - reduced bureaucracy and waste
 - maximised economies of scale
 - clear benefits of investment.

The Objectives of the HAMP

- 1.8 The HAMP builds on existing processes and systems, providing a continuous framework of review to help inform decisions on the optimisation of budgets and scheme programmes. The asset management approach is intended to produce:
- reduced whole-life costs, through better planning and review of techniques
 - better customer satisfaction through defining and meeting levels of service
 - better control of risks
 - better informed, and more transparent, investment decision-making
- 1.9 In achieving this, the HAMP should be seen not as a stand-alone document but as a tactical plan which provides the linkage between the strategic goals of the Council and its detailed operational and service plans. For West Berkshire these include other key documents as follows:
- Sustainable Community Strategy
 - Council Strategy 2013 -17
 - Medium Term Financial Strategy, Revenue Budget and Capital Strategy & Programme
 - Local Transport Plan
 - Newbury 2026 – A Vision of Newbury Town Centre
 - Local Service Plans
- 1.10 The HAMP objectives relate particularly to the local goals of the Local Transport Plan which are:
- to improve travel choice and encourage sustainable travel
 - to support the economy and quality of life by minimising congestion and improving reliability on West Berkshire's transport networks
 - to maintain, make best use of and improve West Berkshire's transport networks for all modes of travel
 - to improve access to services and facilities
 - to improve and promote opportunities for healthy and safe travel
 - to minimise energy consumption and the impact of all forms of travel on the environment

Stakeholders

- 1.11 Stakeholders include:
- all road users, motorised and non motorised
 - organisations representing different users, for example the West Berkshire cycle forum, Newbury Town Centre Partnership, Chambers of Commerce, Sovereign Housing.
 - public transport operators
 - road haulage companies
 - Members of the Council and Parish and Town Councils
 - local residents

Layout of the Document

- 1.12 Sections 2 to 4 act as an introduction to the core part of the document and the lifecycle plans for individual asset groups. Section 2 introduces the concept of levels of service to determine the required 'output' from the asset. Section 3 describes the funding available for asset maintenance and Section 4 examines how our assets are valued, with the initial asset valuation detailed in Appendix E. Section 5 introduces the lifecycle plans which are set out for the four asset groups covered in this first version of the HAMP in Appendices A to D.
- 1.13 The lifecycle plans describe the asset, assess the required levels of service, and analyse best practice maintenance techniques. They then define options for future investment to meet HAMP objectives, depending on future funding levels and taking note of predicted future changes affecting the quantity of the asset or the demand on it. Total funding must be balanced between the asset groups to ensure that overall performance across all assets is optimised.
- 1.14 Section 3 summarises the expenditure and expected outcomes for the four largest asset groups. Any changes to approaches or techniques revealed through the lifecycle plans are also summarised and together this forms the Asset Management Strategy. Section 7 summarises the risk analysis for the plan, which is set out initially in the lifecycle plans, and Section 8 describes the performance management regime put in place to ensure the implementation of the HAMP can be properly monitored. Section 9 details the improvement work which will be carried out to develop further editions of the HAMP.

2. Levels of Service

- 2.1 Levels of service describe both what the customer wants from the asset and what is necessary to ensure that a proper maintenance regime is in place. A clear understanding of customer views is therefore fundamental in defining them, as is a comprehensively planned maintenance regime. Both aspects will be influenced further by legislative requirements, the Council's objectives and policies, national best practice and more critically, funding.
- 2.2 Within this HAMP, the following four dimensions are used to define levels of service, where the first three dimensions reflect the requirements of the customer.
- safety
 - availability
 - serviceability
 - condition
- 2.3 **Safety** describes the risk to the customer in using the asset and will in all cases be required to meet high standards. Road safety on the other hand depends substantially on the behaviour of road users, and in the wider context is not, therefore, covered by this dimension.
- 2.4 **Availability** is largely self-explanatory and will vary according to the asset and location. For example, a single street light not working is clearly unavailable, however, the fact that it is unavailable is only likely to cause a minor nuisance to road users and residents. Conversely, a shut bridge on an 'A' road closed due to structural weakness will result in major issues on the network.
- 2.5 **Serviceability** describes whether the asset actually delivers what service users and the Council require of it. For example, a road surface may be perfectly safe, available for use at all times and in good condition, but the fact that it is of concrete construction could be causing significant noise nuisance to people living nearby. The serviceability dimension also has the potential to bring into play much wider attributes of the asset, for example is the road congested, is the footway surface appropriate for the local environment, is the street lighting provided to adequate standards for local needs?
- 2.6 **Condition** is judged relative to minimising the long-term cost of maintaining the asset and not relative to customer requirements. For example, a rusting steel lamp column may be safe, working and acceptable in appearance to customers. The fact that it is in rusty condition is, in these circumstances, only of concern if the optimum maintenance regime to minimise whole-life costs would have had it repainted before rust appeared. Such an optimum maintenance regime will, for many assets, include periodic preventative maintenance before more extensive maintenance, or full replacement, is undertaken. A maintenance regime which involves little investment over many years followed by major renewals may be more expensive overall than a 'little and often' regime which applies regular preventative maintenance; hence the emphasis given to minimising whole-life cost.
- 2.7 Environmental sustainability is growing rapidly in importance and the Council already takes many steps to minimise the environmental impact caused by its management of highway assets. It is likely that this will be added as a specific additional dimension of levels of service in future editions of the HAMP.
- 2.8 All aspects of level of service include elements of risk. As examples, the collapse of a bridge immediately makes the service unavailable; inadequate monitoring of skid resistance may increase the risk of road accidents. The analysis of levels of service needs to take such risks into consideration.

3. Asset Management Finance

- 3.1 Funds for maintaining our assets are allocated from both the Local Transport Plan capital allocation and from the Council's revenue budget. The Council also receives external funding through targeted bids for additional Government grants, infrastructure development, sponsorship and fees and charges. Further information regarding funding and allocation may be found within the Council's Medium Term Financial Strategy, Revenue Budget and Capital Strategy & Programme and Local Transport Plan.

Local Transport Plan Capital Funding

- 3.2 Local Transport Plan capital funding is used for:
- carriageway renewal and preventative maintenance schemes:
 - reconstruction
 - resurfacing
 - surface dressing
 - machine patching
 - footway renewal schemes
 - reconstruction
 - resurfacing
 - block/slab replacement.
 - bridge renewal and upgrading works
 - concrete repairs
 - waterproofing
 - deck replacement
 - lighting column replacement.

Revenue Funding

- 3.3 The Medium Term Financial Strategy (MTFS) sets the Council's approach to managing its revenue budget. The MTFS is set in the context of the Government's Spending Review and its resulting implication for local government. The Comprehensive Spending Review (CSR) announced in late 2010 set out the funding envelope for local Government over the period 2011-15.
- 3.4 The aim of the MTFS is to:
- summarise the financial context within which the Council is working;
 - provide a stable financial framework for the Council over the period of the Plan, taking into account the need to address new statutory requirements, known financial pressures, and new Government initiatives;
 - within that framework, ensure through a variety of means, that financial resources are made available to deliver the Council's Strategic Priorities as set out in the Council's Strategy 2013 – 17.

Funding Allocation

- 3.5 The allocation of budgets to different activities has been carried out on the basis of supporting the overall lifecycle planning described in the lifecycle plans and the need to undertake programmed maintenance repairs and is detailed in the Council's annual budget report. For the 2014/15 financial year, the following budget allocations have been made.

Table 1 Maintenance Revenue Funding 2014/15

	£'s
A339 De-trunking	205,680
Drainage	400,970
Reactive Maintenance	94,850
Bridge Maintenance	193,360
Hand Patchng	334,360
Safety Fences	66,880
Gulley Emptying	195,510
Grip Cutting	35,070
Signs and Road Markings	174,860
Emergencies	616,930
Street Lighting Maintenance and Energy	1,054,720
Total	3,373,190

Table 2 Capital Funding 2014/15

	£'s
Highway Reconditioning	2,816,003
Carriageway Patching	229,196
Footway Patching	40,297
Flood Damage Repairs	1,770,480
Pothole Repair Grant	798,707
Total	5,655,976

External Funding and Other Savings

3.6 The pressure on council budgets underlines the importance of exploring external funding and savings. Examples include:

- invest to save
- developer 'commuted sum' contributions to cover the extra future maintenance costs of unusual surfacing, lighting or other features of new development which will be adopted by the Council.
- engagement with the Council's Term Maintenance Contractor to minimise whole life costs through early and effective management of risk, methods, materials and programme (early contractor involvement).
- the use of alternative cost effective materials, for example, upvc drainage systems and recycled materials.
- The use of SUDS to manage drainage

The Role of the HAMP in Determining Future Funding Levels

- 3.7 Future total funding seems likely still to be heavily constrained, both for the highways service and for the Council as a whole. Within that constraint, the HAMP has two specific functions:
- to provide evidence based information to help inform decisions on the allocation of funds to the Highway and Transport Service.
 - to provide evidence based information to help allocate budgets which align with the set levels of service.

4. Asset Valuation

- 4.1 Valuing roads, bridges and other transport assets is to some extent a theoretical exercise, given the nature of the assets, but it is an essential part of the management process and will be required under 'whole -life government accounting' rules. In terms of the HAMP, the asset valuation process can be used to measure the impact of alternative maintenance scenarios in terms of depreciated value and asset condition, allowing better informed decisions to be made on funding and allocations.
- 4.2 Calculating asset values can be a complex exercise. An initial 'gross replacement cost' approach has been calculated using the model detailed in the Code of Practice on Transport and Infrastructure Assets, where the gross replacement cost is the cost to provide a modern equivalent of the asset if it did not exist. The valuation framework will continue to be developed in line with national guidance and good practice.
- 4.3 The amount of service life of an asset that has been consumed is the depreciation and can be evaluated financially. This figure will be the expenditure required to return an asset to "as new" condition, if it can be repaired. Alternatively, it is the sum that should be set aside for the replacement of any asset that cannot be repaired. The current or net value of an asset is its gross replacement cost minus the financial depreciation.
- 4.4 Further details of the analytical method used are given in Appendix F. The value of the highway asset is summarised in Table 3 below.

Table 3 Asset Valuation (April 2014)

	Carriageways £000	Footways £000	Bridges £000	Street Lighting £000
Gross Replacement Cost	1,152,082	115,114	75,351	15,936
Depreciation	4,796	Not Available	Not Required	399
Net Value	1,147,286	-	-	15,537

5. Lifecycle Plans

- 5.1 The lifecycle plans for the four main asset groups are set out in Appendices A to D. Each details initially:
- the levels of service we wish the asset to meet
 - the evidence on the extent of the asset and its characteristics
 - the evidence on its present condition, and how that is measured
 - the present valuation of the asset
 - an assessment of future changes in demand for the asset
 - the options available for treatment of the asset
- 5.2 This provides the basis for the analysis which follows in the remaining sections of each appendix:
- analysis of the best management strategy for minimising the whole-life cost of the asset whilst meeting service level aspirations
 - identifying options within this strategy which deliver different levels of service, with different targets, depending on budget availability
 - setting out the action plan necessary to ensure the effective delivery of the lifecycle plan
 - identifying the specific risks which may affect the successful implementation of the lifecycle plan

6. Asset Management Strategy

- 6.1 Our techniques for managing assets are long-established and continue to be developed to align with national guidelines and current best practice through contact with organisations including CIPFA, HMEP and the South East Counties Service Improvements Group (SECSIG).
- 6.2 The asset management strategy draws on the analysis set out in the lifecycle plans to show:
- the way we will budget expenditure to provide the best overall maintenance of all assets, judged against desirable levels of service,
 - and
 - the techniques we use to ensure that we manage the different assets in the most cost-effective way, and how we will improve those.
- 6.3 The strategy covers two main areas:
- The optimum allocation of the capital budgets available between the asset categories. This is intended to provide the background for decisions on future spending.
 - The main areas for further investigation and analysis in taking forward our techniques for managing the individual assets.

Strategy to Improve Asset Management Performance.

- 6.4 In developing our techniques for managing assets, over the period of this plan, we will continue to focus on the technical elements of asset management including:
- improving asset data.
 - the introduction of deterioration rates within our pavement condition assessment analysis.
 - further investigation of service lives for different treatments.
 - further investigation into new street lighting technology to reduce maintenance and energy costs.
 - the inclusion of other key asset groups not currently covered by this HAMP that will provide a financial benefit to the Council with the introduction of an asset management approach.
- 6.5 Attention will be focussed more on technical aspects of our work in the second and future editions. The overall work we need to do is summarised in section 9 and, of that, those most important for the technical assessment work are:
- improving asset data
 - further investigation of service lives for different treatments
 - further research into treatment options for paved and flagged footways
 - further investigation of the case for painting steel lighting columns
- 6.6 In addition, future versions of the HAMP need to include similar analysis for the other asset groups not included in this first version.

7. Risk Management

- 7.1 The Council has a corporate risk policy designed to manage risks in a structured manner. All change processes are risk assessed, and action plans prepared for risks of relatively high likelihood and high impact. Similar analysis is carried out for risks associated with continuing service delivery. The main processes for transport/highway asset management are therefore already covered by risk analyses, documented in the Highways & Transport service plan.

8. Performance Monitoring

- 8.1 The Council has in place a comprehensive performance monitoring system that provides high level performance related information in order to monitor the objectives/ commitments detailed within the Service plans and the national single list data set on which the Council is measured. This framework operates at all levels within the organisation.
- 8.2 The Local Transport Plan sets out specific indicators relating to transport and highway services and includes indicators associated with the condition of the highway/transport asset. These are also detailed in the lifecycle plans and cover not only carriageways and footways but also bridge condition and street lighting.
- 8.3 The performance of the Council's Term Maintenance Contractor, Volker Highways, is measured and reported monthly and quarterly and reviewed annually to ensure that they align with the Council's objectives. A partnership arrangement is in place to help deliver 'value for money' high quality services and continuous service improvement. A Strategic Management board comprising senior representatives from both organisations ensures the cost-effectiveness and delivery performance of the partnership.

9. Development and Updating the HAMP

Development

- 9.1 There are a number of other areas of work to complete before the HAMP can be considered a fully comprehensive document and these will continue to be developed over the course of this HAMP. Beyond this there will be further developments in analytical techniques in future years, as well as inevitable changes in the availability of funding. These will require further editions of the HAMP to be produced in later years, though with the core content perhaps little changed after 2015.
- 9.2 The responsibility for co-ordinating this work will initially lie with the Council's Highways Manager.
- 9.3 Future Development

Work Area	For later HAMPs
Complete asset inventory collection and lifecycle planning for remaining assets.	Y
Refine approach to asset valuation.	Y
More quantified analysis of customer views on serviceability for each asset category, based on specific customer surveys and NHT survey.	Y
More detailed examination of asset management strategies, including: • use of condition data • deterioration modelling • use of alternative materials/treatments/treatment options	Y

Updating

- 9.4 The arrangements for updating the HAMP will be decided by the Highway Manager.

10. Glossary of Terms and Abbreviations

BVPI	Best Value Performance Indicator
CIPFA	The Chartered Institute of Public Finance & Accountancy
CSS	County Surveyors Society
CVI	Coarse Visual Inspection
DfT	Department for Transport
DVI	Detailed Visual Inspection
FNS	Footway Network Survey
GIS	Geographical Information System
LTP	Local Transport Plan
NMP	Network Management Plan
NI	National Indicator
PI	Performance Indicators
SCANNER	Road condition measurement survey
SCRIM	Skid Resistance measurement survey
HAMP	Highways Management Plan
TAMP	Transport Asset Management Plan
UKPMS	United Kingdom Pavement Management System
WDM	Electronic Highways Management System
WGA	Whole Government Accounts

Appendix A

Carriageway Lifecycle Plan

Introduction

1. The background to lifecycle plans and the format of each are described in Section 5 of the HAMP. This appendix provides the lifecycle plan for carriageways.
2. For management purposes, the Council's highway network has been split into discrete maintenance categories based on the recommendations given within the national Code of Practice for "Well Maintained Highways". These categories reflect the type and use of different carriageways and are summarised in Table 1 below.

Table 1

Cat.	Hierarchy	Type of Road	Detailed Description
1	Motorway*	Limited access motorway regulations apply.	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use
2	Strategic* Routes	Trunk and some Principal A roads between Primary Destinations.	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Non Principal A Roads.	Routes between strategic routes and linking urban centres to the strategic network.
3b	Secondary Distributor	Classified Roads (B and C Class) and Unclassified urban bus routes.	In rural areas, these roads link larger villages to strategic/main distributor network. In urban areas these roads usually have a 30 mph speed limit and high levels of pedestrian usage.
4a	Link Roads	Unclassified Roads linking into the main/secondary distributor network with greater local significance in rural areas.	In rural areas provide inter-village links and connect to distributor network. In urban areas residential or industrial interconnecting roads.
4b	Local Access Roads	Unclassified urban cul-de-sacs and rural, lightly trafficked roads serving small settlements and single lane roads.	In rural areas these roads serve smaller villages and provide access to individual properties and land. In urban areas they are predominately residential.

* Motorways (Category 1) and Trunk Roads (Category 2) are the responsibility of the Highways Agency.

Levels of Service

3. Since 2002, the Highways and Transport service has been carrying out a comprehensive programme of annual testing to determine the condition of the highway network and establish the Government's defined datasets for the condition of the Principal Classified, Non-Principal Classified and Unclassified Road networks and skid resistance. The current national datasets are defined as follows:
 - 130 – 01 Condition of Principal Roads
 - 130 – 02 Condition of Non Principal Roads
 - 130 – 03 SCRIM (Sideway-force Coefficient Routine Investigation Machine) – classified network
 - 130 – 04 Carriageway work completed.
4. The desirable levels of service for this asset category are set out in Table 2 below. By adopting a budget optimisation and depreciation modelling approach, using the historical condition data/deterioration rates, the Council has been able to set condition based service levels for different budget scenarios.

Table 2

Attribute	Desired Standard	Performance Measure
Safety	Maintain the following level of skid resistance*: 130 – 03 to remain at 90% +/- 3%	SCRIM (Sideway-force Coefficient Routine Investigation Machine) survey results.
Availability	All roads available for use at all times excluding periods of essential road works and street works.	Journey times. Complaints. ELM Reports.
Serviceability	Appropriate standard of ride, signing and lining.	SCANNER survey. Complaints. NHT Survey. Council surveys. ELM Reports.
Condition	Maintain the following levels of condition**: 130 - 01 (formerly NI168): 6% +/- 1% 130 - 02 (formerly NI169): 9% +/- 1% LI224b (formerly BV224b): 13% +/- 2%	Single list national dataset*** Local Indicators (LI's).

* The percentage above the required investigatory level.

** The percentages represent the length of network that is in need of urgent maintenance (Condition Red).

*** Whilst targeting red SCANNER sites should improve the national dataset, it does not necessarily promote good asset management. To maintain the asset, it is essential to target the high ambers and prevent these sites from deteriorating into the red. In providing a % range for the length requiring urgent maintenance, there should be sufficient flexibility to achieve both outcomes.

**** ELM – West Berkshire Council's Enquiry Logging Manager system for recording enquiries and service requests.

5. Failure to respond adequately to any of these four attributes of level of service could produce risk to the authority. Table 3 below, which details the main risks, underlines the importance of responding properly to each.

Table 3

Risk Type	Description Example
Physical	Accidents caused by asset defects.
Corporate	Legal proceedings for failure in duty of care.
Financial	Reduction in the value of the asset because of poor maintenance practice, reduced budgets and increased compensation payments following legal action.
Public Relations	Poor road condition reflects on the overall image of the Council.
Environmental	The use of premium aggregates, natural materials/resources, inappropriate materials/specifications, short lived resurfacing/overlay materials and high consumption of energy per kilometre of treated network.
Network	Disruption to road users as a result of poor coordination and unplanned maintenance following poor maintenance practice and/or reduced budget.

Asset Base and Characteristics

6. Using the national standard of road classification and maintenance category, the Council's highway network may be summarised as follows:

Table 4 - Road Class

	A Roads Lane1 kms	B Roads Lane1 kms	C Roads Lane1 kms	U Roads Lane1 kms	Total Lane 1 kms
Urban	46.7	22.3	112.5	559.5	741.0
Rural	158.9	125.6	731.0	740.7	1756.2
Total	205.6	147.9	843.5	1300.2	2497.2

Table 5 - Maintenance Category

Category	2	3a	3b	4a	4b	Total Lane 1 kms
Lane1 kms	104.2	101.4	1075.6	378	838	2497.2

Asset Condition and Assessment

7. The condition of the road network is assessed annually by SCANNER surveys. Although no longer a national indicator, 100% of the unclassified network is assessed annually to establish a local indicator (LI244b). Skid resistance is measured annually on the A, B and C roads using SCRIM. Digital video imagery is captured as part of the SCANNER surveys and is used to check condition, accessibility, serviceability and for asset inventory collection. The annual condition survey regime for West Berkshire is summarised in Table 6 below.

Table 6

	A Roads	B Roads	C Roads	U Roads
SCANNER	50% in both directions (national) Data set:130-01	100% in one direction (national) Data set:130-02	50% in one direction (national) Data set: 130-02	100% in one direction (local) LI224b
SCRIM	100% in both directions	100% in both directions	100% in one direction	Not surveyed
Digital Video Imagery	As part of SCANNER survey	As part of SCANNER survey	As part of SCANNER survey	As part of the SCANNER survey

8. In addition to condition surveys, the Council also carries out routine highway safety inspections where the frequency of inspection is based on the type of road and the amount and type of traffic using it. Adopting the guidelines given within the national Code of Practice for Maintenance Management “Well Maintained Highways” (July 2005), the standards for the frequency of safety inspections are summarised in Table 7 below.

Table 7

WBC Maintenance Group	Code of Practice Category and Description	Road Class	Frequency	Maximum Interval Between Inspections
Group 1	2, 3a and 3b	A, B and C roads. Urban bus routes on Unclassified roads	1 month (Driven)	6 weeks
Group 2	4a	U roads	3 months (Urban – Walked) (Rural – Driven)	16 weeks
Group 3	4b	U roads	12 months (Urban – Walked) (Rural – Driven)	56 weeks

9. There are national datasets for the classified road network. 130-01 and 130-02 are a direct application of the Road Condition Index (RCI) from the current UKPMS default rule set. For unclassified roads there is no longer a national indicator (previously BV224b), however the Council continues to provide a local indicator (LI224b) for these roads using the RCI methodology. A summary of road condition performance for the period 2005 to 2012 is shown in Table 8 below.

Table 8

Indicator/ Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
A Roads	BV 223	BV 223	NI 168	NI 168	NI 168	NI 168	130-01	130-01
	5%	7%	5%	6%	5%	5%	5%	4%
B & C Roads	BV224a	BV224a	NI 169	NI 169	NI 169	NI 169	130-02	130-02
	11%	9%	7%	9%	9%	9%	9%	6%
U Roads	BV224b	BV224b	LI224b	LI224b	LI224b	LI224b	LI224b	LI224b
	26%	20%	14%	21% *	12% *	11% *	12% *	3% **

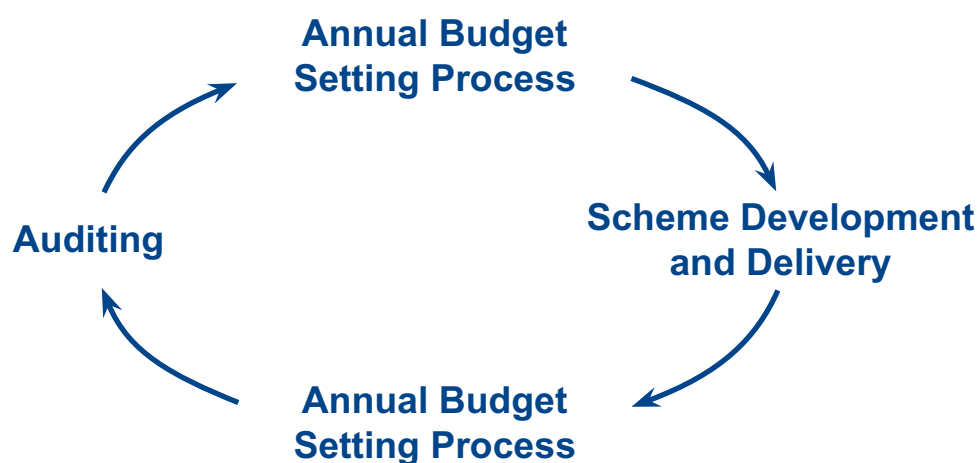
* Based on 100% network coverage.

** 50% of the U roads were not surveyed due to adverse snow (mainly rural roads) and as a result, not included as part of this calculation.

Financial Management, Investment and Programming.

- The Council's constitution provides a flexible mechanism for ensuring effective and fully accountable financial management of the Council's transport budgets, both capital and revenue.

The framework within which operational budgets are managed is as follows:



- Day to day budget control is the responsibility of the budget manager, a senior officer reporting directly to the Head of Service. The Head of Service has overall responsibility for the department's financial situation, working very closely with the Directorate Group Accountant, who is a key member of the Directorate Management Team. Service budgets are monitored at Directorate Management Team level and a formal budget report presented monthly to Corporate Board.
- To ensure compliance with the constitution, regular independent audits are undertaken particularly in areas of high cash turnover such as car parks and concessionary fares.
- The process for managing capital expenditure is very similar but the Council's Capital Strategy Group plays a key role in monitoring scheme progress and cost. Whilst an overview is taken by the Directorate Management Team, the details are closely monitored by Capital Strategy Group using detailed monthly reports. This group is a good example of

cross service corporate working as it comprises representatives of all Council Services with a capital expenditure programme. A holistic view of the Council's overall position regarding capital can therefore be taken.

14. To ensure that value for money is being achieved across the entire range of transport related budgets, the Council undertook a Comprehensive Review in October and November 2005. In 2014, a Zero Based Budget (ZBB) approach was adopted within the Highways and Transport service to ensure that the Council's resources are used to the best effect by directing funds to the most needed areas.

Budget Optimisation and Depreciation Modelling

15. To carry out budget optimisation and depreciation modelling on the classified network, the Council applies a financial model that is able to predict the level of investment required to deliver any predefined level of service as measured by road condition surveys. The model is also used to assess the effect of treatments and budget strategies on the 130-01 and 130-02 data sets and the Depreciated Asset Value over selected time periods.
16. For the unclassified road network, a separate model was used to predict budgets required to achieve selected LV224b values using the results from past CVI surveys. However, in 2011, the mini-SCANNER was introduced to assess the unclassified network and this data has now been combined as part of the classified road network model.
17. The model is populated using the latest SCANNER and SCRIM survey data from the Principal, Non Principal Classified and the Unclassified road networks and a treatment decision matrix that links the individual condition parameters (rutting, longitudinal profile, cracking and texture etc) to specific maintenance treatments (reconstruction, resurfacing, surface dressing etc) is used to formalise treatments.
18. The model uses a deterioration rate to predict the future condition. The SCANNER road condition indicator (RCI) has been linked to a residual life which enables the life of the road to be determined from the condition data.
19. Using the financial model a number of scenarios can be run to enable West Berkshire Council to evaluate the effect of different budget allocations on the network condition and the resulting effect on the value of the asset.
20. The Council has developed a financial model that uses the latest road condition data and a deterioration model to help predict budget requirements to achieve target condition service levels over different timescales and future condition of the road network should investment levels change.
21. The financial model has also been used to target budget allocations to specific road hierarchies. Based on current model simulations using condition data and deterioration parameters, Table 9 below shows the average cost to achieve a "steady state" scenario, namely, the budget amounts required to deliver the set service levels over the next 25 years:

Table 9

Road Class	Average Annual Cost (25 Years)	Total Network Cost	% of the Total Cost
A Classified Rural	£389,759	£9,743,982	11%
A Classified Urban	£141,918	£3,547,950	4%
B Classified Rural	£227,180	£5,679,505	6%
B Classified Urban	£54,423	£1,360,571	1%
C Classified Rural	£1,060,637	£26,515,933	29%
C Classified Urban	£229,979	£5,749,471	6%
U Unclassified	£1,546,038	£38,650,961	43%
Urban and Rural	£1,546,038	£38,650,961	43%
TOTAL	£3,649,934	£91,248,373	100%

The above figures are based on the condition data and unit costs up to and including 2010

22. The above table has also been used to establish a budget allocation between the classified (60% of the budget) and non-classified networks (40% of the budget), enabling a more targeted maintenance regime based on existing network condition.

Condition Threshold Values and Availability of Condition Data

23. Condition threshold values represent the condition beyond which the road would be classified as in need of investigation and possible treatment. The condition is defined from SCANNER surveys, which now provide very high levels of network coverage.
24. Threshold levels from SCANNER surveys are defined in terms of a Road Condition Indicator (RCI), which combines defects together into a composite measure for every 10 metre subsection of road, and can range from 0 to 315 for the classified network and from 0 to 246 for the unclassified network. An RCI ≥ 100 indicates the section is in 'need of maintenance' and is classified as red for national indicator reporting. Amber is used to describe roads with an RCI > 40 and < 100 .
25. However, in order to manage a network not only are the lengths of road with an RCI ≥ 100 considered for treatment but some of the roads with RCI values of between 80 and 100 are also considered because these are approaching a critical condition and early treatment is more cost effective as it is usually less extensive at this stage in the life cycle. The model therefore takes into account treatments that have been applied to the road in a "high" amber and red condition.
26. Tables 10, 11, 12 and 13 below highlight the parameters, thresholds, weightings and the subsequent "points" score used to calculate the RCI for A, B, C and U roads using condition data collected from SCANNER surveys. Each 10-metre section of surveyed road is allocated a condition ranking shown as green, amber, high amber or red depending on the value of the "points" scored. The total length of the red sections is reported as a percentage of the total network coverage to establish the national datasets 130-01 and 130-02 and the local indicator LI224b.

Table 10

Condition of Principal Roads (A Roads: Data set 130 - 01)					
Parameter (defect)	Units	Lower Threshold	Upper Threshold	Weighting (Importance x Reliability)	Maximum Score (Points)
Rut depth (larger of LLRT or LRRT)	mm	10	20	1.0	100
3m profile Variance (LV3)	mm ²	4	10	0.8	80*
10m profile Variance (LV10)	mm ²	21	56	0.6	60*
Whole c/w cracking (LTRC)	% area	0.15	2.0	0.6	60
Texture depth (Urban roads) (LLTX)	mm	0.6	0.3	0.5	50
Texture depth (Rural roads) (LLTX)	mm	0.7	0.4	0.75	75
Maximum Scores (RCI)			Urban Roads	290	
			Rural Roads	315	

* Only the higher score from the two measures of longitudinal profile (3m and 10m profile variance) is counted in the overall score

Glossary of Terms

LLRT Left wheel path rut depth
 LRRT Right wheel path rut depth
 LV3 3m moving average longitudinal profile variance
 LV10 10m moving average longitudinal profile variance
 LTRC Whole carriageway cracking
 LLTX Left wheel path average texture depth

Table 11

Condition of Classified Roads (B Roads: Data set 130 - 02)					
Parameter (defect)	Units	Lower Threshold	Upper Threshold	Weighting (Importance x Reliability)	Maximum Score (Points)
Rut depth (larger of LLRT or LRRT)	mm	10	20	1.0	100
3m profile Variance (LV3)	mm ²	5	13	0.8	80*
10m profile Variance (LV10)	mm ²	27	71	0.6	60*
Whole c/w cracking (LTRC)	% area	0.15	2.0	0.6	60
Texture depth (Urban roads) (LLTX)	mm	0.6	0.3	0.5	50
Texture depth (Rural roads) (LLTX)	mm	0.6	0.3	0.75	75
Maximum Scores (RCI)				Urban Roads	290
				Rural Roads	315

* Only the higher score from the two measures of longitudinal profile (3m and 10m profile variance) is counted in the overall score

Table 12

Condition of Classified Roads (C Roads: Data set 130 - 02)					
Parameter (defect)	Units	Lower Threshold	Upper Threshold	Weighting (Importance x Reliability)	Maximum Score (Points)
Rut depth (larger of LLRT or LRRT)	mm	10	20	1.0	100
3m profile Variance (LV3)	mm ²	7	17	0.8	80*
10m profile Variance (LV10)	mm ²	35	93	0.6	60*
Whole c/w cracking (LTRC)	% area	0.15	2.0	0.6	60
Texture depth (Urban roads) (LLTX)	mm	0.6	0.3	0.3	30
Texture depth (Rural roads) (LLTX)	mm	0.6	0.3	0.5	50
Maximum Scores (RCI)				Urban Roads	270
				Rural Roads	290

* Only the higher score from the two measures of longitudinal profile (3m and 10m profile variance) is counted in the overall score

Table 13

Condition of Classified Roads (U Roads: Data set 130 - 02)					
Parameter (defect)	Units	Lower Threshold	Upper Threshold	Weighting (Importance x Reliability)	Maximum Score (Points)
Rut depth (larger of LLRT or LRRT)	mm	10	20	1.0	100
3m profile Variance (LV3)	mm ²	10	20	0.6	60*
10m profile Variance (LV10)	mm ²	50	95	0.5	50*
Whole c/w cracking (LTRC)	% area	0.15	2.0	0.36	36
Texture depth (Urban roads) (LLTX)	mm	0.6	0.3	0.3	30
Texture depth (Rural roads) (LLTX)	mm	0.6	0.3	0.5	50
Maximum Scores (RCI)			Urban Roads	226	
			Rural Roads	246	

* Only the higher score from the two measures of longitudinal profile (3m and 10m profile variance) is counted in the overall score

27. The total number of points attributed to each 10 metre section of road is calculated based on the above tables. The Road Condition Indicator (RCI) is assigned a “condition” colour based on the RCI value as detailed in Table 14 below.

Table 14

RCI Range	Condition Colour
0 to 39	Green
40 to 79	Amber
80 to 99 (locally created range)	High Amber
greater than or equal to 100	Red

28. The nationally recognised definitions for the colour groupings shown above are as follows:
- **GREEN** – Lengths where the carriageway is generally in a good state of repair.
 - **AMBER** – Lengths where some deterioration is apparent which should be investigated to determine the optimum time for planned maintenance treatment.
 - **HIGH AMBER** – (Locally created range) Lengths where the carriageway is in need of planned maintenance as soon as possible to justify carrying out a lesser maintenance treatment rather than a more extensive treatment later, in order to minimise whole life costs.
 - **RED** – Lengths in poor overall condition which are likely to require planned maintenance soon (i.e. within a year or so) on a “worst first” basis. (Although there may be justification for postponing major repairs, and only carrying out minor repairs to keep the road safe and serviceable, in order to minimise whole life costs i.e. “economic prioritisation”).

Maintenance Treatments

29. Road surfaces can be renewed, repaired, protected or retextured.
- Renewal involves replacing some or all of the structural layers and in some cases the sub-base layer in order to restore strength and life expectancy.
 - Repairs include patching, permanent pothole repairs, crack sealing and resetting of ironwork.
 - Protection treatments restore the skid resistance and seal the surface of the road which prevents moisture and water ingress getting into the surface and oxidation of the binder. Treatments include surface dressing, micro-asphalts and slurry seals.
 - Retexturing increases the serviceable life of the surface course by removing excess binder and “roughing up” the polished aggregate, improving both macro and micro texture to increase skidding resistance in wet conditions and reduce aqua-planing.
30. A set of maintenance treatments for various defect conditions have been established along with unit costs and typical design lives for each road class. For the classified and unclassified networks, the treatment cost/life expectancy matrix is detailed in Table 15 below.

Table 15

Treatment	Design Life (Years)	Unit Cost (£/m ²)			
		A Roads	B Roads	C Roads	D & U Roads
Reconstruction (450-525mm)	50	70.00	67.00	50.00	50.00
Thick Overlay (150mm)	50	32.00	32.00	30.00	30.00
Moderate Overlay (100mm)	40	24.00	24.00	23.00	23.00
Thin Overlay (40-60mm)	20	19.00	19.00	18.00	18.00
Thin Inlay (40mm)	15	21.00	21.00	20.00	20.00
Moderate Inlay (90-110mm)	20	26.00	26.00	25.00	25.00
Surface Dress/Micro (10-25mm)	10	6.00	6.00	6.00	6.00
Retexturing	5	3.00	3.00	3.00	3.00

Linking Condition with Treatment

31. Using the latest national rules and parameters (RP 10.01), the parameters and thresholds tabulated in Section 26 are used to calculate national datasets 130-01 and 130-02. For local indicator (LI224b), local parameters have been established for the unclassified network based on engineering judgement, knowledge of network performance and the locally set thresholds as detailed in Table 13 of this appendix.
32. The four main defect mechanisms used to identify treatments are rut depth, texture depth, whole carriageway cracking and variance (ride quality). These are all recorded by the SCANNER surveys and are also used to establish the RCI and national datasets. There is a fifth defect mechanism which is the skidding resistance of the road surface as measured by SCRIM. Within the analysis, this data is combined with wet injury accidents and given the highest weighting when compared against the other four defect mechanisms.
33. When a road has been identified as in need of maintenance, the five defects will be analysed on an individual basis to establish the main defect mechanism causing the deterioration and the most suitable and cost effective treatment will be recommended. For example, a scheme that has a deep wheel track rutting problem would most likely require an inlay or thicker overlay of new material to remove the rutting. Surface dressing or a thin inlay/overlay would not eradicate the problem. If a road is deficient in texture depth and areas of cracking are evident, a surface dressing maybe the most cost effective treatment to improve texture, skidding resistance and seal the cracks to prevent water ingress.

Effectiveness of Treatment

34. By the very nature of the work, maintenance schemes will contain 'non-defective' sections and therefore treatments will be applied where they do not produce the full benefit of the treatment. The amount of non effective maintenance is defined as the effectiveness factor for the treatment and is a variable within the model. The distribution of RCI on the length where 'non-effective' maintenance is applied is based on the network distribution as a best estimate for forward projection of condition. An effectiveness factor of 50% has been assumed within the financial model.

Timing of Treatment

35. If defects are treated before they reach an RCI of 100, the cost of repair will tend to be less expensive than if they are left untreated and allowed to deteriorate into the "red", resulting in the reduction of the whole life cost of the pavement. It is often not possible to treat all defects as they occur and, therefore, it is necessary to allow for the additional cost of repairs. Factors can be applied to increase treatment unit costs as the RCI increases beyond 100.

Scheme Identification and Prioritisation Framework

36. Schemes are identified in a number of ways and originate from a number of sources. Once a road has been identified as having a possible maintenance need, it is then analysed along with all the other schemes to establish a priority.
37. Initial scheme identification will normally come from one or more of the following sources:

Objective sources:

- SCANNER data – identified from sections with a high concentration of “Red” or “High Amber” RCI values.
- SCRIM data – sections of carriageway which are both deficient in skidding resistance and have had an occurrence of wet injury accidents.

Subjective sources:

- Visual condition reports in addition to the routine safety inspections from the Council’s inspectors who are on the network daily.
- Members of the public/Council Members/Parish Councils – Concern raised regarding poor condition of surfaces.
- Safety Inspections – Analysis of surface defect repairs where clusters and/or repeat reactive maintenance is occurring.

38. For each identified scheme, the available machine based condition data is analysed to establish its priority rating using the following criteria:

- Skidding Resistance and Wet Accidents
- Road Condition
- Deterioration Trends
- Road Classification

39. Table 16 shows how the points are allocated across each defect type. For any particular defect, the maximum possible priority rating is 620. This table is based on the format for RCI calculations shown in Tables 10, 11, 12 and 13.

Table 16

Defect Type	Units	Lower Threshold	Upper Threshold	Weighting (Importance / Reliability)	Max Score (Points)
Wet Injury Accidents in the past 3 years	Number	1	3	3.0	300
SCRIM (Worst 100m Average)	I.L minus MSSC	0	0.2	1.0	100
SCANNER RCI	Factor of RCI%	50	300	1.0	100
Deterioration Trending	Increase above expected RCI norm over 4 year period (High Amb. & Red only)	10	17	0.8	80
Road Classification	Class	D&U	A	0.4	40
Maximum Score					620

Glossary of Terms:

I.L Investigatory Level
MSSC Mean Summer SCRIM Coefficient
RCI Road Condition Index

Wet Injury Accidents

40. Wet accident score is only triggered if SCRIM shows the surface to be deficient. If the skidding resistance of the road surface is above the recommended investigatory level for that particular site, then no points for wet accidents will be added. Skidding resistance is combined with wet injury accidents to assign points based on the level of deficiency and the number of accidents which have occurred in the past 3 years. Points are allocated based on a sliding scale of skid deficiency i.e. the greater the deficiency the more the points gained, up to a maximum of 100. For each wet injury accident where the road surface has been identified as deficient within a scheme, 100 points are awarded up to a maximum of 3 wet accidents. This gives a possible maximum score of 300.

SCRIM

41. A SCRIM score is calculated using the Mean Summer SCRIM Coefficient (MSSC) and the Investigatory Level (IL). For any given scheme, the worst 100 metre section is taken and a value of deficiency is calculated by subtracting the MSSC from the IL. If the result is equal to or above zero, the surface is not deficient in skid resistance and as a consequence no points are added to the overall score. If the result is equal to or

Example:

42. A 100 metre length of A Class road has a MSSC of 0.27 and an investigatory level of 0.4, the value of deficiency would be -0.13. Applying this value to Table 17 below, the point score for the scheme would be 65.

Table 17

Deficiency	0 to -0.1	-0.11	-0.12	-0.13	-0.14	-0.15	-0.16	-0.17	-0.18	-0.19	>=0.20
Point Score	50	55	60	65	70	75	80	85	90	95	100

- 43 The above calculation is added to the scores from wet injury accidents, SCANNER, trend analysis and road classification to determine the overall score for the scheme. With this overall score, it is possible to compare schemes and set priorities in an objective manner.

SCANNER

44. A SCANNER RCI score is calculated based on the percentage of green, amber, high amber and red values there are for each individual scheme. These percentages are multiplied by the factors detailed in Table 18 to establish an overall rating where the weighting is biased towards high amber and red.

Table 18

Condition Colour	Multiplier	
Green	0	This rating, between 50 and 300 is then converted into a points score up to a maximum score of 100.
Amber	1	
High Amber	6	
Red	5	

Example

A section of urban A class road has the following condition data over a 10 metre section:

Defect Type	Units	Condition Data	RCI Score *
Rut Depth	mm	20	100
Profile variance**	mm2	10	80
Cracking	% area	0.175	30***
Texture Depth	mm	0.8	0
Total RCI Score			210

* The RCI scores have been calculated using the figures in Table 10

** The profile variance is the average of the 3m and 10m profile variance results

*** Calculated on a pro-rata basis using the figures in Table 10

From Table 14, a score of 210 will place this 10 metre section into category RED as it is greater than 100. This calculation is then repeated for the whole length of the proposed scheme giving a consolidated set of results as tabled below.

Table 19

	% RCI GREEN	% RCI AMBER	% RCI HIGH AMBER	% RCI RED	
Consolidated RCI score % for scheme	14	42	18	26	
Multiplier*	0	1	6	5	
Overall Rating	0	42	108	130	Total 280

Using the overall rating total above and Table 20 below, the points score for the scheme is 95.

Rating	<=50	51-75	76-100	101-125	126-150	151-175	176-200	201-225	226-250	251-275	276-300	>300
Point Score	0	50	55	60	65	70	75	80	85	90	95	100

Table 20

Trending Analysis

45. Trending analysis is also carried out to establish how the road pavement within an identified scheme has performed over a period of time. Deterioration modelling can be unpredictable due to the high number of variables that have an effect on a road pavements residual life, for example, extreme weather, traffic levels, drainage, location etc. However, analysis of past RCI values and the changes that may have occurred over time, can give a good

indication of the rapid onset of failure. It can also identify road pavements that may have reached the high end of their RCI value (high amber), and have stabilised, indicating a slowing down of deterioration. This may offer the opportunity to delay maintenance for a year or two, enabling resources to be redirected to other schemes.

46. Deterioration trending analysis is carried out on each scheme by comparing the latest RCI SCANNER data for both high amber and red values with that of the previous 4 year's data. Average deterioration rates for each classification and environment have been calculated on specific sites where no maintenance improvements have been made in the past 10 years. These average/expected rates are then used to calculate the change in RCI when compared with the observed RCI over the 4 year period for each scheme. If there is an increase in the deterioration rate above the expected "average", points will be assigned linearly up to a maximum value of 60, similar to using the calculation method described above for SCRIM and SCANNER.

Road Classification

47. The final item contributing towards the priority points total is the road classification. A small number of points are awarded based on the usage of the road and environment it is situated in. Table 21 below highlights the allocation of points.

Table 21

Road Classification	Environment	
	Urban Points	Rural Points
Principal Roads (A Road)	40	30
Classified Roads (B Road)	30	25
Classified Roads (C Road)	20	15
Unclassified Roads (U Road)	10	0

Scheme Prioritisation

48. By adding the point scores for each of the defect types shown above for each scheme, it is possible to compare schemes and set priorities in an objective manner. From this analysis, the Council is able to prepare it's budget based Three Year Highway Improvement Programme.

Risks

49. The risks involved in implementing this lifecycle action plan have been assessed against the Council's standard grid of likelihood versus impact and are detailed in Tables 22 and 23 below, with an outline of the mitigation to be planned. The 'red' risks from each lifecycle plan are documented in the Highways and Transport Service Plan and Risk Register.

Table 22

Impact	Extreme Impact Rarely 4	Extreme Impact Moderate 8	Extreme Impact Likely 12	Extreme Impact Almost certain 16
	High Impact Rarely 3	High Impact Moderate 6	High Impact Likely 9	High Impact Almost certain 12
	Medium Impact Rarely 2	Medium Impact Moderate 4	Medium Impact Likely 6	Medium Impact Almost certain 8
	Low Impact Rarely 1	Low Impact Moderate 2	Low Impact Likely 3	Low Impact Almost certain 4
Likelihood				

Table 23

Risk	Level	Mitigation	Responsible
1. Insufficient staff resources.	6	Highlight in Service Plan and Risk Register. Present Business Case for additional support	Head of Highways and Transport Highways Manager
2. High materials/ labour/ plant/ staff costs	6	Ensure value for money is being achieved through market testing and targeted procurement.	Project Managers Contractors
3. Reduced capital funding	12	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Highways Manager
4. Reduced revenue funding	12	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Highways Manager

Appendix B

Footway, Footpath, Cycleway and Cycletrack Lifecycle Plan (Metalled)

Introduction

1. The background to lifecycle plans, and the format of each, are described in Section 5 of the HAMP. This appendix provides the lifecycle plan for footways, footpaths, cycleways and cycletracks that have hard surfaces (metalled). At this stage of development of the HAMP, footways are taken to exclude non-metalled public rights of way.
2. The condition of footways will be determined using Footway Network Surveys (FNS). These surveys are nationally recognised and will provide information for asset management and valuation purposes. A full survey was undertaken in 2012 across West Berkshire.

Footways are defined in categories 1 to 4 as detailed in Table 1 below.

Table 1

Category	Category Name	Description
1	Primary Walking Route	Major town and village centres with +30 number shops.
2	Secondary Walking Route	Small retail shopping outlets +8 shops, large schools and industrial outlets +500 pupils or equivalent pedestrian movements.
3	Link Footways	Urban access, busy rural, all other schools.
4	Local Access Footways (metalled)	Rural footways, non-feeder footway in housing estates.

Notes:

Cycleways (those that form shared cycle/pedestrian thoroughfares on either the carriageway or footway) will be included as part of the carriageway/footway as detailed in Appendix A and B respectively.

Cycletrack (those that are remote from the carriageway/footway) will be treated as their own asset group.

Metalled Footpaths (those that are remote from the carriageway) will be treated as a Local Access Footway

Levels of Service

3. The desirable level of service for this asset category is set out in Table 2 overleaf.

Table 2

Attribute	Desired Standard		Performance Measure
Safety	Surface and profile should be safe for all users and free from obstruction.		Number of R1e and R1 defects. Accident record. Routine safety inspections.
Availability	90% of footways available for use at all times.		User Surveys. ELM Reports.
Serviceability	Category 1 and 2 footways to be clearly recognisable and signed as appropriate.		ELM Reports. Correspondence. Consultation.
Condition	Primary Walking Route	5% in need of intervention *	Number of recorded defects. Footway Network Survey (FNS) Data. Accident record. ELM Reports.
	Secondary Walking Route	9% in need of intervention *	
	Link Footways	12% in need of intervention *	
	Local Access Footways (metalled	15% in need of intervention *	

Notes.

* The set Service levels are initial estimates that will be refined over the course of this HAMP with the collection of FNS survey data.

4. Failure to respond adequately to any of these four dimensions of level of service will produce risk to the authority. Table 3 below details the main risks and underlines the importance of responding properly to each.

Table 3

Risk Type	Description
Physical	Accidents caused by asset defects
Business	Legal proceedings for failure in duty of care
Financial	Reduction in asset value as a result of deteriorating condition; increase in settled claims and associated legal costs
Corporate Image	Poor condition of footways reflect on the overall image of the Council.
Network	Unnecessary disruption to users as a result of inadequate and unplanned maintenance.

Asset Base and Characteristics

5. A breakdown of the footway asset is shown in Table 4 below. The areas and types of construction are currently estimates, however, these will be refined using FNS data. All asset data will be stored and managed within the Council's WDM UKPMS system.

Table 4

Description	km	Bituminous		Flags		Blocks		Concrete/ Unbound	
		km	m2	km	m2	km	m2	km	m2
Primary Walking Route	7	3	5400*	2.0	3600*	2.0	3600*	0.0	0
Secondary Walking Route	20	18	32400*	1.2	2160*	0.6	1080*	0.3	540*
Link Footways	252	248	446400*	1.2	2160*	1.8	3240*	1.4	2520*
Local Access Footways	546	540	972000*	0.8	1440*	2.0	3600*	3.6	6480*
Remote Metalled Cycletracks	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC

Notes

* The area is based on an assumed footway width of 1.8m. No footway width information is available at the time of publication.

6. Following the full survey in 2012, FNS surveys are carried out on a sample basis on each footway class to facilitate asset management, programming and valuation. The sample coverage is detailed in Table 5 below.

Table 5

Description	Survey %
Primary Walking Route	20
Secondary Walking Route	20
Link Footways	10
Local Access Footways	10
Remote Metalled Cycletracks	TBC

Asset Condition and Assessment

7. To assess the extent to which the desirable levels of service are met requires measurements and for safety and condition, this is achieved through routine walked safety inspections and an annual footway network condition survey. Measures for availability and serviceability will be developed over later editions of the HAMP.
8. The Council's standards for the frequency of footway inspections take into account national guidelines as detailed in the national Code of Practice for Maintenance Management "Well Maintained Highways" (July 2005) as detailed in Table 6 below.

Table 6

Category	Description	Frequency of Inspection
1	Primary walking route	Monthly
2	Secondary walking route	Every 3 months
3	Link footways	Every 6 months
4	All other metalled footways	Every 12 months

Asset Valuation

9. Currently the preset values as provided by HAMFIG have been used to calculate the value of the footway asset. The areas and unit rates will be developed and refined over the course of the HAMP as more detailed data is collected using FNS. Appendix E details the valuation and the initial gross replacement cost has been calculated to be £115 million.

Future Changes in Demand

10. A significant level of new development is planned in the District over the next ten years and this expansion will inevitably increase the length of the current carriageway and footway assets. This increase will, in the long term, present a maintenance expenditure pressure, however, in the short term, the rate of deterioration as a result of this increase in use is likely to be marginal.

Treatment Options and Costs

11. The limited number of types of footway construction, and ways in which they deteriorate, lead to a relatively short list of maintenance treatments. The frequency and use of these treatments are dictated by the category of the footway in question. In most instances category 1 and 2 footways require a higher level of maintenance to maintain the standards set out in the levels of service. Table 7 below summarises the list of maintenance treatments for footways.

Table 7

Treatment	Design Life (Years)	Unit Cost (£/m2)
Reactive Maintenance		
Bituminous (Patching etc)	5 -10	13.00
Blocked	10 *	25.00
Paved	10 *	20.00
Preventative Maintenance		
Bituminous (Slurry sealing)	8	1.40
Blocked	N/A	-
Paved	N/A	-
Renewal		
Bituminous(Resurfacing)	25	23.00
Blocked	30+	20.00
Paved	30+	17.00

* Maintenance requirement in many locations is likely to be negligible, but where the underlying construction is damaged by heavy vehicle overrun, utility works etc., relaying may be required.

Linking Condition with Treatment, Scheme Identification and Prioritisation

12. On completion of the Footway Network Surveys, the data and the defined rules and parameters will be used to form a treatment matrix that will link condition with treatment. With this matrix, it will be possible to identify and prioritise treatments to ensure that the asset is maintained at minimum cost using the appropriate treatment. At present, footway condition is assessed using safety inspection and visual inspection data.

Lifecycle Action Plan

13. Please refer to Section 5 of the Highway Asset Management Plan.

Risks

14. The risks involved in implementing the lifecycle action plan have been assessed against the Council's standard grid of likelihood versus impact and are detailed in Tables 8 and 9 overleaf, with an outline of the mitigation to be planned. The 'red' risks from each lifecycle plan are documented in the Highways and Transport Service Plan.

Table 8

Impact	Extreme Impact Rarely 4	Extreme Impact Moderate 8	Extreme Impact Likely 12	Extreme Impact Almost certain 16
	High Impact Rarely 3	High Impact Moderate 6	High Impact Likely 9	High Impact Almost certain 12
	Medium Impact Rarely 2	Medium Impact Moderate 4	Medium Impact Likely 6	Medium Impact Almost certain 8
	Low Impact Rarely 1	Low Impact Moderate 2	Low Impact Likely 3	Low Impact Almost certain 4
Likelihood				

Table 9

Risk	Level	Mitigation	Responsible
1. Insufficient staff resources.	6	Highlight in Service Plan Present Business Case for additional support	Head of Highways and Transport Service Managers
2 High materials/ labour/ plant/ staff costs	6	Ensure value for money is being achieved through market testing and targeted procurement.	Project Managers, Contractors
3. Reduced capital funding	6	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Service Managers
4. Reduced revenue funding	12	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Service Managers

Appendix C

Structures Lifecycle Plan

Introduction

1. The background to lifecycle plans, and the format of each, is described in Section 5 of the HAMP. This lifecycle plan covers highway structures owned and maintained by the Council.
2. The highway structures covered under this appendix are bridges, culverts, retaining walls, sign gantries and subways.
3. A significant number of bridges on the highway network are the responsibility of other owners, such as the Highways Agency and Network Rail, and so are not included in this plan.

Levels of Service

4. The desirable levels of service for this asset category are set out in Table 1 below and Table 2 overleaf.

Table 1

Attribute	Service Level	Measure
Safety	Provide adequate containment for vehicles, pedestrians and livestock.	Principal (alternates with General Inspections) Inspections – every 6 years. General and superficial inspections – every 2 years. Special/safety – as required.
Availability	Provide adequate load-carrying capacity (which may include weight limits in lieu of strengthening at appropriate locations), width and headroom.	All bridges will be capable of carrying European standard 40/44T vehicles (except where weight limits have been imposed).
Serviceability	Maintain appropriate appearance, including removal of:- • offensive graffiti • debris in watercourse beneath bridges	Complaints. NHT Survey. Council surveys. ELM Reports.
Condition	At a level consistent with achieving minimum whole-life cost, that is SCICRIT for all bridges to be above 75.	Bridge Condition Indices (SCICRIT and SSCICRIT) monitored on an annual basis. (See Table 2)

Table 2 - Condition Related Service Levels

Service Level	Condition Index	Service Level
Target 1	SCICRIT	No bridge spans will have a SCICRIT value below 75
Target 2	SSCICRIT	The bridge stock will have a minimum SSCICRIT value of 86
Target 3	Strength Assessment	All bridges will be capable of carrying European standard 40/44T vehicles (except where weight limits have been imposed)
Target 4	Bridge Inspections	All bridges will be inspected on a 2-year cycle

5. Later sections of this life cycle plan show how different levels of available funding will influence the extent to which the desirable levels of service can be achieved.
6. Failure to respond adequately to any of these four levels of service will produce risk to the authority. Table 3 below, which details the main risks, underlines the importance of responding properly to each:-

Table 3

Risk Type	Description
Physical	Accidents caused by asset defects
Business	Legal proceedings for failure in duty of care
Financial	Reduction in the net book value of the asset and increase in eventual maintenance costs arising from lack of timely repairs
Corporate Image	Poor condition reflects on the overall image of the Council.
Environmental	Increased risk of flooding if watercourses beneath structures are not properly maintained.
Network	Increased disruption to highway users caused by emergency unplanned maintenance arising from suboptimal maintenance

Asset Base and Characteristics

7. The highway bridge stock comprises many different types of structures including masonry arches, concrete, and steel. They carry a wide range of highways from A Roads to Public Footpaths. The council holds information and data about the highway bridges and other highway structures on the WDM computerised structures asset management system. The WDM system is also able to interrogate the data held.

Highway Structures Inventory.

8. The Council's structures inventory is summarised in Table 4 below.

Table 4

Structure Type	Number of Structures
Bridges	224
Footbridges	232
Culverts	99
Subways	11
Retaining Walls	4

Asset Condition and Assessment

9. To assess the extent to which the desirable levels of service are met requires measurements covering the four dimensions of safety, availability, serviceability and condition.
10. Highway structures are subject to periodic inspection to determine their condition and to record any defects present. The regime is shown in Table 5 below.

Table 5

Type	Frequency	Assets Inspected
General Inspections	2 years	All bridges
Principal Inspections	6 years	All bridges except minor footbridges
Diving Inspections	Ad hoc	Bridges which have substructures in deep, often fast-flowing, watercourses
Special Inspections	Ad hoc	All structures as necessary
Superficial Inspections	2 years	Privately owned bridges

- 11 A Structure Condition Index (SCI) is determined for each individual structure, based on its condition at the time of the inspection. The SCI system is a nationally developed method, endorsed by ADEPT, with two SCI values calculated for each bridge:-

SCICRIT	the value when only the critical load-carrying elements are considered
SCIIV	the value when every element of the bridge is considered

12. How the SCI value relates to condition is shown in Table 6 below.

Table 6

SCI Range	Condition
100 – 95	Very Good condition
94 – 85	Good condition
84 – 65	Fair condition
64 – 40	Poor condition
39 – 0	Very Poor condition

13. An average value for the whole bridge stock, known as the Structure Stock Condition Index (SSCICRIT), is also calculated based on the individual SCICRIT values, and is weighted by area.
14. Bridge condition deteriorates at different rates according to the construction type, exposure conditions, traffic flows and maintenance regime adopted. It is a complex interaction of variables which makes forecasting trends very difficult.
15. Condition values monitored over time are shown in Table 7 below.

Table 7

Date	SSCIAV	SSCICRIT	% below SCICRIT 75
2009	93.79	90.75	12.80
2010	93.01	87.92	17.55
2011	92.77	87.79	16.81
2012	92.70	87.80	17.19
2013	92.99	87.87	5.5

16. In addition highway bridges are assessed to establish their ability to carry the loads which are imposed upon them. The assessment provides valuable information for managing the safety and serviceability of highway bridges.
17. In accordance with current guidance bridge assessments will be reviewed at the following intervals:-
- a minimum of 12 years, to coincide with principal inspections;
 - whenever there is a significant change in the bridge condition.

Asset Valuation

18. The background to Asset Valuation is described in Section 4 and Appendix E. The interim value of the highway bridge stock, based on the Gross Replacement Cost (GRC), is estimated to be approximately £ 137,537,159.
19. This valuation has been developed using the CIPFA Structures Asset Management Toolkit. This is a more advanced method of calculation than the unrefined method previously used which accounts for the considerable increase in GRC over previous calculations.

Treatment Options and Costs

20. Treatment options and costs are summaries in Table 8 below.

Table 8

	Maintenance Activity	Treatment Option
Reactive	Emergency and non-programmed essential maintenance.	Ad-hoc emergency repairs. Graffiti removal.
Regular	Routine and cyclic maintenance.	Vegetation removal. Re-pointing of brickwork. Re-painting of metalwork. Drainage cleansing.
	Management of sub-standard structures.	Weight restriction.
Programmed	Preventative maintenance.	Concrete repairs. Re-painting of metalwork.
	Component renewal/upgrading.	Waterproofing. Parapets Joints. Bearings.
	Replacement.	Replacement of Structure Replacement of deck Replacement of brick arches with precast concrete box culverts.

21. Table 9 overleaf shows the expected service life for the different bridge types and treatments with their respective estimated replacement costs.

Table 9

Structure	Work	Interval	Cost (£000s)
Masonry arch (span range 1.5m – 12.0m, average span – 4.6m, average area – 131m ²)			
	Brickwork repairs	10 years	15
	Complete replacement(with modern equivalent)	120 years	249
Concrete bridge (span range 1.5m – 33.5m, average span – 5.0m, average area – 103m ²)			
	Drainage/bearing shelf cleaning	5 years	0.5
	Parapet painting	15 years	7.5
	Deck re-waterproofing	20 years	25
	Expansion joint renewal	20 years	15
	Concrete repairs	30 years	15
	Bearing renewal	30 years	60
	Complete replacement	120 years	196
Steel bridge (span range 3.0m – 39.0m, average span – 8.6m, average area – 265m ²)			
	Drainage/bearing shelf cleaning	5 years	0.5
	Structural metalwork painting	12 years	10
	Parapet painting	15 years	7.5
	Deck re-waterproofing	20 years	30
	Expansion joint renewal	20 years	15
	Bearing renewal	30 years	60
	Complete replacement	120 years	665

22. It should be noted that not all bridges will require each of the treatments shown.

Management Strategy for Minimising Whole-Life Costs

23. When considering whole life costs, account needs to be taken of the direct and indirect costs associated with the asset group, including works, design and supervision, and inspection. With bridges, which have a long life but are very expensive to replace at the end of that life, it is essential to plan preventative maintenance works in a timely manner, since delays will increase the whole life cost of the structure.
24. Currently, our work programme is determined using the data in the bridge management system, and priority is given to the following:
- structures with low SCICRIT values, i.e. those with structural defects which have a direct impact on their load-carrying capacity;
 - structures with safety-related defects;
 - structures with defects which, if not remedied, are likely to lead to more serious problems, for example failed waterproofing systems which will permit water ingress into decks, leading to corrosion of steel reinforcement.

25. The available funding is allocated to each of the above work-types on an annual basis to suit the importance or criticality of the works identified. This strategy is intended to deliver the identified levels of service.
26. Precedence is given to bridges on higher category roads and on roads carrying higher volumes of traffic.
27. Currently, maintenance works are identified in an annual programme, although major schemes are planned up to two years ahead.

Options and Targets within the Management Strategy

28. The analysis which follows looks at levels of maintenance spending against predicted outcomes for structures condition. The impact of spending on condition and service levels will continue to be developed over the course of this HAMP.

Maintenance Budgets

29. The bridge maintenance budget is funded from Capital and Revenue budgets. Table 10 below shows the total level of funding over the last 5 years and how this funding has affected the condition of the bridge stock and service levels respectively.

Table 10 - Funding

Date	Total Funding (Capital and Revenue)	SSCIAV	SSCICRIT	% below SCICRIT 75
2009	£862,790	93.79	90.75	12.80
2010	£938,000	93.01	87.92	17.55
2011	£708,000	92.77	87.79	16.81
2012	£756,737	92.70	87.80	17.19
2013	£740,000	92.99	87.87	5.5

30. From the data collected to date, it has been established that the maintenance funding over the last five years has kept the condition of the bridge stock more or less stable. However, with reference to the set condition based service levels, Service Level 1 has not been met. Further development will take place over the course of this HAMP to refine the budget/ service level relationship to enable us to set appropriate service levels for different budget allocations.
31. The Service Level Targets 2, 3 and 4 are all currently being achieved and there is a reasonable level of confidence that, with the same level of future funding, these service level will continue to be maintained.
32. Based on evidence currently available, minimum whole life cost is obtained if individual bridges have a SCICRIT value of 75 or above, i.e. in the 'fair condition' range. Reduced performance, that is lower SCICRIT values, will therefore lead to increased costs in the longer term. To achieve a level of condition which reflects minimum whole-life cost we need to reach a point where 100% of bridges meet this criteria. To achieve this may require some increased spending, though this can not be confirmed until more data is available to identify the correlation between maintenance spending and bridge condition.

Risks

33. The risks involved in implementing the lifecycle plan have been assessed against a standard grid of likelihood versus impact as shown in Tables 10 and 11 below, with an outline of the mitigation to be planned. The 'red' risks from each lifecycle plan are documented in the Highways and Transport Service Plan.

Table 10

Impact	Extreme Impact Rarely 4	Extreme Impact Moderate 8	Extreme Impact Likely 12	Extreme Impact Almost certain 16
	High Impact Rarely 3	High Impact Moderate 6	High Impact Likely 9	High Impact Almost certain 12
	Medium Impact Rarely 2	Medium Impact Moderate 4	Medium Impact Likely 6	Medium Impact Almost certain 8
	Low Impact Rarely 1	Low Impact Moderate 2	Low Impact Likely 3	Low Impact Almost certain 4
Likelihood				

Table 11

Risk	Level	Mitigation	Responsible
1. Insufficient staff resources.	6	Highlight in Service Plan Present Business Case for additional support	Head of Highways and Transport Highways Manager
2. High materials/ labour/ plant/ staff costs	6	Ensure value for money is being achieved through market testing and targeted procurement.	Project Managers Contractors
3. Reduced capital funding	12	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Highways Manager
4. Reduced revenue funding	12	Prioritise key assets to minimise overall deterioration whilst maintaining safety	Head of Highways and Transport Highways Manager

Appendix D

Street Lighting Lifecycle Plan

Introduction

1. The background to lifecycle plans, and the format of each, are described in Section 5 of the HAMP. This appendix provides the lifecycle plan for street lighting. At this stage of development of the HAMP, feeder pillars, cabling etc have not been included in the life cycle plan.
2. Street lighting is divided into various categories for asset management purposes. The three main components of column, lantern and lamp have different requirements. The main consideration in terms of capital investment is column type. The following asset categories have been adopted:

Table 1

Category	Description
Aluminium (Cast)	Refers to columns with cast aluminium base/root section.
Aluminium (Extruded)	Refers to columns manufactured from a single piece extrusion.
Aluminium (Sheet)	Refers to columns which have been fabricated from sheet aluminium.
Cast Iron	Refers to cast iron columns.
Concrete	Refers to cast concrete columns.
Galvanised steel	Refers to galvanised/galvanised and painted columns.
Painted steel	Steel columns which are painted (may be zinc/aluminium sprayed)
Pole Bracket	Fixed to third party wooden distribution poles
Subway lighting	Fixed within pedestrian subways
Wall Brackets	Fixed to buildings

Levels of Service

3. In accordance with national guidelines, West Berkshire Council carries out a comprehensive programme of visual inspections and electrical testing. In addition to these inspections, the Council formally adopted a system of structural testing on steel columns in 2008.
4. Historically, condition/asset related data was collected and used to calculate national performance indicators, however, this has developed over the last two years and the data is now used to set budgets and priorities in accordance with the principles of asset management. Over the course of this HAMP, the management of the street lighting asset will continue to be developed in line with the recommendations given within the Institution of Lighting Engineers Technical Report 22 – Managing a Vital Asset; Lighting Supports and Well-lit Highways - Code of Practice for Highway Lighting Management 2004.

5. The desirable levels of service for this asset category are set out in Table 2 below.

Table 2

Attribute	Desired Standard	Performance measures
Safety	Road and footways lit to the recommended standards, to reduce accidents, crime and the fear of crime Installations physically and electrically safe.	Structural test results Electrical test results ELM reports* Term Contract performance indicators.
Availability	98% of all lights working 7 day average repair time.	LI98 LI215a
Serviceability	Minimise light pollution. Good visual appearance in high amenity areas.	ELM reports* Customer surveys**
Condition	Consistent with achieving minimum whole-life cost, in terms of preventative maintenance and column replacement.	Condition data.

* ELM – West Berkshire Council's enquiry logging manager.

** National Highway and Transport (IHT) survey 2009, 2010 and Council surveys

6. Failure to respond adequately to any of these four attributes will produce risk to the authority. Table 3 below details the key risks and underlines the importance of responding properly to each risk.

Table 3

Risk type	Description example
Physical	Accidents caused by structural defects or failure to maintain adequate structure. Electrical risk to the public. Injury to an operative working in the highway due to incomplete records, particularly underground cable records.
Business/ Financial risk	Legal proceedings for failing in duty of care. Increase in compensation payouts due to a rising number of accidents and third party claims. Fines imposed on the authority as a result of legal proceedings. Reduction in the value of the asset. Higher un-metered energy charges
Corporate Image	Ineffective or defective lighting reflecting on the overall image of the Council.
Environmental	Higher energy use and light spillage from old equipment.

Asset Base and Characteristics

7. The street lighting asset group comprises street lighting, feeder pillars and cabling that is owned and maintained by West Berkshire Council. A summary of the street lighting asset is summarised in Tables 4, 5, 6 and 7 below.

Table 4 - Column Type

Column Material	Number
Aluminium (Cast)	1693
Aluminium (Extruded)	4464
Aluminium (Sheet)	122
Cast Iron	7
Concrete	722
Galvanised Steel	1461
Painted Steel	4033
Pole Bracket	96
Subway Lighting	171
Wall Brackets	70
Total	12839

Table 5 - Lamps

Lamp Description	Lamp Reference	Wattage	Number
Ceramic metal halide discharge lamp	CDO	50	6
		70	91
		100	37
		150	34
		250	2
Compact Fluorescent	PL	40	84
		55	4
Ceramic metal halide discharge lamp	Cosmopolis	45	26
		60	21
		90	2
		140	39
Fluorescent		40	1
		70	96

continued overleaf

Table 5
Lamps continued

Lamp Description	Lamp Reference	Wattage	Number
Light emitting diode	LED	13	10
		21	554
		28	16
		29	375
		31	7
		37	94
		42	35
		61	18
		65	6
		107	6
		133	27
		143	66
		170	7
		194	21
		226	20
Mercury Vapour	MBFU	80	4
High pressure sodium	SON	50	544
		70	1192
		100	1129
		150	105
		250	428
		400	1
Low pressure sodium	SOX	35	5454
		55	256
		90	392
		135	235
		180	30
Total			12973

Table 6 - Controls

Control Type	Number
Time switch – all night	51
Time switch – part night	12
Photo cell – all night	12580
Photo cell – part night	201
24 hour operation	129
Dimmed equipment	0
Total	12973

Table 7 - Column Age

Column Material	Age (Years)	Number of Columns by Mounting Height						
		< 5m	5m	6m	8m	10m	12m	Total
Aluminium (Cast)	0 – 20		9					9
	21 - 30		825					825
	31 – 40		833	3				836
	Over 40		23					23
	Total		1690	3				1693
Aluminium (Extruded)	0 – 20	2	1533	495	584	649	169	3432
	21 - 30		993					993
	31 – 40		38					38
	Over 40		1					1
	Total	2	2379	432	416	497	102	4464
Aluminium (Sheet)	0 – 20							
	21 - 30					37	35	72
	31 – 40					50		50
	Over 40							
	Total					87	35	122
Cast iron	0 – 20							
	21 - 30							
	31 – 40							
	Over 40	2	5					7
	Total	2	5					7
Concrete	0 – 20							
	21 – 30		20					20
	31 – 40		299					299
	Over 40		403					403
	Total		818					722
Galvanised Steel	0 – 20	21	365	5	145	55	9	600
	21 – 30		205	12	122	57	6	402
	31 – 40		210	20	42	121	31	424
	Over 40		15		8		12	35
	Total	21	795	37	317	233	58	1461

Table 7 - Column Age (continued)

Column Material	Age (Years)	Number of Columns by Mounting Height						
		< 5m	5m	6m	8m	10m	12m	Total
Painted Steel	0 – 20	5	733	177	511	296	41	1763
	21 – 30	2	139	154	313	82	35	725
	31 – 40		169	40	168	147	23	547
	Over 40		731		46	220	1	998
	Total	7	1772	371	1038	745	100	4033
Pole Bracket	0 – 20		8					9
	21 - 30		1					1
	31 – 40		1					1
	Over 40		80	6				86
	Total		90	6				96
Subway lighting	0 – 20	147						147
	21 - 30							
	31 – 40	10						10
	Over 40							
	Total	157						157
Wall Brackets	0 – 20	6	3	7	8	13		21
	21 – 30		2	1	2	1		6
	31 – 40	1	6	2	5			14
	Over 40		8	3	3			14
	Total	8	21	8	18	12		67
	Total	211	7685	924	1957	1727	362	12839

Asset Condition and Assessment

- To deliver the desirable service level as detailed in Table 2 above, the following routine inspections and tests detailed in Table 8 below are carried out. Whilst there are no current measures for serviceability, every opportunity is taken to improve serviceability when new developments and highway improvements are delivered.

Table 8

Inspection/Test	Frequency
Clean, inspect and change lamp	2 & 4 years dependant on lamp type
Structural test	6 years or recommended next test date if sooner.
Electrical test	6 years
Visual condition inspection	Every visit (No greater than 2 years)
Scouting to check light operational	28 day cycle October - March

9. All street lighting columns receive a routine/cyclic visual inspection. A visual assessment of the structural condition of each lighting column is carried out on every visit. Lighting columns thought to be structurally unsound are further assessed and may be subject to an emergency “make safe” or are replaced. The visual inspection process will continue to be developed in accordance with recommendations given within TR22 Managing a Vital Asset: Lighting Supports over the course of this HAMP.
10. Steel street lighting columns over 12 years of age are structurally tested at least every 6 years. Eddy current material thickness testing is used along with ultra sonic testing for the swage joint. Visual inspections of all columns are carried out at least every 2 years, as are brackets mounted on electricity company wooden poles, bridges and other buildings and structures not owned by the Council. Maintenance of the structure itself is the responsibility of others.
11. Electrical testing of each lighting column, feeder pillar and council-owned cable network is carried out every six years in accordance with the IEE regulations. By applying the red/amber/green condition methodology, the test results are prioritised in order of importance and programmed accordingly subject to the nature and severity of the defect and the inherent level of risk
12. It has been established that concrete lighting columns vary in structural condition according to manufacturer and this is taken into account when the routine visual inspections are carried out. Because of the destructive and disruptive nature of the standard load test, visual inspections are the preferred method of identifying column condition using the green/amber/red condition criteria.
13. Aluminium columns also vary in structural condition according to the type of construction, for example, columns with a cast aluminium base suffer from corrosion of the underground base section and cracking of the casting. Columns of a fabricated sheet construction suffer from corrosion of the underground base section and columns of an extruded construction have to date shown no significant structural defects. With this knowledge, visual inspections are the preferred method of identifying column condition using the green/amber/red condition criteria.

Management of the Asset

14. In adopting the principles of asset management, the Council is able to assess and monitor the condition and the rate of degradation and to apply colour based condition indicators to highlight the level of risk. Using a simple Red, Amber and Green traffic light system it is possible to identify priorities and deliver timely and cost effective treatments. It can also be used to allocate budgets.

This procedure is summarised in tables 11 and 12 overleaf.

Table 11 - Prioritisation of Steel Lighting Columns

Colour Code	Loss of Thickness	Visual inspection	Outcome
Red	> 50 %	Defects found that are a danger and/or affect structural integrity.	Immediate replacement of column.
High Amber	11 – 50 %	Defects found that affect structural integrity.	Next test/inspection set for 3 years.
Low Amber	0 – 10%	Aesthetic defects which do not affect structural integrity.	Next test/inspection set for 6 years.
Green	0 – 10 %	No Defects	Next test/inspection set for 6 years.

* As per Electrical Testing Ltd 'Dipstick' (eddy current) test results.

Table 12 - Prioritisation of all other types of Lighting Column

Colour Code	Column Condition	Visual inspection (Score in area A, B or C of column*)	Visual inspection	Outcome
Red	Bad	4	Defects found that are a danger and/or affect structural integrity.	Immediate replacement of column.
High Amber	Poor	3	Defects found that show signs of deterioration.	Next visual inspection set for 2 years or next visit (whichever is sooner).
Low Amber	Fair	2	Aesthetic defects which do not affect structural integrity.	Next visual inspection set for 2 years or next visit (whichever is sooner).
Green	Good	1	No Defects	Next visual inspection set for 2 years or next visit (whichever is sooner).

* As per ILP TR22 Appendix B where Area A relates to column base, Area B relates to column shaft and area C relates to Column Bracket.

15. Initial consideration is normally given to the high ambers in order to prevent these assets from deteriorating further and becoming red. However, because of the high safety risk associated with column failure, it is the Council's current policy to tackle the reds before the high ambers and budgets are set accordingly.
16. At the start of each financial year, all steel columns which will reach their recommended next structural test date are programmed for retesting. From the available asset data, it has been established that steel columns have the highest percentage failure rate where the primary cause of failure is through a loss of wall thickness to the root section up to ground level as a result of corrosion.

Strategy for Minimising Whole Life Cost

17. An asset's whole life cost includes the direct costs of works, design, supervision, testing and inspections. The main factors which affect the whole life cost of an individual installation are:
 - Specification and quality of materials and equipment.
 - Degree and type of damage and degradation.
 - Age of components.
 - Speed and quality of response to damage and degradation.
 - Timing of intervention and quality of medium and long term treatments.
18. Based on these factors, the Council has adopted the following strategy in order to maintain the value of the asset over its lifecycle at minimum cost:
 - To deliver a high standard of initial installation.
 - To specify high quality materials and equipment.
 - To carry out routine electrical and structural testing.
 - To inspect lighting systems on a regular basis such that defects are identified within a reasonable period.
 - To 'scout' for out of service lighting.
 - To undertake reactive maintenance works expeditiously to prevent short term deterioration and keep in a safe condition.
 - To maintain an up-to-date inventory of lighting stock to facilitate asset management and enable competitive purchase of energy.
 - To bulk-change lamps to maintain light output at satisfactory levels.
 - To replace end of service life columns.

The above strategy is based on good practice and will continue to be developed over the course of this HAMP in accordance with national guidelines. .

19. To reduce the Council's carbon footprint and reduce energy and maintenance costs over the life cycle of the asset, consideration is also given to the replacement of aged and inefficient lanterns, lamps and control gear. Inefficient lanterns are being replaced with energy efficient LED lanterns on existing columns where the residual service life of the column allows. LED luminaires provide improved quality 'white' light which supports serviceability, and have an expected useful life of 25 years and so reducing our overall maintenance liability.
20. From time to time, additional budget is made available for the conversion to LED lanterns for energy saving reasons. This is considered to be outside the scope of this HAMP, however it does have a positive impact on the condition of the asset.

Budgets

21. The street lighting service is delivered using capital and revenue funding where capital is used to replace lanterns with low maintenance energy efficient LED types in an effort to reduce the Council's energy spend, carbon footprint and revenue maintenance costs and deliver street lighting improvements. In terms of revenue budget, approximately 50% of the budget is spent on routine maintenance functions (fault repairs/lamp changes/ inspections/ knock down columns etc) and the remaining 50% targeting those columns identified by routine inspections and structural testing as in need of replacement.

Table 13 – Treatment options/costs

Asset Type	Material	Treatment Type	Service Life Years	Height m	Unit Cost £
Columns	Steel**	Painting	7	All	50
		Replacement	40	5.0	750*
				6.0	800*
				8.0	1050*
				10.0	1350*
				12.0	1450*
	Concrete**	Replacement	40	5.0	750*
	Aluminium**	Replacement	40 +	5.0	750*
				6.0	800*
				8.0	1050*
				10.0	1350*
				12.0	1450*
Lamps****	SOX	Replacement	4		18.99
	SON	Replacement	4		6.83
	CDO	Replacement	3		27.60
	COSMO	Replacement	3		22.62
	Fluorescent	Replacement	2		1.55
Lanterns***	LED	Replacement	25		400.00
	SOX	Replacement	25		250.00
	SON	Replacement	25		250.00
	CDO	Replacement	25		250.00
	COSMO	Replacement	25		250.00
Electrical components	Under the present contract, electrical components are replaced as part of an annual maintenance lump sum. In addition, the lanterns include for all the main components apart from the isolator and photocell. Compared to the key assets, their replacement cost is small and therefore have been included within the replacement cost of a column.				

* Excluding DNO service transfer cost

** Concrete and Steel columns are replaced with extruded aluminium where design parameters allow.

*** Lanterns are replaced with LED equivalents where designs parameter allow. Where it is not possible to fit an LED equivalent, the lantern will be replaced on a like for like basis. All replacement lanterns include lamps.

**** To cover the various wattages, an average cost of a lamp has been calculated for valuation/assessment purposes.

Maintenance Options

22. TR22 recommends that columns that have been identified as 'Threat 3' (Priority score of > 15, refer to table 16), should be programmed for replacement condition, however, local knowledge has shown that column age and type are not the only factors which dictate the life cycle of a column. In order to validate the TR22 deterioration predictions and target replacement with greater accuracy, structural testing is carried on all steel columns over 12 years old. In addition, full visual inspections in compliance with TR22 are carried out to all columns at least every two years.
23. The limited number of types of lighting installation and ways in which they deteriorate, lead to a relatively short list of maintenance treatments. The key assets are summarised in Table 13 overleaf. Short-term treatments are dictated by safety and serviceability requirements. Decisions on when to intervene with medium and long-term treatments are determined in accordance with the asset management strategy.

Column Painting

24. In 2002, the Council introduced a standard where extruded aluminium columns would be used for new installations and to replace existing columns. The benefits of using aluminium columns are:
 - To reduce routine maintenance costs
 - To reduce the whole life cost of the asset
 - To improve passive safety
25. Over time, aluminium columns will replace the current stock of steel columns, however, in managing the current stocks, unless painting is required for aesthetic reasons, the Council has adopted a non painting policy for the following reason. Whilst painting will arrest external corrosion, most corrosion occurs at or below ground level or internally and therefore painting of the exterior will not guarantee an extension to the service life of a column.

Lamp Replacement

26. Most non LED lamp types have an expected service life between 2 and 4 years. In order to meet the set service levels, it is deemed more economical to replace lamps at the recommended intervals in order to minimise expensive reactive replacements, for example, control gear and lamp failure.

Performance

27. Whilst there are no current national indicators for street lighting, the following national indicators have been retained as local indicators for reporting performance and for setting service levels:
 - BVPI 215a: Average number of days to repair a street light under the control of the Local Authority.
 - BVPI 98: The percentage of street lights not working as planned under the control of the Local Authority.

A summary of results for the period 2009 to 2013 is shown in Table 9 below.

Table 9

	2009/10	2010/11	2011/12	2012/13	2013/14
LI 215a (formally BV 215a)	3.75	6.22	6.09	4.67	3.05
LI 98 (formally BV 98)	1.04	1.17	1.09	0.94	0.65

Risks

28. The risks involved in implementing the lifecycle action plan have been assessed against the Council's standard grid of likelihood versus impact and are detailed in Tables 14 and 15 below, with an outline of the mitigation to be planned. The 'red' risks from each lifecycle plan are documented in the Highways and Transport Service Plan.

Table 14

Impact	Extreme Impact Rarely 4	Extreme Impact Moderate 8	Extreme Impact Likely 12	Extreme Impact Almost certain 16
	High Impact Rarely 3	High Impact Moderate 6	High Impact Likely 9	High Impact Almost certain 12
	Medium Impact Rarely 2	Medium Impact Moderate 4	Medium Impact Likely 6	Medium Impact Almost certain 8
	Low Impact Rarely 1	Low Impact Moderate 2	Low Impact Likely 3	Low Impact Almost certain 4
Likelihood				

Table 15

Risk	Level	Mitigation	Responsible
1. Insufficient staff resources.	6	Highlight in Service Plan Present Business Case for additional support	Head of Service Service Managers
2. High Materials/ labour/ plant/ staff costs	6	Ensure value for money is being achieved through market testing and targeted procurement	Project Managers Contractors
3. Reduced capital funding	12	Prioritise key assets to maximise energy savings.	Head of Highways and Transport Highways Manager
4. Reduced revenue funding	12	Prioritise key assets through inspection and testing to minimise overall deterioration whilst maintaining safety Use of energy efficient components.	Head of Highways and Transport Highways Manager

Appendix E

SCRIM (Measurement of Skidding Resistance of the Road Surface)

Introduction

1. West Berkshire Council has a “Skid Resistance Related Accident Reduction Policy” to manage and maintain an appropriate level of skidding resistance on running surfaces, with the overall aim of reducing the frequency of skid related accidents in wet conditions on its classified road network (referred to as the ‘critical network’).
2. Whilst a high skid resistance will not prevent the emergency braking situation from arising or improve driver judgment, it can often alleviate the effects of driver error and reduce the risk of an accident occurring or at least reduce the severity of a collision. This will not only reduce the amount of suffering but also save considerable costs to the community. The implementation of a robust Skid Resistance policy will also provide a defence against litigation.
3. The intention of the policy is to provide procedures and guidance to assist the Engineer in measuring skid resistance and offer a methodology in assessing the need for and the prioritising of remedial works in order to maintain an appropriate level of skidding resistance on the highway network.
4. The term “skid resistance” refers to the frictional properties of the road surface, measured using an approved testing device, under controlled conditions. Measurements obtained from skid resistance testing of a road surface are analysed in conjunction with individual site characteristics and accident statistics to assess the need for maintenance.
5. The Highways Agency has produced a standard for skid resistance referred to as HD28/04. This standard describes how the provision of appropriate levels of skid resistance for trunk roads will be managed. There is also an interim advice note IAN98/07 which was issued in 2007 and overrules some of the statements in HD28/04. The HD28/04 standard has been revised and will be reissued in due course as HD28/09.
6. The Skid Resistance Policy for the West Berkshire Council is based on the Highways Agency Standard HD28/04 and also takes into account the information from the soon to be issued HD28/09. However, it should be noted that the Highways Agency standard is specifically for the management of skid resistance for Motorways and Trunk Roads within the UK. Therefore, the policy also considers advice from the following key documents, for managing skid resistance on the local road network:
 - County Surveyors Society (CSS) Guidance Note on Skidding Resistance
 - Horses and Highway Surfacing ENG 03/05
 - Code of Practice for Highway Maintenance Management
 - Interim Advice Note IAN 49/03
 - Skid resistance studies on Local Roads in the UK carried out by WDM®

Routine Testing (SCRIM)

7. Within West Berkshire, the SCRIM (Sideway-force Coefficient Routine Investigation Machine) is used for measuring skid resistance by measuring the force between a rubber tyre against a wetted road surface. The resulting value, referred to as the Sideway-force Coefficient, relates to the coefficient of friction and provides an indication of the polished state of a road surface.

8. The skid resistance policy only applies to the roads that are surveyed and this set of roads is referred to as the critical network. As a consequence, there is no formal skid resistance policy for the unclassified roads, however, there is a requirement for surfacing aggregates to meet minimum specified levels for Polished Stone Values to help maintain the skid resistance of the surface on the unclassified road network. The traffic levels on the unclassified roads are relatively low and so are the number of wet skidding accidents, therefore, this approach is considered an acceptable risk to achieve a cost effective output.
9. The Investigatory Level (IL) is a skid resistance warning level. If the skid resistance is found to be below the IL then an investigation is required to establish if treatment should be undertaken. The IL's have been specifically established for West Berkshire Council by using previous studies and comparing the accident rates to the skid resistance at various site categories across the critical network. It has been found that different sites present different risks and as a consequence, the IL varies depending on the site in an attempt to present an equal risk across the critical network. A summary of the IL bands is shown in Table 1 overleaf.
10. With reference to Table 1, the initial IL's are shown with an 'I' in the cell. The initial values will be applied to each site category but these initial values will be reviewed as each site is investigated.

Site Categories and Investigatory Levels

Site Category and Definition		Investigatory Level at 50 km/h							
		0.30	0.35	0.40	0.45	0.50	0.55	0,60	0.65
A	Motorway Class		I						
B	Dual Carriageway non-event		I						
C	Single Carriageway non-event			I					
Q1	Approaches to and across minor and major junctions				I				
Q2	Approaches to roundabouts					I			
K	Crossings and other high risk situations						I		
R	Roundabout				I				
G1	Gradient 5-10% longer that 50m				I				
G2	Gradient >=10% longer than 50m					I			
S1	Bend radius <=500m – dual carriageway				I				
S2<100	Bend radius <=100m – single carriageway					I			
S2>100	Bend radius > 100m and <=250m – single carriageway				I				
S2>250	Bend radius >250m and <500m – single carriageway				I				

Site-Investigation and Treatment

11. Once the SCRIM and accident data are processed, the information can be filtered and collated into lists that identify sites that are below the required SCRIM IL and or have disproportionately high accident rates. These sites will then be assessed and prioritised for investigation by a designated Site Investigator. In carrying out the investigation, the Site Investigator will carry out a risk assessment and make a recommendation based on the four options below for each site.
 - The site requires a change in the investigatory level
 - The site requires treatment to improve the skid resistance
 - The site requires a treatment other than for the skid resistance
 - The site does not require treatment.
12. The recommendation to treat sites for skid resistance will initially be made by the Site Investigator and then confirmed by the Highways Manager. The Highways Manager or his delegated representative will decide which sites are to be treated to improve the skid resistance and the time frame. If it is agreed that certain sites require treatment other than for the skid resistance, these sites will be considered as safety sites and passed over to the Traffic Services team within Highways and Transport.
13. If treatment for skid resistance is required and the work cannot be started within a reasonable period of time, slippery road signs may be erected if highlighted as a risk, for example if the site is significantly below the required skid resistance (typically -0.1 below Investigatory Level or less) and there is a history of wet injury accidents in the past 3 years. This policy provides a targeted use of signs and is designed to avoid a proliferation of signs that would undermine their effectiveness and would not make the best use of resources. If a site that has been signed but has not been treated due to timescale/budget constraints and wet injury accidents have decreased to zero within a 3 year period, signs will be removed. Once a site has been treated and on re-surveying, is found to be above the required IL, any slippery road signs will be removed as soon as is reasonably practicable.

Appendix F

Initial Asset Valuation for West Berkshire

1. Introduction

- 1.1 In 2010, CIPFA published the Code of Practice on Transport and Infrastructure Assets. This code provides guidance on the development and use of financial information to support asset management, financial management and reporting of local transport infrastructure assets.
- 1.2 The Code has been developed in collaboration with the Highways Asset Management Information Group (HAMFIG), whose work is supported by a number of government funded research projects.
- 1.3 This appendix describes the analysis carried out to produce the first valuation for our highways assets in accordance with the CIPFA guidance. The most detailed work has been carried out on carriageways and street lighting but simplified estimates have been made for footways, structures, traffic management and street furniture as detailed in the Gross Replacement Cost return on page F-4. The second version of the HAMP will include a more detailed analysis for these assets.

2. Carriageways, Footways and Cycletracks

- 2.1 The road lengths and categories are taken from R199B, an annual return of network length. The categories are A, B, C and unclassified roads, split between urban and rural, where rural is defined as roads with a speed limit of over 40 mph.
- 2.2 For each road class, the average carriageway width has been calculated using measurements from Ordnance Survey MasterMap data and the Council's United Kingdom Pavement Management System (UKPMS) as supplied by WDM Ltd.
- 2.3 The UKPMS specification provides a national standard for management systems for the assessment of local road network condition and for the planning of investment and maintenance on paved areas of roads, kerbs, footways and cycletracks on local roads within the UK.
- 2.4 The estimated Gross Replacement Cost (GRC) has been calculated using the Carriageway and Footway Gross Replacement Cost Calculator as published by CIPFA. This calculator uses default unit construction rates for all classes of road as developed by the Highways Asset Management Financial Information Group (HAMFIG).
- 2.5 Adopting the Code of Practice - Well Maintained Highways classifications and the urban/rural split in accordance with the CIPFA recommendations, the annual depreciation has been calculated for each asset group using UKPMS and combined to produce a gross depreciation value for the network.

Depreciation and Net Value of Carriageways

- 2.6 For all classes of road, the condition of the road network is determined using SCANNER surveys and the results are reported annually through national indicators. The condition indicators refer to the percentage of the road category that is exhibiting sufficient defects to merit repair. This is sometimes referred to as the "red" portion. The next level down is referred to as the "amber" portion, which suggests that it is acceptable at present, but will require attention in the future.

- 2.7 Depreciation parameters, including default renewal unit rates, total useful life and deterioration models for each road class are used to establish the Depreciated Replacement Cost (DRC). The calculation is carried out using the United Kingdom Pavement Management System (UKPMS) in accordance with the guidance given in the Code of Practice on Transport/ and Infrastructure Assets 2010 and UKPMS Technical Note TN46 Part 1 June 2010.
- 2.8 The net value of the carriageway asset can then be determined by deducting from the Gross Replacement Cost (GRC) the DRC, where the GRC is the total cost of renewing the asset.
- 2.9 A summary report detailing the current GRC and DRC is included within this appendix

Depreciation and Net Value of Footways

- 2.10 In 2008/9, BV187 was formally removed by the Government as a national indicator. This indicator was calculated in UKPMS using condition data collected from annual detailed visual inspection (DVI) surveys on the Category 1 and 2 footway networks.
- 2.11 Following this change and with the knowledge that the routine safety inspection process would continue to identify any defects on the footway network in its entirety, the asset inventory and machine based condition surveys on the carriageway became the main focus point.
- 2.12 Using the estimated areas of each footway category, it has been possible to calculate the GRC for the footway network. However, in order to calculate the DRC, a detailed survey of the footway network is required in order to determine the necessary asset data. To achieve this, the Council has embarked on a full Footway Network Survey (FNS) and the depreciation modelling will be developed over the life of the HAMP using the collected condition data.
- 2.13 A summary report detailing the current GRC and DRC is included within this appendix

3. Bridges

- 3.1 Although it was not a requirement to produce a valuation for bridges in 2010/11, the Council has estimated the GRC and DRC using the Roads Liaison Group's Guidance Document for Highway Infrastructure Asset Valuation 2005 Edition. The methodology has been subsequently updated following the publication of CIPFA guidance in 2012.
- 3.2 This Asset Valuation includes all the following Asset Groups.
- bridges
 - culverts
 - subways
 - footbridges
- 3.3 In West Berkshire, footbridges on surfaced and un-surfaced public rights of way are maintained as part of the highway infrastructure asset and so have been included in this valuation.
- 3.4 A summary report detailing the current GRC and DRC is included within this appendix.

4. Street Lights

- 4.1 This asset valuation includes all the following asset groups.
- columns
 - bollards
 - illuminated signs
- 4.2 A summary report detailing the current GRC and DRC is included at the back of this appendix.

5. Other Highway Assets including Land

- 5.1 In accordance with the CIPFA Code of Practice, the recommendation is for authorities to use rates broadly comparable to the two types of measures used in the Code until national rates have been published. Rural land will, therefore, be valued using the rates for mixed agricultural use and urban land at residential land values, which are at the upper end of the developed land values. These two measures are used because they are believed to provide good representative values for urban and rural land as a whole.
- 5.2 The urban/rural split has been determined using the standard local road urban/rural classification which is based on speed limits. This provides a good indicator of the nature of the adjacent land and it is one that can be applied readily and consistently.

If you require this information in an alternative format or translation,
please contact Melvyn May on Telephone 01635 519208.

West Berkshire Council
Highways and Transport Service
Market Street
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Berkshire
RG14 5LD

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WBC/H&T/MM/1114

Title of Report:	Revenue Budget 2015/16
Report to be considered by:	Council
Date of Meeting:	3 rd March 2015
Forward Plan Ref:	C2835

Purpose of Report:

To consider and recommend to Council the 2015/16 revenue budget.

Recommended Action:

The Council is recommended to resolve as follows:

(1) That it be noted that the following amounts for the year 2015/2016 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (by the Localism Act 2011):-

(a) 62,083.05 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011), as its council tax base for the year.

(b) Part of the Council's area as per Appendix K being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which a parish precept relates.

(2) Calculate that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is £78,438,210.

(3) That the following amounts be now calculated by the Council for the year 2015/2016 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011:-

(a) £302,933,770 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act taking into account all precepts issued to it by parish councils.

(b) £220,913,960 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.

(c) £82,019,810 being the amount by which the aggregate at 3(a) above, exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R).

(d) £1321.13 being the amount at 3(c) above (Item R), all divided by 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the 'basic amount of its Council Tax for the year (including Parish precepts).

(e) £3,581,600.40 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act (as per Appendix K).

(f) £1263.44 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special items relates.

(5) That it be noted that for the year 2015/2016 Police and Crime Commissioner for Thames Valley & The Royal Berkshire Fire and Rescue Service have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Councils area as indicated in Appendix K.

(6) That the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables in Appendix K as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

Reason for decision to be taken:

Formulation of the 2015/16 Budget is a requirement to meet the Council's Statutory duties.

Other options considered:

None

Key background documentation:

Medium Term Financial Strategy 2015-18
Capital Strategy and Programme 2015-20
Council Strategy 2015-19

The proposals will also help achieve the following Council Strategy principle:

☒ **CSP6 - Living within our means**

Portfolio Member Details

Name & Telephone No.:	Councillor Alan Law - Tel (01491) 873614
E-mail Address:	alaw@westberks.gov.uk
Date Portfolio Member agreed report:	3 rd February 2015

Contact Officer Details

Name:	Andy Walker
Job Title:	Head of Finance
Tel. No.:	01635 519433
E-mail Address:	awalker@westberks.gov.uk

Implications

Policy:	The formulation of the Budget is in accordance with the policies within the Financial framework
Financial:	These are contained in further detail within the report. The key implication is a Council Tax freeze assumption. The savings programme for 2015/16 totals £5.91m with additional cost pressures and investment of £2.78m.
Personnel:	Any staffing implications arising as a result of this budget will be subject to the Council's HR policies and procedures.
Legal/Procurement:	Requirement to produce a Revenue Budget under the various Local Government Finance Acts. Key savings proposals included in this report are determined by effective procurement decisions. The savings proposals will be monitored throughout the financial year by Corporate and Management Board.
Property:	None
Risk Management:	A number of budget risks have been identified as part of the budget proposals, and these will be kept under constant review. As part of the 2015/16 financial monitoring, savings proposals will be kept under monthly review to ensure they are delivered. Appendices D and E set out how the impact of increased volatility in Local Government finance will be managed.

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?	☐	☒
• Is it a major policy, significantly affecting how functions are delivered?	☐	☒
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☐	☒
• Does the policy relate to an area with known inequalities?	☐	☒
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	☐	
Not relevant to equality	☒	

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

Executive Summary

1. Introduction

1.1 This report:

- (1) Advises Members of the Council's Formula Grant settlement for 2015/16 received in December 2014
- (2) Outlines the revenue budget for 2015/16, including details regarding additional cost pressures and savings

1.2 This paper should be read in conjunction with the Council's Medium Term Financial Strategy 2015-2018 (MTFS) also on this agenda.

2. Proposals

- 2.1 To set a Council Tax requirement of £78.44m for 2015/16 with a Council Tax freeze for West Berkshire Council, and to approve the revenue budget and appendices.
- 2.2 To set a 2015/16 net revenue budget of £122.86m. This includes unavoidable investment of £2.78m in Council priorities and a savings programme of £5.91m.

3. Equalities Impact Assessment Outcomes

- 3.1 Assessments have been done by the relevant services putting forward their savings items.

4. Conclusion

- 4.1 The Council, like all public bodies, has, and will continue to see, a significant decrease to its funding streams as result of Central Government reducing expenditure.
- 4.2 There is greater volatility within the financing of the Council due to Central Government reforms. This combined with the point above, has lead to a continued high level of savings required.
- 4.3 Within the context above, the Council continues to develop and transform its services in line with the Council Strategy and outcomes that this Strategy seeks to deliver.

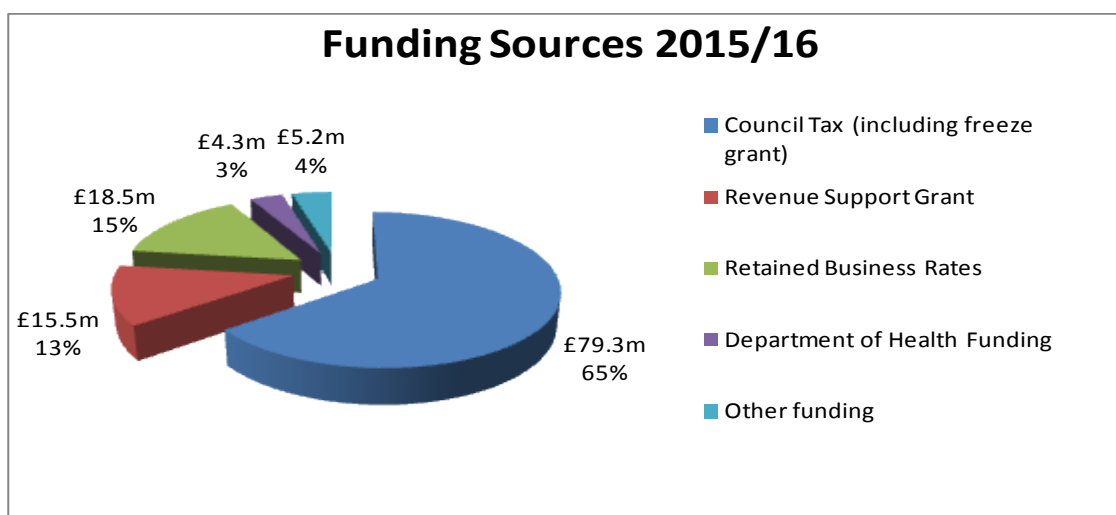
Executive Report

1. Introduction

- 1.1 The purpose of this paper is to propose the Council's revenue budget for 2015/16, to outline the context within which it is set, and to set a Council Tax requirement for 2015/16.
- 1.2 This report highlights that for West Berkshire residents there will be Council Tax freeze in 2015/16.
- 1.3 The Government's 2010 Comprehensive Spending Review (CSR) allocated a tough settlement for local government with large reductions in grant funding. In the period since then, we have put in place a programme to remain within our budget which has delivered savings of around £31m. This programme of controlled expenditure will continue for the period of the Medium Term Financial Strategy, 2015 to 2018.

2. Sources of Funding

The pie chart below shows the funding sources for West Berkshire Council in 2015/16.



COUNCIL TAX

- 2.1 West Berkshire Council's main source of funding is from Council Tax, which is collected from local residents based on the value of the property in which they live. The recommendation included within this report is a Council Tax freeze for 2015/16.
- 2.2 The Government has announced funding for a Council Tax freeze, which is equivalent to the income we would have received from a 1% rise. For West Berkshire Council this amounts to £860k in 2015/16. The Government has confirmed that the freeze grant will become part of our baseline funding.

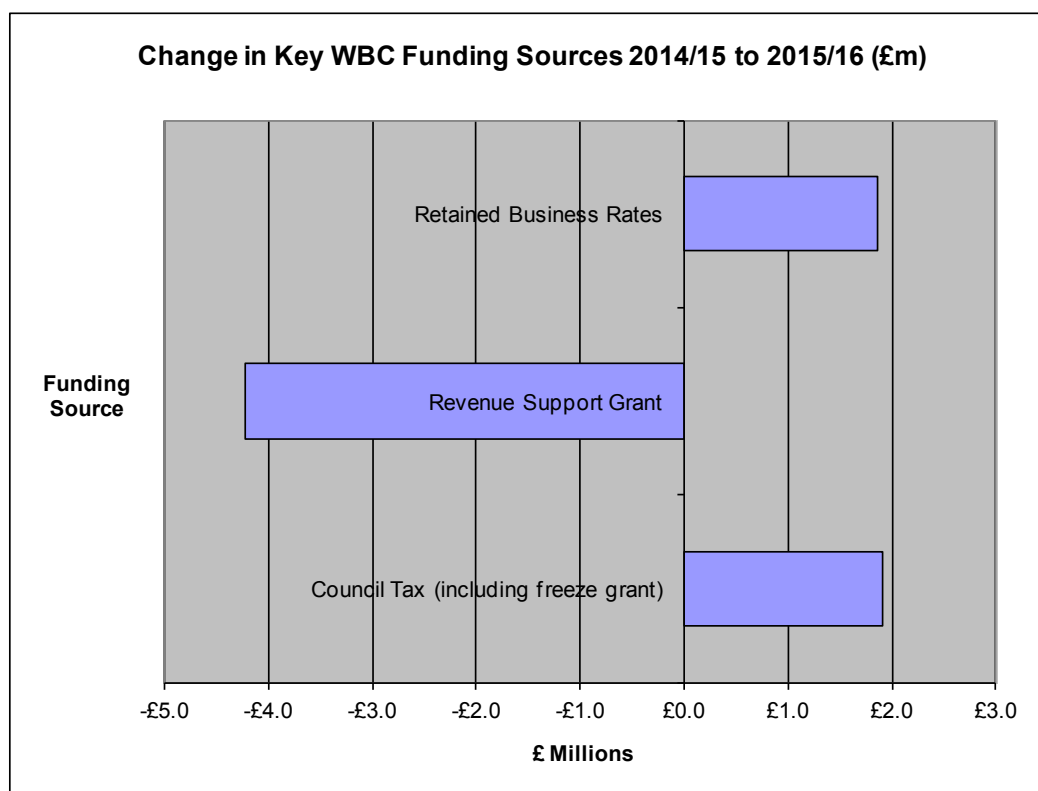
REVENUE SUPPORT GRANT (RSG)

- 2.3 Councils receive general grant from Government to support the services provided. There are no restrictions on how this is used, within a council's legal powers. West Berkshire Council will receive Revenue Support Grant of £15.47m in 2015/16. This

represents a cut in funding of over 20% amounting to slightly over £4m from 2014/15.

RETAINED BUSINESS RATES

- 2.4 From 2013/14, councils keep a proportion of the income they receive from business rates raised in their area. Of the £82m collected locally the vast majority is paid over to central government leaving the Council with £18.5m.
- 2.5 The bar chart below shows the change to the three main funding sources compared to last year.



OTHER FUNDING

- 2.6 West Berkshire Council receives a number of specific grants to support its priorities.

EDUCATION SERVICES GRANT

- 2.7 This is allocated on a per-pupil basis to local authorities according to the number of pupils for whom they are responsible. For 2015/16 this amounts to £2.03m for West Berkshire Council, a reduction of £480k from 2014/15. This funding reduction is in line with Government anticipated efficiencies generated within local authorities through the conversion of Schools to Academies.

DEPARTMENT OF HEALTH FUNDING

- 2.8 The Department of Health provides funding, via the Better Care Fund to be spent locally on health and care with the aim of achieving closer integration and improve outcomes for patients and service users and carers. In 2015/16 the fund will be allocated to local areas where it will be put into pooled budgets under Section 75 joint governance arrangements between CCGs and Councils. A condition of

accessing the money is that the CCGs and Councils must jointly agree plans for how the money will be spent, and these plans must meet certain requirements. In addition to this the Department of Health is providing grants to meet some of the new burdens arising from the Care Act.

NEW HOMES BONUS

- 2.9 This is paid to councils to encourage them to build new homes. This gives councils a grant equivalent to their increase in Council Tax income for a period of six years for each new home. There is additional money if any of these new homes are affordable housing. West Berkshire Council will receive £3.06m from this grant in 2015/16.

3. Planned Expenditure and Savings

BASE BUDGET GROWTH

- 3.1 This is the budget increase required for the Council to perform exactly the same functions year on year. As part of the budget setting process, the Council builds for salary increases (1% assumption) based on the established number of posts. Expenditure on the Better Care Fund now also forms part of our base budget.

BASE BUDGET GROWTH - CARE ACT ELIGIBILITY

- 3.2 The first phase of the Care Act 2014 comes into force in April 2015 and introduces the most significant changes to social care legislation for 60 years. The two changes expected to have the most significant financial impact for the council are the introduction of a new national eligibility criteria and the entitlement for Carers. Extensive modelling of the likely impact puts the cost of the new Care Act duties at £5.2m in 2015/16. Despite the government stating they would meet the costs of the Care Act in full, the total additional funding being received is only £2.2m leaving the council to cover a funding gap of £3m.

CONTRACT INFLATION

- 3.3 Budgets are inflated where a contract is in place and is subject to annual inflationary increases of up to 1.5%. This amounts to £641k in 2015/16. Super inflation is added to budgets where the contract inflation is over 1.5% and amounts to £164k in 2015/16. The main amount of super inflation the Council faces is from the waste PFI contract. This contract increase is based on the RPIx measure in January of each year. Full details are given in Appendix A.

UNAVOIDABLE SERVICE PRESSURES

- 3.4 These are new pressures that require additional budget in 2015/16 which amount to £1.98m. Full details are given in Appendix B.

SAVINGS

- 3.5 Given the scale of the savings requirement for both 2014/15 and 2015/16, we recognised that a number of the proposals being put forward within the revenue budget would be considered 'front line' services that people use and notice. As such, in November 2013 we published a list of those proposed savings relating to both the 2014/15 and the 2015/16 financial years which would likely have a direct

impact on users, and sought to elicit from those directly affected and interested what the impact of the proposed saving might be.

- 3.6 The purpose of this exercise was for residents, users or partners to put forward – and for us to ensure we more fully understood – the impact of the savings proposal on those who use them and should they be agreed, to explore ways in which the impact may be mitigated against.
- 3.7 All proposals were posted on our website, and those affected were contacted directly informing them of the proposals and how to respond. The proposals were emailed to around 900 members of the community panel as well information posted on our Facebook and Twitter accounts.
- 3.8 A separate consultation exercise was undertaken on savings proposals impacting on Integrated Youth Support Services, which closed on 9th January 2015. The overview and recommendations from this consultation exercise can be found in Appendix C 1b.
- 3.9 The full list of savings proposals for 2015/16 are detailed in Appendix C. The savings total £5.91m for 2015/16.

FUNDING STATEMENT

2015/16 Funding Statement	£m	£m
Income		
Council Tax income		78.44
Council Tax Freeze Grant		0.86
Revenue Support Grant		15.47
Other Non-Ringfenced Grants		0.21
Retained Business Rates		18.52
Education Services Grant (ESG)		2.03
Department of Health Funding		4.34
New Homes Bonus		3.06
Council Tax Collection Fund deficit		-0.07
Funds available		122.86
Expenditure		
Opening Directorate Budget	113.13	
Base budget growth	1.14	
Base budget growth - Care Act Eligibility	5.15	
Contract inflation	0.81	
Unavoidable service pressures	1.98	
Savings requirement	-5.91	
Directorate budget requirement		116.30
Levies & capital financing costs		8.64
Net Budget Requirement for Management Accounting		124.93
Use of Reserves		-2.18
CTSS support for Parishes		0.11
Budget requirement		122.86

4. Levies and Capital Financing Costs

- 4.1 This budget includes approximately £9 million for principal and interest payments on the long term loans which the Council has taken out to fund its capital programme. This cost is offset by interest earned on the Council's investments estimated at about £0.38 million. The remaining budget also includes levies set by the Environment Agency and the Thames Valley Magistrates Courts Service.

5. Reserves

- 5.1 As part of the financial planning process, the Council will consider the establishment and maintenance of reserves. Reserves are categorised into General Reserves: General Fund and Medium Term Financial Volatility Reserve (MTFVR), Earmarked Reserves, Capital Reserves and Unusable Reserves.
- 5.2 The purpose of the General Fund is to act as a fund to be used in emergencies and to protect council taxpayers from any steep rises in future Council Tax if the Council overspends against its budget.
- 5.3 The Council's s151 officer (the Head of Finance) recommends that General Reserves are a minimum of 5% of the Council's net budget, which in 2015/16 would be £6.2m. The Council General Fund is expected to stand at £6.5m on 1.4.2015.
- 5.4 The General Fund exists to cover a number of risks. These are detailed as per the s151 officer's statement in Appendix E; there are a number of items that have inherent but not specific risks.
- 5.5 If the risks occur, then this would reduce the general reserves, assuming that every other Council budget breaks even. If the Council over spends in 2014/15 then it will need to establish a mechanism for replenishing reserves in future years.
- 5.6 The Council in 2012/13 created a risk fund called the Medium Term Financial Volatility Reserve (MTFVR). This reserve exists for a number of risks, primarily resulting from changes to local government finances and the volatility that these present.
- 5.7 Further detail on reserves is given in Appendix D

6. Special Expenses

- 6.1 There are four special expenses areas within the District and the special expenses to be levied are detailed below:

Hungerford Footway Lighting	£3,450
Kintbury – St Mary's Church yard	£6,280
Shaw – St Mary's Church yard	£1,050
Theale – Holy Trinity Church yard	£1,400
Total	£12,180

- 6.2 The special expenses to be levied for these areas are detailed in Appendices G.

7. Recommendations

- 7.1 To approve the budget report for 2015/16 and the budget proposals contained with the report and appendices.

Appendices

Appendix A - Contract inflation
Appendix B - Unavoidable service pressures
Appendix C - Savings proposals 2015/16
Appendix D - Reserves statements
Appendix E - Adequacy of reserves and robustness of budget estimates
Appendix F - Fees and charges
Appendix G - Special Expenses
Appendix H - Council Tax Collection Fund
Appendix I - Unison comments - ***To be tabled***
Appendix J – Minutes of the Business Panel information meeting held on 9th February 2015
Appendix K - Council Tax Resolution

Consultees

Local Stakeholders: Consulted local business leaders on 9th February 2015 and notes from meeting can be found in Appendix J.

Officers Consulted: Directorate SMTs and Heads of Service

Trade Union: See Appendix I

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2015/16 Contract inflation			Total inflation
Directorate	Service	Description	£000
Resources		Base Budget Contract Inflation at 1.5%	12
		Total	12
Environment		Base Budget Contract Inflation at 1.5%	386
Environment	Culture & Environmental Protection	Waste	89
Environment	Planning and Countryside	Various contracts	8
Environment	Culture & Environmental Protection	Leisure Contract	6
		Total	489
Communities		Base Budget Contract Inflation at 1.5%	243
Communities	Adult Social Care	Birchwood Rent	9
Communities	Adult Social Care	Birchwood Care	5
Communities	Education	Teachers Early Retirement (PRC)	1
Communities	Children's Services	Fostering Allowances	30
Communities	Children's Services	Kinship Allowances	4
Communities	Children's Services	Adoption Allowances	4
Communities	Children's Services	Special Guardianship	3
Communities	Children's Services	Residence Orders	5
		Total	304
Total Contract Inflation			805

Appendix B

2015/16 Unavoidable Service Pressures			Total Pressures
Directorate	Service	Description	£000
Resources	Customer Services	Cut in Housing Benefit saving due to new regulations	90
Resources	Legal	Coroner's Court increase in Joint Arrangement Costs	33
Resources	ICT	Increase in postal charges	10
Resources	ICT	Income target from Information officer post with Bracknell no longer achievable	25
Total			158
Environment	Planning and Countryside	Planning officer and Planning reg assistant as planning apps increase (net of income)	24
Environment	Highways & Transport	Transport Depot security	36
Environment	Highways	Income from street works not achievable	30
Environment	Culture and Environmental Protection	Taxbase adjustment (Waste)	31
Total			121
Communities	Adult Social Care	LD Transitions - new cohorts of Children transitioning into Adult Social Care annually.	400
Communities	Education	Additional funds to support the implementation of the School Improvement Strategy 2015-17	100
Communities	Education	Aids & Adaptations	14
Communities	Children's Services	Social Worker Recruitment & Retention Programme	514
Communities	Children's Services	Children's Placements - demographics, increasing trend of children entering the care system and becoming looked after (LAC).	668
Total			1696
Total Unavoidable Pressures			1975

Communities Savings Proposals 2015/16

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015/16 £000
1	Comm	ASC	A range of efficiency savings from staff reorganisation and non-pay budgets	None that will impact on the service users	200
2	Comm	ASC	Transformation: Client numbers are increasing and therefore commissioning budgets are coming under significant pressure. Our current approach to delivering services is unsustainable. Work is underway to transform the approach we take in supporting residents by moving away from D3m the current paternalistic approach to one more focussed on helping people to help themselves. This is in line with the 'Plan A' principles and very much follows the principles of the new Care Act.	With effective engagement we expect service users to be comfortable with this new approach as we will be working with them rather than doing to them.	300
3	Comm	ASC	This will be delivered through income generated by greater take up of telecare, extended hours/night wardens will be utilised to provide an urgent night time response.	This item is about changing the way we meet the client's needs rather than the removal of any services.	100
4	Comm	ASC	The initial intention was to achieve this saving by outsourcing some or all of the reablement service. However evidence gathered clearly showed that the existing provider market is not able to deliver anywhere near the level of benefits currently achieved. As a result this 'saving' will now come from the Better Care Fund as part of the national condition of protecting ASC services.	This item will have no impact on service users, it simply changes how the service will be funded.	400
5	Comm	ASC	Continuing Health Care (CHC). Securing NHS funding for service users whose needs are identified as continuing healthcare, rather than social care.	The only impact on the service user if CHC is secured is they will not longer be required to make a financial contribution as a health funded care package is free to the user.	285
6	Comm	CCHS	Charge for supporting people services in line with Adult Social Care Fair Contributions Policy. Means-tested charging arrangements will be implemented for non statutory long-term supporting people services provided to ASC client groups, aimed at maintaining independent living.	Means-tested charging arrangements will be implemented for non statutory long-term supporting people services provided to ASC client groups, aimed at maintaining independent living.	200
7	Comm	CCHS	Focus purely on delivering short term preventative services. The savings would be achieved by reducing spend on long term services for older people, people with a learning disability and mental health. Taking this approach would also allow an opportunity to re-model to include provision that targets older people. The impact of change for vulnerable groups is minimised as the Council will continue to offer a range of flexible preventative services that focus on those don't fit our social care criteria.	An overall reduction in spend will be achieved incrementally over a two year period starting in 15/16 by not re-commissioning services as people leave and decommissioning/remodelling services to deliver short term support only. Taking this approach will achieve a more balanced level of provision across all client groups and rationalise the spend underpinning statutory adult social care services.	195
8	Comm	Chi	Children's Services efficiency review. A staffing, commissioning and efficiency programme	Reduction in training and development budgets. This runs contrary to our plans to invest in our workforce to improve the quality of social work with children and their families.	30

Communities Savings Proposals 2015/16

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015/16 £000
9	Comm	Chi	Reduction in placement spend on Looked After Children	We are developing a strategy to reduce both the number and cost of LAC placements the upskilling of foster carers project that the number of children becoming Looked After will reduce, generating savings on currently high cost placements. This is a high risk strategy and in order to achieve the anticipated savings we will need to stabilise and slightly reduce the number of children in care. It is important to note these savings are proposed against the backdrop of increasing numbers of children entering the care system over the past three years.	110
10	Comm	Chi	Support for families with Disabled Children	Short breaks funding is statutory, but the amount is unstipulated. The purpose of this provision is to enable families to continue to care for their children at home, in the community and within the family, by providing adequate respite. This is not an area that we would chose to target for savings but the reality is that we are running out of options if we are to fully protect the most high risk and high profile areas of the service. This would require public consultation and there will be vociferous opposition. Short breaks are provided to between 4-600 children with disabilities. They provide respite to both parents and children. Removing these services will impact directly upon these families and may increase the likelihood of family breakdown in some cases. Placements for children with disabilities typically cost between £100-250K.	70
11	Comm	Chi	A series of one off changes in provision for vulnerable young people - reduced commissioning budget, reduction in duplication between external NEET prevention services and in-house provision, revision of the model of service provision to adolescents.	There are two key areas relating to this proposal: the first is to integrate services supporting vulnerable young people; the second is to work more closely with schools and a range of other services in the provision of targeted careers information, advice, support and guidance provision. Reducing the service in this way will only leave capacity to deal with the highest need young people. It will focus exclusively on children at the bottom of the edge of care, at risk of exploitation or those who go missing.	106
11a	Comm	Chi	ADDITIONAL SAVINGS. A series of one off changes in provision for vulnerable young people - reduced commissioning budget, reduction in duplication between external NEET prevention services and in-house provision, revision of the model of service provision to adolescents.	Additional savings are required to be brought forward from the Youth Service and were included within a second consultation exercise. The implications effectively magnify those stated against the original saving of £106k, which reduces the service capacity further focusing exclusively on children at the bottom of the edge of care, at risk of exploitation or missing. Summary of consultation responses and recommendations for this additional saving can be found in Appendix C1b.	297
12	Comm	Chi	Connexions Intensive	Connexions Intensive is one of a number of teams working with adolescents who are vulnerable for a range of reasons, and in this case are those young people who are likely to have poor educational and employment outcomes post-16. There is a rationalisation of this work under way as part of the adolescent review, so although the current budget is £300k, it is likely to have a reduced funding base by 2016/17. However, further rationalisation could be made at that point.	22
13	Comm	Chi	Income Generation / Shared Service - ADOPTION	Establishing a shared service across the Berkshire Unitaries.	30
14	Comm	Chi	Child Care Lawyers	An expected reduction in the requirement to pay for child care lawyers as a result of the streamlining of court processes in public law child care proceedings.	30
15	Comm	Ed	Home to School Transport Combination of ongoing contract efficiencies, travel training, bus passes replacing taxis, extended use of parental mileage allowances, improved cycle and walking route, and piloting of personal transport budgets.	Contract renegotiations and changes to policy and practice. Giving parents/carers more control. This will involve piloting new approaches.	200
16	Comm	Ed	Rationalisation of building	Movement of staff teams, leading to reduced 'occupation' costs. Including encouraging more community use which is self funded.	30

Communities Savings Proposals 2015/16

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015/16 £000
17	Comm	Ed	Property Services. Staffing restructure and reduction in maintenance expenditure.	Reduced staffing will impact on capacity and response times. Reduced maintenance of the Council's estate.	100
18	Comm	Ed	SEN therapies & Area Health Authority.	Further reductions in budget will reduce level of service and increase waiting times.	50
19	Comm	Ed	Place planning transport and finance	Reduce team capacity. This is currently a high pressure area.	35
20	Comm	Ed	Increased trading with schools generating more income through greater buy-back of existing traded services.	Further develop systems to streamlining trading activity, including use of SLA Online.	50
21	Comm	Ed	Children's Centres & Early Years Services - reorganisation to reduce staffing, merge functions and introduce charges/income targets.	Redundancies, mergers and charging	215
22	Comm	Ed	Educational Psychology Service - Income Generation. As well as income generation it will be necessary to reduce non-statutory (preventative) work.	Support to schools working with children with special educational needs, including, but not limited to statutory functions associated with statementing process. This is a popular and well-regarded service, currently expanding its trading aspects. Care needs to be taken not to reduce the income generation capacity.	20
23	Comm	Ed	A series of one off changes in provision for vulnerable young people - reduced commissioning budget, reduction in duplication between external NEET prevention services and in-house provision, revision of the model of service provision to adolescents.	Reduction in the Connexions contract (previously included within the NEET savings within Children's Services).	25
24	Comm	ASC	Efficiency savings across commissioning budgets	The intention will be to find this sum through identifying and pursuing further CHC cases. Very recently released national data show that you are 18 times less likely to receive CHC funding if you live in the South East rather than in the North of England. This would suggest that whilst we have made good progress there is more than can be achieved. The CHC specialist engaged via an agency will be retained for a further year.	468
25	Comm	Ed	Education Welfare Officers - increased income	This additional income is a combination of non school attendance fines and the potential for further trading with academies.	46
26	Comm	CCHS	Supporting People Expenditure	These savings come from services that underpin the delivery of ASC statutory services. Reduction in spend on these lower level support services may create pressure on ASC budgets.	250
27	Comm	Chi	Reduction in service agency budgets as a result of savings generated through the Social Worker Recruitment & Retention investment	The Social Worker Recruitment & Retention investment is aimed to drive down the current dependency on agency spend. Whilst this was close to £1m in 13/14 it is important to remember that the total agency budget for the service is only £125k	63
28	Comm	Chi	A series of one off changes in provision for vulnerable young people - reduced commissioning budget, reduction in duplication between external NEET prevention services and in-house provision, revision of the model of service provision to adolescents.	There are two key areas relating to this proposal: the first is to integrate services supporting vulnerable young people; the second is to work more closely with schools and a range of other services in the provision of targeted careers information, advice, support and guidance provision. Reducing the service in this way will only leave capacity to deal with the highest need young people. It will focus exclusively on children at the bottom of the edge of care, at risk of exploitation or those who go missing.	73

Communities Savings Proposals 2015/16

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015/16 £000
29	Comm	Chi	Reduction in placement spend on Looked After Children	It is anticipated post investment into the Social Worker Recruitment & Retention Scheme plus the upskilling of foster carers project that the number of children becoming Looked After will reduce, generating savings on currently high cost placements. This is a high risk strategy and in order to achieve the anticipated savings we will need to stabilise and slightly reduce the number of children in care. It is important to note these savings are proposed against the backdrop of increasing numbers of children entering the care system over the past three years.	60
30	Comm	Chi	Connexions	Connexions Intensive is one of a number of teams working with adolescents who are vulnerable for a range of reasons, and in this case are those young people who are likely to have poor educational and employment outcomes post-16. There is a rationalisation of this work under way as part of the adolescent review, so although the current budget is £300k, it is likely to have a reduced funding base by 2016/17. However, further rationalisation could be made at that point.	52
31	Comm	Chi	Youth Offending Team	These are the budgets of the Youth Offending Team, excluding the core funding provided by the Youth Justice Board. This would be a cut in funding leading to a reduction in the size of the team and therefore a reduction in the amount and quality of work that could be carried out with young people offending or at risk of offending. This could lead to an increase in the number of young people receiving a custodial sentence, with potential associated non-avoidable costs to us if that occurred.	24
32	Comm	Ed	Property	Staffing restructure and reduction in maintenance expenditure.	6
33	Comm	Ed	Place planning transport and finance	Reduce team capacity. This is currently a high pressure area.	5
34	Comm	Ed	CAMHS	Mental Health contract savings. Targeted support for children and young people with mental health issues.	20
Total Savings					4,167

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015-16
ESG 1	Comm	Ed	ESG Saving - Therapies and Other Health Related Services	This includes various paramedical therapies - speech/language, physio, OT, provided to children with SEN, the majority of whom have statements. The cut will lead to reduced support hours, unless these can be made up by Health, potentially leading to provision falling short of statutory requirements and being open to challenge	50
ESG 2	Comm	Ed	ESG Saving - Educational Welfare Service staffing reduction and increased trading.	This is a front line service delivering a range of LA statutory functions in relation to school attendance, safeguarding and child performance/employment. It is pupil, parent and school facing, also supporting the Troubled Families and School Improvement agendas. It also deals with elective home education, managing pupil exclusions and youth justice. Cutting will mean less support for more vulnerable pupils and their families, with a negative impact on schools and standards	50
ESG 3	Comm	Ed	ESG Savings - Educational Psychologists	Support to schools working with children with special educational needs, including, but not limited to statutory functions associated with statementing process. This is a popular and well-regarded service, currently expanding its trading aspects. Care needs to be taken not to reduce the income generation capacity.	50
ESG 4	Comm	Ed	ESG Savings - Early Years & Quality Team	Support for Early Years providers to maintain a high quality of service provision. Direction of travel from central government is for a greater market in the provision of these services to PVI sector, enabling providers to buy in their own preferred support, and leaving quality regulation to Ofsted.	184

Communities Savings Proposals 2015/16

Item	Directorate	Service	Saving Description	Saving Implications	Saving 2015/16 £000
ESG 5	Comm	Ed	Reduction in the LIFT Project (Independent Transport Training for SEN Children).	Replacement for Pre-School Teacher Counselling saving. Reduction is the number of pupils receiving independent travel training.	20
ESG 6	Comm	Ed	ESG Savings - CAMHS	Cease to commission CAMHS and expect health budget to pick this up. There is good evidence that young people's emotional wellbeing impacts on their ability to engage with education. Relying solely on health partners to perceive this need and to fund it may lead to a reduction in effective support to highly vulnerable young people.	20
ESG 7	Comm	Ed	ESG Savings - Children's Centres - streamlining and integration with other services	Children's centres continue to deliver statutory universal provision, although how they are provided is not defined. They work in an increasingly targeted way with families who are vulnerable and at risk, and are inspected by Ofsted and expected to demonstrate their positive impact.	50
				ESG Savings	424

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Savings Proposal 2015/16: overview and recommendations - Reshaping the Integrated Youth Support Service (Saving Line reference 11a, Appendix C 1a)

Overview of responses and recommendations: Reshaping the Integrated Youth Support Service			Mark Evans, Head of Children's Services
Proposal:	The council is proposing saving £297,000 from the budget from Integrated Youth Support Services. The overall impact of these proposals will mean that the council will do less direct work with a range of young people. Instead the retained services will be focused on those young people in the most need.	Proposed reduction in funding:	£297,000
Nos of responses:	69 responses were received;, one from a councillor and 18 from organisations. 11 affected groups, involving 61 young people, were attended to ascertain their views. 7 meetings took place with organisations or individuals. Two petitions were received. One with 97 signatures and 36 comments and the other petition with 137 signatures both calling on the council to stop the cuts.		
Key issues raised:	Young people who used the services were unanimous that services should be retained unchanged. They clearly expressed that the services they accessed were valued, appreciated and in many cases had made very significant impact on their lives. Organisations and parents also reported the significant impact the services made. The verbatim comments from young people present a powerful narrative of the impact these services have made. In addition the two petitions also called on the Local Authority to stop cutting the services. There was a strongly expressed view, that if preventative services were cut, there may be a short term financial benefit, however the long term impact on young peoples lives and the consequential costs to the authority, and state more widely, would far outweigh the savings realised in the short term. There was a concern that a gap may develop for young people who have problems and difficulties but whose problems are not considered significant enough to meet the threshold for a service. Thereby inadvertently increasing the likelihood of further negative life experiences to attain a service. Concern was expressed that the intrinsic nature, ethos and value of youth work may be lost in the reductions in capacity. In addition the council would lose its ability to respond to developing issues and concerns with a smaller pool of appropriately trained staff.		
Equality issues:	It is noted that by its nature, this proposal would affect young people who may be considered more vulnerable. There are a number of groups of young people who would be adversely affected by the reductions in service; some of these can be mitigated against. An Equality Impact assessment has been conducted in relation to the proposal.		

Savings Proposal 2015/16: overview and recommendations - Reshaping the Integrated Youth Support Service (Saving Line reference 11a, Appendix C 1a)

Suggestions for mitigating the impact on service users:	Suggestion	Council response
	A number suggested that the council find other means of generating income or increasing council tax	The council has already absorbed a lot of the savings by cutting back on administration, changed the way a number of services are provided. Although we will continue to do this, given the scale of savings required moving forward, reduced spending on services people use and will notice can no longer be avoided.
	Create buy back opportunities for schools to purchase services directly	Buy back arrangements are being created to allow schools to buy a bespoke service to meet the needs of those Schools or Pupil Referral Units (PRUs).
	More collaboration and coordination with both statutory and voluntary organisations	IYSS is keen to continue to work closely with colleagues in statutory services and others in the best interest of young people.
Alternative options for applying the saving in this area:	Suggestion	Council response
	Reduce the capacity of some of the areas being retained to enable the groups that are being cut to be sustained but with a reduced capacity.	This calculation has already been made, by reducing the number of staff available to facilitate the groups there is not the ability to reduce further without compromising what is delivered.
	Put the services under threat out to tender to see if private, voluntary or community sector is able to deliver the services in a more cost effective way.	The remaining focus of the work of IYSS is on the most complex and vulnerable young people, this requires a well trained and professional workforce, therefore the remaining resources allocated to IYSS are likely to be used to employ those staff to deliver services. At present there is no scope for grant making provision within the budget.
	Retain the Job Club for NEET young people for a further year	Three different organisations have expressed an interest in facilitating such a service therefore discussions will take place to explore this opportunity
	Proposal that the LAC residentials are replaced with day trips for LAC young people	The social work teams who are responsible for the young people and commission the LAC residentials consider a residential rather than day trips is the most effective means of delivering the desired outcomes for LAC young people.
	Proposal that the older group for children with	The younger SEND group is jointly run with a local special school, they have taken the

Savings Proposal 2015/16: overview and recommendations - Reshaping the Integrated Youth Support Service (Saving Line reference 11a, Appendix C 1a)

	Special Educational Needs is retained, whilst the special schools in the area are approached to take on the school age SEND group	decision to discontinue their involvement with the group and focus their resources in a different manner. In regards to the older SEND group, there is already provision for adults with special educational needs. Discussions are taking place regarding provision of services for young adults who have learning difficulties through the Adult Social Care Voluntary Sector Prospectus
	Youth Workers could be placed in schools, Family Resource Service or Social work teams, with the costs being born by those teams.	The budget from the whole of Children's Services is constrained therefore the costs cannot be borne by another team within Children's Services.
	Is there an opportunity for the local authority to provide the facilities/buildings for others to undertake the activities?	There are discussions taking place with community and voluntary sector groups regarding the use of both of the Youth Centres with a view to dramatically increasing the opportunities for use of those buildings.
Suggestions for how others may help contribute:	Young people who used the services repeatedly indicated that they were willing to assist in keeping the provision open, as did other individuals. A number of organisations expressed a willingness to be involved in different aspects of service provision including ; School Nurses regarding Sexual Health Zones, Home Start West Berkshire in regards to Teenage Parents group, Newbury YMCA in relation to the Job Club, WBTC regarding the Job Club, Berkshire Youth more generally, Thatcham Youth in relation to Moorside Centre, Greenham Youth and Community Project in relation to general youth provision and detached provision in Newbury and Cultural Services regarding one off projects.	
Officer conclusion as a result of the responses:	The response to the consultation includes a strong set of points about the potential impacts of cuts to prevention services for young people. These comments are valid and we recognise that the impact of cutting these services has the potential to have negative outcomes for some children and young people. There are a number of suggestions put forward for specific solutions and ways forward to address services that may close, which involve the community, voluntary and private sector partners. Discussions are already taking place with some of those groups and may continue to mitigate the impact of the savings required. There are suggestions regarding alternative funding or different budgets that could be used. These options have been explored, there is some scope for buy back arrangements and for alternative commissioning, however the budget reductions are required.	

Savings Proposal 2015/16: overview and recommendations - Reshaping the Integrated Youth Support Service (Saving Line reference 11a, Appendix C 1a)

	There are a number of specific suggestions about the configuration of services going forward for example collaboration with statutory services or voluntary sector, a drop in service, streamlining of services etc. These suggestions will be taken forward as part of the detailed planning of the work of IYSS. The suggestion that consideration be given to developing new models of provision working with the private, voluntary and community sector will be pursued. The proposal that the funding relating to the older group for children with Special Educational Needs is retained cannot be supported , as the special schools which support this activity have taken the decision to discontinue the group and focus their resources in a different manner. The proposal that Schools, and Pupil Referral Units pay for the Connexions Intensive Services they receive by using the pupil premium is progressing. There are discussions taking place with community and voluntary sector groups regarding the use of both of the Youth Centres with a view to increasing the activities and opportunities for use of those buildings increasing the opportunities for use of those buildings. The consultation has elicited many offers of help and support ranging from individuals and groups of young people to organisations including Home Start West Berkshire, Berkshire Youth, Thatcham Youth, School Nurses, WBTC, Newbury YMCA and others. These offers of help and support will be followed up..
Officer recommendation as a result of responses:	The feedback has highlighted opportunities and a willingness for new partnerships to be established as a means delivering services in the future. However, the consultation has not provided any compelling evidence of why the proposals should not be taken forward.

Environment Savings Proposals 2015/16

Line Ref	Directorate	Service	Saving Description	Saving Implications	Saving 2015-16 £000
1	Env	CEP	Waste Operations efficiency savings in consultancy, agency spend and promotional materials	Reduced consultant spend could put pressure on internal legal team. Reduced ability to develop Waste Contract. Reduced promotion of services could see a reduction in recycling (but low risk)	20
2	Env	CEP	Cinema - contribution ends 31 Dec 2014 - part year saving	None	75
3	Env	CEP	Cease funding the Duke of Edinburgh award scheme.	Working towards a zero cost and/or alternative provider. There are no redundancy implications whilst the service can be delivered at nil cost to the Council, this may need to be reviewed if this position is not achieved	72
4	Env	CEP	Corn Exchange - reduce funding contribution.	Savings agreed for a 5 year period.	34
5	Env	CEP	Reduce contribution to the Watermill	No significant impact.	10
6	Env	CEP	Heritage and Leisure restructure	None	39
7	Env	CEP	Leisure Contract	Approved by the Exec in September 2014. No service impact	135
8	Env	HT	Reduction in bus subsidies	Where possible savings will be achieved through efficiencies and changes to reimbursement of concessionary fares. There may still be some services that will be reduced or cut.	85
9	Env	HT	Reduced maintenance of signs and road markings	Some signs in low priority locations will remain dirty and/or damaged, only essential roadmarkings will be refurbished.	30
10	Env	HT	Withdrawal from Safer Roads West Berkshire	No support from the partnership for campaigns, co-ordination of safety camera maintenance or area profiling i.e. statistical analysis. Camera housings may remain unrepaired.	40
11	Env	HT	End funding of road safety constable	No more targeted enforcement (speeding, seat belts, mobile phone use etc) in West Berkshire.	16
12	Env	HT	Street Lighting - replace lamps with energy efficient lamps, stop evening inspections in summer, bulk buying of lanterns.	None	30
13	Env	HT	Transfer Highways salaries to Capital for increased Capital programme	None but dependant on continuing level of Capital programme	50
14	Env	PAC	Countryside Partnership	None. Efficiency saving following BBOWt Partnership agreement.	45
15	Env	PAC	Public Conveniences - Seek a contribution from parish councils or close all public conveniences except the Wharf and Pembroke Rd in Newbury	Hungerford and Kintbury public toilets to be funded by the Town and Parish Council. Aldermaston toilet has closed and Pangbourne toilets will either transfer to the Parish Council or close	50
16	Env	PAC	Kennet and Avon Canal Trust reduction in contribution	None. New extended agreement with reduced annual contributions.	14
17	Env	PAC	Grounds maintenance - reduced specification and contract efficiency, including a reduction from 3 grass cuts to 2 grass cuts per year of road verges in rural areas.	Slower response times to service requests and complaints, reduced strimming and 'blowing' after grass cutting and reduced small area cutting eg around the base of signage. Visibility splays will be prioritised on classified roads but there still could be road traffic accidents in rural area.	45
					790

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Resources Savings Proposals 2015/16

Line Ref	Directorate	Service	Saving Description	Saving Implications	Saving 2015-16 £000
1	Res	Customer	A range of small efficiency savings across the Customer Services budget.	None - Changes in the way Council Tax Accounts are printed will deliver most of these savings.	15
2	Res	Customer	Management review	Savings will be delivered through natural retirements and restructuring.	43
3	Res	Customer	Additional income from the Registrar's Service	None, whilst this income stream continues to increase.	32
4	Res	Finance	Business rates discretionary relief - change of method of accounting per new Gov't regulations relating to rates retention	None	57
5	Res	Finance	Efficiencies	None	28
6	Res	Finance	Insurance - transfer and recoup admin salaries from schools business services	None	40
7	Res	Finance	Delete internal audit post	Audit plan coverage will reduce and will be informed by risk assessment undertaken by the service in consultation with internal client services.	35
8	Res	HR	Delete post in Recruitment and Information team	None	23
9	Res	HR	Reduction in post hours plus deletion of post	The strategic management of the training function will need to be shared with the Head of HR as this post moves to 0.5 FTE	56
10	Res	HR	Delete fixed term HR Ops post	This will lead to less flexibility in responding to urgent casework	25
11	Res	HR	Additional income from Corporate training	None	5
12	Res	ICT	Efficiencies	None	9
13	Res	ICT	Postal service - reduction in outgoing mail	Not wholly within the control of the Postal Team but 're-education' of post users is reducing postal demand and cost and this should continue.	5
14	Res	ICT	Reduced WAN costs following re-tendering of the contract	May require us to sign up for longer term deals typically 3 years. We may also need to review and 'downgrade' some circuits - this may meet with opposition from the affected Service Areas.	10
15	Res	ICT	Renegotiated contracts, greater use of Vodafone 'Private Wire' for mobile calls.	No impact on frontline delivery unless there is a need to reduce SLAs as part of cost saving renegotiation	2
16	Res	ICT	Purchasing photocopiers instead of leasing	None	10
17	Res	Legal	A range of small efficiency savings from within the Legal Service	No impact on service provision as the savings are small sums in support budgets	3
18	Res	SSU	Additional income from AWE net of expenditure planned on events/training	Dependant on AWE continuing to require service and being prepared to "pay" in this way. They had suggested in kind support in the past.	5
19	Res	SSU	A range of efficiency savings across the Strategic Support Service including Members expenses budgets	None	22
20	Res	SSU	Members' NI plus expenses	None	11
21	Res	SSU	Additional Income from Land Charges	Whilst the housing market has picked up this additional income cannot be guaranteed and the service is not in control of this income stream.	60
22	Res	SSU	Funding from Education to fully fund Schools Appeals Officer	Income from Education for provision of service	9
23	Res	SSU	Contribution from the Fire Service to cover democratic work	Saving generated associated with the partnership working with RBFPS	10
24	Res	CEX	A range of small efficiency savings from within the Chief Executive's budget	None	13
					528

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Appendix D

Reserves Statements

As at the 31.3.2014 the Council's General Reserve (i.e. reserves that can be used against any activity) stood as follows:

Table 1 - General Reserves Summary at 31.3.2014

Item	£m
General Fund	6.48
Medium Term Financial Volatility Reserve (MTFVR)	1.97
Total	8.45

There have been a variety of adjustments and these are highlighted below:

Table 2 - Movements to General Reserves

Item	£m
Total General Reserves at 31.3.2014	8.45
Utilisation of reserves for the 2014/15 budget as agreed at Council March 2014	-0.44
As at 1.4.2014	8.01
Quarter Three forecast over spend	-0.35
Estimate at 31.3.2015	7.67
Use of General Fund and MTFVR in 2015/16	-1.15
Anticipated General Reserves at 31.3.2016	6.52

**Table 3 - General Reserves Summary as at 31.3.2016 -
prediction February 2015**

Item	£m
General Fund	6.03
Medium Term Financial Volatility Reserve (MTFVR)	0.48
Total	6.52

Purpose of General Reserves

The purpose of General Reserves are to act as a fund to be used in emergencies due to an outturn over spend and to protect council taxpayers from any steep rises in future Council Tax if the Council over spends against its budget.

The Council s151 officer (the Head of Finance) recommends that the General Reserve totals, as a minimum, 5% of the Council's net revenue expenditure. As at the 1.4.2015, this would be a minimum reserve of £6.2m.

Within the expected General Reserves of £6.5m as at 31st March 2015, assuming an overspend of £346k as per Quarter Three Financial Performance Report, the Council has a number of risks as follows:

- Economy measures and service reductions always contain some degree of uncertainty as to whether their full effects will be achieved.
- The impact of significant increases in demand to Council budget areas, specifically in Adult Social Care and Children's Social care; it should be noted that during 2012/13 Adult Social created their own risk fund for known items on the risk register that is maintained; these do not address significant spikes in demand
- The delivery of all savings targets
- Unforeseen events such as the flooding during January 2014
- Risks in relation to litigation.
- Risk of changes from specific grants to the non ring fenced government grants.
- Risks of grants being introduced or removed mid year, requiring authority contributions.
- The need to retain a general contingency to provide for unforeseen circumstances.
- The need to retain reserves for general day to day cash flow needs and avoid unnecessary temporary borrowing
- Risk of reduced income due to deferred income and social care clients' property decreasing in value

If the risks above occur, then this will deplete the general reserves further.

Other reserves

The Council has a variety of other reserves which are earmarked for specific purposes. The significant items are highlighted below

Adult Social Care Risk Fund

Anticipated to be close to £600k by the end of the 2014/15 financial year. This reserve was created from one-off savings in Adult Social Care to meet known risks within the service. A separate risk register is held for the service. As with all reserves, these are one-off solutions and any on-going pressures will need to be adjusted via the CEL process.

Restructuring Provision

The Council expects to use some of this provision in the specific earmarked reserves to fund the cost of the savings proposals for the 2015/16 budget proposals, which are anticipated to be £320k.

It is anticipated that this reserve will mitigate, as much as possible, the impact of any savings related costs to the Council over the short term and so protect the Council's levels of general reserves to at least the minimum amount recommended by the s151 officer.

Any balance in this reserve at the end of the financial year will be rolled forward to fund any future restructuring costs to the Council.

Waste Management Reserve

A fund set up to help to meet the revenue and capital costs associated with the Council's PFI arrangement for the provision of waste collection and disposal services.

Long term commitments

Funding specifically set aside for capital financing purposes; either funding for future capital schemes or financing costs for future principal payments on maturity loans. These vary according to the progress of capital schemes and the utilisation of s106 monies.

A full list of the Council's reserves are disclosed in the Council's financial statements (2013-14)¹ available on our website:

[West Berkshire Council - Statement of Accounts](#)

¹ Please note that these reserves are before any changes from the 2014-15 financial year

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Adequacy of Reserves and Robustness of Budget Estimates – s151 Officer Statement

1. Section 25 of the Local Government Act 2003 requires the Section 151 Officer (Head of Finance) to formally report to Council as part of the tax setting report his view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the Council Tax at its meeting on 3rd March 2015.

2 Adequacy of Reserves

- 2.1 This statement focuses upon the unallocated general reserve and excludes schools' budgets and schools' unspent balances, which will be reviewed by the schools funding forum when Governing Bodies have submitted their budgets. The minimum prudent level of reserves that the Council should maintain is a matter of judgement and cannot be judged merely against the current risks facing the Council as these can and will change over time.
- 2.2 The consequences of not keeping a prudent minimum level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.
- 2.3 CIPFA (Chartered Institute of Public Finance and Accountancy) have issued a notification from the LAAP (Local Authority Accounting Panel) stating that there should be no imposed limit on the level or nature of balances required to be held by an individual Council (except under section 26 where this has been imposed by ministers). West Berkshire Council policy has consistently kept a prudent minimum level of balances of 5% of net revenue expenditure (NRE); this represents £6.2m for the 2015/16 budget requirement. The General Reserve balance is expected to be £6.5m if the Quarter Three over spend of £346k remains the case at year end.

It is recommended that general reserve balances be set at a minimum of 5% of net revenue expenditure

3 Robustness of Estimates

3.1 The treatment of inflation and interest rates

The 2015/16 pay award for staff has been estimated in line with the Government's pay announcements. Non pay related budgets have been inflated at the contractually committed rate of inflation or where services can demonstrate a requirement to do so to maintain service delivery levels. Interest rates for 2015/16 have been assumed to increase by 0.5% over and above current levels for new long term borrowing. Increases to fees and charges have been set in line inflation where appropriate.

3.2 Efficiency saving and productivity gains

The budget contains proposals to deliver £5.9m of savings. The medium term financial strategy includes a three year savings programme to ensure that future revenue budgets remain in financial balance to ensure the council has adequate resources to deliver its Council Strategy outcomes. The savings programme will also help to ensure that Council

Tax increases are kept to as low a level as possible and deliver efficient local services.

3.3 Budget and Financial management

West Berkshire has an excellent record of budget and financial management. The level of under and overspends in recent years is as follows

• 2007/08	£196k under spend	0.22% of budget excluding DSG
• 2008/09	£351k over spend	0.34% of budget excluding DSG
• 2009/10	£5k under spend	0.01% of budget excluding DSG
• 2010/11	£ 580k under spend	0.48% of budget excluding DSG
• 2011/12	£ 491k under spend	0.39% of budget excluding DSG
• 2012/13	£620k under spend	0.50% of budget excluding DSG
• 2013/14	£449k under spend	0.37% of budget excluding DSG
• 2014/15	£346k over spend as at M9	0.29% of budget excluding DSG

This level of control is achieved by significant management and policy action to ensure that spending is kept within budgets each year. All relevant reports to the Executive have their financial effects identified and Management Board keeps any emerging budget pressures under review during the year. Monthly reports are received by Corporate Board and quarterly reports to the Executive, and the Overview and Scrutiny Management Commission detail both budgetary and performance indicators. A traffic light system of indicators is used.

The Council has a number of demand led budgets. The Council has historically been able to manage changes to demand to ensure a sound financial standing at the end of the financial year.

3.4 Adequacy of insurance and risk management

Strategic risk management is being embedded throughout the Council to ensure that all risks are identified, ameliorated and managed appropriately. The Council's insurance arrangements are a balance of external insurance premiums and internal funds to self-insure some areas. As well as an internal risk manager the Council also make use of an external consultant to advise on the level of funds required to underpin those risks not externally insured.

3.5 Overall financial standing of the authority

West Berkshire Council now borrows money to support the Council's capital programme. It has calculated its capacity for borrowing within the provisions of the prudential framework and budgeted accordingly. The assumed Council Tax collection rate is 99.6% and this is an achievable if demanding target. Each 1% uncollected amounts to approximately £860k and any surplus or deficit on the collection fund is apportioned between the Council and its major precepting bodies the Royal Berkshire Fire and Rescue Authority, and the Thames Valley Police Authority.

4 Maintaining balances

- 4.1 The balance of the in year budgetary position against the proposed budget will be managed against the general reserve. If budget pressures emerge then it is first for

Appendix E

the service to contain, then the directorate and finally a corporate issue. If there is still a pressure at year end then General Reserves will reduce and will need to be replenished up to a 5% level in future years. This helps ensure that the Council is in a position to maintain its service provision without drastic actions.

- 4.2 If an event occurs that is so serious it depletes the Council reserves to below the limit set, then the Council will take appropriate measures to raise general fund reserves to the recommended level in as soon a timeframe as possible without undermining service provision.

Andy Walker
Head of Finance
January 2015

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Community Services Fees and Charges Proposals – 2015/16

1 Adult Social Care, Community Care, Housing & Safeguarding

- 1.1 Councils have the power to charge for certain social care services, and are required to have a charging policy that is demonstrably fair and does not undermine the overall objectives of social care – that is, to promote both independence and social inclusion of service users. It is recognised that the level of fees and charges can have a direct impact on usage and take up, and in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- 1.2 The Council's policy is therefore to charge service users an 'affordable' amount, which is uplifted by inflation each year where appropriate. However, where other local authorities, or Health organisations, are purchasing Council services on behalf of their service users, the charges made to these organisations are designed to reflect the actual costs of the service.
- 1.3 West Berkshire Council's Fairer Charging Policy for non residential services, introduced in 2003, states the individual will have one assessed charge for all services. All services will be added together before a service user is financially assessed. This principle is retained in the 2012 revision of this policy, WBC Fairer Contribution Policy.
- 1.4 The guidance allows for a prescribed list of allowances, for example, rent, mortgage, council tax, buildings insurance etc plus disability related costs, for example, community alarm system, extra heating costs that meet an individual's presenting care needs.
- 1.5 These allowances are then deducted from the total income to give an assessable income.
- 1.6 From April 2012 any new or reviewed eligible individual requiring support from Adult Social Care receive this in the form of a Personal Budget through which they can arrange their support. As of 1st April 2011 individuals have been charged for each day they have booked at a Resource Centre and only in exceptional circumstances will charges be waived for non attendance.
- 1.7 There are generally two types of charges – discretionary and statutory.

Discretionary Charges

- 1.8 The Council has chosen, where appropriate to increase prices by 1.8% in line with current estimations of CPI.
- 1.9 The increase proposed for laundry is 20p bringing the total cost to £8.00.
- 1.10 Community Based Services will be charged at the actual cost of the service, including administration costs.
- 1.11 Meals provided in WBC Resource Centres will be increased by 10p to £4.80.
- 1.12 Outreach workers based at WBC's Resource Centres will increase by 40p to £17.90.
- 1.13 WBC Provider Services offers Footcare service which will rise from £19.00 to £19.40. The first visit from Footcare will provide the necessary equipment and this will increase from £11.50 to £11.80.
- 1.14 WBC provided Day Opportunities will increase by £0.80 to £45.00 per day. Transport provided by WBC to transport service users to Council Resource Centres or West Berkshire MENCAP services will increase by 20p to £8.20.
- 1.15 The charge to other local authorities and Health organisations for place in West Berkshire Resource Centres is increasing by 1.8%. The charge is based on an inflationary uplift. The proposed new charges will be:
- | | |
|---------------------|---------|
| Older People | £ 62.80 |
| Learning Disability | £102.50 |
| Physical Disability | £ 95.70 |
- 1.16 Other Day Centre and Transport will be charged at the actual cost.
- 1.17 The Adult Placement management fee will increase by £1.50 from £83.20 to £84.70.

Statutory Charges

- 1.18 The method of assessing contributions from clients in long-term residential care is covered by CRAG regulations issued by the Department of Health.
- 1.19 The charges to full cost payers in WBC Homes for the Elderly, and to other local authorities who access services run by West Berkshire Council, are based on current information in respect of cost and the estimated number of

clients using the service. The proposed full standard charge for WBC Homes for the Elderly is to remain at £753.00.

1.20 Deputyship Fees are set by the Court of Protection.

1.21 The Care Act 2014 will introduce a small number of new chargeable services when it comes into force on the 1st April 2015. The level of these charges are currently being considered and will be subject to a separate consultation exercise.

Figure 1 – Adult Social Care Fees and Charges

Adult Social Care		
Description	Fees 2014/2015	Proposed Fee 2015/2016
Service - All client groups		
Residential care independent sector homes - full cost per week	Actual cost	Actual cost
Laundry Service	£7.80	£8.00
Meals provided in WBC Resource Centres	£4.70	£4.80
WBC Resource Centre outreach workers	£17.50	£17.90
WBC Transport - maximum charge per journey	£8.00	£8.20
WBC Footcare service regular appointment	£19.00	£19.40
WBC Footcare Equipment	£11.50	£11.80
External day activities	Actual cost	Actual cost
WBC Resource Centres - charge to other LA's/PCT's		
- Older People	£61.60	£62.80
- LD	£100.60	£102.50
- PD	£94.00	£95.70
Charges to any organisation using WBC Resource Centres; Greenfields, Hungerford & Phoenix	Actual cost	Actual cost
WBC Resource Centres - charge per day	£44.20	£45.00

Figure 1 – Adult Social Care Fees and Charges

Adult Social Care		
Description	Fees 2014/2015	Proposed Fee 2015/2016
Service - Older People		
Residential care WBC Homes - full cost per week	£753.00	£753.00
Residential care WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home	Assessed charge	Assessed charge
Residential care WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period	Assessed charge from date of admission	Assessed charge from date of admission
Service - Learning Disabilities		
Transporting clients from care homes to resource centres (charge to provider)	Actual cost	Actual cost
Adult Placement - management fee	£83.20	£84.70

Figure 1 – Adult Social Care Fees and Charges

Resource Centre - Rental Charges						
	Fees 2014/2015			Proposed Fees 2015/2016		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Phoenix Resource Centre						
Ground floor woodwork room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
External car washing facility	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor Theatre	From £61.60 to £102.70	From £30.80 to £51.40	From £10.30 to £18.50	From £62.80 to £104.60	From £31.40 to £52.40	From £10.50 to £18.90
First floor Theatre office	£12.30	£6.20	N/a	£12.60	£6.40	N/a
Ground floor frailty and dementia suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor physical disability suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor sensory cooking room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor sensory room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor optimusic room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor snackbar and dining room	£61.60	£30.80	£10.30	£62.80	£31.40	£10.50
Ground floor small activity room	£20.50	£10.30	£4.10	£20.90	£10.50	£4.20
Craft activity room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
First floor computer suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
First floor activity / office space - full space	£82.20	£41.10	£14.40	£83.70	£41.90	£14.70
First floor activity / office space - half space	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
First floor activity / office space - medium	£61.60	£30.80	£10.30	£62.80	£31.40	£10.50
Art room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
First floor large meeting room	£25.70	£12.80	£5.10	£26.20	£13.10	£5.20
First floor small meeting room	£15.40	£7.70	£2.60	£15.70	£7.90	£2.70
Accessible shower facility and personal care rooms	N/a	N/a	£7.70	N/a	N/a	£7.90

Figure 1 – Adult Social Care Fees and Charges

Resource Centre - Rental Charges						
	Fees 2014/2015			Proposed Fees 2015/2016		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Hungerford Resource Centre						
Ground floor main activity room	£82.20	£41.10	£14.40	£83.70	£41.90	£14.70
Ground floor computer suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Ground floor quiet room	£20.50	£10.30	£4.10	£20.90	£10.50	£4.20
Ground floor hairdressing salon	£20.50	£10.30	£4.10	£20.90	£10.50	£4.20
First floor meeting room 1	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
First floor meeting room 2	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Accessible bath facility and personal care rooms	N/a	N/a	£7.70	N/a	N/a	£7.90
Greenfield Resource Centre						
Atrium	£30.80	£15.40	£5.10	£31.40	£15.70	£5.20
Computer suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Frailty and dementia suite	£61.60	£30.80	£10.30	£62.80	£31.40	£10.50
Physical disability suite	£61.60	£30.80	£10.30	£62.80	£31.40	£10.50
Learning disability suite	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Optimusic / sensory room	£41.10	£20.50	£7.20	£41.90	£20.90	£7.40
Small office	£20.50	£10.30	£4.10	£20.90	£10.50	£4.20
Accessible bath facility and personal care rooms	N/a	N/a	£7.70	N/a	N/a	£7.90

Hourly rate applies for bookings of between 1 and 2 hours, all bookings over this time duration are charged as a half day.

Housing

- 1.22 The rental costs of temporary accommodation, secure tenancies, Do It Yourself Shared Ownership (DIYSO) and Gypsy and Traveller accommodation owned or let by West Berkshire Council, will be increased by 2.2%. This represents the national formula of CPI (as at September 2014) plus 1%.
- 1.23 The Council also charge for homeless households placed in Bed and Breakfast accommodation. Households will need to claim Housing Benefit, or will be charged up to the amount Housing Benefit would pay, if they were

eligible, in addition households will need to pay the ineligible charges set out in the table below.

- 1.24 In some instances, the Council provides transport to temporary accommodation for households who have no other means of getting to that accommodation. The cost of providing the transport will be recharged, in full to the client.
- 1.25 The Council can assist with providing removals and/or storage for homeless applicants. The full cost of providing this service will be recharged to the client.
- 1.26 The Council provides repairs and maintenance to a small supply of temporary accommodation, including an out-of-hours service. In the event that a tenant or licensee uses the emergency service for a non-emergency repair, or fails to attend an appointment for a contractor to attend to a repair, a charge of £30 will be made to cover the call-out. Where repairs arise as a result of neglect or damage caused by the tenant or licensee, or a member of their household, or a visitor to their home, the full cost of the repair will be recharged to the tenant or licensee.

Supporting People Services

- 1.27 Supporting People Services will be charged at the actual cost of the service received.

Figure 2 – Care Commissioning, Housing & Safeguarding Fees and Charges

Care Commissioning, Housing & Safeguarding - Housing			
Description	2014/2015	2015/2016	Notes
Copy of Housing Needs Assessment	No charge	No charge	Local Authorities do not charge for this
Average rent for temporary accommodation per week	£103.48	£127.34	Rents vary according to the size of the accommodation offered. This shows the average charge per week.
Do It Yourself Ownership rent	3.7% on individual contracts	2.2% on individual contracts	CPI September 2014 plus 1%
Bed and Breakfast charging	See table below	See table below	Policy adopted 15/12/11
Transport costs to temporary accommodation	Actual cost	Actual cost	Policy adopted 15/12/11

Gypsy Traveller rent per week, per plot.	£87.24	£88.81	

Figure 2 – Care Commissioning, Housing & Safeguarding Fees and Charges

Ineligible charges for Bed and Breakfast accommodation					
	Fees 2014/2015				Proposed Fees 2015/2016
Household	Heating, lighting & hot water	Breakfast	Total per week	Total per day	
Single person	£15.30	£3.15	£18.45	£2.64	Charges are set by the Department for Work and Pensions and will not be known until February 2015
Couple - no children	£15.30	£6.30	£21.60	£3.09	
Single person + 1 child	£15.30	£6.30	£21.60	£3.09	
Single person + 2 children	£15.30	£9.45	£24.75	£3.54	
Single person + 3 children	£15.30	£12.60	£27.90	£3.99	
Single person + 4 children	£15.30	£15.75	£31.05	£4.44	
Couple + 1 child	£15.30	£9.45	£24.75	£3.54	
Couple + 2 children	£15.30	£12.60	£27.90	£3.99	
Couple + 3 children	£15.30	£15.75	£31.05	£4.44	
Couple + 4 children	£15.30	£18.90	£34.20	£4.89	

2 Children and Young People Services

2.1 Children's Services and Education Services have three areas of income generation. These are Youth Service (Children's) and Home to School Transport and Children's Centres (Education).

2.2 Fees and charges can have a direct impact on usage and take up.

- 2.3 In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not 'price itself out of the market';
- 2.4 Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay;
- 2.5 Some income generating activities are subject to contractual arrangements where the actual levels of charges are set by the contractor, taking into account market factors and the parameters agreed with the Council to meet its social inclusion agenda. In these cases, marginal increases in fees and charges (within Council parameters) are retained by the contractor and therefore do not have a direct impact on council budgets.

Youth Service

- 2.6 The Youth Service in line with Council priorities has moved away from universal youth provision toward more targeted work which does not have the capacity to generate significant income.
- 2.7 Charges are applied for hire of facilities to the public and to commercial organisations. Charges for hire of facilities for evening events and weddings are applied in accordance with the rates specified in figure 4 for commercial organisations.
- 2.8 Charges are applied for youth activity programmes. Basic seasonal charges are applied (figure 5). Charges for annual youth club membership are applied on the basis of the nature of the individual club activity.

Figure 3 – Youth Services Fees and Charges

Youth Services - Youth and Community Services				
	Moorside Centre		Waterside Centre	
	2014-15	2015-16	2014-15	2015-16
Small Hall / Theatre	£13:25	£13.50	£13:30	£13.50
Large Hall / Gymnasium	£18:00	£18:35	£18:00	£18.35
Kitchen & coffee Bar	£11:00 + £5:30 for kitchen per booking	£11.20 + £5.40 for kitchen per booking	£11:00 + £10 per booking for kitchen	£11.20 + £10.20 per booking for kitchen
Outside Courts/ Play Areas	£19:00 and £29:95 with lights	£19.40 and £30.55 with lights	N/A	N/A
Stage / Lighting / Sound Additional Charge dependent upon individual requirements	On application	On application	On application	On application

Figure 4 – Youth Services Fees and Charges, Charges to Commercial Organisations

Youth Services - Youth and Community Services				
	Moorside Centre		Waterside Centre	
	2014-15	2015-16	2014-15	2015-16
Small Hall / Theatre	N/a	£20.30	N/a	£20.30
Large Hall / Gymnasium	£27:50	£28.00	£27:50	£28.00
Kitchen & coffee Bar	£16:60 + £5:30 per booking for kitchen	£16.90 + £5.40 per booking for kitchen	£16:60 + £10 per booking for kitchen	£16.90 + £10.20 per booking for kitchen
Outside Courts/ Play Areas	£19:00/with lights £29:95	£19.40/with lights £30.55	£0.00	£0.00

Note: – Hire Charges for Evening Parties, Weddings are applied on the basis of the charges to commercial organisations in figure 4.

Figure 5 – Youth Services Fees and Charges, Activity Programme

Youth Services - Youth and Community Services				
	Moorside Centre		Waterside Centre	
	2014-15	2015-16	2014-15	2015-16
Basic Sessional Charge	£0.60	£0.60	n/a	n/a

Note: – Annual Youth Club Membership varies according to Nature of Club.

Children's Centres

2.9 The Children Centre may enter into hire agreements in order to deliver services to children, young people, families and the local community. Children's centres are non-profit making organisations and as such it is agreed that West Berkshire Children Centres have a reduced charge for statutory providers for use of the Centres' facilities where they are delivering services for families with children 0-5 years that fall within the remit of Children's Centres e.g.

- Family Groups and contact visits held by Children Services
- Clinics and drop-in's held by Health Professionals

2.10 No increase has been made to room/hire charges for 2015/16 as Children Centres are already charging at the top end of the scales in their reach areas. The caretaker charges have been increased to reflect actual cost.

Figure 6 - Children Centre Fees and Charges (charges per hour)

Children Centres			
Room Hire	Non profit Organisation	Profit Organisation	Statutory Services
Burghfield	£8.00	£15.50	£4.50
South Newbury	£8.00	£15.50	£4.50
Pangbourne	£8.00	£15.50	£4.50
Calcot/Theale	£8.00	£15.50	£4.50
Chieveley & Area	£8.00	£15.50	£4.50
Tilehurst	£8.00	£15.50	£4.50
Thatcham and Area (Lower Way Site)	£8.00	£15.50	£4.50

Note : contributions are accepted for Stay and Play activities towards refreshments

Figure 7 - Children Centre Fees and Charges

Thatcham and Area (Lower Way Site)				
Out of Hours Hire Charges				
Length of Hire	Cost of Hall Hire	*Caretaker Opening Charge	*Caretaker Waiting Time Charge	*Total
1 Hour	£15.50	£10.00	N/A	£25.50
2 Hours	£31.00	£10.00	£7.00	£48.00
3 Hours	£46.50	£10.00	£10.50	£67.00
4 Hours	£62.00	£10.00	£14.00	£86.00
5 Hours	£77.50	£10.00	£17.50	£105.00
6 Hours	£93.00	£10.00	£21.00	£124.00
7 Hours	£108.50	£10.00	£24.50	£143.00
8 Hours	£124.00	£10.00	£28.00	£162.00

Figure 8 - Children Centre Fees and Charges – Park lane Hall Hire Charges

Children Centres				
Thatcham and Area (Park Lane Site)				
Hall Hire Charges				
Length of Hire	Cost of Room 3 Hire	*Caretaker - Opening Time	*Caretaker Waiting Time Charge	*Total
1 Hour	£15.50	£10.00	N/A	£25.50
2 Hours	£31.00	£10.00	£7.00	£48.00
3 Hours	£46.50	£10.00	£10.50	£67.00
4 Hours	£62.00	£10.00	£14.00	£86.00
5 Hours	£77.50	£10.00	£17.50	£105.00
6 Hours	£93.00	£10.00	£21.00	£124.00
7 Hours	£108.50	£10.00	£24.50	£143.00
8 Hours	£124.00	£10.00	£28.00	£162.00

Charges after 6pm Weekdays and on Saturdays; refundable deposit of £50 is required for hiring the hall

Figure 9 - Children Centre Fees and Charges – Park lane Green Room Charges

Children Centres				
Thatcham and Area (Park Lane Site)				
Green Room Hire Charges				
Length of Hire	Cost of Room 3 Hall Hire	Caretaker Opening Charge	Caretaker Waiting Time Charge	Total
1 Hour	£9.00	£10.00	N/A	£19.00
2 Hours	£18.00	£10.00	£7.00	£35.00
3 Hours	£27.00	£10.00	£10.50	£47.50
4 Hours	£36.00	£10.00	£14.00	£60.00
5 Hours	£45.00	£10.00	£17.50	£72.50
6 Hours	£54.00	£10.00	£21.00	£85.00
7 Hours	£63.00	£10.00	£24.50	£97.50
8 Hours	£72.00	£10.00	£28.00	£110.00

***Charges after 6pm Weekday and on Saturdays**

Figure 10 - Children Centre Fees and Charges – Park Lane Blue Room Charges

Children Centres				
Thatcham and Area (Park Lane Site)				
Blue Room Hire Charges				
Length of Hire	Cost of Room 6 Hire	*Caretaker Opening Time	* Caretaker Waiting Time Charge	Total
1 Hour	£8.00	£10.00	N/A	£18.00
2 Hours	£16.00	£10.00	£7.00	£33.00
3 Hours	£24.00	£10.00	£10.50	£44.50
4 Hours	£32.00	£10.00	£14.00	£56.00
5 Hours	£40.00	£10.00	£17.50	£67.50
6 Hours	£48.00	£10.00	£21.00	£79.00
7 Hours	£56.00	£10.00	£24.50	£90.50
8 Hours	£64.00	£10.00	£28.00	£102.00

Charges after 6pm Weekdays and on Saturdays

Figure 11 - Children Centre Fees and Charges – Park Lane Purple and Yellow Room Charges

Children Centres				
Thatcham and Area (Park Lane Site)				
Purple and Yellow Room Hire Charges				
Length of Hire	Cost of Room 6 Hire	*Caretaker Opening Time	* Caretaker Waiting Time Charge	Total
1 Hour	£7.00	£10.00	N/A	£17.00
2 Hours	£14.00	£10.00	£7.00	£31.00
3 Hours	£21.00	£10.00	£10.50	£41.50
4 Hours	£28.00	£10.00	£14.00	£52.00
5 Hours	£35.00	£10.00	£17.50	£62.50
6 Hours	£42.00	£10.00	£21.00	£73.00
7 Hours	£48.00	£10.00	£24.50	£82.50
8 Hours	£55.00	£10.00	£28.00	£93.00

Charges after 6pm Weekdays and on Saturdays

Education Services – Home to School Transport

2.11 The Fare Paying Scheme for Home to School Transport charges is now a graded based on radial distance; this policy was approved and implemented in financial year 2013/14.

Figure 12 – Home to School Transport Fees and Charges

Home to School Transport			
	Fees 2014/2015		Proposed Fees 2015/2016
Current Banding	Per Year	New Banding	Per Year
Band A - Up to 2 Miles	£220	Band A - Up to 2 Miles	£230
Band B - 2 to 6 Miles	£430	Band B - 2 to 6 Miles	£440
Band C - over 6 miles	£800	Band C - over 6 miles	£800

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Environment Fees and Charges Proposals – 2015/16

1. Introduction

1.1 One of the starting points for the base budget for 2015/16 is that fees and charges should increase by 1.8%, with the exemptions of:

- No increases for car park income
- A 2.8% on House in Multiple Occupation (HMO) Licence charges

In reality, however, officers look for every opportunity to maximise income, accepting that:

- Fees and charges can have a direct impact on usage and take up;
- In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not price itself out of the market. In some areas benchmarking has taken place to ensure West Berkshire can compete with other authorities.
- Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay;
- For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service; the Council may be subject to legal challenge if increases in fees and charges cannot be justified.

1.2 Within the Environment Directorate fees and charges deliver an annual income of approximately £7,128,080 (2014/15 original budget). The majority of the fees and charges increases are in line with the 1.8% guideline in the budget strategy.

2. Specific Proposals

2.1 Planning and Countryside

- 2.1.1 The original budget for 2014/15 income from fees and charges in Planning and Countryside was £1,738,650. This figure has reduced from last year's budget as a result of the BBOWT partnership as we no longer receive income directly from Nature Discovery Centre for example.

Income is generated from the following areas:

- Hire of sports facilities at Henwick Worthy, Holy Brook and Northcroft
- Development Control
- Building Control

2.1.2 Development Control

Fees for planning applications are set centrally by the DCLG.

2.1.3 Building Control

Legislation requires Building Control charges to be set at a level to recover costs over a three year rolling period and that the service should not be profit making.

2.2 Highways and Transport

- 2.2.1 The original budget for income from fees and charges for the Highways and Transport service in 2014/15 was £3,925,610. Fees and charges have been reviewed in order to generate additional income wherever possible. Fees and charges are generated from the following four areas:

2.2.2 Car Park Charges

Car Parking charges in Newbury were increased in 2012 and it has been agreed to continue with current pricing therefore not increasing these in 2015.

However there has been an increase to the amount of on street parking locations with relevant parking charges. Also, appropriate parking fees dependant on which day of the week bank holidays fall are now applicable.

2.2.3 Licence Fees and Other Charges

Fees are charged for a range of services e.g. where Highway Authority approval is required to place items or to work on the public highway. These include vehicular crossings, skips, scaffolds, table and chairs on the highway, inspecting utility operations, temporary or permanent traffic regulation orders.

2.2.4 Highways Development Control Fees

Fees are charged to developers for design checking, supervision and inspection of new roads under construction and off site highway improvements.

2.2.5 Charges to Householders for Sewage Treatment

Approximately 150 properties, mainly in rural areas, are connected to small sewage treatment plants. These are the responsibility of West Berkshire Council to maintain, having previously been the ownership of Newbury District Council from when the housing stock was transferred to Sovereign Housing Association. The householders pay a fee to the Council which contributes to the maintenance costs.

2.3 **Culture and Public Protection**

2.3.1 The original budget for 2014/15 for income from fees and charges for Culture and Public Protection was £1,463,820. Income is generated from the following areas:

2.3.2 Trading Standards

Fees for this service include weights and measures, registration of poisons and licences for petroleum.

2.3.3 Waste Service

Fees include bulky household collection, provision of additional wheelie bins for garden waste collection.

2.3.4 Licensing and Environmental Health

Includes taxis, temporary events, premises, food safety etc

2.3.5 Culture

Cultural Services moved into Environment in April 2012. Fees and charges fall into four main areas: Leisure, Shaw House admission and hire fees, heritage and tourism services and libraries.

Leisure – The leisure centres are managed by Parkwood Leisure. The Council agrees the maximum fee that can be charged for admission. Increases in Parkwood's prices are agreed in December for January implementation and they have no impact on the Council's budget.

Shaw House – For 2015/16, it has been agreed to suspend heritage visitor entry fees to Shaw House to encourage an increase in visitor numbers, discretionary spend and promotion of the venue.

Heritage – West Berkshire Historic Environment record is used by enquirers for a variety of purposes. The charge is made for commercial enquiries to cover the costs of staff time.
No change in income is being proposed for the use of images from the museum collection as the museum has just recently reopened following the redevelopment project.

Libraries – The Service is proposing not to increase the hire fees for computer games because they have not purchased any new games this year and feel that the public will not be willing to pay an increased charge for old games.
An increase to administration fees for debt recovery have been proposed as these fees have remained the same for a number of years.

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
Planning and Countryside					
Henwick Worthy Sports Ground:					
Cricket – 1 st Hand Wicket (per match)	Adult	£76.30	£77.70		
	Junior	£38.10	£38.80		
Cricket – 2 nd Hand Wicket (used grass)	Adult	£57.10	£58.10		
	Junior	£28.10	£28.60		
Cricket – Artificial Wicket	Adult	£52.20	£53.10		
	Junior	£26.60	£27.10		
Cricket – 2 nd (Reserve) Artificial Wicket	Adult	£25.40	£25.90		
	Junior	£26.00	£26.50		
Football – Grass (per game)	Adult	£59.40	£60.50		
	Junior	£29.10	£29.60		
Football - Mini Pitch	Adult	£33.60	£34.20		
	Junior	£16.70	£17.00		
Rugby – Grass (per game)	Adult	£59.40	£60.50		
	Junior	£29.10	£29.60		
Full Pitch Artificial Grass - peak	30 Mins	£33.10	£33.70		
	1hr Only	£66.00	£67.20		
	1hr 30mins (11 a side)	£99.00	£100.80		
Half Pitch Artificial Grass - peak	30 Mins	£18.50	£18.80		
	1hr Only (5 a side)	£37.10	£37.80		
	1hr 30mins	£55.60	£56.60		
Full Pitch Artificial Grass – off-peak	30 Mins	£15.00	£15.30		
	1hr Only	£30.10	£30.60		
	1hr 30mins (11 a side)	£45.10	£45.90		
Half Pitch Artificial Grass – off-peak	30 Mins	£7.80	£7.90		
	1hr Only (5 a side)	£15.70	£16.00		
	1hr 30mins	£23.50	£23.90		
Hardcourt Activities:					
Netball (per court per hr)	Adult	£17.40	£17.70		
	Junior	£8.80	£9.00		
Tennis (per court per hr)	Adult	£5.40	£5.50		
	Junior	£2.80	£2.90		
Holybrook Park:					
Football – Grass (per game)	Adult	£49.60	£50.50		
	Junior	£23.50	£23.90		
Northcroft Recreation Ground:					
Football - Grass (per game)	Adult	£49.60	£50.50		
	Junior	£24.60	£25.00		
Michaelmas Fair		£3,733.00	£3,800.20		
Public Rights of Way					
Search fees		£67.30	£68.50		
Path order fees		£1,435-£3586	£1,460-£3,650		
Planning Applications					
Government Set Fees					Government set fees
Building Regulation Applications					
					Legal requirement that fees should be set at a self-financing level.
Demolition Notice		£224.00	£228.00		
Property Search Fee		£28.00	£28.50		
Highways and Transport					
Highways Act Charges:					
Vehicular Crossing (S.184)		£99.00	£101.00		
Skips on the Highway (S.139)	Initial fee	£37.00	£38.00		
	per week	£46.00	£47.00		
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£70.00	£71.00		
	per week	£45.00	£46.00		
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£178.00	£181.00		
	11 to 26	£296.00	£301.00		
	27+	£592.00	£603.00		
Storing Materials on the Highways (S.171)	Initial fee	£67.00	£68.00		
	per week	£25.00	£25.00		
Temporary Excavation in the highway (S.171)		£87.00	£89.00		
Cranes, machinery, structure on the highway (S.178)		£128.00	£130.00		
Per Necessary inspection		£51.00	£52.00		
S142 Licence to plant in the highway		N/A	£100.00		New charges
Permits under SI 2014 No. 3110 Highways, England and the Traffic Management (West Berkshire Council) Permit Scheme Order 2014					
Permit Fee Provisional Advance Authorisation		N/A	£62 - £77		New charges
Permit Fee Major Activity [over 10 days] and all major works requiring a traffic regulation order.		N/A	£125 - £199		New charges
Permit Fee Major Activity [4 – 10 days]		N/A	£130		New charges
Permit Fee Major Activity [up to 3 days]		N/A	£65		New charges
Permit Fee Standard activity		N/A	£111		New charges
Permit Fee Minor Activity		N/A	£52		New charges
Permit Fee Immediate activity		N/A	£47		New charges
Permit Variation Fee		N/A	£35 - £45		New charges

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
Other Licences and Charges:					
Streetworks licence (S.50 NRSWA)		£211.00	£215.00		
Utility Works Inspection (NRSWA/TMA)		£50.00	£50.00		Nationally agreed fee
Fixed Penalty Charge (Utility Companies) NRSWA/TMA		£120/£80	£120/£80		Nationally agree fee - £120 discounted to £80 if paid within 29 days.
Temporary Traffic Regulation Orders Section 14(1)		£583.00	£593.00		Excludes agency and advertising costs.
Temporary Traffic Regulation Orders Section 14(2) & Section 21 of PTCA		£63.00	£64.00		Officer time to process and inform statutory consultees of emergency road closures.
Tourist / Direction signs		£448.00	£456.00		Officer time for designing, ordering and supervision costs for signs.
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		£374.00	£381.00		Officer time for making safe damaged signs and arranging replacement signs.
Provide temporary bus stop facility for utility company or other 3rd party carrying out streetworks		£100.00	£102.00		This fee is to cover: amendments to Real Time Passenger Information (RTPI) and Traveline information databases; creation, printing and installation of customer information notices; identification of suitable location for temporary stops and deployment of those stops
Highway search enquiries		£39.00	£40.00		
Provision of recorded injury accident Data		£110.00 + £35.00 per additional block of up to 10 accidents	£112.00 + £36.00 per additional block of up to 10 accidents		Cost per request for up to and including 10 recorded injury accidents). There will be a further charge of £36.00 for up to each additional block of 10 recorded injury accidents (eg 11-20 accidents would cost £148.00; 21-30 accidents would cost £184.00 etc).
Provision of Traffic Data		£106.00	£108.00		Cost per request per site for data up to 1 year old.
		£84.00	£86.00		Cost per request per site for data up to 3 years old.
		£63.00	£64.00		Cost per request per site for data over 3 years old.
Access Protection Marking		£106.00	£108.00		
Sewerage treatment property charge		£326.00	£332.00		Applicable to properties not connected to mains drainage but to WBC owned sewerage treatment plants.
Events/Promotions on the Public Highway		£100.00 to £1,000.00 per day	£100.00 to £1,000.00 per day		Cost will vary depending on size of event/promotion and whether the organiser is marketing/selling etc. Non profit making events/promotions benefiting the community & charitable events will not usually be charged a fee unless it is necessary to cover our costs.
Cycle Training		£40.00	£40.00		This is the fee that we have to pay Bikeability Trainers per pupil that we need to be reimbursed for.
Highways Development Control Fees:					
New Road Construction Supervision (S38)		10%	10%		
Highways Works Supervision (S278)		10%	10%		
Licence to work on highway (S.115E)		£413.00	£420.00		
Street naming and numbering		£70.00	£71.00		
Production of current statutory undertakers schedule for commercial companies		£50.00	£50.00		No change
Newbury - Car Park Charges (Mon to Sat inc Bank Holidays)					
Kennet Centre and Northbrook Multi-storey Car Parks					No increase
Up to 1 hour		£1.00	£1.00		
Up to 2 hours		£2.20	£2.20		
Up to 3 hours		£3.40	£3.40		
Up to 4 hours		£4.50	£4.50		
Up to 5 hours		£6.50	£6.50		
Up to 6 hours		£6.50	£6.50		
Up to 7 hours		£8.50	£8.50		
Up to 8 hours		£8.50	£8.50		
Over 8 hours		£12.00	£12.00		
Evening Charge		£1.00	£1.00		
Short and Long Stay Car Parks - Pelican Lane, West Street, 8 Bells, Market Street.					No increase
Up to 1 hour		£1.00	£1.00		
Up to 2 hours		£2.20	£2.20		
Up to 3 hours		£3.40	£3.40		
Up to 4 hours		£4.50	£4.50		
Up to 6 hours		£6.50	£6.50		
Up to 8 hours		£8.50	£8.50		
Over 8 hours		£12.00	£12.00		
Evening Charge		£1.00	£1.00		
Central and Library					No increase
Up to 1 hour		£1.00	£1.00		
Up to 2 hours		£2.20	£2.20		
Up to 3 hours		£3.40	£3.40		
Up to 4 hours		£4.50	£4.50		
Up to 5 hours		£6.50	£6.50		
Up to 6 hours		£6.50	£6.50		
Up to 7 hours		£8.50	£8.50		
Up to 8 hours		£8.50	£8.50		
Over 8 hours		£12.00	£12.00		
Evening Charge		£1.00	£1.00		
Short Stay Car Parks – Northcroft Lane and The Wharf					No increase
Up to 1 hour		£1.00	£1.00		
Up to 2 hours		£2.20	£2.20		
Up to 3 hours		£3.40	£3.40		
Up to 4 hours		£4.50	£4.50		
Over 4 hours		£14.00	£14.00		
Evening Charge		£1.00	£1.00		

Description		2014/15 Fee	2015/16 Proposed Fee	Notes
Bear Lane				No increase
Up to 1 hour		£1.00	£1.00	
Up to 2 hours		£2.20	£2.20	
Up to 3 hours		£3.40	£3.40	
Up to 4 hours		£4.50	£4.50	
Over 4 hours		£14.00	£14.00	
Evening Charge		£1.00	£1.00	
Long Stay Car Parks – Northcroft Lane West, Newbury Football Club and Market Street staff car park (Saturday's only).				No increase
Up to 2 hours		£1.50	£1.50	
Up to 4 hours		£3.00	£3.00	
Over 4 hours		£5.00	£5.00	
Evening Charge (not Northcroft Lane West)		£1.00	£1.00	
			£0.00	
Goldwell Park			£0.00	No increase
Up to 4 hours		£1.00	£1.00	
Over 4 hours		£2.00	£2.00	
No Evening Charge			£0.00	
			£0.00	
Coach Park			£0.00	No increase
Up to 2 hours		£4.00	£4.00	
Over 2 hours		£8.00	£8.00	
Evening charge		£1.00	£1.00	
Newbury Car Park Charges (Sunday)				
All car Parks				
Daily charge up to 6.00pm		£1.50	£1.50	No Increase
Evening charge from 6.00pm		£1.00	£1.00	No Increase
Newbury on-street Charges (Mon to Sat inc Bank Holidays)				
Northbrook Street (west side) - either side of Albert Road	30 Mins		Free	This is phase 2 of the approved 2014/15 scheme, which will be implemented in 2015/16 following further data collection on current usage.
Broadway (east side)- near Clock Tower	1 hour		£1.00	
Cheap Street (west side)				
Kings Road West				
Bartholomew Street	30 Mins	Free	Free	
Newtown Road (north of St John's Road) West Mills	1 hour	£1.00	£1.00	No Increase
	2 hours	£2.00	£2.00	
	30 mins	Free	Free	
Pelican Lane (west side)	1 hour	£1.00	£1.00	No Increase
	2 hours	£2.20	£2.20	
	2 hours	£1.00	£1.00	
Newtown Road (south of St John's Road) -west side	4 hours	£2.00	£2.00	No Increase
	over 4 hours	£3.00	£3.00	
	2 hours	£1.00	£1.00	
Catherine Road and Link Road	4 hours	£2.00	£2.00	No Increase
	over 4 hours	£3.80	£3.80	
	2 hours	£1.00	£1.00	
Station Road (existing)	4 hours	£2.00	£2.00	No Increase
	over 4 hours	£3.50	£3.80	
	2 hours	£0.50	£0.50	
Old Bath Road (south side) west of Leys Gardens	4 hours	£1.00	£1.00	No Increase
	over 4 hours	£1.50	£1.50	
	30 mins	Free	Free	
Faraday Road area	2 hours	50p	50p	No Increase
	4 hours	£1.00	£1.00	
	over 4 hours	£1.50	£1.50	
Newbury On-Street Charges (Sunday)				
Standard daily charge of £1.00 at all locations where on-street charging applies. The 30 minutes free parking will be retained at all locations where it applies Monday to Saturday as will the 50p charge for up to 2 hours parking at the two locations where it applies (Old Bath Road and Faraday Road).		£1.00	£1.00	No Increase
Newbury Season Ticket Prices:				
Kennet Centre:				
Per Quarter		£260.00	£260.00	No increase
Northbrook MSCP:				
Per Quarter		£270.00	£270.00	No increase
Per Annum		£850.00	£850.00	No increase
Newbury "General":				
Per Quarter		£270.00	£270.00	No increase
Per Annum		£900.00	£900.00	No increase
Out of Newbury Car Park Hourly Rates:				
Hungerford: Church St				

Description		2014/15 Fee	2015/16 Proposed Fee	Notes
Up to 1 hour		£0.50	£0.50	No increase
Up to 2 hours		£0.90	£0.90	No increase
Up to 3 Hours		£1.10	£1.10	No increase
Up to 4 Hours		£1.20	£1.20	No increase
Over 4 hours				Tariff band removed
Up to 10 hours		£4.00	£4.00	New tariff band
Over 10 hours		£10.00	£10.00	New tariff band
Hungerford: Station Road				
Up to 1 hour		£0.50	£0.50	No Increase
Up to 2 hours		£0.90	£0.90	No Increase
Up to 3 Hours		£1.10	£1.10	No Increase
Up to 4 Hours		£1.20	£1.20	No Increase
Over 4 hours				Tariff band removed in 2014/15
Up to 10 hours		£4.00	£4.00	New tariff band in 2014/15 - no increase
Over 10 hours		£6.00	£6.00	New tariff band in 2014/15 - no increase
Hungerford High Street				
Up to 1 hour		£0.50	£0.50	No increase
Up to 2 hours		£0.90	£0.90	No increase
Over 2 hours				Tariff band removed in 2014/15
Up to 4 hours		£3.60	£3.60	New tariff band in 2014/15 - no increase
Up to 8 hours		£6.00	£6.00	New tariff band in 2014/15 - no increase
Over 8 hours		£10.00	£10.00	New tariff band in 2014/15 - no increase
Pangbourne Station Road:				
Up to 1 hour		£0.50	£0.50	No increase
Up to 2 hours		£0.90	£0.90	No increase
Up to 3 hours		£1.10	£1.10	No increase
Over 3 hours		£5.40	£5.40	No increase
Pangbourne River Meadow				
Up to 1 hour		£0.50	£0.50	No increase
Up to 2 hours		£0.90	£0.90	No increase
Up to 3 hours		£1.10	£1.10	No increase
Up to 4 hours		£1.20	£1.20	No increase
Up to 8 hours		£2.40	£2.40	No increase
Over 8 hours		£5.40	£5.40	No increase
Thatcham Kingsland Centre				
Up to 1 hour		£0.50	£0.50	No increase
Up to 2 hours		£0.80	£0.80	No increase
Up to 3 hours		£1.00	£1.00	No increase
Over 3 hours		£2.40	£2.40	No increase
Thatcham Gilbert Court				
Up to 1 hour		Free	Free	No increase
Up to 2 hours		£0.50	£0.50	No increase
Up to 3 hours		£0.80	£0.80	No increase
Over 3 hours		£2.00	£2.00	No increase
Thatcham Burdwood Centre				
Up to 2 hours		Free	Free	No increase
Up to 3 hours		£0.80	£0.80	No increase
Over 3 hours		£2.00	£2.00	No increase
Thatcham Station				
Off Peak (arrival after 10.00 am and return by midnight same day and up to 24 hours Saturdays and Sundays)		£1.60	£1.60	No increase
Up to 24 Hours Monday to Friday (arrival before 10.00 am)		£3.00	£3.00	No increase
Theale Main				
Up to 2 hours		£0.50	£0.50	No increase
Over 2 hours		£0.90	£0.90	No increase
Theale West				
Up to 1 hour		£0.40	£0.40	No increase
Up to 2 hours		£0.70	£0.70	No increase
Over 2 hours		£5.40	£5.40	No increase
Out of Newbury Season Tickets				
Hungerford				
Per Quarter		£90.00	£90.00	No increase
Annual		£315.00	£315.00	No increase
Pangbourne				
Per Quarter		£120.00	£120.00	No increase
½ year		£235.00	£235.00	No increase
Annual		£370.00	£370.00	No increase
Theale - Annual		£130.00	£130.00	No increase
Environmental Protection				
Culture & Environmental Protection				
Dog Warden Services:				
Stray Dogs Administration Charge (seizure fee)		£60.70	£61.80	
Out of hours seizure Fee		£107.90	£109.80	
Kennels per Day (Class A – Fee Discretionary)		£13.20	£13.40	

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
Trading Standards					
Weights and Measures Fees (per hour)		£58.40	£59.50		
Explosives Licenses / Registrations - set by statute					Set by statute
Poisons:					
Initial Registration		£34.00	£34.60		
Re-registration		£18.50	£18.80		
Change of Details		£8.60	£8.80		
Buy With Confidence / Approved Trader Scheme:					
<10 employees		£118.00	£120.10		All disbursements charged at cost
10+ employees		£236.10	£240.30		All disbursements charged at cost
Support with Confidence:					
Individual Supplier / 1-5 employees		£55.30	£56.30		All disbursements charged at cost
Businesses 5-20 employees		£110.30	£112.30		As above except fee reduced to £50 if registered with confidence
Businesses >20 employees		£275.90	£280.90		As above except fee reduced to £50 if registered with confidence
Business Advice Courses		£22.10	£22.50		Reduced by 50% if using own premises
Business Advice (primary authority) - Per Hour		£37.00	£37.70		
Petroleum Licensing Fees - set by statute					Set by statute
Performing Animals Registration Act 1925 per registration		£37.90	£38.60		
Waste Services:					
Special Collection Charges (Bulky Household Collection)					
Normal (within 7 days)		£34.00	£35.00		
Within 7 days by appointment outside property		£53.00	£54.00		
Within 7 days by appointment inside property		£63.00	£64.00		
Provision of wheelie bin		£26.00	£26.00		
Collection of garden waste for year (scheduled)		£36.00	£37.00		
Removal of fly tipping on private land		P.O.A	P.O.A		
Removal of graffiti up to 2m ² area		P.O.A	P.O.A		
Food and Nutrition Training:					Applies across both LAs
Level 2 Award in Nutrition		£73.00	£74.00		
Food Hygiene Training:					Applies across both LAs
CIEH Level 1		£37.00	£38.00		
CIEH Level 2		£73.00	£74.00		
CIEH Level 3		£313.00	£319.00		
Anti-Social Behaviour Act:					Applies across both LAs
High Hedges Fee (Class A – Fee Discretionary)		£760.00	£774.00		
Licences, Registrations and Similar Consents:					
Licensing Act 2003:					Separate listing for Wokingham
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)					
Band A – RV up to 4300		£100.00	£100.00		Statutory -no increase.
Band B – RV 4300 to 33000		£190.00	£190.00		Statutory -no increase.
Band C – RV 33001 to 87000		£315.00	£315.00		Statutory -no increase.
Band D – RV 87001 to 125000		£450.00	£450.00		Statutory -no increase.
Band E – RV 125001 and above		£635.00	£635.00		Statutory -no increase.
Premises Licence – Annual Fee (Class B – Statutory Fee)					Separate listing for Wokingham
Band A		£70.00	£70.00		Statutory -no increase.
Band B		£180.00	£180.00		Statutory -no increase.
Band C		£295.00	£295.00		Statutory -no increase.
Band D		£320.00	£320.00		Statutory -no increase.
Band E		£350.00	£350.00		Statutory -no increase.
Personal Licence - (Class B – Statutory Fee)		£37.00	£37.00		Statutory -no increase.
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00		Statutory -no increase.
Gambling Licenses					Separate listing for Wokingham
Casinos (small)	New Application	£7,500.00	£7,500.00		Set at 75% of Statutory Maximum -no increase.
	Annual Fee	£3,750.00	£3,750.00		Set at 75% of Statutory Maximum -no increase.
Bingo Clubs	New Application	£2,625.00	£2,625.00		Set at 75% of Statutory Maximum -no increase.
	Annual Fee	£750.00	£750.00		Set at 75% of Statutory Maximum -no increase.
Betting Premises	New Application	£2,250.00	£2,250.00		Set at 75% of Statutory Maximum -no increase.
	Annual Fee	£450.00	£450.00		Set at 75% of Statutory Maximum -no increase.
Tracks	New Application	£1,875.00	£1,875.00		Set at 75% of Statutory maximum -no increase.
	Annual Fee	£750.00	£750.00		Set at 75% of Statutory Maximum -no increase.
Family Entertainment Centres	New Application	£1,500.00	£1,500.00		Set at 75% of Statutory Maximum -no increase.
	Annual Fee	£562.00	£562.00		Set at 75% of Statutory Maximum -no increase.
Adult Gaming Centres	New Application	£1,500.00	£1,500.00		Set at 75% of Statutory Maximum -no increase.
	Annual Fee	£750.00	£750.00		Set at 75% of Statutory Maximum -no increase.
Lotteries and Amusements	New Application	£40.00	£40.00		Statutory -no increase.
	Annual Fee	£20.00	£20.00		Statutory -no increase.
Sex Establishments – (Class A – Fee Discretionary)					
	Cinema	£34 per hr min £3,000 to max £5000	£34 per hr min £3,000 to max £5,000		No change
	Shop	£34 per hr min £3,000 to max £5000	£34 per hr min £3,000 to max £5,000		No change

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
	Entertainment Venue	£34 per hr min £3,000 to max £5000	£34 per hr min £3,000 to max £5,000		No change
<i>Street Trading Consents – (Class A – Fee Discretionary)</i>					
	Annual Fee	£1,200.00	£1,200.00		Reviewed to cost recovery model
	6 month	£600.00	£600.00		Reviewed to cost recovery model
	Monthly Rate	£100.00	£100.00		1/12th annual fee based on cost recovery model
Refund for Street Traders	If application withdrawn	£100.00	£100.00		
<i>Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)</i>					
Individual		£129.00	£129.00		Cost recovery
Premises		£256.00	£256.00		Cost recovery
Joint Application		£351.00	£351.00		Cost recovery
<i>Animal Licences – (Class A – Fee Discretionary)</i>					
Dog Breeding Establishments		£340.00	£346.00		Cost recovery
Animal Boarding Establishments		£374.00	£381.00		Cost recovery
Home Breeding		£170.00	£173.00		Under review based on 5hrs cost recovery
Pet Shops		£374.00	£381.00		
Dangerous Animal Consent		£408.00	£415.00		Based on cost recovery
Zoo Licences		£1,892.00	£1,926.00		
Riding Establishments (1 to 5 horses)		£408.00	£415.00		Based on cost recovery
Each additional 10 horses or part		£103.00	£105.00		
Scrap Metal Dealers	3 Years	£102.00	£104.00		New licence - grandfather transition year 1 to be reviewed in year 2
Private Water Supplies (Statutory Maximums stated) Hrly Rate £34					
Risk Assessment		£500.00	£500.00		Minimum charge £34, simple risk assessment and report typically 5 hours
Sampling		£100.00	£100.00		Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours of officer time
Investigation		£100.00	£100.00		Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Granting an Authorisation		£100.00	£100.00		Application by the owner of a supply for permission to breach a standard temporarily whilst remedial work is carried out - hrly rate applies
Analysis - Regulation 10		£25.00	£25.00		Where a supply provides <10m³/day or serves <50 people and is used for domestic purposes - hrly rate applies
Check Monitoring - Commercial and Public Supplies		£100.00	£100.00		Check monitoring is carried out to ensure the water complies with the standards - hrly rate applies
Audit Monitoring - Commercial and Public		£500.00	£500.00		Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
Environmental Protection Act 1991b					Statutory - no increase
Scheduled Processes - (Class B – Statutory Fee)					Statutory - no increase
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£301.00	£309.00		2.8% increase, cost recovery model to be reviewed and applied. Discounts for 2nd and subsequent properties available on request
House in Multiple Occupation (HMO) Licence NEW		£625.00	£643.00		2.8% increase, cost recovery model to be reviewed and applied. Discounts for 2nd and subsequent properties available on request
HMO Licence NEW - assisted application		£835.00	£858.00		2.8% increase, cost recovery model to be reviewed and applied. Discounts for 2nd and subsequent properties available on request
HMO Licence RENEWAL		£315.00	£324.00		2.8% increase, cost recovery model to be reviewed and applied. Discounts for 2nd and subsequent properties available on request
HMO Licence RENEWAL assisted		£454.00	£467.00		2.8% increase, cost recovery model to be reviewed and applied. Discounts for 2nd and subsequent properties available on request
<i>Fees for Information – per hour rate, minimum two hour charge (Class A – Fee Discretionary)</i>					
Environmental Info Individual, Non Commercial		£68.00	£68.00		Cost recovery model
Commercial and Government		£68.00	£68.00		Cost recovery model
Civil Actions (Class A – Fee Discretionary)		£68.00	£68.00		Cost recovery model
Safety Certification and administration		£68.00	£68.00		Cost recovery model
<i>Taxi Licences – (Class A – Fee Discretionary)</i>					
Vehicle – New		£157.00	£157.00		No change
Vehicle – Renewal of Licence		£157.00	£157.00		No change
Replacement Plate		£38.00	£38.00		No change
Transfer of Ownership		£105.00	£105.00		No change
Driver – 3 year Licence		£251.00	£251.00		No change
Replacement Badge		£38.00	£38.00		No change
Replacement Licence		£38.00	£38.00		No change
Demand Survey Recharge		£17.00	£17.00		No change
HC Knowledge Test (per test)		£69.00	£69.00		No change
Criminal Records Disclosure		£60.00	£60.00		No change
Change of Address (PH & HC)		£13.00	£13.00		No change
<i>Private Hire Vehicles – (Class A – Fee Discretionary)</i>					
Operator – New and renewal 1-4 vehicles		£176.00	£176.00		No change
Operator – New and renewal 5-9 vehicles		£282.00	£282.00		No change
Operator - New and renewal 9+ vehicles		£439.00	£439.00		No change
Vehicle – New		£148.00	£148.00		No change
Vehicle – Renewal		£148.00	£148.00		No change
Replacement Plate		£38.00	£38.00		No change

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
Transfer of Ownership		£105.00	£105.00		No change
Driver – 3 year Licence		£251.00	£251.00		No change
Replacement Badge		£38.00	£38.00		No change
Replacement Licence		£38.00	£38.00		No change
PH Knowledge Test (per test)		£69.00	£69.00		No change
Dual Driver Licence		£251.00	£251.00		No change
Heritage					
Shaw House - Heritage Service Fees and Charges					
Adult		£4.60	£0.00		
Child (aged 5-16)		£2.30	£0.00		
Concession (over 60s, not in employment)		£3.70	£0.00		
Adult (with WB residents card)		£4.10	£0.00		
Child (with WB residents card)		£2.10	£0.00		
Concession (with WB residents card)		£3.40	£0.00		
Family of 4		£11.30	£0.00		
Family of 5		£12.80	£0.00		
Family of 6		£14.40	£0.00		
Group Visit (15+ adults)		£3.00 per person	£0.00		
Group Tour (15+ people)		£6.75 per person	£0.00		
Season Ticket (2 adults)		£21.00	£0.00		
Season Ticket (Family - up to 6 people, 1 of which must be under 16)		£31.00	£0.00		
Shaw House - Room Hire Charges - per hour					
West Berkshire Council		£18.00 - £22.00	£18.00 - £22.00		
Registered Charity		£18.00 - £29.00	£18.00 - £30.00		
Public Sector and Community use		£25.00 - £36.00	£25.00 - £37.00		
Commercial use		£32.00 - £47.00	£33.00 - £48.00		
West Berkshire - Archaeological Archive Box Fee					
Standard Box (470mm x 270mm x 170mm)		£25.00	£25.00		Charge is paid by depositor of behalf of commercial client
Half box		£12.50	£12.50		Charge is paid by depositor of behalf of commercial client
Paper archive box		£8.00	£8.00		Charge is paid by depositor of behalf of commercial client
Plan/drawing sheet		50p	50p		Charge is paid by depositor of behalf of commercial client
Archaeology - Historic Environment Record Charges					
A4 computer print out (b/w) HER Data		10p	10p		Charge set to match A4 photocopying
A4 computer print out (colour) HER data		£1.00	£1.00		Charge set to match A4 photocopying
A3 computer print out (colour) HER Data		£1.60	£1.60		Charge set to match A4 photocopying
Research charges - HER enquiries		Hourly rate of £100 exc. VAT with a minimum of £60 exc. VAT for the first half hours	Hourly rate of £100 exc. VAT with a minimum of £60 exc. VAT for the first half hours		Charges are calculated to compensate the Council for the staff time utilised to provide information for commercials or very large enquiries
Heritage Service - Use of Image Collection					
If supplied for private personal use only the image production fee is payable. Images supplied for publication incur both an image production fee and a reproduction charge.					
Image Production Fee					
Photo Print - up to A6		£5.00	£5.00		
Photo Print - up to A5		£10.00	£10.00		
Photo Print - up to A4		£15.00	£15.00		
Laser Scan - up to A4		£5.00	£5.00		
Digital Scan - to CD		£15.00	£15.00		Charge for single image; additional images @ £5.00 each
Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations		Free	Free		Provide on CD to be returned to Museum (refundable deposit).
Reproduction Charges					
Up to full page, B&W or Colour		£40.00	£40.00		Single non-exclusive use one country, one language; plus 50% for multiple countries & languages
Up to Full Page B&W or Colour - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images		Plus copy of publication for museum library. No charge for partnership projects, joint publications, etc.
Cover (front or back)		£75.00	£75.00		
Cover (front or back) - Discounted rate		£30.00 one image	£30.00 one image		
Local Publication		£15.00	£15.00		Plus copy of publication for Museum library. No charge for partnership projects, joint publications, etc.
Local Publication - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images		Plus copy of publication for Museum library. No charge for partnership projects, joint publications, etc.
Academic Publication		£30.00	£30.00		Non-commercial, eg university or college
Academic Publication, etc - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images		Plus copy of publication for Museum library. No charge for partnership projects, joint publications, etc.
Magazine or Newspaper		£40.00	£40.00		Commercial
Advertising or Brochure		£75.00	£75.00		

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
Exhibition Use		£40.00	£40.00		For non-partner museums, etc; no charge for partnership projects, outreach projects, etc. Including on-site interpretation panels
Exhibition Use - Discounted rate for West Verkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images		No charge for partnership projects, outreach projects, etc.
Website		£75.00	£75.00		One year licence, on any page of website
Website - Discounted rate for West Berkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images		One year licence, on any page of website
Copying and laminting charges					
These charges are common with the library service					
A4 Photocopy b/w		10p	10p		
A4 Photocopy colour		£1.00	£1.00		
A3 Photocopy b/w		30p	30p		
A3 Photocopy - colour		£1.60	£1.60		
Tourist Information Centre					
Accommodation Bookings		10% of total stay charge + £2 admin charge	10% of total stay charge + £2 admin charge		
Ticket commission		Ticket commission fee 10%	Ticket commission fee 10%		
Library Fees and Charges					
Request Charges					
In stock items		Free	Free		
Items avaiable in SELMS libraries		£3.00	£3.00		We are obliged to charge the same as other partner authoriories.
Items obtained from British Library or other non-SELMS authorities		£15.00	£15.00		
Notification charge for posted request notices Not applicable to pensioners		£1.00	£1.00		
Notification charge for SMS messages		10p	10p		
Overdue Charges					
Notification charge for posted request notices Not applicable to pensioners		£1.00	£1.00		
Books for children		5p per day	5p per day		reintroducing charges after 3 years because most customers will not object and a fine encourages prompt return
Books for Adults		20p per day	20p per day		
Theale Green Students overdue charge		5p per day	5p per day		
DVDs, CDs games etc		60p per day	60p per day		
Admin fee for debt recovery process		£10.00	£12.00		
Printing and Photocopying charges					
A4 B&W		10p	10p		
A4 Colour		£1.00	£1.00		
A3 B&W		30p	30p		
A3 Colour		£1.60	£1.60		
Other Charges					
Lost Tickets		£2.50	£3.00		
Reference and Research enquiry charges		£3 admin charge plus copying charge if appropriate. Also £10 per half hour for research where the enquiry takes over 30 minutes	£3 admin charge plus copying charge if appropriate. Also £10 per half hour for research where the enquiry takes over 30 minutes		We already operate a charge at £5 per 30 minutes after initial free 30 mins. Wish to increase to £10 per 30mins with retention of free first half hour
Book group service		£15 per annum	£15 per annum		Charge introduced in 2011 and represents a very small burden on groups
Vocal Scores		£6 per month per set of 20 scores. (loans in multiples of 20) £9 for sets from outside SE region	£6 per month per set of 20 scores. (loans in multiples of 20) £9 for sets from outside SE region		The library service is a member of a SE region co-opertive arrangement for the loan of performance accordingly obliged to keep at this level
Orchestral sets from SE region		£12 per month	£12 per month		
Orchestral sets from outside the SE region		£18 per month	£18 per month		
Play sets from SE region		£6 per month	£6 per month		
Play sets from outside SE region		£7 per month	£9 per month		Outside of region charges basis is 50% more
Hire charges (Residents Card Holders)					
Gold Star (new titles) DVDs		£3 per week	£3 per week		
Music CDs		£1 per week	£1 per week		
U Cert DVDs		£1.50 per week	£1.50 per week		
Other Cert DVDs		£2 per week	£2 per week		
Playstation 3 Games		£2 per week	£2 per week		
Xbox 360 games		£2 per week	£2 per week		
Wii games		£2 per week	£2 per week		
PC Games		£2 per week	£2 per week		
Playstation 1 and 2 games		£2 per week	£2 per week		
Hire charges (Non Card Holders)					
Gold star (new titles)DVDs		£3.30 per week	£3.30 per week		
Music CDs		£1.10 per week	£1.10 per week		
U Cert DVDs		£1.65 per week	£1.65 per week		
Other Cert DVDs		£2.20 per week	£2.20 per week		
Playstation 3 Games		£2.20 per week	£2.20 per week		
Xbox 360 games		£2.20 per week	£2.20 per week		
Wii oames		£2.20 per week	£2.20 per week		

Description		2014/15 Fee	2015/16 Proposed Fee		Notes
PC Games		£2.20 per week	£2.20 per week		
Playstation 1 and 2 games		£2.20 per week	£2.20 per week		
Leisure Centre Fees and Charges					
		2014		2015	
		WBC	Non WB Card Price	WBC	Non WB Card Price
West Berkshire Card -Resident		Free			Reviewed in December due to contractual obligations
West Berkshire Card - Non resident		£20.00			Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Swimming					Reviewed in December due to contractual obligations
Adult		£3.50	£3.90		Reviewed in December due to contractual obligations
Junior		£2.20	£2.40		Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Early Morning Swim					Reviewed in December due to contractual obligations
Adult		£2.70	£2.95		Reviewed in December due to contractual obligations
Junior		£1.55	£1.70		Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Gym					Reviewed in December due to contractual obligations
Casual User		£7.00	£7.70		Reviewed in December due to contractual obligations
Casual User Induction		£15.00	£20.00		Reviewed in December due to contractual obligations
Classes		£5.40	£6.10		Reviewed in December due to contractual obligations
Activity for Health - GP Referral		£3.00	£3.25		Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Monthly Direct Debit		£36.00	£39.00		Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Hall Hire/Sports					Reviewed in December due to contractual obligations
Full Sports Hall (4 courts) - adult		£41.00	£46.00		Reviewed in December due to contractual obligations
Full Sports Hall (4 courts) - Junior		£21.50	£24.50		Reviewed in December due to contractual obligations
Badminton Court - adult		£8.40	£9.55		Reviewed in December due to contractual obligations
Badminton - Junior		£5.30	£5.90		Reviewed in December due to contractual obligations
Squash Court - adult		£10.00	£11.00		Reviewed in December due to contractual obligations
Squash Court - junior		£3.60	£3.90		Reviewed in December due to contractual obligations
					Reviewed in December due to contractual obligations
Concession					Reviewed in December due to contractual obligations
Gym		£3.20			Reviewed in December due to contractual obligations
Swimming/Badminton/Squash/Table Tennis		£1.70			Reviewed in December due to contractual obligations

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Resources Fees & Charges Proposals – 2015/16

1. Introduction

- 1.1 One of the starting points in building the base budget is that fees and charges should increase by a minimum of 1.8%. In reality, however, officers seek to look at every opportunity to maximise income accepting that:
- Fees and charges can have a direct impact on usage and take up of services;
 - In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not 'price itself out of the market';
 - Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay;
 - For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service. The Council may open itself to legal challenge if the increases it makes cannot be justified.
- 1.2.1 Within the Resources Directorate the main services and functions to which fees and charges apply are detailed in the specific proposals section below.

2. Specific Proposals

Registration Services

- 2.1 Registration fees are largely controlled by statute. Regular benchmarking exercises are undertaken in order to ensure our charges are commensurate with the other Berkshire authorities.

Electoral Services

- 2.2 These charges are statutory, set by Government and the Council has no discretion to vary.

Land Charges

- 2.3 There has been increasing private sector competition in the area of Land Charges in recent years. As a result of this competition the Council has improved its performance. However, it should be noted that any improvement in turnaround times of the searches has to be delivered to the private sector as well.
- 2.4 From 1st July 2007 a new fee structure was introduced to comply with new legislation which requires the Council to only recover cost incurred in service delivery.

Legal Fees

- 2.4. It is proposed to increase the Team Leader charge and add a cost for Trainee Solicitors. There has also been the addition of Fees for Commons Registration which came into effect nationally on 15th December 2014.

Description	Current Fee 2014/15	Proposed Fee 2015/16	Notes
Registration			
Decommissioned room fees:			
Mon-Thu	£110	£120	
Fri	£140	£150	
Sat am	£160	£170	
Sat pm	£220	£230	
Ceremonies at approved premises (Mon-Thu)	£340	£350	All increases rounded to the nearest £10
Ceremonies at approved premises (Fri)	£360	£370	
Ceremonies at approved premises (Sat)	£390	£400	
Ceremonies at approved premises (Sun and Bank Holidays)	£450	£460	
Approved Premises Licence (more than one room)	£1950	£1950	
Approved Premises (one room)	£1770	£1770	
Celebratory Services –Baby Naming/Affirmation of vows - Shaw House			These fees are subject to VAT
Mon to Fri	£180	£185	
Sat	£210	£215	
Sun	£280	£285	
Celebratory Services – Baby Naming/Affirmation of vows-at Approved Premises			These Fees are subject to VAT
Mon to Fri	£210	£215	
Sat	£240	£245	
Sun	£300	£305	
Private Citizenship ceremony			Cannot justify increase based on the time involved
Mon to Fri	£100	£100	
Sat	£100	£100	

Description	Current Fee 2014/15	Proposed Fee 2015/16	Notes
Nationality Checking			
Single application	£60	£60	£25 extra charged for Saturday appointments
Minor	£20	£30	As above
Elections			
All fees are statutory			
Local Land Charges			
LLC1	£61	£62	
Con29 PT1	£37	£38	
Con29 PT11	£20	£20	
Additional Questions	£37	£38	
Con29 additional parcel	£25	£25	
LLC1 additional parcel	£44	£45	
Personal search	£0	£0	
Personal search additional parcel	£0	£0	
Legal			
Hourly charging costs:			
Managers	£123	£130	
Team Leader	£118	£125	
Solicitor	£113	£120	
Legal Executive / Senior Legal Assistant	£103	£110	
Trainee Solicitors		£95 (new)	
This covers salary, employers' costs and other support charges – rent, office space, photocopying, postage, etc.			
Landowners Statements		£1,000	New
Registration of new town or Village Green by Landowner by Owner		No Fee	

Description	Current Fee 2014/15	Proposed Fee 2015/16	Notes
Registration of new town or Village Green by Landowner by Owner		No Fee	
Correction for the purpose of section 19(2)(a) of a mistake made by the Registration Authority		No Fee	
Correction for a purpose described in section 19(2)(b) (c) or (e)		£200	New
Correction for a purpose described in section 19(2)(d) – payable per register unit		£30	New
Non-registration of common Land or Town or Village Green		No Fee	
Waste Land of a Manor not Registered as Common Land		No Fee	
Town or Village Green wrongly registered as Common Land		No Fee	
Deregistration of certain land registered as common land or as a Town or Village Green		£1,000	

Social Care Training

- 2.5 The Government provides funding for care sector training and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access training and charges represent the average costs, for example for a place on a course. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. We have applied an increase to our charges to recognise increasing costs.

The Department of Health requires Councils to work closely with its partners on joint training and to facilitate improved standards of care through training initiatives; therefore some joint training will have the same charges as the partners involved and will sit outside this charging policy.

	2014 Full Day	2015 Full Day	2014 Half Day	2015 Half Day
Adult & Children's Social Care Staff at WBC	Funded	Funded	Funded	Funded
Private, Voluntary & Independent social care providers, partners & accredited organisation & Direct Payments service users	£39.00	£39.70	£25.70	£26.20
Anyone else	£70.90	£72.20	£39.00	£39.70
Social Care Trainer Hire to Private, Voluntary & Independent social care providers, partners & accredited organisation	£133.50	£135.90	No half day rate	No half day rate
Social Care Trainer Hire to anyone else	£336.90	£343.00	No half day rate	No half day rate
Hire of training room & equipment for Private, Voluntary & Independent social care providers, partners & accredited organisation	£72.90	£74.20	No half day rate	No half day rate

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SAINT MARYS CHURCHYARD KINTBURY FUNDING REQUIREMENT FOR 2015/2016

2014/2015	£
Balance B/fwd 1/4/2014	5,353.77
Forecast Expenditure 2014/15	-1,630.00
Special Expenses - new wall 10 yr period	-4,400.00
Council Tax	500.00
Balance 31/3/15	<u>-176.23</u>

2015/2016	
Balance B/fwd 1/4/15	-176.23
Estimated expenditure 2015/16	-1,600.00
Special Expenses - new wall 10 yr period	-4,400.00
Council Tax	6,280.00
Balance 31/3/16	<u>103.77</u>

2015/2016 Band D Equivalent Tax	5.50
2015/2016 Tax Base Equivalent Band D properties	1,141.91

NOTES

2014/2015 Band D Equivalent Tax	0.42
2014/2015 Tax Base Equivalent Band D properties	1179.94

SAINT MARYS CHURCHYARD SHAW CUM DONNINGTON FUNDING REQUIREMENT FOR 2015/2016

2014/2015	£
Balance B/fwd 1/4/14	474.15
Forecast Expenditure 2014/15	-1,200.00
Council Tax	500.00
Balance 31/3/15	<u>-225.85</u>

2015/2016	
Balance B/fwd 1/4/15	-225.85
Estimated expenditure 2015/16	-820.00
Council Tax	1,050.00
Balance 31/3/16	<u>4.15</u>

2015/2016 Band D Equivalent Tax	1.57
2015/2016 Tax Base Equivalent Band D properties	670.81

NOTES

2014/2015 Band D Equivalent Tax	0.74
2014/2015 Tax Base Equivalent Band D properties	674.41

APPENDIX G 3**HOLY TRINITY, THEALE
FUNDING REQUIREMENT FOR 2015/2016**

2014/2015	£
Balance B/fwd 1/4/14	585.02
Forecast Expenditure 2014/15	-1,400.00
Council Tax	800.00
Balance 31/3/15	<u>-14.98</u>

2015/2016	
Balance B/fwd 1/4/15	-14.98
Estimated expenditure 2015/16	-1,380.00
Council Tax	1,400.00
Balance 31/3/16	<u>5.02</u>

2015/2016 Band D Equivalent Tax	1.32
2015/2016 Tax Base Equivalent Band D properties	1,057.35

NOTES	
2014/2015 Band D Equivalent Tax	0.79
2014/2015 Tax Base Equivalent Band D properties	1,011.63

HUNGERFORD FOOTWAY LIGHTING FUNDING REQUIREMENT FOR 2015/2016

2014/2015	£
Balance B/fwd 1/4/14	-581.01
Forecast expenditure 2014/2015	-4,200.00
Council Tax	5,750.00
Balance 31/3/15	<u>968.99</u>

2015/2016	
Balance B/fwd 1/4/15	968.99
Estimated expenditure 2015/16	-4,410.00
Council Tax	3,450.00
Balance 31/3/16	<u>8.99</u>

2015/2016 Band D Equivalent Tax	1.47
2015/2016 Tax Base Equivalent Band D properties	2,346.18

NOTES

2014/2015 Band D Equivalent Tax	2.47
2014/2015 Tax Base Equivalent Band D properties	2,327.21

Appendix H 1: WEST BERKSHIRE COUNCIL

COUNCIL TAX COLLECTION FUND - 2014/2015

Income	£	£
Net Council Tax Debit	100,013,032	
Council Tax Relief	-6,796,564	
		93,216,468
MOD contribution	444,852	444,852
(estimate based upon current amount received)		
		93,661,320
Expenditure		
West Berkshire Council	-76,563,245	
Police	-9,726,745	
Fire	-3,675,935	
Parishes	-3,497,158	
Special Expenses	-7,550	-93,470,633
		190,687
Surplus		
Provision for w/o or non-collection	-50,610	-50,610
		140,077
Deficit Brought Forward from 13/14		-28,997
Recovery from Precepting Authorities		-188,852
Anticipated Collection Fund surplus(+) / deficit (-)		-77,772 Deficit

SIGNED :



DATE: 15th January 2015

Appendix H 2: COLLECTION FUND - 2014/2015

DISTRIBUTION OF ESTIMATED DEFICIT	£
Estimated Deficit	- <u>77,772</u>
West Berkshire Council	- 66,620
Thames Valley Police	- 8,093
Royal Berkshire Fire Authority	- <u>3,059</u>
	- <u>77,772</u>

Minutes of a Meeting of: Business Panel information meeting on the 2015-16 budget

held on: 9th February 2015 – 6pm

Present: Cllr. Alan Law, Executive Portfolio Member for Finance and Economic Development
 Stephen McKinnon, Owner, Abstract Precision Bodyworks
 Steve Painter, Painter PR
 Jackie Osborne, Buzz Magazine
 Tim King, FSE Group
 John Middleton, Handelsbanken
 David Pickett, Parkway
 Matthew Hensby, Sovereign
 Jane Grunseid, WBEBP
 Jon Thompson, WBTC
 Andy Walker, Head of Finance
 Apologies from Cllr Gordon Lundie, Leader West Berkshire Council
 Bill Blackett, Revenues & Benefits Manager
 Janet Duffield, Economic Development Officer

	<u>Action</u>
1. PROPOSED BUDGET 2015-16 Cllr Law gave an outline of the meeting including the processes followed to arrive at the budget and also outlined the strategic themes underlying the Council's budget as follows: • Use YOUR money wisely • Protect Essential Services • Invest for the Future • Helping communities and residents to help themselves Cllr. Gordon Lundie's "talking head" video found on the Council's website was played to the meeting. Cllr. Law introduced the budget for 2015-16 and circulated a high level summary document that outlined the key points: ▪ 0% council tax rise from WBC ▪ Focus our investments on:- - Maintaining roads and transport infrastructure - Schools - The vulnerable - Superfast Broadband - ICT	

- Retained support for:
 - Core frontline services
 - Libraries & Leisure centres
 - Arts & Culture
 - Countryside
- Improved Council Efficiencies

The document also showed some headline figures.

There then followed some comments and questions from the group:

SM- asked about the process and percentages for business rate retention and Cllr. Law gave an explanation of this. SM then asked why the budget papers appeared to make no direct reference to the business community and Cllr. Law explained that economic development was a key strand in meeting the needs of all stakeholders in the community and contained many strands to deliver the right environment for business to grow and develop.

DP raised concerns over Planning resource levels if the economy was improving and application numbers were on the increase and Cllr. Law reassured everyone that this area was appropriately resourced to deliver the expected service requirements in 2015/16.

JT stressed the need for a Post 16 strategy to address localised skill shortages and NEETS. Cllr. Law acknowledged this point and mentioned the role of the LEP and City Deal that will assist with addressing some of these concerns.

The meeting closed at 7.20pm

BUDGET RESOLUTION 2015/16

Appendix K1

DIRECTORATE	GROSS EXP	GROSS INC	NET EXP
	£	£	£
COMMUNITIES	184,138,900	113,699,360	70,439,540
ENVIRONMENT	45,898,460	12,684,310	33,214,150
RESOURCES	60,279,250	47,633,320	12,645,930
LEVIES, INTEREST AND USE OF BALANCES	9,035,560	2,476,544	6,559,016
TOTALS FOR WEST BERKSHIRE COUNCIL (SUB TOTAL A)	299,352,170	176,493,534	122,858,636

FUNDED BY:

TOTAL CTX FUNDING REQUIRED FOR WEST BERKSHIRE COUNCIL			78,438,210
Other non ring-fenced grants and Collection Fund (detailed in the main report)			44,420,426
Total funding			122,858,636

PARISHES	0	0	3,581,600
TOTALS FOR PARISHES (SUB TOTAL B)	0	0	3,581,600.40

Appendix K2

Valuation Bands							

West Berkshire Council

A	B	C	D	E	F	G	H
£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88

Police and Crime Commissioner for Thames Valley

A	B	C	D	E	F	G	H
£109.13	£127.32	£145.51	£163.70	£200.08	£236.46	£272.83	£327.40

Royal Berkshire Fire And Rescue Service

A	B	C	D	E	F	G	H
£40.44	£47.18	£53.92	£60.66	£74.14	£87.62	£101.10	£121.32

Aggregate Of Council Tax Requirements

A	B	C	D	E	F	G	H
£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60

Appendix K3

Council Tax schedule 2015/16		Band A £	BandB £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council		£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
Police and Crime Commisioner for Thames Valley		£109.13	£127.32	£145.51	£163.70	£200.08	£236.46	£272.83	£327.40
Royal Berkshire Fire And Rescue Service		£40.44	£47.18	£53.92	£60.66	£74.14	£87.62	£101.10	£121.32
Parish/town only (a)									
Parish/Town and District (b)									
Total (c)									
Aldermaston	(a)	£19.42	£22.66	£25.89	£29.13	£35.60	£42.08	£48.55	£58.26
	(b)	£861.71	£1,005.34	£1,148.95	£1,292.57	£1,579.80	£1,867.05	£2,154.28	£2,585.14
	(c)	£1,011.28	£1,179.84	£1,348.38	£1,516.93	£1,854.02	£2,191.13	£2,528.21	£3,033.86
Aldworth	(a)	£33.88	£39.53	£45.17	£50.82	£62.11	£73.41	£84.70	£101.64
	(b)	£876.17	£1,022.21	£1,168.23	£1,314.26	£1,606.31	£1,898.38	£2,190.43	£2,628.52
	(c)	£1,025.74	£1,196.71	£1,367.66	£1,538.62	£1,880.53	£2,222.46	£2,564.36	£3,077.24
Ashampstead	(a)	£25.45	£29.70	£33.94	£38.18	£46.66	£55.15	£63.63	£76.36
	(b)	£867.74	£1,012.38	£1,157.00	£1,301.62	£1,590.86	£1,880.12	£2,169.36	£2,603.24
	(c)	£1,017.31	£1,186.88	£1,356.43	£1,525.98	£1,865.08	£2,204.20	£2,543.29	£3,051.96
Basildon	(a)	£19.33	£22.55	£25.77	£28.99	£35.43	£41.87	£48.32	£57.98
	(b)	£861.62	£1,005.23	£1,148.83	£1,292.43	£1,579.63	£1,866.84	£2,154.05	£2,584.86
	(c)	£1,011.19	£1,179.73	£1,348.26	£1,516.79	£1,853.85	£2,190.92	£2,527.98	£3,033.58
Beech Hill	(a)	£30.35	£35.40	£40.46	£45.52	£55.64	£65.75	£75.87	£91.04
	(b)	£872.64	£1,018.08	£1,163.52	£1,308.96	£1,599.84	£1,890.72	£2,181.60	£2,617.92
	(c)	£1,022.21	£1,192.58	£1,362.95	£1,533.32	£1,874.06	£2,214.80	£2,555.53	£3,066.64
Beedon	(a)	£31.70	£36.98	£42.27	£47.55	£58.12	£68.68	£79.25	£95.10
	(b)	£873.99	£1,019.66	£1,165.33	£1,310.99	£1,602.32	£1,893.65	£2,184.98	£2,621.98
	(c)	£1,023.56	£1,194.16	£1,364.76	£1,535.35	£1,876.54	£2,217.73	£2,558.91	£3,070.70
Beenham	(a)	£18.73	£21.85	£24.97	£28.09	£34.33	£40.57	£46.82	£56.18
	(b)	£861.02	£1,004.53	£1,148.03	£1,291.53	£1,578.53	£1,865.54	£2,152.55	£2,583.06
	(c)	£1,010.59	£1,179.03	£1,347.46	£1,515.89	£1,852.75	£2,189.62	£2,526.48	£3,031.78
Boxford	(a)	£20.53	£23.96	£27.38	£30.80	£37.64	£44.49	£51.33	£61.60
	(b)	£862.82	£1,006.64	£1,150.44	£1,294.24	£1,581.84	£1,869.46	£2,157.06	£2,588.48
	(c)	£1,012.39	£1,181.14	£1,349.87	£1,518.60	£1,856.06	£2,193.54	£2,530.99	£3,037.20
Bradfield	(a)	£15.48	£18.06	£20.64	£23.22	£28.38	£33.54	£38.70	£46.44
	(b)	£857.77	£1,000.74	£1,143.70	£1,286.66	£1,572.58	£1,858.51	£2,144.43	£2,573.32
	(c)	£1,007.34	£1,175.24	£1,343.13	£1,511.02	£1,846.80	£2,182.59	£2,518.36	£3,022.04
Brightwalton	(a)	£21.83	£25.47	£29.11	£32.75	£40.03	£47.31	£54.58	£65.50
	(b)	£864.12	£1,008.15	£1,152.17	£1,296.19	£1,584.23	£1,872.28	£2,160.31	£2,592.38
	(c)	£1,013.69	£1,182.65	£1,351.60	£1,520.55	£1,858.45	£2,196.36	£2,534.24	£3,041.10
Brimpton	(a)	£16.76	£19.55	£22.35	£25.14	£30.73	£36.31	£41.90	£50.28
	(b)	£859.05	£1,002.23	£1,145.41	£1,288.58	£1,574.93	£1,861.28	£2,147.63	£2,577.16
	(c)	£1,008.62	£1,176.73	£1,344.84	£1,512.94	£1,849.15	£2,185.36	£2,521.56	£3,025.88
Bucklebury	(a)	£15.79	£18.43	£21.06	£23.69	£28.95	£34.22	£39.48	£47.38
	(b)	£858.08	£1,001.11	£1,144.12	£1,287.13	£1,573.15	£1,859.19	£2,145.21	£2,574.26
	(c)	£1,007.65	£1,175.61	£1,343.55	£1,511.49	£1,847.37	£2,183.27	£2,519.14	£3,022.98
Burghfield	(a)	£69.31	£80.87	£92.42	£103.97	£127.07	£150.18	£173.28	£207.94
	(b)	£911.60	£1,063.55	£1,215.48	£1,367.41	£1,671.27	£1,975.15	£2,279.01	£2,734.82
	(c)	£1,061.17	£1,238.05	£1,414.91	£1,591.77	£1,945.49	£2,299.23	£2,652.94	£3,183.54
Catmore	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Chaddleworth	(a)	£15.27	£17.82	£20.36	£22.91	£28.00	£33.09	£38.18	£45.82
	(b)	£857.56	£1,000.50	£1,143.42	£1,286.35	£1,572.20	£1,858.06	£2,143.91	£2,572.70
	(c)	£1,007.13	£1,175.00	£1,342.85	£1,510.71	£1,846.42	£2,182.14	£2,517.84	£3,021.42
Chieveley	(a)	£18.93	£22.09	£25.24	£28.40	£34.71	£41.02	£47.33	£56.80
	(b)	£861.22	£1,004.77	£1,148.30	£1,291.84	£1,578.91	£1,865.99	£2,153.06	£2,583.68
	(c)	£1,010.79	£1,179.27	£1,347.73	£1,516.20	£1,853.13	£2,190.07	£2,526.99	£3,032.40
Cold Ash	(a)	£15.97	£18.64	£21.30	£23.96	£29.28	£34.61	£39.93	£47.92
	(b)	£858.26	£1,001.32	£1,144.36	£1,287.40	£1,573.48	£1,859.58	£2,145.66	£2,574.80
	(c)	£1,007.83	£1,175.82	£1,343.79	£1,511.76	£1,847.70	£2,183.66	£2,519.59	£3,023.52
Combe	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Compton	(a)	£30.30	£35.35	£40.40	£45.45	£55.55	£65.65	£75.75	£90.90
	(b)	£872.59	£1,018.03	£1,163.46	£1,308.89	£1,599.75	£1,890.62	£2,181.48	£2,617.78
	(c)	£1,022.16	£1,192.53	£1,362.89	£1,533.25	£1,873.97	£2,214.70	£2,555.41	£3,066.50
East Garston	(a)	£21.95	£25.61	£29.27	£32.93	£40.25	£47.57	£54.88	£65.86
	(b)	£864.24	£1,008.29	£1,152.33	£1,296.37	£1,584.45	£1,872.54	£2,160.61	£2,592.74
	(c)	£1,013.81	£1,182.79	£1,351.76	£1,520.73	£1,858.67	£2,196.62	£2,534.54	£3,041.46
East Ilsley	(a)	£33.85	£39.49	£45.13	£50.77	£62.05	£73.33	£84.62	£101.54
	(b)	£876.14	£1,022.17	£1,168.19	£1,314.21	£1,606.25	£1,898.30	£2,190.35	£2,628.42
	(c)	£1,025.71	£1,196.67	£1,367.62	£1,538.57	£1,880.47	£2,222.38	£2,564.28	£3,077.14
Enborne	(a)	£19.24	£22.45	£25.65	£28.86	£35.27	£41.69	£48.10	£57.72
	(b)	£861.53	£1,005.13	£1,148.71	£1,292.30	£1,579.47	£1,866.66	£2,153.83	£2,584.60
	(c)	£1,011.10	£1,179.63	£1,348.14	£1,516.66	£1,853.69	£2,190.74	£2,527.76	£3,033.32
Englefield	(a)	£14.17	£16.53	£18.89	£21.25	£25.97	£30.69	£35.42	£42.50
	(b)	£856.46	£999.21	£1,141.95	£1,284.69	£1,570.17	£1,855.66	£2,141.15	£2,569.38
	(c)	£1,006.03	£1,173.71	£1,341.38	£1,509.05	£1,844.39	£2,179.74	£2,515.08	£3,018.10

Council Tax schedule 2015/16		Band A £	BandB £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council		£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
Police and Crime Commisioner for Thames Valley		£109.13	£127.32	£145.51	£163.70	£200.08	£236.46	£272.83	£327.40
Royal Berkshire Fire And Rescue Service		£40.44	£47.18	£53.92	£60.66	£74.14	£87.62	£101.10	£121.32
Parish/town only (a)									
Parish/Town and District (b)									
Total (c)									
Farnborough	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Fawley	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Frilsham	(a)	£37.46	£43.70	£49.95	£56.19	£68.68	£81.16	£93.65	£112.38
	(b)	£879.75	£1,026.38	£1,173.01	£1,319.63	£1,612.88	£1,906.13	£2,199.38	£2,639.26
	(c)	£1,029.32	£1,200.88	£1,372.44	£1,543.99	£1,887.10	£2,230.21	£2,573.31	£3,087.98
Great Shefford	(a)	£26.29	£30.67	£35.05	£39.43	£48.19	£56.95	£65.72	£78.86
	(b)	£868.58	£1,013.35	£1,158.11	£1,302.87	£1,592.39	£1,881.92	£2,171.45	£2,605.74
	(c)	£1,018.15	£1,187.85	£1,357.54	£1,527.23	£1,866.61	£2,206.00	£2,545.38	£3,054.46
Greenham	(a)	£26.11	£30.46	£34.81	£39.16	£47.86	£56.56	£65.27	£78.32
	(b)	£868.40	£1,013.14	£1,157.87	£1,302.60	£1,592.06	£1,881.53	£2,171.00	£2,605.20
	(c)	£1,017.97	£1,187.64	£1,357.30	£1,526.96	£1,866.28	£2,205.61	£2,544.93	£3,053.92
Hampstead Norreys	(a)	£16.27	£18.99	£21.70	£24.41	£29.83	£35.26	£40.68	£48.82
	(b)	£858.56	£1,001.67	£1,144.76	£1,287.85	£1,574.03	£1,860.23	£2,146.41	£2,575.70
	(c)	£1,008.13	£1,176.17	£1,344.19	£1,512.21	£1,848.25	£2,184.31	£2,520.34	£3,024.42
Hamstead Marshall	(a)	£16.12	£18.81	£21.49	£24.18	£29.55	£34.93	£40.30	£48.36
	(b)	£858.41	£1,001.49	£1,144.55	£1,287.62	£1,573.75	£1,859.90	£2,146.03	£2,575.24
	(c)	£1,007.98	£1,175.99	£1,343.98	£1,511.98	£1,847.97	£2,183.98	£2,519.96	£3,023.96
Hermitage	(a)	£32.99	£38.49	£43.99	£49.49	£60.49	£71.49	£82.48	£98.98
	(b)	£875.28	£1,021.17	£1,167.05	£1,312.93	£1,604.69	£1,896.46	£2,188.21	£2,625.86
	(c)	£1,024.85	£1,195.67	£1,366.48	£1,537.29	£1,878.91	£2,220.54	£2,562.14	£3,074.58
Holybrook	(a)	£30.12	£35.14	£40.16	£45.18	£55.22	£65.26	£75.30	£90.36
	(b)	£872.41	£1,017.82	£1,163.22	£1,308.62	£1,599.42	£1,890.23	£2,181.03	£2,617.24
	(c)	£1,021.98	£1,192.32	£1,362.65	£1,532.98	£1,873.64	£2,214.31	£2,554.96	£3,065.96
Hungerford	(a)	£63.65	£74.25	£84.86	£95.47	£116.69	£137.90	£159.12	£190.94
	(b)	£906.92	£1,058.07	£1,209.23	£1,360.38	£1,662.69	£1,964.99	£2,267.30	£2,720.76
	(c)	£1,056.49	£1,232.57	£1,408.66	£1,584.74	£1,936.91	£2,289.07	£2,641.23	£3,169.48
Inkpen	(a)	£17.09	£19.94	£22.79	£25.64	£31.34	£37.04	£42.73	£51.28
	(b)	£859.38	£1,002.62	£1,145.85	£1,289.08	£1,575.54	£1,862.01	£2,148.46	£2,578.16
	(c)	£1,008.95	£1,177.12	£1,345.28	£1,513.44	£1,849.76	£2,186.09	£2,522.39	£3,026.88
Kintbury	(a)	£32.11	£37.46	£42.81	£48.16	£58.86	£69.56	£80.27	£96.32
	(b)	£878.07	£1,024.42	£1,170.76	£1,317.10	£1,609.78	£1,902.47	£2,195.17	£2,634.20
	(c)	£1,027.64	£1,198.92	£1,370.19	£1,541.46	£1,884.00	£2,226.55	£2,569.10	£3,082.92
Lambourn	(a)	£40.94	£47.76	£54.59	£61.41	£75.06	£88.70	£102.35	£122.82
	(b)	£883.23	£1,030.44	£1,177.65	£1,324.85	£1,619.26	£1,913.67	£2,208.08	£2,649.70
	(c)	£1,032.80	£1,204.94	£1,377.08	£1,549.21	£1,893.48	£2,237.75	£2,582.01	£3,098.42
Leckhampstead	(a)	£32.12	£37.47	£42.83	£48.18	£58.89	£69.59	£80.30	£96.36
	(b)	£874.41	£1,020.15	£1,165.89	£1,311.62	£1,603.09	£1,894.56	£2,186.03	£2,623.24
	(c)	£1,023.98	£1,194.65	£1,365.32	£1,535.98	£1,877.31	£2,218.64	£2,559.96	£3,071.96
Midgham	(a)	£20.15	£23.50	£26.86	£30.22	£36.94	£43.65	£50.37	£60.44
	(b)	£862.44	£1,006.18	£1,149.92	£1,293.66	£1,581.14	£1,868.62	£2,156.10	£2,587.32
	(c)	£1,012.01	£1,180.68	£1,349.35	£1,518.02	£1,855.36	£2,192.70	£2,530.03	£3,036.04
Newbury	(a)	£48.52	£56.61	£64.69	£72.78	£88.95	£105.13	£121.30	£145.56
	(b)	£890.81	£1,039.29	£1,187.75	£1,336.22	£1,633.15	£1,930.10	£2,227.03	£2,672.44
	(c)	£1,040.38	£1,213.79	£1,387.18	£1,560.58	£1,907.37	£2,254.18	£2,600.96	£3,121.16
Padworth	(a)	£32.74	£38.20	£43.65	£49.11	£60.02	£70.94	£81.85	£98.22
	(b)	£875.03	£1,020.88	£1,166.71	£1,312.55	£1,604.22	£1,895.91	£2,187.58	£2,625.10
	(c)	£1,024.60	£1,195.38	£1,366.14	£1,536.91	£1,878.44	£2,219.99	£2,561.51	£3,073.82
Pangbourne	(a)	£41.85	£48.82	£55.80	£62.77	£76.72	£90.67	£104.62	£125.54
	(b)	£884.14	£1,031.50	£1,178.86	£1,326.21	£1,620.92	£1,915.64	£2,210.35	£2,652.42
	(c)	£1,033.71	£1,206.00	£1,378.29	£1,550.57	£1,895.14	£2,239.72	£2,584.28	£3,101.14
Peasemore	(a)	£14.45	£16.86	£19.27	£21.68	£26.50	£31.32	£36.13	£43.36
	(b)	£856.74	£999.54	£1,142.33	£1,285.12	£1,570.70	£1,856.29	£2,141.86	£2,570.24
	(c)	£1,006.31	£1,174.04	£1,341.76	£1,509.48	£1,844.92	£2,180.37	£2,515.79	£3,018.96
Purley on Thames	(a)	£31.85	£37.15	£42.46	£47.77	£58.39	£69.00	£79.62	£95.54
	(b)	£874.14	£1,019.83	£1,165.52	£1,311.21	£1,602.59	£1,893.97	£2,185.35	£2,622.42
	(c)	£1,023.71	£1,194.33	£1,364.95	£1,535.57	£1,876.81	£2,218.05	£2,559.28	£3,071.14
Shaw-Cum-Donnington	(a)	£35.78	£41.74	£47.71	£53.67	£65.60	£77.52	£89.45	£107.34
	(b)	£879.12	£1,025.64	£1,172.17	£1,318.68	£1,611.72	£1,904.76	£2,197.80	£2,637.36
	(c)	£1,028.69	£1,200.14	£1,371.60	£1,543.04	£1,885.94	£2,228.84	£2,571.73	£3,086.08
Speen	(a)	£27.38	£31.94	£36.51	£41.07	£50.20	£59.32	£68.45	£82.14
	(b)	£869.67	£1,014.62	£1,159.57	£1,304.51	£1,594.40	£1,884.29	£2,174.18	£2,609.02
	(c)	£1,019.24	£1,189.12	£1,359.00	£1,528.87	£1,868.62	£2,208.37	£2,548.11	£3,057.74
Stanford Dingley	(a)	£29.25	£34.13	£39.00	£43.88	£53.63	£63.38	£73.13	£87.76
	(b)	£871.54	£1,016.81	£1,162.06	£1,307.32	£1,597.83	£1,888.35	£2,178.86	£2,614.64
	(c)	£1,021.11	£1,191.31	£1,361.49	£1,531.68	£1,872.05	£2,212.43	£2,552.79	£3,063.36

Council Tax schedule 2015/16		Band A £	BandB £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council		£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
Police and Crime Commisioner for Thames Valley		£109.13	£127.32	£145.51	£163.70	£200.08	£236.46	£272.83	£327.40
Royal Berkshire Fire And Rescue Service		£40.44	£47.18	£53.92	£60.66	£74.14	£87.62	£101.10	£121.32
Parish/town only (a)									
Parish/Town and District (b)									
Total (c)									
Stratfield Mortimer	(a)	£46.47	£54.21	£61.96	£69.70	£85.19	£100.68	£116.17	£139.40
	(b)	£888.76	£1,036.89	£1,185.02	£1,333.14	£1,629.39	£1,925.65	£2,221.90	£2,666.28
	(c)	£1,038.33	£1,211.39	£1,384.45	£1,557.50	£1,903.61	£2,249.73	£2,595.83	£3,115.00
Streatley	(a)	£31.07	£36.24	£41.42	£46.60	£56.96	£67.31	£77.67	£93.20
	(b)	£873.36	£1,018.92	£1,164.48	£1,310.04	£1,601.16	£1,892.28	£2,183.40	£2,620.08
	(c)	£1,022.93	£1,193.42	£1,363.91	£1,534.40	£1,875.38	£2,216.36	£2,557.33	£3,068.80
Sulhamstead	(a)	£20.61	£24.05	£27.48	£30.92	£37.79	£44.66	£51.53	£61.84
	(b)	£862.90	£1,006.73	£1,150.54	£1,294.36	£1,581.99	£1,869.63	£2,157.26	£2,588.72
	(c)	£1,012.47	£1,181.23	£1,349.97	£1,518.72	£1,856.21	£2,193.71	£2,531.19	£3,037.44
Thatcham	(a)	£48.37	£56.43	£64.49	£72.55	£88.67	£104.79	£120.92	£145.10
	(b)	£890.66	£1,039.11	£1,187.55	£1,335.99	£1,632.87	£1,929.76	£2,226.65	£2,671.98
	(c)	£1,040.23	£1,213.61	£1,386.98	£1,560.35	£1,907.09	£2,253.84	£2,600.58	£3,120.70
Theale	(a)	£53.69	£62.63	£71.58	£80.53	£98.43	£116.32	£134.22	£161.06
	(b)	£896.86	£1,046.34	£1,195.81	£1,345.29	£1,644.24	£1,943.20	£2,242.15	£2,690.58
	(c)	£1,046.43	£1,220.84	£1,395.24	£1,569.65	£1,918.46	£2,267.28	£2,616.08	£3,139.30
Tidmarsh with Sulham	(a)	£17.33	£20.22	£23.11	£26.00	£31.78	£37.56	£43.33	£52.00
	(b)	£859.62	£1,002.90	£1,146.17	£1,289.44	£1,575.98	£1,862.53	£2,149.06	£2,578.88
	(c)	£1,009.19	£1,177.40	£1,345.60	£1,513.80	£1,850.20	£2,186.61	£2,522.99	£3,027.60
Tilehurst	(a)	£31.05	£36.22	£41.40	£46.57	£56.92	£67.27	£77.62	£93.14
	(b)	£873.34	£1,018.90	£1,164.46	£1,310.01	£1,601.12	£1,892.24	£2,183.35	£2,620.02
	(c)	£1,022.91	£1,193.40	£1,363.89	£1,534.37	£1,875.34	£2,216.32	£2,557.28	£3,068.74
Ufton Nervet	(a)	£12.81	£14.95	£17.08	£19.22	£23.49	£27.76	£32.03	£38.44
	(b)	£855.10	£997.63	£1,140.14	£1,282.66	£1,567.69	£1,852.73	£2,137.76	£2,565.32
	(c)	£1,004.67	£1,172.13	£1,339.57	£1,507.02	£1,841.91	£2,176.81	£2,511.69	£3,014.04
Wasing	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Welford	(a)	£26.63	£31.07	£35.51	£39.95	£48.83	£57.71	£66.58	£79.90
	(b)	£868.92	£1,013.75	£1,158.57	£1,303.39	£1,593.03	£1,882.68	£2,172.31	£2,606.78
	(c)	£1,018.49	£1,188.25	£1,358.00	£1,527.75	£1,867.25	£2,206.76	£2,546.24	£3,055.50
West Ilsley	(a)	£43.54	£50.80	£58.05	£65.31	£79.82	£94.34	£108.85	£130.62
	(b)	£885.83	£1,033.48	£1,181.11	£1,328.75	£1,624.02	£1,919.31	£2,214.58	£2,657.50
	(c)	£1,035.40	£1,207.98	£1,380.54	£1,553.11	£1,898.24	£2,243.39	£2,588.51	£3,106.22
West Woodhay	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£842.29	£982.68	£1,123.06	£1,263.44	£1,544.20	£1,824.97	£2,105.73	£2,526.88
	(c)	£991.86	£1,157.18	£1,322.49	£1,487.80	£1,818.42	£2,149.05	£2,479.66	£2,975.60
Winterbourne	(a)	£35.45	£41.36	£47.27	£53.18	£65.00	£76.82	£88.63	£106.36
	(b)	£877.74	£1,024.04	£1,170.33	£1,316.62	£1,609.20	£1,901.79	£2,194.36	£2,633.24
	(c)	£1,027.31	£1,198.54	£1,369.76	£1,540.98	£1,883.42	£2,225.87	£2,568.29	£3,081.96
Wokefield	(a)	£13.95	£16.27	£18.60	£20.92	£25.57	£30.22	£34.87	£41.84
	(b)	£856.24	£998.95	£1,141.66	£1,284.36	£1,569.77	£1,855.19	£2,140.60	£2,568.72
	(c)	£1,005.81	£1,173.45	£1,341.09	£1,508.72	£1,843.99	£2,179.27	£2,514.53	£3,017.44
Woolhampton	(a)	£27.11	£31.63	£36.15	£40.67	£49.71	£58.75	£67.78	£81.34
	(b)	£869.40	£1,014.31	£1,159.21	£1,304.11	£1,593.91	£1,883.72	£2,173.51	£2,608.22
	(c)	£1,018.97	£1,188.81	£1,358.64	£1,528.47	£1,868.13	£2,207.80	£2,547.44	£3,056.94
Yattendon	(a)	£25.65	£29.92	£34.20	£38.47	£47.02	£55.57	£64.12	£76.94
	(b)	£867.94	£1,012.60	£1,157.26	£1,301.91	£1,591.22	£1,880.54	£2,169.85	£2,603.82
	(c)	£1,017.51	£1,187.10	£1,356.69	£1,526.27	£1,865.44	£2,204.62	£2,543.78	£3,052.54

Town & Parish Council Precepts							
Parish	2014/15			2015/16			Council Tax increase/ decrease (-)
	Taxbase 2014	Precept 2014	Band D 2014	Taxbase 2015	Precept 2015	Band D 2015	
Aldermaston	443.06	£ 12,557.00	£28.34	446.22	£ 13,000.00	£29.13	£0.79
Aldworth	126.49	£ 6,000.00	£47.43	127.91	£ 6,500.00	£50.82	£3.39
Ashampstead	177.29	£ 6,680.00	£37.68	174.94	£ 6,680.00	£38.18	£0.50
Basildon	918.13	£ 27,000.00	£29.41	931.20	£ 27,000.00	£28.99	-£0.42
Beech Hill	142.65	£ 6,500.00	£45.57	143.07	£ 6,512.00	£45.52	-£0.05
Beedon	183.59	£ 8,556.00	£46.60	181.74	£ 8,642.00	£47.55	£0.95
Beenham	489.60	£ 14,160.00	£28.92	498.38	£ 14,000.00	£28.09	-£0.83
Boxford	238.40	£ 7,204.86	£30.22	238.12	£ 7,333.16	£30.80	£0.58
Bradfield	798.15	£ 18,000.00	£22.55	818.26	£ 19,000.00	£23.22	£0.67
Brightwalton	167.74	£ 5,500.00	£32.79	167.94	£ 5,500.00	£32.75	-£0.04
Brimpton	290.50	£ 5,500.00	£18.93	298.32	£ 7,500.00	£25.14	£6.21
Bucklebury	1,034.24	£ 25,000.00	£24.17	1,055.17	£ 25,000.00	£23.69	-£0.48
Burghfield	2,415.78	£ 255,000.00	£105.56	2,452.65	£ 255,000.00	£103.97	-£1.59
Catmore	14.60	£ -	£0.00	14.34	£ -	£0.00	£0.00
Chaddleworth	187.05	£ 13,000.00	£69.50	330.87	£ 7,581.00	£22.91	-£46.59
Chieveley	1,119.39	£ 30,000.00	£26.80	1,119.50	£ 31,790.00	£28.40	£1.60
Cold Ash	1,527.05	£ 37,000.00	£24.23	1,544.00	£ 37,000.00	£23.96	-£0.27
Combe	25.35	£ -	£0.00	24.90	£ -	£0.00	£0.00
Compton	600.25	£ 26,660.00	£44.41	616.03	£ 28,000.00	£45.45	£1.04
East Garston	265.34	£ 9,000.00	£33.92	273.30	£ 9,000.00	£32.93	-£0.99
East Ilsley	244.26	£ 12,000.00	£49.13	246.21	£ 12,500.00	£50.77	£1.64
Enborne	361.97	£ 10,498.00	£29.00	366.13	£ 10,565.00	£28.86	-£0.14
Englefield	116.38	£ 2,500.00	£21.48	117.63	£ 2,500.00	£21.25	-£0.23
Farnborough	45.22	£ -	£0.00	43.33	£ -	£0.00	£0.00
Fawley	73.29	£ -	£0.00	72.71	£ -	£0.00	£0.00
Frilsham	159.30	£ 9,000.00	£56.50	160.16	£ 9,000.00	£56.19	-£0.31
Great Shefford	398.71	£ 16,000.00	£40.13	405.77	£ 16,000.00	£39.43	-£0.70
Greenham	1,541.81	£ 55,800.00	£36.19	1,690.41	£ 66,200.00	£39.16	£2.97
Hampstead Norreys	342.38	£ 8,600.00	£25.12	352.38	£ 8,600.00	£24.41	-£0.71
Hamstead Marshall	142.37	£ 3,400.00	£23.88	140.64	£ 3,400.00	£24.18	£0.30
Hermitage	830.84	£ 42,000.00	£50.55	848.59	£ 42,000.00	£49.49	-£1.06
Holybrook	2,460.78	£ 114,091.47	£46.36	2,511.21	£ 113,465.00	£45.18	-£1.18
Hungerford	2,327.21	£ 212,790.00	£91.44	2,346.18	£ 223,987.00	£95.47	£4.03
Inkpen	419.16	£ 11,000.00	£26.24	429.08	£ 11,000.00	£25.64	-£0.60
Kintbury	1,179.94	£ 50,000.00	£42.38	1,141.91	£ 55,000.00	£48.16	£5.78
Lambourn	1,694.63	£ 106,190.00	£62.66	1,729.26	£ 106,190.00	£61.41	-£1.25
Leckhampstead	164.85	£ 8,000.00	£48.53	166.03	£ 8,000.00	£48.18	-£0.35
Midgham	166.12	£ 5,000.00	£30.10	165.44	£ 5,000.00	£30.22	£0.12
Newbury	11,819.97	£ 894,351.00	£75.66	12,288.65	£ 894,351.00	£72.78	-£2.88
Padworth	329.98	£ 15,000.00	£45.46	335.95	£ 16,500.00	£49.11	£3.65
Pangbourne	1,450.12	£ 91,000.00	£62.75	1,449.78	£ 91,000.00	£62.77	£0.02
Peasemore	148.53	£ 3,200.00	£21.54	147.61	£ 3,200.00	£21.68	£0.14
Purley on Thames	1,910.39	£ 90,000.00	£47.11	1,926.06	£ 92,000.00	£47.77	£0.66
Shaw-Cum-Donnington	674.41	£ 36,000.00	£53.38	670.81	£ 36,000.00	£53.67	£0.29
Speen	1,048.98	£ 40,970.00	£39.06	1,112.73	£ 45,696.24	£41.07	£2.01
Stanford Dingley	111.08	£ 3,750.00	£33.76	113.94	£ 5,000.00	£43.88	£10.12
Stratfield Mortimer	1,595.09	£ 90,830.00	£56.94	1,618.90	£ 112,840.00	£69.70	£12.76
Streatley	558.13	£ 26,000.00	£46.58	557.96	£ 26,000.00	£46.60	£0.02
Sulham (see Tidmarsh)				0.00	£ -		£0.00
Sulhamstead	530.35	£ 15,020.00	£28.32	544.02	£ 16,820.00	£30.92	£2.60
Thatcham	8,539.08	£ 619,510.00	£72.55	8,768.98	£ 636,189.00	£72.55	£0.00
Theale	1,011.63	£ 85,150.00	£84.17	1,057.35	£ 85,150.00	£80.53	-£3.64
Tidmarsh with Sulham	299.96	£ 7,700.00	£25.67	296.11	£ 7,700.00	£26.00	£0.33
Tilehurst	5,387.66	£ 249,740.00	£46.35	5,442.54	£ 253,484.00	£46.57	£0.22
Ufton Nervet	130.55	£ 2,200.00	£16.85	130.08	£ 2,500.00	£19.22	£2.37
Wasing	22.74	£ -	£0.00	24.30	£ -	£0.00	£0.00
Welford	205.84	£ 8,000.00	£38.87	212.75	£ 8,500.00	£39.95	£1.08
West Ilsley	155.52	£ 10,000.00	£64.30	153.88	£ 10,050.00	£65.31	£1.01
West Woodhay	55.94	£ -	£0.00	54.38	£ -	£0.00	£0.00
Winterbourne	93.16	£ 5,000.00	£53.67	94.02	£ 5,000.00	£53.18	-£0.49
Wokefield	131.83	£ 2,250.00	£17.07	131.47	£ 2,750.00	£20.92	£3.85
Woolhampton	383.36	£ 15,300.00	£39.91	386.05	£ 15,700.00	£40.67	£0.76
Yattendon	170.86	£ 6,000.00	£35.12	174.80	£ 6,725.00	£38.47	£3.35
	60,599.03	3,497,158.33		62,083.05	3,581,600.40		
Special Expenses							
Parish	2014/15			2015/16			Council Tax increase
	Taxbase 2014	Sp Expense 2014	Band D 2014	Taxbase 2015	Sp Expense 2015	Band D 2015	
Hungerford	2,327.21	£ 5,750.00	£2.47	2,346.18	£ 3,450.00	£1.47	-£1.00
Kintbury	1,179.94	£ 500.00	£0.42	1,141.91	£ 6,280.00	£5.50	£5.08
Shaw-Cum-Donnington	674.41	£ 500.00	£0.74	670.81	£ 1,050.00	£1.57	£0.83
Theale	1,011.63	£ 800.00	£0.79	1,057.35	£ 1,400.00	£1.32	£0.53

Title of Report:	Statutory Pay Policy Statement
Report to be considered by:	Council
Date of Meeting:	3rd March 2015
Forward Plan Ref:	C2833

Purpose of Report: To present a Pay Policy Statement to be published from 1st April 2015, for approval.

Recommended Action: That Council approve the Pay Policy Statement attached at Appendix A.

Reason for decision to be taken: To comply with the requirements of s38 of the Localism Act 2011

Other options considered: n/a

Key background documentation: n/a

Published Works: The Localism Act Nov 11, s38-43 (legislation.gov.uk); Openness and accountability in local pay: Guidance under section 40 of the Localism Act Feb 2012, and supplementary guidance Feb 2013 (CLG); Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives Nov 11 (JNC for Chief Officers)

The proposals contained in this report will help to achieve the Council Strategy priorities and principles by:
complying with a statutory duty to publish information about the pay of its employees.

Portfolio Member Details

Name & Telephone No.:	Councillor Alan Law - Tel 07973 538008
E-mail Address:	alaw@westberks.gov.uk
Date Portfolio Member agreed report:	19 th January 2015

Contact Officer Details

Name:	Jane Milone
Job Title:	HR Manager - Corporate HR
Tel. No.:	01635 519238
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Implications

Policy:	The Council is required to publish a statement of its pay policy. The proposed statement does not involve a change of policy.
Financial:	none
Personnel:	none
Legal/Procurement:	This statement will ensure that the Council complies with the Localism Act 2011
Property:	none
Risk Management:	none

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?	☐	☒	
• Is it a major policy, significantly affecting how functions are delivered?	☐	☒	
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒	
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☐	☒	
• Does the policy relate to an area with known inequalities?	☐	☒	
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			☐
Not relevant to equality			☒

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

Executive Summary and Report

1. Introduction

- 1.1 Section 38 of the Localism Act ('the Act') of the Act requires local authorities to publish an annual pay policy statement, starting with 2012/13.
- 1.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks approval for the 2015 statement, for publication with effect from 1st April 2015.
- 1.3 In previous years, the Council has combined the statutory pay policy statement with publication of specific pay and terms and conditions related aspects of the Local Government Transparency Code. The latest version of the Code (published October 2014) includes additional items, such as publication of spending on trade unions. This year's pay policy statement will therefore cover only the requirements of s38 of the Localism Act. Publication of data required by the Transparency Code (which does not require approval from full Council) will instead be included on the Council's 'Transparency' pages on the website.

2. Localism Act Requirements

- 2.1 S38 of the Localism Act requires the local authority to prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent year. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Local Government Transparency Code. The statement must be approved by the full Council.
- 2.2 The statement should set out the policies in relation to:
 - (1) Remuneration of its chief officers
 - (2) The remuneration of its lowest paid employees (and our definition and reasons for defining it)
 - (3) The relationship between the remuneration of its chief officers and those who are not chief officers
- 2.3 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Corporate Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Heads of Service.
- 2.4 Chief Officer remuneration includes salary, bonuses, performance-related pay, fees or allowances (including as returning officer), benefits in kind, etc. The policy should also state how chief officer salary will be determined on appointment and any arrangements for payments upon leaving office.

3. Proposals

- 3.1 The Pay Policy Statement, set out at Appendix A, is recommended to full Council, for approval following consideration at Personnel Committee. This fits within its terms of reference which are to consider matters of personnel policy. Approval for the statement cannot be delegated to a committee.

- 3.2 A draft Pay Policy Statement 2015 is appended for consideration, which will be published on the Council's website once approved.

4. Equalities Impact Assessment Outcomes

- 4.1 This item is not relevant to equality.

5. Conclusion

- 5.1 Publication of the Pay Policy Statement will ensure that the Council complies with its duties under s38 of the Localism Act 2011.

Appendix A - Draft Pay Policy Statement 2015

Consultees

Local Stakeholders: n/a

Officers Consulted: Corporate Board

Trade Union: n/a

Pay Policy Statement – April 2015

Change History

Version	Date	Description	Change ID
1	April 2012	First publication	
2	April 2013	Second publication	
3	April 2014	Third publication	
4	April 2015	Fourth publication	

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DRAFT

Note that in this draft (dated 22/12/14) the type in italics will be amended when the new pay rates for 2015 are implemented.

1. Purpose

1.1 This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

1.2 Full Council has approved the Pay Policy Statement.

2. Definitions used in this document

2.1 **Chief Officers** (as defined in s43 of the Localism Act);

2.1.1 Chief Executive

2.1.2 Corporate Director (Communities)

2.1.3 Corporate Director (Environment)

2.1.4 Heads of Service

- Head of Legal Services (Monitoring Officer)
- Head of Finance (Section 151 Officer)
- Head of Education
- Head of Human Resources
- Head of Strategic Services
- Head of ICT and Corporate Support
- Head of Customer Services
- Head of Public Health and Wellbeing
- Head of Highways and Transport
- Head of Culture and Environmental Protection
- Head of Planning and Countryside
- Head of Children's and Families
- Head of Adult Social Care
- Head of Care Commissioning, Housing and Safeguarding

2.2 **Employees who are not chief officers**; all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other 'workers' employed by the Council, as employees of agencies or as self-employed consultants.

2.3 **Lowest paid employee**; minimum of grade B on WBC pay scales (£13,715 per annum full time (37 hours per week) or 7.12 per hour). Notes on this definition are set out below;

2.3.1 Grade A is no longer used in WBC. Minimum Grade B is equivalent to scale point 7 of the NJC pay scale for Local Government Employees.

2.3.2 Apprentices aged 16-18, may be paid on the age-related National Minimum Wage. The Apprentice NMW rate is not used. Apprentices

have been excluded from this definition on the basis that they are in specific posts created for training purposes.

- 2.4 **Median salary;** £26,293 (full time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.
- 2.5 **Mean salary;** £28,339 (full time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.
- 2.6 **Highest paid employee:** the Chief Executive is paid £133,418 plus £5,000 car allowance per annum = £138,418
- 3. **Pay Policy from April 2015**
 - 3.1 All jobs within the Council are paid on salary grades with five or more incremental points.
 - 3.2 Job evaluation – employees below grade N
 - 3.2.1 The Hay (Local Government) job evaluation scheme is used to establish the grade for each post relative to all other jobs within the Council. The job evaluation procedure is used to evaluate all new jobs and to re-evaluate existing jobs where there have been significant changes.
 - 3.2.2 All jobs are assigned to a grade within the West Berkshire Council salary structure on the basis of the job evaluation score. The individual salary scale points are based on the National Joint Council for Local Government Employees (Green Book) salary scale. See Appendix D for details.
 - 3.3 Salary structure – employees on Grade N and above
 - 3.3.1 Heads of Service are all paid on Grade N. They constitute the second tier of management and may be allocated new responsibilities as required to meet the needs of the Council at this level, within their grade. Heads of Service report to either a Corporate Director or the Chief Executive.
 - 3.3.2 Corporate Directors are paid on the Corporate Director grade and the Chief Executive is paid on a specific grade for this post. All three may be allocated new responsibilities as required to meet the needs of the Council within their grade.
 - 3.4 Salary on appointment – all employees
 - 3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.
 - 3.5 Incremental progression – Employees below 'third tier' of management

- 3.5.1 Each employee progresses through the grade band for the posts by the award of one increment (or spinal column point (SCP)) on 1st April each year until the maximum of the grade band is reached, subject to six months service in the grade band (whether that band has been attained by appointment, promotion or regrading) and satisfactory performance in the job.
- 3.5.2 Any existing employee who is appointed to a new post within the Council whose salary, on 1st April, would otherwise be less than one column point in excess of the salary they would have received on that day in their old grade band, will be entitled to an increment on that day even if he/she has not been 6 months in the new post.
- 3.5.3 An increment may be withheld if an employee is subject to formal disciplinary or capability procedures during the year leading up to the 1st April and this decision has been communicated to the employee and recorded as part of those proceedings. An increment will be withheld if the employee's performance grade at appraisal is assessed as 'underperformance' or 'unsatisfactory performance'.
- 3.5.4 An additional increment may be awarded in any one year to an employee, at the discretion of the Head of Service, on the grounds of special merit or ability, provided the maximum of the grade is not exceeded.
- 3.6 Incremental progression – Chief Executive, Corporate Directors, Heads of Service and 'third tier' managers
- 3.6.1 Third tier managers (defined as those on Grades L and M, reporting to heads of service) and above can only progress through the increments within the grade if their performance, as assessed at the annual appraisal, is rated as satisfactory, good or excellent.
- 3.7 Additional payments – all employees
- 3.7.1 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions. See Appendix 2 for details.
- 3.7.2 Car allowance payments for new senior managers ceased to be paid from November 2007. Some senior employees who were already in receipt of such allowances continue to receive them on a protected basis whilst in post.
- 3.7.3 Essential car users (defined as those who travel at least 2,500 business miles per annum or for whom a car is essential for the performance of the job) receive an allowance in line with NJC rates for cars with engine capacity up to 1199cc..
- 3.7.4 All employees can claim expenses for essential business travel at the rate of the cost of public transport, or the minimum mileage rate agreed

by the NJC. Subsistence expenses may be claimed at the rates recommended by HMRC.

- 3.7.5 The Council does not operate a separate bonus scheme for its Chief Officers. No other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities. No fees for election duties are included in Chief Officer salaries, nor are any additional fees payable for such responsibilities.
- 3.7.6 There are no benefits in kind, such as private health insurance, payable to Chief Officers.
- 3.7.7 Chief Officers are eligible to join the Local Government Pension Scheme in the same way as other employees.

3.8 Severance arrangements

- 3.8.1 Chief Officers are subject to the same redundancy payment and pension arrangements as other employees. These are set out in the Council's [Employer Statement of Policy on Discretionary Compensation](#) and the [Employer Statement – Local Government Pension Scheme Discretions Policy](#).)
- 3.8.2 All redundancy or severance costs (including the cost of mandatory early payment of pension) of over £10k must be approved by the Executive.
- 3.8.3 An employee who has left the Council, with a redundancy or other severance payment under the discretionary compensation scheme, will not normally be re-engaged by the Council within two years of the termination date. In exceptional circumstances the Head of Human Resources may make a decision, after consultation with the Chief Executive, the Monitoring Officer, the Section 151 Officer, and the Leader and Shadow Leader of the Council, to authorise re-engagement where it is in the interests of the Council to do so. (See the **Re-Employment Policy**.)

4. Pay ratios in the Council

- 4.1 It is the Policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 4.2 As at 1st April 2015, pay ratios within the Council stand as follows;
- Highest:lowest = 10:1
 - Highest:median = 5.3:1
- 4.3 This is based on the following salary packages;
- Highest paid (maximum CX plus car allowance) = £138,418
 - Lowest paid (minimum grade B) = £13,715

- Median (average) = £26,293

5. **Review**

- 5.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 5.2 The Personnel Committee is responsible for recommending the policy statement for approval by full Council.

DRAFT

Appendix 1 - Pay scales; pay rates for all grades within WBC effective January 2015

grade		Scale point	Annual salary
	B	7	13715
		8	13871
		9	14075
		10	14338
		11	15207
C		12	15523
		13	15941
		14	16231
	D	15	16572
		16	16969
		17	17372
		18	17714
		19	18376
E		20	19048
		21	19742
		22	20253
	F	23	20849
		24	21530
		25	22212
		26	22937
		27	23698
G		28	24472
		29	25440
		30	26293
	H	31	27123
		32	27924
		33	28746
		34	29558
		35	30178
I		36	30978
		37	31846
		38	32778
	J	39	33857
		40	34746

grade		Scale point	Annual salary
K		41	35662
		42	36571
		43	37483
		44	38405
		45	39267
	L	46	40217
		47	41140
		48	42053
		49	44224
		50	46428
M		51	48107
		52	49780
		53	51469
		54	52207
		55	54202
		56	56191
		57	58181
		57	58181
Corporate Directors	(Heads of Service) N	61	64886
		62	66380
		63	68617
		64	70863
		65	73089
		66	75332
		67	77567
		68	79810
		72	92233
		73	94669
		74	97113
		75	99550
		76	101990
		77	104438
	Chief Executive		124818
			127686
			130553
			133418

Appendix 2 – additional payments scheme

Criteria for making service related additional payments

The scheme provides for additional payments to be made where:

- There is a clear service need to resolve organisational and/or staffing difficulties;
- Other organisational responses (e.g. restructuring or re-allocation of work) will not overcome the difficulties;
- No other provision exists for payments to be made under WBC Conditions of Service;
- Costs can be contained within service budgets;
- The relevant Corporate Director is satisfied that payments are necessary and appropriate in all the circumstances.

If the above criteria apply, and other conditions and criteria are met (see sections below) additional payments may be made at the discretion of the Head of Service.

Payment for Exceptional Working Patterns

The normal working week will be the working week or regular work pattern defined in the contract of employment, normally based on any 5 named days out of seven.

Some jobs require regular working patterns which, because of service demands, are particularly disruptive to social or domestic life and these jobs may therefore present difficulties of recruitment and retention e.g. week end working, split duty or sleeping in.

Others may require acceptance of occasional severe disruption to regular work patterns which are not commonly acceptable under normal basic pay arrangements. Where there is clear evidence that such circumstances present service delivery problems, additional payments, based on a maximum of time and a third of basic pay may be made at the discretion of the Head of Service.

Payment for night work

Time and a third may be paid for night work undertaken between the hours of 10pm and 6am.

Payment for stand-by duty

For some jobs, where stand-by duty is a regular requirement, specific stand-by payments may be written into the employment contract. The Head of Human Resources or the relevant Head of Service will advise where these apply.

Where there is no contractual requirement or payment for stand-by duty, and stand-by duty is not reflected in the grading of the post, payment of one third of basic pay may be paid. Payment will be at the discretion of the Head of Service.

Payment for higher responsibility

WBC Conditions of Service provide for an employee, who for reasons other than annual leave of another employee, is called upon to undertake the duties and responsibilities of a higher graded post for a period of at least 4 weeks may, at the discretion of the Head of Service, receive an honorarium to reflect the additional duties and responsibilities.

In determining the appropriate level of additional payment, the Head of Service should take into account factors like:

- The difference between grading between the absent employee and the employee providing cover
- The duration of the period of absence
- The level of support provided to the covering employee
- Arrangements relating to the employee's normal duties;

Although not normally provided for in WBC Conditions, Heads of Service may, exceptionally, make additional payments to employees covering for absence resulting from annual leave. The above criteria are relevant in deciding to make payments in these circumstances, in particular, the duration of cover and the difference in grading.

Payment for Regular Overtime

Some jobs require regular overtime working that cannot, practicably, be compensated by time off in lieu. These jobs may be held by employees above the normal ceiling for overtime payment (scp32).

Where regular overtime is a feature of the job (e.g. regular requirement for attendance at evening Council and/or Committee meetings), the Head of Service may agree the payment of a flat rate allowance that reflects the regular nature of the demand and the normal basis for calculating additional payments (time and one third).

Payment for Exceptional Working Conditions

WBC job evaluation takes account of physical aspects of jobs where they are a regular feature e.g. heavy and awkward working conditions. Normal pay reflects the conditions of such jobs. However, in some jobs such conditions may occur only occasionally and will not, therefore, be reflected in grading.

In other jobs, employees may be required, from time to time, to work in particularly dirty or otherwise unpleasant circumstances.

Where job grading has not taken exceptional working conditions into account, additional payments may be made. Where the exceptional conditions extend over a period of time, payment of time and a third for hours worked in those conditions will be appropriate. In the case of a short, one-off situation, a payment for Other Exceptional Circumstances, as described below, may be paid.

Payment for Other Exceptional Circumstances

From time to time, other exceptional circumstances may arise that merit an additional payment e.g. short and unusual exposure to particularly unpleasant work conditions, reward for a sustained period of particularly heavy increased responsibility, or exceptional achievement. In such circumstances, an additional payment may be made. Although not a limit in truly exceptional circumstances, the normal ceiling of time and a third for

additional payments should be taken into account when determining an appropriate additional payment.

Payment for Emergency Operations Centre (EOC) work

Where the Emergency Operations Centre (EOC) is set up to respond to an emergency, staff carrying out EOC work will be paid as follows:

- All hours worked on EOC duties outside 0800 to 1700 Monday to Friday will be paid at £15 per hour.
- Full time employees working the day shift (8am to 4pm) will receive an honorarium payment of £30 for each day shift worked.
- Part time employees working extra hours on the day shift will be paid £15 per hour for each additional hour worked in addition to the £30 honorarium payment for each day shift worked.
- The hours paid will include the time it takes to come in and go home if the employee would not have had to make this journey in normal circumstances (for example travelling back in for a midnight start or travelling at weekends). However employees cannot claim 'petrol costs'.
- These payments are payable to all employees regardless of grade.

Where employees who have worked weekends, late or night shifts would prefer to take the extra hours they worked as time off in lieu (TOIL) rather than receive £15 per hour they should inform HR by email.

Staff who had booked annual leave but come in for a day shift should swap their leave to another day. If the EOC work occurs towards the end of an annual leave period, and as a result, there is a need to carry forward leave after the end of the leave year, the employee should agree this with his/her line manager. The employee will receive the £30 honorarium for each day shift worked.

Title of Report:	Sandleford Park Supplementary Planning Document (SPD)
Report to be considered by:	Council
Date of Meeting:	3 March 2015
Forward Plan Ref:	C2948

Purpose of Report:

To:

- (a) consider the representations received in response to the consultation on the amended Draft Supplementary Planning Document (SPD) undertaken between 12 December 2014 and 30 January 2015.
- (b) consider whether any revisions need to be made to the Supplementary Planning Document in the light of these representations.
- (c) consider the adoption of the Sandleford Park Supplementary Planning Document.

Recommended Action:

That Council resolves that:

- (a) No new information or evidence has arisen through the consultation to warrant major changes being made to the Supplementary Planning Document although a number of minor changes have been made.
- (b) The Council's responses to the representations received as set out in Appendix A are agreed.
- (c) The Sandleford Park Supplementary Planning Document as set out in Appendix B is adopted in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).
- (d) Delegated authority is given to the Head of Planning and Countryside to agree any minor typographical and formatting refinements to the Sandleford Park Supplementary Planning Document before publication.

Reason for decision to be taken:

To provide the necessary guidance for the future development of the Sandleford Park site

Other options considered:

Not amending the SPD; amending policy CS3 of the West Berkshire Core Strategy.

Key background documentation:

West Berkshire Local Plan Core Strategy 2006-2026, Policy CS3, adopted July 2012.
Sandleford Park SPD, adopted September 2013.

Published Works:

Not applicable

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

- ☒ **CSP1 – Caring for and protecting the vulnerable**
- ☒ **CSP2 – Promoting a vibrant district**
- ☒ **CSP3 – Improving education**
- ☒ **CSP4 – Protecting the environment**

The proposals will also help achieve the following Council Strategy principle:

- ☒ **CSP8 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Setting in place a positive framework to proactively steer the comprehensive development of the Sandleford site.

Portfolio Member Details

Name & Telephone No.:	Councillor Hilary Cole - Tel 01635 248542
E-mail Address:	hcole@westberks.gov.uk
Date Portfolio Member agreed report:	4 February 2015

Contact Officer Details

Name:	Liz Alexander
Job Title:	Planning Policy Team Leader
Tel. No.:	01635 519512
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Implications

Policy: The Sandleford site is a strategic allocation within the adopted Core Strategy which provides the planning strategy for West Berkshire to 2026. A Supplementary Planning Document has been adopted for the site in order to proactively guide a future planning application for the site. The SPD is now being amended to include a requirement for a single planning application for the site to ensure that the development and associated infrastructure is delivered comprehensively. The SPD is a material consideration in the decision making process.

Financial: The Council is committed to producing planning policy documents. Budgetary provision has been made to carry out the relevant work.

Personnel: N/A

Legal/Procurement: The Planning and Compulsory Purchase Act 2004 (as amended) requires the local planning authority to keep under review the matters which may be expected to affect the development of their area or the planning of its development. The revisions to this SPD seek to take forward a commitment to fulfil this obligation.

If the Council adopts the SPD, there is a 3 month period within which this adoption can be challenged through the courts.

Property: N/A

Risk Management: The risks to development management in this area of policy are higher without the SPD being amended as proposed.

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?		☐	☒
• Is it a major policy, significantly affecting how functions are delivered?		☐	☒
• Will the policy have a significant impact on how other organisations operate in terms of equality?		☐	☒
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		☐	☒
• Does the policy relate to an area with known inequalities?		☐	☒
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			☐
Not relevant to equality			☒

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

Executive Summary

1. Introduction and Proposals

- 1.1 Sandleford Park was allocated through the Core Strategy as a strategic site for up to 2,000 dwellings (policy CS3). A Supplementary Planning Document (SPD) was prepared for the site and adopted in September 2013. This set out in more detail how the site would be delivered, taking into account the opportunities and constraints of the site as well as the outcomes of the comprehensive evidence base.
- 1.2 The SPD has now been updated (Appendix B) to reflect the need for a single planning application for the site. This will ensure that the site is comprehensively delivered, with timely and well planned provision of infrastructure. This requirement is set out as a new development principle for the site (principle S1) and reflected through other amendments throughout the SPD.
- 1.3 The SPD was published for a 7 week period of public consultation which took place between 12 December 2014 and 30 January 2015. This was widely advertised, in accordance with the Council's adopted Statement of Community Involvement.
- 1.4 32 comments from 26 consultees were received and full details of these, together with the proposed Council response is set out in Appendix A.

2. Equalities Impact Assessment Outcomes

- 2.1 This item is not relevant to equality.

3. Conclusion

- 3.1 It is recommended that Council resolves that:
 - (i) No new information or evidence has arisen through the consultation to warrant major changes being made to the Supplementary Planning Document although a number of minor changes have been made.
 - (ii) The Council's responses to the representations received as set out in Appendix A are agreed.
 - (iii) The Sandleford Park Supplementary Planning Document as set out in Appendix B is adopted in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).
 - (iv) Delegated authority is given to the Head of Planning and Countryside to agree any minor typographical and formatting refinements to the amended Sandleford Park Supplementary Planning Document before publication.
- 3.2 Once adopted the SPD will be used in conjunction with the Development Plan, holding significant weight as a material consideration in the determination of any planning application and/or appeal on this site.

Executive Report

1. Introduction

- 1.1 Land at Sandleford Park, on the southern edge of Newbury, was allocated through the West Berkshire Core Strategy as a strategic site for up to 2,000 dwellings, 1,000 of which are due to be delivered within the Core Strategy period to 2026. The site will help to meet West Berkshire's housing requirement to 2026 of 10,500 dwellings and will also provide education, community uses and public open space.
- 1.2 The principle for developing the site was established through the Core Strategy and a Supplementary Planning Document (SPD) for the site was adopted in September 2013. This gives more detail about how the site should be delivered in order to bring forward a well planned sustainable urban extension.
- 1.3 The SPD has now been amended to include a requirement for a single planning application for the site. It was necessary to consult on the amended SPD, and take it back to Council for adoption to give it the necessary weight as a material consideration in the decision making process.
- 1.4 The SPD can only supplement adopted policy CS3 of the Core Strategy. It cannot provide new details or set new policy but builds upon the key principles for the site which have been established through the Core Strategy process and set out in policy CS3.
- 1.5 Housing completions on the site are due by 2017 and are included within the Council's 5 year housing land supply.
- 1.6 A 7 week consultation on the amended SPD took place between 12 December 2014 and 30 January 2015.

2. Amendments to the SPD

- 2.1 The amendments to the SPD set out a requirement for a single planning application for the site. This has always been envisaged, given that the site was promoted as a single site throughout the allocation and examination process. However, as this is not set out in either the policy or the adopted SPD, it is prudent to confirm this requirement in a manner which fully confirms the Council's expectations for delivering the site comprehensively, in an effective way.
- 2.2 A new primary purpose for the SPD is set out to assist in the delivery of a comprehensive and sustainable development across the site as a whole. This is underlain by the requirement for a single planning application which is set out as a new development principle – S1. These changes explain the benefits of a single application for the site which will ensure a holistic and comprehensive development across the site as a whole which maximises the potential of Sandleford Park as a well-planned, cohesive and sustainable urban extension.
- 2.3 A single application will also enable the development to be properly assessed as a whole to ensure that it achieves the vision and objectives set out in the policy and the SPD. This will enable the required infrastructure to be properly planned and delivered in an integrated and timely way across the site. A single application will

also enable the infrastructure requirements to be assessed accurately by the Council's Service Units, with details about where it will be situated and how the delivery will be timed.

- 2.4 It will also ensure that the site is designed as a whole in a cohesive manner.
- 2.5 Other amendments to the SPD reflect the requirement for a comprehensive development to be delivered through a single planning application, and more detail on this has also been added to the delivery and implementation section (section G) of the SPD.
- 2.6 An SPD is a material consideration in the decision making process and any developer would therefore need to show sound reasons for not complying with any of its requirements.

3. Consultation Outcomes

- 3.1 On 11 December 2014, Council approved the draft amended Supplementary Planning Document for Sandleford Park for a 7 week period of public consultation which took place from 12 December 2014 to 30 January 2015.
- 3.2 Overall the Council received 32 representations on the SPD from 26 contributing consultees. A number of the comments made do not relate specifically to the amendments to the SPD, but to the general principal of allocating the site or to the SPD as adopted in September 2013. They are, however, responded to.
- 3.3 All representations have been considered by officers and a Council response has been provided to each one. As a result some amendments have been proposed to the SPD attached as Appendix B as appropriate. Whilst none of the amendments are considered material, the majority provide clarification or additional information which has been extremely valuable in strengthening the final version of the SPD.
- 3.4 The consultation representations together with the Council's proposed responses are attached in full in Appendix A, as part of the Statement of Consultation. A Schedule of Proposed Changes to the SPD is also included within Appendix A.
- 3.5 Some of the main issues raised as part of the consultation, together with the officer response, are summarised below:
 - (1) General support for the principle of a single planning application for the whole of Sandleford Park to ensure that the site is developed comprehensively. The Sandleford Farm Partnership does not support this however, and further information on this point is set out below.
 - (2) Concern over additional all vehicle road access to Sandleford, specifically from Warren Road, where this is seen as having a negative and potentially dangerous impact on existing users in terms of the impact of additional traffic generation.

In terms of a response to this, officers have set out information about the junction design process, and sets out how road safety will be a paramount consideration in this detailed work.

- (3) Concern over the infrastructure implications of the development and whether these have been adequately addressed to date.

The responses to this explain that the Infrastructure Delivery Plan for the site is a living document which is kept updated and the requirements set out within it are a material consideration in the determination of any planning application.

- (4) An objection by Sports England in terms of the impact of the development on playing field land at Newbury Rugby Club.

The response to this explains that the principle of the allocation was established through the Core Strategy process and that despite being consulted on a number of occasions, Sport England did not raise any objections at the time. Additionally, there will be no actual loss of playing field space. The SPD as adopted does state that there will be no identified formal recreation provision (sports pitches) on the site in lieu of significant areas of informal open space – however any identified requirement for on-site playing pitches or additional leisure facilities arising from the site will be addressed through the planning application process.

- (5) A response from lawyers acting on behalf of the Sandleford Farm Partnership (who own about two thirds of the site) disagrees with the approach that the Council has taken to amending the SPD to include a requirement for a single planning application for the site. They consider that the amendments are being made without proper justification.

Officers in Legal Services have carefully considered the points raised and are satisfied that the SPD amendments are consistent with both adopted Core Strategy policy and the National Planning Policy Framework. This conclusion has been ratified by legal Counsel.

- (6) Agents on behalf of Donnington New Homes (the other landowners at the site) are supportive of the principal of a single planning application of the site but propose amended wording to the SPD to emphasise the need for collaborative working and input between the parties. They also request some revised, more flexible wording.

No changes are proposed in response to these comments and the response details that any additional material considerations will be taken account of during the planning application process.

- (7) The Say No To Sandleford Group (SNTS) has submitted a comprehensive response, reiterating its opposition to the allocation of Sandleford Park, whilst broadly supporting the single planning application amendment to the SPD.

The response contains some useful points of detail and some minor changes to the SPD are proposed to take some of these into account. Other points raised can be taken on board during the planning application process.

- (8) Wash Common Community Group supports a single planning application for the site and reiterates comments made through previous consultations, expressing reservations about the detail of additional access routes and concerns over other issues including the adequacy of infrastructure.

The response to this explains more about how the traffic junctions would be designed and provides additional information about the mechanisms for infrastructure provision.

4. Conclusion

- 4.1 The consultation process resulted in a range of useful representations from a broad spectrum of consultees, including members of the public, community groups, landowners and statutory consultees. As a result the proposed changes serve to strengthen the SPD, providing clarification and/or additional information on detailed aspects. Other points raised during the consultation can be taken into account during the planning application process.
- 4.2 It is recommended that Council resolves that:
- (a) No new information or evidence has arisen through the consultation to warrant major changes being made to the Supplementary Planning Document although a number of minor changes have been made.
 - (b) The Council's responses to the representations received as set out in Appendix A are agreed.
 - (c) The Sandleford Park Supplementary Planning Document attached as Appendix B is adopted in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).
 - (d) Delegated authority is given to the Head of Planning and Countryside to agree any minor typographical and formatting refinements to the Sandleford Park Supplementary Planning Document before publication

Appendices

Appendix A - Statement of Consultation **(electronic only)**

Appendix B – Sandleford Park, Amended Supplementary Planning Document **(electronic only)**.

Consultees

Local Stakeholders: As set out in the Statement of Consultation.

Officers Consulted: All service units

Trade Union: n/a

Title of Report:	Health and Wellbeing Strategy – Updated Version
Report to be considered by:	Council
Date of Meeting:	3 March 2015
Forward Plan Ref:	C2657

Purpose of Report: To present to Members the amended Health and Wellbeing Strategy following a Public Consultation in November 2014.

Recommended Action: That Council adopt this amended Health and Wellbeing Strategy from March 2015.

Reason for decision to be taken: To ensure that a Health and Wellbeing Strategy was in place

Other options considered: Not applicable

Key background documentation: Not applicable

Published Works: Not applicable

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

☒ **CSP1 – Caring for and protecting the vulnerable**

The proposals will also help achieve the following Council Strategy principle(s):

☒ **CSP5 - Putting people first**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Portfolio Member Details

Name & Telephone No.: Councillor Marcus Franks - Tel 01635 841552

E-mail Address: mfranks@westberks.gov.uk

Date Portfolio Member agreed report: 22 January 2015

Contact Officer Details

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Implications

Policy: None
Financial: None
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None

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?	☐	☒	☐
• Is it a major policy, significantly affecting how functions are delivered?	☒	☐	☐
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒	☐
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☐	☒	☐
• Does the policy relate to an area with known inequalities?	☐	☒	☐
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			☐
Not relevant to equality			☒

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

Executive Summary and Report

- 1.1 The Health and Wellbeing Strategy was redrafted and went out for consultation to all stakeholders and the general public from October 27th till November 21st. The consultation was conducted by Healthwatch as agreed at the Health and Wellbeing Board. The final report is attached as appendix 1. This was received on December 9th, 2014.
- 1.2 212 people completed surveys that produced 1685 items of information. 10 people completed the optional long survey. 92% of responders were members of the public. There was a good range of ages of respondents:
 - 15% (n=30) 17 and under,
 - 15% (n=31) 18-29 yos,
 - 50% (n=100) 30-49 year olds,
 - 18% (n=37) over 50 yos.
- 1.3 The full survey comments and statistics produced via survey monkey were in excess of 400 pages plus the full notes from the 4 public meetings are available as a separate report. A précis of the collated items are contained within the Final report in appendix 3.
- 1.4 Overall the Health and Wellbeing Strategy was found to be intentional and informative with clear, high level detail. Support for all priorities was in excess of 65% of all respondents.
- 1.5 Details of comments and suggestions and how each of these has been addressed are set out in appendix 1.
- 1.6 Appendix 2 is the amended strategy for consideration by the Health and Wellbeing Board
- 1.7 There was considerable support for the need to include an Implementation Plan within the strategy, showing how the aims of the strategy would be achieved and how each priority would be addressed. There are different ways to achieve this however it is proposed within the Strategy that a multi-agency group is set up to develop the Strategic Implementation Plan that will set out the specific actions that will needed to be taken in partnership to ensure that the priorities are addressed. The Health and Wellbeing Board will be able to have feedback on progress being made throughout the year.
- 1.8 Members of the group could include the following:
 - Public Health and Wellbeing representative
 - Adult Social Care representative
 - Children's services representative
 - Voluntary sector representatives - Learning disabilities, mental health, carers
 - Service user representatives
 - CCG representative
 - Community service provider
 - Secondary care service provider
 - Community safety representative

- Housing association representative
- Minority ethnic groups representative
- Community groups representative

1.9 In setting up such a group consideration will need to be given to the capacity of individuals to take part and the resources needed to support the group. The group would need to be clear and focused on the task and small task and finish groups could work on specific priorities that are most relevant for them. In this way there will be a clarity of purpose and a link in to the performance framework.

Appendices

Appendix 1 - Details of the comments made within the consultation and the changes made to the Strategy as a result

Appendix 2 - The Health and Wellbeing Strategy following the consultation

Appendix 3 - The full consultation report

Consultees

Local Stakeholders: -

Officers Consulted: Corporate Board, Management Board

Trade Union: -

Appendix 1

Detailed comments and actions taken in response

The consultation report sets out the reasons for including each of the priorities and why is each one important within West Berkshire. Respondents were asked to agree or disagree with each of the 11 priorities. Support for all priorities was in excess of 65% of all respondents.

Respondents were then asked to consider each priority, through answering the following questions:

Priority

- ☐ Why is it important?
- ☐ What is the picture in West Berkshire?
- ☐ What we will do.
- ☐ How we will do it.
- ☐ How we will measure what we have done

Two priorities were challenged as they were written:

51 respondents or 25.37% disagreed with **alcohol** as a priority area

27 people disagreed with **healthy weight** as a priority.

All the other priorities had less than 7 respondents who did not agree them as priorities for West Berkshire.

As a result of these comments these two priorities have been expanded to include additional areas of focus:

- **Priority 5 - Alcohol is changed to Health damaging behaviours :**
 - i. We will promote sensible and safe drinking and increase the number of people receiving effective and timely support for alcohol related problems
 - ii. We will promote smoke free lifestyles and environments.
- **Priority 6 - Healthy weight is changed to healthy weight and physical activity :**

We will maintain or increase the number of people who are a healthy weight, by promoting physical activity and healthy eating and providing a range of evidence based weight management interventions and more opportunities for residents to be physically active.

The West Berkshire JSNA demonstrates a clear need to address obesity and drinking alcohol above safe and sensible levels in order to prevent mortality and morbidity from cardiovascular disease, (coronary heart disease (CHD), stroke, diabetes and chronic kidney disease), as well as cancer and liver disease. In addition these two risk factors increase hospital admissions and use of health care services in primary and secondary care.

Respondents were also asked to list any priorities they felt were missing. The 3 topics of note were cancer and terminal illness – 13 responses (6%), maternity – 9 responses (4%) and children's illnesses – 6 responses (3%). As a result of this cancer was added to the priority of cardiovascular disease. It was felt that terminal illness falls under the priority of addressing long term conditions and end of life care.

- **Priority 7 - cardiovascular disease is changed to cardiovascular disease and cancer.**

We will improve the prevention and early identification of cardiovascular disease and cancer in primary care and community settings through the provision of NHS health checks and screening and ensure access to high quality secondary care services.

One additional priority was added to as a result of comments re the need to tackle loneliness and social isolation as well as mental health and well being. Thus:

- **Priority 4 – mental health and wellbeing in adults is changed to**

We will promote mental health and wellbeing in all adults through prevention, early identification and provision of appropriate services. We will tackle loneliness and social isolation.

A number of themes attracted considerable number of responses:

1. The importance of education in improving health and wellbeing, especially of young people.
 - This view will be reflected in the implementation of the strategy
2. The need to recognise the importance of long term conditions in relation to the demands of acute care
 - This view is already reflected in priority 9
3. Agreement on the focus on mental health and wellbeing as well as physical health
 - Reflected in priority 1 for children and young people and 4 for adults
4. The need to include physical activity as a priority in addition to tackling overweight and obesity
 - This view has been reflected in the change made to priority 6.

There was considerable support for the need to include an **implementation plan** within the strategy, showing in more detail how the aims of the strategy would be achieved and how each priority would be addressed. This view was also demonstrated by those responding in the longer survey, in that 70% did not agree or disagree that the strategy would be able to drive commissioning of health, social care and other services that impact on health and wellbeing.

Many of the general points raised in the consultation relate to how the priorities can be addressed and there are many ideas that could be incorporated into an implementation plan.

Further views and suggestions that can be incorporated into the strategy itself are clearly set out in the full consultation report (appendix 3). Some of these relate to suggestions for how to measure progress against each priority and others make more general points to be considered. A sample for each priority includes:

Priority 1 - emotional health and wellbeing of children and young people

- outcome measures only focus on children with a specific problem (no universal measure). A suggestion on how to measure outcomes for all children is to use a school survey. This could be considered depending on capacity and resources available.
- the importance of using Child and Adolescent Mental Health Services (CAMHS) and Talking Therapies to keep children and young people from entering the criminal justice system and being labeled.

Priority 2 - health and wellbeing of looked after children

- ensure measures of academic success are compared to those who are not looked after and other cohorts.

Priority 3 - tackling inequalities in health and wellbeing in children and young people

- plea for the use of other measures besides children on free school meals achieving academically
- Many points were made about why some children do not achieve - young carers, learning disabilities, mental health problems, rurality, ethnicity. These issues would need to be addressed.
- The possibility of introducing a measure relating to the health and wellbeing of young people not in education, employment or training (NEETs)

Priority 4 - mental health and wellbeing of adults

- a concern about the measures of success being too focused on depression
- Plea to include post-natal depression as a focus.

Priority 5 – alcohol

- Suggestions to widen the priority to other unhealthy behaviours including tobacco (this has been included)
- concern that mental health and alcohol might not be addressed

Priority 6 - healthy weight

- the importance of including physical activity in addition to healthy weight (this has been included)

Priority 7 - cardiovascular disease

- responders wanted to see a clear, comprehensive pathway that includes prevention and early identification

Priority 8 - carers

- need to specifically reference young carers

Priority 9 - long term conditions and disabilities

- want more focus on the prevention of long term conditions and maintaining independence
- Want more re young people with long term conditions

Priority 10 - falls prevention

- suggestion of using a measure of re-admissions to hospital following a fall

Priority 11 - dementia

- the inclusion of a number of comments about the difficulty of addressing dementia, recognising early dementia, measuring quality of life for those with dementia and involving carers.

The outcome measures, both longer term and shorter term, local indicators have yet to be agreed within the accompanying Performance Framework. This work is under way and all comments will be taken into consideration.

A further number of points that need to be included within the strategy include:

- demonstrating a link to other strategies e.g. Safer Communities Strategy
 - a flow diagram will be included in the strategy showing how strategies and plans link together strategically.
- involve service users in the development of action plans and making sure there is a customer voice
 - a section already exists within the strategy explaining the importance of the public and service users. More explanation has been added to show how an action plan will be developed with wider involvement from all sectors.
- the importance of including workplace health
 - the workplace is an importance setting to address health and wellbeing and this will be part of the implementation plan, focusing on both public and private sector workplaces.

- working with service providers to get their views and ideas
 - service providers will be included in development of the overall implementation plan to ensure that local projects and programmes of work are realistic and achievable.
- work with Fora that already exist e.g. Mental Health Forum, Domestic Abuse Forum
 - Existing multi-agency For a will be mapped and links made to all of them

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Appendix 2
Draft
West Berkshire Health
and Wellbeing Strategy
2015 - 2018

Foreword – To be completed after the Health and Wellbeing Board meeting by Councillor Marcus Franks (Portfolio Holder for Health and Wellbeing, West Berkshire Council, Chair of Health and Wellbeing Board) and Dr Bal Bahia (Clinical Lead, Newbury and Community Clinical Commissioning Group, Vice-Chair of Health and Wellbeing Board)

Introduction

In West Berkshire we want to help people live longer, healthier and more fulfilling lives, and to improve the health of the poorest, fastest. Good health and wellbeing will be achieved by work on many fronts:

- ✓ Ensuring value for money, high quality health and social care services are accessible to all who need them
- ✓ protecting people in emergencies and adverse weather conditions and from communicable diseases,
- ✓ preventing ill health and disease
- ✓ promoting positive health and wellbeing through increasing awareness of health risks and enabling individual behaviour change
- ✓ creating environments where healthy choices are the easy choices
- ✓ tackling inequalities in health, making the health and wellbeing of the people who are the worst off in our district as good as that of the most affluent.
- ✓ partnership working between the NHS, the Local Authority, the Voluntary and Community Sector, the Private Sector and the residents and service users of West Berkshire

Health and wellbeing will be promoted throughout the life course, ensuring services are accessible from pre-conception to the end of life. The NHS, Local Authorities and the third sector are working more closely together to ensure integrated health and social care that is evidence based and value for money, helping vulnerable groups and those with long term conditions and disabilities to be as healthy and independent as they can be.

The picture of health and wellbeing in West Berkshire

- Life expectancy at birth is 80.8 years for males and 84.6 years for females. This is better than the national and regional levels. On average a man in West Berkshire can expect to live in good health until he reaches 67.5 years and a woman until she is 68.8. This is better than the national average and similar to the rest of the south east.
- Early deaths from CHD, stroke and cancer have fallen over the last 10 years and the death rates of all of these are lower than national averages.
- Deprivation levels are generally low with long term unemployment, homelessness and levels of violent crime all better than national and regional averages.
- The health and wellbeing of our young people is generally good with lower levels of under 18 conceptions and under 18 alcohol related hospital stays lower than national and regional rates.
- The prevalence of obesity in reception and in year 6 children has slightly decreased since measurements began in 2006/7.

The challenges

- Life expectancy is 6.4 years lower for men and 4.4 years lower for women in the most deprived areas of West Berkshire than in the least deprived areas.
- Smoking prevalence is 18.8% which is higher than the regional average
- 65.5 % of adults are classified as overweight or obese which is slightly higher than regional and national levels
- The rate of people killed and seriously injured on the road is worse than the national average.
- Most hip fractures in adults aged 65 and over are caused by a fall, which can lead to a loss of mobility and independence. Between 2008/09 and 2012/13, 92.3% of hospital admissions for hip fractures in 65+ in West Berkshire were emergency admissions (see falls prevention section).
- There were 1700 alcohol related hospital admissions in West Berkshire in 2012/13 (based on primary and secondary diagnoses).

The Vision for Health and Wellbeing in West Berkshire

All children, young people and adults will have the opportunities to achieve their potential and lead healthy, happy and safe lives. Inequalities in health will be tackled and vulnerable groups supported. There will be access to timely, integrated health and social care services, ensuring rural areas are well served. Our communities will be enabled and empowered to have control over their own health and wellbeing and wider determinants of health will be addressed in partnership.

This shared vision for what success will look like will enable partners to commit to making the best use of public money by working in new ways and sharing resources, including finance, people, buildings and information.

To accomplish our vision our services will be

- Delivered relative to need, ensuring areas with the highest need are targeted to address health inequalities
- accessible to all, taking into account disabilities, rurality and working patterns
- based on integrated care pathways, with all relevant providers working together to maximise the benefits of delivery
- evidence-based and providing value for money
- socially, economically and environmentally sustainable

This Health and Wellbeing Strategy sets out 11 key priorities, derived from the Joint Strategic Needs Assessment (JSNA)), that details West Berkshire's population and its needs, national and local drivers, service users' and carers' views, expert opinion and the evidence base for interventions.

Overarching aims that drive the strategy:

- To prolong life expectancy at birth, whilst maintaining a high quality of life in later years
- To decrease the death rates from all causes, especially for those under the age of 75 years
- To decrease the gap in life expectancy between the least well off in our district and most affluent.

The priorities include promoting healthier lifestyles and positive mental health and wellbeing throughout the life course, preventing ill health plus providing integrated, high quality services through joint working, bringing together health, social care and the voluntary and private sector.

West Berkshire Health and Wellbeing Priorities

Draft West Berkshire Health and Wellbeing Strategy
September/October 2014

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Emotional wellbeing	1. We will promote emotional wellbeing in children and young people, through prevention, early identification and provision of appropriate services
Looked After Children	2. We will improve the health and educational outcomes of looked after children through prevention and the provision of high quality health and social care support and services
Tackling inequalities	3. We will improve the educational achievement of children on free school meals to bring them into line with the overall achievement of all children
Mental health and wellbeing	4. We will promote mental health and wellbeing in all adults through prevention, early identification and provision of appropriate services. We will tackle loneliness and social isolation
Health damaging behaviours	5. i. We will promote sensible and safe drinking and increase the number of people receiving effective and timely support for alcohol related problems ii. We will promote smoke free lifestyles and environments.
Healthy weight and physical activity	6. We will maintain or increase the number of people who are a healthy weight, by promoting physical activity and healthy eating and providing a range of evidence based weight management interventions and more opportunities for residents to be more physically active
Cardiovascular disease and cancer	7. We will improve the prevention and early identification of cardiovascular disease and cancer in primary care and community settings through the provision of NHS health checks and screening and ensure the provision of high quality secondary care services
Carers	8. We will promote the health and wellbeing of carers, including young carers
Long term conditions	9. We will deliver integrated services to support and maintain the independence of people with long term conditions and disabilities and ensure end of life care needs are addressed
Falls prevention	10. We will maximise independence in older people by preventing falls, reducing preventable hospital admissions due to falls and improving rehabilitation services.
Dementia	11. We will improve the lives of those residents with dementia through early identification, the provision of excellent, integrated care and support and increased community awareness of dementia.

Accessibility Integration Effectiveness Sustainability Preventative

Why are these the priorities for West Berkshire?

Draft West Berkshire Health and Wellbeing Strategy
September/October 2014

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PRIORITY 1 – EMOTIONAL WELLBEING OF CHILDREN AND YOUNG PEOPLE

Just like physical health, having good emotional health at a young age promotes good emotional health in adulthood. Half of all adults with a chronic mental health problem first experiences symptoms before the age of 14. Poor mental health at a young age can have an impact on educational attainment, poorer physical health and social skills as well as increase the risk of behaviours such as self harm and suicide.

There are higher levels of mental health problems among the following groups of children and young people; those with learning disabilities, disabled children, looked after children, leaving care, children with special educational needs, young carers, young offenders and children in custody, teenage parents, substance misusers, those that have witnessed domestic abuse or those that have experienced physical, emotional or sexual abuse. We need to ensure that services are able to serve the needs of these vulnerable groups.

Promoting the emotional wellbeing of children and young people can be achieved by ensuring that children and young people have good mental health. It is important that children and young people have good self esteem, develop resilience and are able to build positive relationships.

What is the picture in West Berkshire?

- An estimated 1,360 boys aged 5 to 16 in West Berkshire have a mental health disorder
- An estimated 895 girls aged 5 to 16 in West Berkshire have a mental health disorder
- Around 790 referrals were made to the Children and Adolescent Mental Health Service in West Berkshire. In addition, 26 young people were admitted to the Berkshire Adolescent Unit with mental health problems including self harm, eating disorders, psychosis and affective disorders.

PRIORITY 2 – LOOKED AFTER CHILDREN

Children who have become looked after as a result of a legal order or who have been accommodated on a voluntary basis in agreement with their parents/carers, are one of the most vulnerable groups in society. Children enter care for a range of reasons including physical, sexual or emotional abuse, neglect, or family breakdown. Children in care generally have significantly higher levels of health needs than children and young people from comparable socio-economic backgrounds who have not been looked after. Their life opportunities and long term outcomes are also often much poorer and poor health is a factor in this. Past experiences, including a poor start in life, removal from family, placement location

and transitions mean that these children are often at risk of having inequitable access to health services, both universal and specialist. Promoting the health and wellbeing of these looked after children are therefore paramount.

What is the picture in West Berkshire?

- At March 2013, West Berkshire Council was responsible for 144 looked after children. This was a rate of 40.0 looked after children per 10,000 population under 18 – a rate lower than the England average (60 per 10,000). By October 2013, this had increased to 158 children.
- The number of unaccompanied asylum seeking children looked after by West Berkshire Council is fairly stable, and was 10 as at March 2013.
- There are more boys than girls in care in West Berkshire, and this is also true of unaccompanied asylum seeking children.
- The majority of looked after children are placed in family settings with foster carers or adoptive carers (82% at the 31st March 2013) with the rest placed in other settings according to their individual needs (children's homes, specialist homes or nursing establishments or independent living).
- All children in care are subject to a health plan. Health assessments must be undertaken twice a year for children under 5 years, and annually for children and young people aged 5 years and over. The proportion of looked after children who receive an annual health assessment and regular dental checks is quite high (74% for medicals and 83% for dental checks as at October 2013).

PRIORITY 3 – TACKLING INEQUALITIES – CHILDREN

The Marmot Review of Health Inequalities highlighted the social gradient in health whereby the lower your socioeconomic status the poorer your health outcomes. Health inequalities arise from a variety of social determinants of health including income, educational attainment, and environmental factors, such as poor housing or access to green spaces. These factors not only affect children living in poverty but also vulnerable children. By working with children's services, housing, planning, environment and leisure services, Public Health and Wellbeing can work towards improving health outcomes and tackle health inequalities.

What is the picture in West Berkshire?

- In West Berkshire, there are an estimated 3,350 (11.2%) children (16 and under) living in poverty.
- 56% of pupils in Key Stage 2 (aged 7 to 11 years) known to be eligible for free school meals achieved level four or above in reading, writing and mathematics compared with 79% of all other pupils, a gap of 23 percentage points.
- 4,858 16-18 year olds are known to West Berkshire Council. It is estimated that 4.4% (210 individuals) of these children were Not in Education, Employment, or Training (NEETs), which is lower than the national average. Some young people are more likely to be NEET. These are children of parents who are

NEET, teenage parents, young people with a learning disability or mental health problem, and people with alcohol or substance misuse problems. Similarly, disadvantaged pupils who have been excluded or suspended from school, those with children and those who have a disability are more likely to be NEET.

- The National Child Measurement Programme (NCMP) measures the weight and height of children in reception class (aged 4 to 5 years) and year 6 (aged 10 to 11 years) to assess the prevalence of overweight and obesity in primary schools. The data demonstrates a strong correlation between deprivation and obesity prevalence nationally.

PRIORITY 4 – MENTAL HEALTH AND WELLBEING IN ADULTS

Mental health and wellbeing consists of how we think and feel (our emotions and satisfaction with life) and how function (good relationships with others, having a purpose in life). We all have mental health and anyone can experience good or poor mental health and wellbeing. In any given year, one in four adults in the UK will experience a diagnosable mental health problem, with mixed anxiety and depression being the most common. There are a variety of risk factors for poor mental health and wellbeing which include; poverty, discrimination, violence, abuse, peer rejection and isolation, stressful life events (such as bereavement and relationship problems) and poor physical health. Conversely, there are also factors that can positively affect mental health and wellbeing. These include; economic security, empowerment, feelings of security, positive interactions with others, physical activity, stable and supportive family environments and a healthy diet and lifestyle.

Poor mental health can impact on physical health in the same way that poor physical health can impact on mental health. For example, poor mental health can increase the risk of cancer, back pain and irritable bowel and reduce life expectancy. National research has shown that around 30% of people with a long term condition also have a mental health problem. Some unhealthy behaviours (such as smoking, excess alcohol consumption, overeating etc) are used to control stress or boost mood.

It is important that we work to; understand and prevent mental health problems, to ensure that we achieve a parity of esteem (by ensuring that we value mental health equally with physical health) and that we promote positive mental health and wellbeing among those living with or recovering from a diagnosable mental health problem and the general population.

The New Economics Foundation (NEF) identifies research that promotes five actions (known as the five ways to wellbeing) that encourage action to improve our mental health and wellbeing; connect, keep learning, give, take notice, and be active. Positive mental wellbeing is associated with good physical health, good

resilience, reduced mental ill health, improved education attainment and reduced risky health behaviours.

“Loneliness can be defined as a subjective, unwelcome feeling of lack or loss of companionship” (Campaign to End Loneliness, 2014). Research has shown that being lonely and socially isolated can affect both physical and mental health and wellbeing. Research has shown that lacking social connections can be as damaging to health as smoking 15 cigarettes per day (Holt-Lunstad, 2010). People that are lonely are more likely to experience depression and have a higher number of GP visits.

Anyone can be affected by feelings of loneliness, but it can worsen as you get older. The personal risk factors for loneliness include; poor health, sensory loss, loss of mobility, lower income, bereavement, retirement, becoming a carer. Additional, there are external risk factors for loneliness which include; lack of public transport, housing, fear of crime and the physical environment (for example no public toilets or benches).

What is the picture in West Berkshire?

- Around 125 people in every 100,000 people living in West Berkshire are admitted to hospital due to mental ill health. This is lower than the national and regional average. In West Berkshire, about 7 people in every 100,000 commit suicide (or injury of undetermined intent).
- An estimated 4,467 (9%) people with depression and/or anxiety in Berkshire West (across Reading, Wokingham and West Berkshire) are receiving treatment through Increasing Access to Psychological Therapies (IAPT). The national rate is 6% of people receiving treatment. Uptake of psychological therapies is higher than the national and regional average, 70% of adults (aged 16+) who are referred for psychological therapy enter into psychological therapies.
- The rate of people recovering from psychological therapy treatment is also higher than the national and regional average. Around 55 people out of every 1,000 people who have completed a psychological therapy treatment were moving towards recovery in 2011/12.
- Significantly more people registered with GP Practices in West Berkshire LA are recorded as having depression than the national, regional, and Berkshire West average.
- 14,718 people registered with GP Practices in West Berkshire LA are on clinical registers recorded as having depression. This equates to 13% of the GP list size population.
- Around 2,150 people aged 65 and over living in West Berkshire are estimated to have depression. By 2020, an estimated 2,672 people aged 65 and over are predicted to have depression.
- Nationally published data for 2010/11 suggests that, in West Berkshire LA, significantly fewer (2.5%, count = 5) of adults in contact with secondary mental

health services are in employment than the national (9.5%) and regional (7.9%) averages. However, we know that this is likely due to a change in the system used for recording this national data. Locally produced figures suggest that closer to 15% of adults in contact with secondary mental health services in West Berkshire LA are in employment. It is expected that the national figure will return to previous levels in 2012/13 once recording issues are resolved.

- An estimated 1,679 people aged 65 and over living in West Berkshire have dementia. This number is expected to rise by almost 500 people to 2,176 in 2020.
- Around 9,000 people aged 65 and over live alone
- 2,000 people aged over 65 are estimated to have depression
- Around 125 people in every 100,000 people living in West Berkshire are admitted to hospital due to mental ill health
- 15,000 (13%) people registered with GP practices in West Berkshire are recorded as having depression. This is greater than the national and regional average

PRIORITY 5 – HEALTH DAMAGING BEHAVIOURS - ALCOHOL AND SMOKING

Although the majority of people drink alcohol responsibly, alcohol misuse is a priority for public health for a number of reasons. Excess alcohol consumption can cause health problems such as liver cirrhosis, obesity, mental health problems such as depression, reduced fertility, high blood pressure, increased risk of cancer, accidental injury, violence, sexually transmitted infections and alcohol dependency. Excess alcohol consumption can also affect the wellbeing of family, friends and the wider society through problems such as crime and anti social behaviour.

Cigarette smoking has an adverse affect on health and is a major cause of death in the UK. Cigarette smoke contains nicotine, tar and carbon monoxide which means both the mind and the body are affected. Nicotine withdrawal can increase cravings, anxiety and headaches. Tar can deposit in the lungs and enter the blood stream. This can make blood thicker, increasing the chance of clot formation. Carbon monoxide can put a strain on the heart and affect the amount of oxygen that enters the body.

One in two smokers will die from a smoking related disease. Smoking causes the following smoke related diseases; lung and other cancers, chronic obstructive pulmonary disease (COPD) and heart disease. Smoking also affects blood circulation, signs of ageing, fertility, menopause. Smoking increases the risk of having a stroke by up to 50%.

Smoking during pregnancy means that the baby is exposed to the 4,000 chemicals contained in cigarette smoke. This can affect the amount of oxygen the

baby which can have an effect on growth and development. Once born, the baby can go through nicotine withdrawal that can make them stressed and irritable.

Stopping smoking is beneficial to health and once someone stops smoking their body starts to recover and some damage caused by smoking is reversed after years of non smoking.

What is the picture in West Berkshire?

- In 2013/14, there were 130 adults accessing structured alcohol treatment in West Berkshire.
- Estimates of binge drinking behaviour suggest that just fewer than 18% of the population aged over 18 years of age in West Berkshire LA engage in binge drinking. This is comparable to the national and regional averages of 20% and 18% respectively.
- An estimated 19% of the West Berkshire LA population engage in increased risk drinking (quantified as more than 3 to 4 units on a regular basis for men and more than 2 to 3 units for women). This would equate to over 20,000 people in West Berkshire LA risking damage to their health through the misuse of alcohol (LAPE, 2013).
- An estimated 7% of the West Berkshire LA population engage in higher risk drinking (quantified as more than 50 units a week for men and more than 35 units a week for women), which translates to almost 9000 people in West Berkshire LA are seriously damaging their health through alcohol misuse (LAPE, 2013).
- There were a total of 1,185 hospital admissions related to alcohol for residents of West Berkshire LA during 2009/10. Although, 13% of these admissions had a cause specific to alcohol use, people from West Berkshire LA are significantly less likely than the national and regional average to be admitted to hospital for conditions specific to or attributable to alcohol.
- Admissions due to alcohol have increased for both males and females from West Berkshire LA since 2004. Although this rise in admissions has stabilised for males, it is continuing to rise for females.
- The rate of crime in West Berkshire that is estimated to be attributable to alcohol has decreased steadily over the past five years to a rate of fewer than 6 crimes per 1,000 people. This is lower than the national and South East Region averages and is lower than the average for Local Authorities with similar levels of deprivation as West Berkshire. However, despite the overall fall in crimes estimated to be due to alcohol in West Berkshire, the rate of sexual crimes due to alcohol has remained fairly constant. This is a similar pattern to the one seen across the Country and Region.
- There is data available that reveals the number of benefit claimants whose main medical reason to not work is alcoholism. This is shown as a rate per 100,000 people who are of working age. Around 50 people in every 100,000 people of working age in West Berkshire are claiming these benefits for reasons of alcoholism.

- Smoking prevalence in West Berkshire LA is 19%. This would suggest that over 22,000 people (aged 18 and over) in West Berkshire smoke.
- Smoking in the routine and manual group in West Berkshire is 33%.
- 175 people out of every 100,000 living in West Berkshire are estimated to have died due to a condition caused by smoking.
- The estimated output lost from early deaths in West Berkshire is £10.8 million with the cost of society at £36.1 million each year. £6.6 million is accountable through sick days and the NHS Spends £7.1 million a year on care (ASH, 2013).

PRIORITY 6 – HEALTHY WEIGHT AND PHYSICAL ACTIVITY

Weighing too much or too little can cause health problems and it is important to maintain a healthy weight to stay in good health, and to reduce the likelihood of developing conditions associated with obesity, such as type 2 diabetes, cardiovascular disease and cancer. The risks of developing these conditions are greatly increased by being obese. For example, an obese man is 5 times more likely to develop type 2 diabetes, 3 times more likely to develop colon cancer and 2 ½ times more likely to develop high blood pressure (a major risk factor for CHD and stroke). An obese woman is 13 times more likely to develop type 2 diabetes, 4 times more likely to develop high blood pressure and 3 times more likely to have a heart attack. Many other conditions are associated with obesity include angina, gall bladder disease, liver disease, ovarian cancer, osteoarthritis and stroke, as well as mental health problems such as low self esteem and depression.

According the World Health Organisation, physical activity is defined as “is defined as any bodily movement produced by skeletal muscles that requires energy expenditure”. Regular physical activity, such as walking, cycling or sport can positively affect health and a reduced risk of certain diseases; diabetes, obesity breast cancer and can improve mental health.

Conversely, physical inactivity is a risk factor in premature death and can lead to a range of diseases including; breast and colon cancer, diabetes and heart disease.

What is the picture in West Berkshire?

- Over 20% of reception year children in West Berkshire are classified as overweight or obese which is less than the national average and comparable to the South East Region averages. Obesity and overweight prevalence in year six rises to approximately 30% of children in West Berkshire.
- An estimated 23.7% of adults in West Berkshire are obese, though this is likely to be an underestimation of true prevalence.
- Different areas in West Berkshire are estimated to have varying levels of obesity. Looking at Middle Super Output Areas (areas of a minimum population

of 5000 and are similar to wards), the estimated prevalence of obesity in West Berkshire ranges from 18% to 28.6%.

- The proportion of West Berkshire adults participating in 30 minutes of moderate intensity sport has decreased over the last 6 years, although participation rates are still higher than the national average.
- According to the 2013 Active Peoples Survey 7, 54.3% of adults in West Berkshire achieved recommended levels of physical activity (30 minutes of moderate physical activity, five times per week).
- Data shows that 27.2% of adults in West Berkshire were classified as inactive (doing less than 30 minutes of moderate physical activity, five times per week).

PRIORITY 7 – CARDIOVASCULAR DISEASE AND CANCER

Cardiovascular disease (CVD) refers to a range of different conditions that affect the heart or blood vessels (sometimes called heart disease). There are four main types of CVD; Coronary Heart Disease, Stroke, peripheral arterial disease and aortic disease. CVD is caused by a build up of plaque on the arteries, which narrows the arteries, hindering the flow of blood through the arteries. This could result in a blood clot which can stop the blood flow completely, resulting in a heart attack or stroke.

Most deaths caused by CVD are premature and could be prevented by addressing the risk factors. There are number of risk factors for CVD including; high blood pressure, smoking, high blood cholesterol, diabetes, lack of exercise, being overweight or obese, a family history of heart disease and ethnic background. Modifications to lifestyle to reduce CVD risk include; healthy eating, regular physical activity and stopping smoking.

Cancer is a disease where cancerous cells in the body grow and damage healthy tissue and organs. There are over 200 different types of cancer known to us today (Cancer Research UK, 2013). Approximately 30% of these cancers can be prevented through specific lifestyle changes such as stopping smoking, reducing obesity, reducing alcohol intake, and safe exposure to the sun (WHO, 2013).

On average, one in three people will develop cancer and one in four will die from cancer in the UK. The most common types of cancer are; breast, lung, prostate and bowel.

What is the picture in West Berkshire?

- An estimated 28% of adults (aged 16+) in West Berkshire have hypertension (high blood pressure).
- The observed prevalence of coronary heart disease (CHD) for patients those recorded on the 2011/12 GP CHD register is 2.6%.
- In 2012, the coronary heart disease mortality rate (under 75 years) for NHS Newbury and District Clinical Commissioning Group was 27 per 100,000.

- The observed prevalence of stroke is 1.4%.
- In 2013/14, 9,103 eligible people were invited for an NHS Health Check in West Berkshire. A total of 3,827 people received an NHS Health Check either in the community or through their GP practice. This is an uptake of 44%.
- Around 350 in every 100,000 people in West Berkshire will be diagnosed with cancer every year. Rate of diagnoses have remained relatively stable over the past seventeen years, with some fluctuations, and are similar to the rates of diagnosis across the Country.
- In West Berkshire, early deaths due to cancer have significantly fallen over the last decade, with specialist cancer services available in close proximity to residents.
- Approximately 125 males in every 100,000 aged less than 75 years in West Berkshire will die from cancer. This rate is similar to the national and South East Region rate and is similar to the average of Local Authorities with similar levels of deprivation.
- Approximately 90 females in every 100,000 aged less than 75 years in West Berkshire will die from cancer. This rate is similar to the national and South East Region rate, as well as the average of Local Authorities with similar levels of deprivation.
- 57 in every 100,000 people aged less than 75 years in West Berkshire dies from cancer where their death is considered preventable.

PRIORITY 8 – CARERS

Given that the amount of unpaid care provided will increase, due to increases in the ageing population, the role of the carer is pivotal in the context of reducing resources in local authorities. Carers help to ensure that the cared for are able to maintain their independence and stay in their own homes. The health and wellbeing of carers is paramount. It is important that they are able to stay healthy and maintain their caring role. To support carers, their needs must be identified and they must be supported with information and advice and have access to services that support their caring role.

Children who help look after a family member who is sick, disabled or has mental health problems or is misusing drugs or alcohol are known as young carers. Being a young carer means having adult responsibilities such as; cooking, cleaning, shopping, providing nursing care and giving emotional support.

Research has shown that young carers are 1.5 times more likely than their peers to have a special educational need or a disability. They also have significantly lower educational attainment at GCSE level than their peers and are therefore less likely to earn a decent living. Additionally, young carers are more likely than the national average to be not in education, employment or training (NEET) between the ages of 16 and 19. Young carers are over four times more likely to live in a household where no adults are in work (The Children's Society, 2013).

What is the picture in West Berkshire?

- Around 14,000 (9.3% of the West Berkshire population) people in West Berkshire provide unpaid care, although it is likely that there are many unidentified carers. There could be people in West Berkshire that are doing unpaid care who are not known by services.
- The majority of carers are of working age and are adults aged between 25 and 64. Over 10,000 people in West Berkshire people provided 1 to 19 hours of unpaid care a week, 1,461 provided 20-49 hours and 2,505 provided 50 hours or more unpaid care per week.
- The majority of carers were women (57%) and over 70% of women provided 1 to 19 hours of unpaid care per week.
- In West Berkshire, there has been little change in the provision of unpaid care between 2001 and 2011. However, as the population ages, there is an expectation that more people will become a carer at some point in their lives.
- According to the 2011 Census, 6% of carers (834 people) in West Berkshire were young unpaid carers (aged between 0 to 24). This figure is likely to be an underestimate as young carers themselves do not give information themselves and some parents do not want to provide this information.
- 52% of young carers are female and 48% of young carers are male.
- The majority of young carers provide 1 to 19 hours Unpaid Care
- Few young carers reported to have bad or very bad health (9% of young carers). The majority of young carers reported to have very good or good health (81% of young carers).

PRIORITY 9 – LONG TERM CONDITIONS, DISABILITIES AND END OF LIFE CARE

Long term conditions are health problems that can't be cured but are controlled with medication. Examples include; type 2 diabetes, chronic obstructive pulmonary disease, heart disease, dementia and arthritis. Long term conditions can affect a persons quality of life and ability to work. Some lifestyle factors (such as smoking, excess alcohol consumption) can contribute to the prevalence of long term conditions. Preventing long term conditions by supporting people to adopt healthier behaviours is essential to help them manage their long term condition and live healthily and independently.

[The Department for Work and Pensions](#) state that the definition of disability is if a person is disabled or has a physical or mental impairment that has an effect on the persons' ability to do normal daily activities. These include sensory impairment, fluctuating, progressive or degenerative condition.

End of life care is support for people who are diagnosed as being at the stage of an health condition where they are considered likely to die within the next weeks or months up to 12 months It can also support people who are caring for people

who are dying. End of life care helps people live their last days as comfortably as possible, and as far as possible in their chosen circumstances.

What is the picture in West Berkshire?

- Long-term conditions are more prevalent in older people (58% of people aged 60+ compared to 14% aged 40 and under) and in more deprived groups (people in the lowest socioeconomic group have a 60% higher prevalence than those in the highest socioeconomic group and 30% more severity of disease).
- An estimated 11% of people in West Berkshire have cardiovascular disease and 28% have high blood pressure.
- The number of people in West Berkshire invited for an NHS Health Check last year was 5,961. In addition, 2,637 people in West Berkshire had an NHS Health Check, either in the community or through their GP practice. The uptake of people in West Berkshire who were invited for an NHS Health Check was 44%.
- In West Berkshire, around 4,800 people (4.2%) of people have diabetes. The figure is based on the percentage of the total population registered with a GP and aged 17 and over. Around 8 in 100,000 people with have a lower limb amputation due to their diabetes each year.
- There are 7,625 people in West Berkshire aged between 18 and 64 who are estimated to have a moderate physical disability and 2,297 estimated to have a severe disability in 2011.
- Projecting Adult Needs and Services Information (PANSI) forecasts how many people aged 18 to 64 will have a physical disability from 2012 to 2020. Around 7,701 people in West Berkshire are estimated to have a moderate physical disability in 2014 with 2,317 estimated to have a serious physical disability. These figures are expected to rise to 2,461 by 2020.
- The majority of people die in a hospital (56.4%) or in their own home (22.2%). The number of people who die in a hospice is low.
- The proportion of end of life patients who died in hospital following an emergency admission. The average length of stay for people who die in hospital is 13 days.

PRIORITY 10 – FALLS PREVENTION

Older people are more vulnerable to slips, trips and falls which could lead to broken bones, admissions to hospital as a result of falls, admissions to a residential/nursing home as a result of falls and a reduction of discharges to residential/nursing homes following a hospital admission as a result of a fall. Having a fall may reduce the confidence of someone who has fallen, possibly making them afraid to leave their homes resulting in social isolation and reduced independence.

Many of the risks of falling can be prevented and may help to reduce the fear of falling, as well as improving balance, strength and stamina. Investing in falls

prevention can to reduce the financial burden on the NHS by preventing fractures and reducing avoidable hospital and/or residential/nursing home admissions.

What is the picture in West Berkshire?

- The rates of injuries due to falls in people aged 65 and over living in West Berkshire are better than the national average. In 2012/13, there were 1,381 emergency hospital admissions for falls in persons aged 65 and over per 100,000 population.
- There were 142 emergency admissions for hip fractures in every 100,000 people aged 65+ in 2012/13.
- In 2012/13 the rate of emergency admissions for injuries due to falls in persons aged 80+ was 3,541 per 100,000 population which is better than the regional average.
- The number of hip replacements being undertaken for people in West Berkshire has increased slightly over the last five years. Around 50% of patients from West Berkshire go home from hospital within 28 days of an emergency admission to hospital with a hip fracture. This is slightly lower than the proportions seen nationally and regionally.

PRIORITY 11 – DEMENTIA

Dementia is an increasingly important public health issue and due to changes in demography, dementia is becoming more prevalent. It is vital that we are able to better care for people living with dementia as well as working to help people to reduce their risk of developing dementia. Dementia not only impacts on the person living with it, but their carers and families as well. There is a lack of general awareness and understanding of dementia, as people often think the symptoms of dementia are a normal part of ageing.

What is the picture in West Berkshire?

- An estimated 17 people aged between 30 to 64 living in West Berkshire have early onset dementia. This figure is set to rise to 19 in 2020.
- An estimated 1,679 people aged 65 and over living in West Berkshire are estimated to have dementia. This is likely to be an underestimate as nationally only half (48.7%) of people with dementia have received a formal diagnosis. This could mean that potentially there are many people in West Berkshire who are living with dementia and are waiting for a formal diagnosis.
- The number of people with dementia is expected to rise by almost 500 people to 2,176 in 2020.
- 0.5% of the population are recorded on GP registers as having dementia.
- 12 people in every 100,000 living in West Berkshire are admitted to hospital with Alzheimer's and other dementias each year. This figure is below that of England and the South East.

- Approximately 15% of deaths in people from West Berkshire had a contributory cause of death as Alzheimer's, dementia, or senility in 2008-10. This is fewer than the proportions for England and the South East Region as a whole.

Achieving the Health and Wellbeing aims in West Berkshire

The 11 priority aims and their related outcomes will present challenges to commissioners and providers of services and to the residents of West Berkshire. In order to improve the health and wellbeing across the district detailed plans will need to be developed and links made with existing strategies and Fora. All relevant organisations will need to work in collaboration with the public, sharing resources and ideas, tackling barriers to health and wellbeing and coming up with innovative, cost effective, achievable solutions.

In order to develop the Strategic Implementation Plan for the delivery of the Health and Wellbeing Strategy, a multi-agency Working Group will be established. This task and finish group will develop detailed action plans for each of the 11 priorities, drawing on the strategies and plans already in existence and linking in with all relevant agencies and groups. The suggested membership of the group is:

Public Health (WBC)
Newbury and District Clinical Commissioning Group,
North and West Reading Clinical Commissioning Group
Adult Social Care (WBC), Children's services (WBC), Education (WBC)
Community service providers (NHS), Secondary care service providers (NHS)
Voluntary sector representatives, Community representatives

This group will be responsible for the development of the Strategic Implementation Plan and there may be time limited sub groups set up to produce specific plans for each individual priority aim, in order to draw on the right groups and individuals.

The Strategic Implementation Plan will relate directly to the indicators and outcomes listed in the Health and Wellbeing Strategy Performance Framework.

The West Berkshire Health and Wellbeing Board

The Health and Wellbeing Board brings together key partners across the District and has the following membership: Leader of West Berkshire Council, West Berkshire Councillors who lead on health and wellbeing, children's services and adult social care, the Director of Public Health for Berkshire, the West Berkshire Director of Communities, GPs from our two Clinical Commissioning Groups – Newbury and District (NDCCG) and North and West Reading (NWRCCG) plus representatives from Healthwatch, NHS England and the Voluntary Sector.

The Board is responsible for

- ✓ preparing and publishing a Joint Strategic Needs Assessment (JSNA) to identify the health and wellbeing needs of the local population;
- ✓ preparing and publishing a Joint Health and Wellbeing Strategy (JHWS) in line with the JSNA, with involvement of Healthwatch and the public;
- ✓ ensuring that the CCG commissioning plans have taken proper account of the Health and Wellbeing Strategy;
- ✓ promoting integrated working between commissioners of health and social care services
- ✓ encouraging integrated working across wider determinants of health

The Public as partners

When planning our future health and wellbeing, it is important not to just consider the services that help us when things go wrong. Everyone has a part to play in preventing ill health and maintaining their health and wellbeing. Lifestyle factors have a massive effect on our health: what we eat, what we drink, whether we smoke and how much we exercise can be linked to many major conditions including heart disease, strokes, diabetes and cancers. The public are equal partners alongside the health service, social care, the voluntary sector and other parts of the local authority.

So the public plays an important role in keeping themselves healthy but equally important is that a large majority of all the care for people with long term conditions is undertaken by the patients themselves or carers. People who care for family or friends were estimated to save the UK economy £119bn a year in 2011 that was bigger than the then £99bn cost of the whole of the NHS.

In addition to managing our own health and caring for others, the public has another role, that of making decisions about our health and wellbeing system. We are all citizens with a democratic role in influencing the operations and future direction of health, social care and wellbeing more general

How can the public be an equal partner in making decisions about health and wellbeing? It can happen at different levels. For example an individual patient can be an active participant in their own treatment, rather than a passive recipient of care. We can also all take a role in managing each other's health and care, such as looking after a child or caring for an elderly parent. In addition we can take a positive attitude to living a healthy life and being part of a community that keeps in touch with others, helping to combat social isolation.

The public can also be part of the big decisions and the overall management of health and wellbeing. We can have our say by voting, responding to consultations, getting involved in interest groups, or participating in other ways

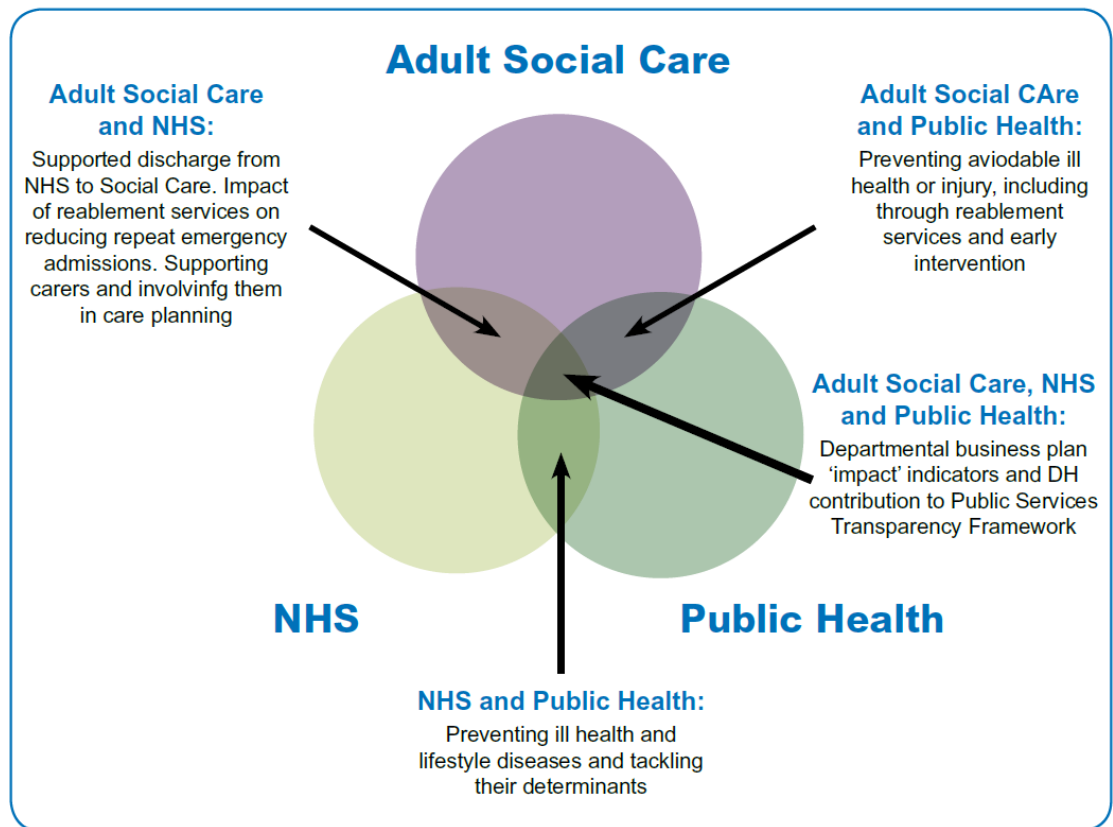
with decision making like asking a question at a Health and Wellbeing Board meeting or a CCG meeting.

We want the residents of West Berkshire to be equal partners in managing their health and wellbeing and this may need a change of mindset, both for the public and those working in organisations. However adopting this approach can not only make better use of a vast, under-utilised resource but make use of the extensive expertise which exists in local people.

The priorities outlined in this strategy identify outcomes, both short term and longer term, that need to be achieved.

Integrating health and social care in West Berkshire

In West Berkshire the proportion of over 65s has increased from 2001 to 2011 by 23% compared to a rise regionally of 13%. The projected increase in West Berkshire from 2011 to 2021 in the proportion of over 65 year olds is estimated to be 34%. This is an increase of just over 8000 people in this older age group. It is also projected that there will be an increase in the number of older people with complex physical and mental health problems, including diabetes, dementia and depression that will require more health and social care services, more carers and will result in a greater cost to society. The importance of prevention and integrating health and social care services will be paramount.



Our vision for integrated care is based on improving outcomes for individuals through the delivery of care which is responsive, enabling and available as close to home as possible. We are committed to doing things with (rather than to) service users/patients and therefore meaningful engagement is a key part of how we will implement change.

The biggest challenge to West Berkshire is the increasing ageing population. It is projected that the number of older people with complex physical and mental health problems (for example dementia) and increased social care requirements will increase, along with the number of ageing carers and the societal costs of supporting them. Therefore, primary prevention to help older people maintain positive social engagement, good physical health and mental wellbeing is crucial.

Our current system is under pressure with a number of challenges including:

- An increasing population, particularly in those over the age of 65
- Increasing growth in non-elective care
- Increasing A&E attendances, and pressure on urgent and emergency capacity

- Rising delayed transfers of care, and subsequent bed days lost
- Increasing pressures on adult social care for community packages and care homes at a time when the overall Council budget is significantly shrinking
- Increasing demand for planned (elective) care
- Inequality of access to services across the “whole system :the whole week”
- Care Workforce Availability
- Care Act 2014 – new national eligibility criteria for social care

Recognising the challenges that face the local health and social care system and understanding the increasing demand for services indicates that our current systems are not sustainable. Funding pressures are set to continue and we will need wide scale transformation to be able to meet future needs.

The Better Care Fund (a pooling of NHS and LA budgets) is an opportunity to stimulate the integration of Health and Social Care Services both within West Berkshire and across West of Berkshire and a range of projects have been created to help deliver this.

By 2019 we expect to achieve the following through integrated working:

- Person centred services that will make a difference to the health and wellbeing outcomes of residents
- Provision of good quality information and advice that empowers people to make good choices and self-manage
- Care closer to home as the first option
- Flexible services that operate across 7 days a week where appropriate.
- Services will be simpler to access, have less duplication and reach service users/patients earlier.
- Delivery of health and social services to be localised wherever possible including access to crisis, A&E and other services that meet local residents' needs – with appropriate specialist or wider access to regional services that improve outcomes on a sustainable basis.
- A greater range of local services that promote independent living
- Reduction in avoidable hospital admissions.
- Lengths of stay in Hospitals will be kept to a minimum
- Increased numbers taking up Health and Social Care Personal Budgets

Delivery of this vision will make health and social care systems more sustainable and cost effective. We will commission new models of care based on integrated Health and Social care pathways that focus on improved outcomes for users/patients.

In achieving this transformational change we will draw on our patient's and population's views, and use robust health needs assessment in identifying our ongoing priorities. The commissioning and redesign of services will be informed

by evidence of effectiveness, recognised best practice, and performance data analysis.

As a partnership we will jointly commission services that will deliver the following:

- Enable us to respond to the needs of our local populations by targeting services to give the greatest impact on health and social care outcomes
- Address the views expressed by our local populations of how they wish services to be provided through partnership and co-production
- Avoid duplication and ensure value for money & efficiency
- Enable us to combine resources, sharing best practice and expertise.

Joint Commissioning in the future

The Health and wellbeing Board exists in a time when there are exceptional financial pressures on both the NHS and local government. Demand for services continues to rise, despite no real-terms increases in NHS resources and local government budgets being cut by more than 30 per cent. Our demographic changes, the increasing burden of disease and pressures on urgent care necessitate real changes in how we fund, commission and deliver our health and social care services.

The Health and Wellbeing Board was responsible for 'signing off' on local plans for the use of the new £3.8 billion Integration Transformation Fund – now called Better Care Fund (BCF). Although this represents only 3 per cent of the combined total NHS and adult social care budget nationally, this enabled the Board to begin to shape a key spending decision and it could be seen as a first step to overseeing the total health and social care budget in time.

The Board will need to develop further to do more than share information, co-ordinate high level strategies and plans, react to proposals and plans from partners, and oversee specific public health programmes.

The aim for our own Health and Wellbeing Board is that it will develop an 'executive decision-making role' across the whole local system of health, social care and public health, having an explicit remit to oversee commissioning of all services and to produce an agreed framework for integrated care, thus driving through the transformation of local services. This would be consistent with a policy thrust towards more integrated commissioning across the local NHS and local government.

There are legal powers for CCGs and local authorities to establish joint or integrated commissioning arrangements and this would enable the role of the Board to be strengthened without the need for further reorganisation. “Strong and purposeful relationships between CCGs and their respective local authorities – based on partnership not takeover – offer the best prospects for boards to lead the integration and transformation of local services effectively” (Health and Wellbeing Boards one year on, Kings Fund, Oct 2013).

This Health and Wellbeing Strategy will drive the development of the commissioning plans of both the Clinical Commissioning Groups within the NHS and Adult Social Care and Children’s Services Commissioning within the Local Authority. We will move towards an alignment of commissioning plans across the whole Health and Wellbeing system. The Health and Wellbeing Board will lead this integrated system ensuring all partners work in collaboration to achieve the best outcomes for the residents of West Berkshire.

The Care Act

The Care Act 2014 introduces a major set of reforms to the way that care for elderly people and other adults with care needs is provided and paid for. Key new features of the legislation for councils are:

- a duty to promote people's wellbeing and to prevent needs for care and support
- a duty to provide an information and advice service about care and support
- a requirement to carry out an assessment of both individuals and carers wherever they have needs, including people who will be "self-funders", meeting their own care costs
- a duty to facilitate a vibrant, diverse and sustainable market of care and support provision and to meet people's needs if a provider of care fails
- a national minimum eligibility threshold for support – a minimum level of need which will always be met in every council area
- a requirement to offer a universal "deferred payment" scheme, where people can defer the costs of care and support set against the value of a home they own
- a duty in some cases to arrange "independent advocacy" to facilitate the involvement of an adult or carer in assessing needs and planning for care
- new safeguarding adults arrangements
- councils taking over responsibilities for social care in prisons

The Act sets out clear duties around ‘prevention’ of the need for ongoing Care and Support, requiring Local Authorities to ensure the provision or arrangement of ‘services, facilities and resources’ to help prevent or delay the need for care and support. This duty extends to all people in the Local Authority area, including carers, regardless of whether they have needs for care and support, and is a responsibility much wider than adult care alone.

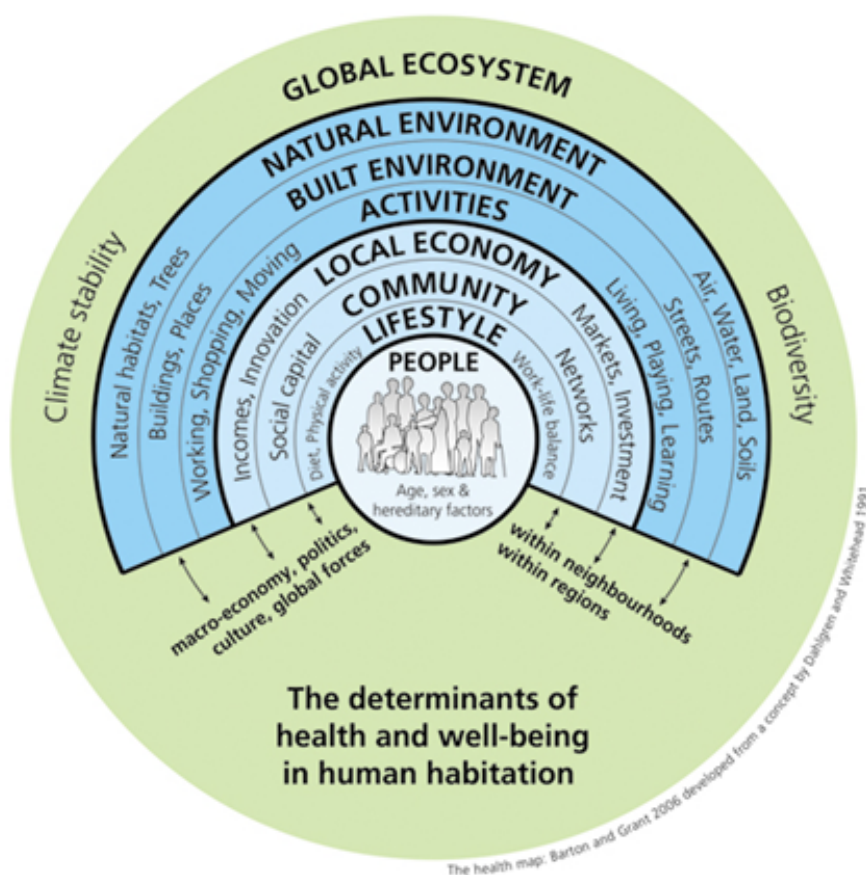
A key element of the preventative approach is for Local Authorities to support individuals to make the most of the resources available to them in their community – for instance, universal services, local support networks or voluntary services – as well as to build and develop their own strengths and capabilities.

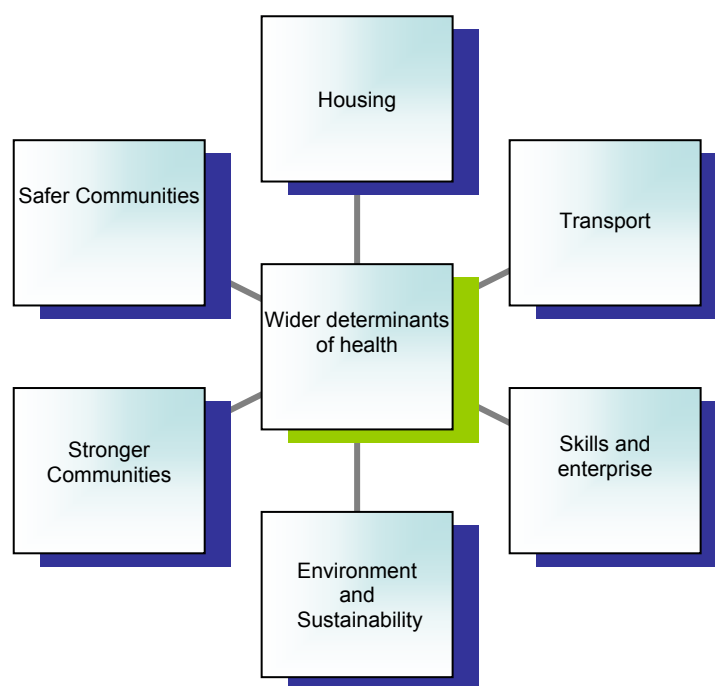
The Health and Wellbeing Board must consider a local approach to ensure coherence of preventative services that already exist and are delivered by partners across the Local Authority, Health and Voluntary sector; connecting key areas, identifying any gaps and working with partners to effectively commission and deliver services to meet this prevention duty.

Addressing the wider determinants of health within the Health and Wellbeing Strategy in the future

The Health and Wellbeing Strategy links directly to West Berkshire Council's Sustainable Communities Strategy – 'A Breath of Fresh Air' that focuses on improving the wider determinants of health including housing, transport, economic prosperity, as well as safer and sustainable communities. In time the two strategies will be merged to create a single Health and Wellbeing Strategy that includes all aspects of health and wellbeing including the wider determinants of health

What does affect our health and wellbeing?





Housing	We will increase the provision of affordable housing as needed and improve the condition of existing housing to combat fuel poverty
Skills and enterprise	We will increase employment opportunities, especially in rural areas, address the skills gap, ensure all young people transition successfully into jobs and improve tourism
Transport	We will improve and promote opportunities for healthy, sustainable travel, making the best use of West Berkshire transport assets.
Safer communities	We will work in partnership to keep the incidents of crime and anti-social behaviour low, ensuring that West Berkshire is a safe place to live, work and visit.
Environment and Sustainability	We will increase the use of renewable energy and recycling, and conserve our environment for the future
Stronger communities	We will work with communities across the district to empower and enable them to be cohesive and strong, having control of their own health and wellbeing.

HOUSING

Historically house prices in West Berkshire far exceed the national average and make West Berkshire one of the more expensive parts of the country to live, outside of London. This makes affordable housing a strategic concern for the Council and its partners.

The association between housing conditions and health are well documented. Poor housing conditions often go hand in hand with other forms of deprivation such as unemployment, social isolation and poor education. According to the World Health Organisation, respiratory and cardiovascular diseases from indoor air pollution, communicable diseases and death from temperature extremes are all housing related health problems.

Housing has a substantial impact on health with a warm dry and secure home is associated with better health. Conversely, it's known that living in a cold home can be damaging; with the elderly, children and those who are disabled or have a long-term illness being especially vulnerable.

Households in fuel poverty are those that are required to spend 10% or more of their net household income on heating and hot water just to obtain an adequate level of supply. It's estimated that 6,100 (10%) dwellings in West Berkshire are in fuel poverty, whilst still below the national average of 14% this remains a concern. Furthermore, the highest incidents of fuel poverty are seen in West Berkshire's rural areas (The Private Sector House Condition Survey, 2008).

The Indices of Multiple Deprivation (IMD) includes a domain which measures household overcrowding, homelessness and housing affordability; 20 of West Berkshire's Super Output Areas are within the bottom third in the country on this measure. The worse affected are specific locations within Burghfield, Kintbury, Cold Ash and Basildon.

What's the picture in West Berkshire?

- As at January 2013, the average house price in West Berkshire was £233,906 compared to £162,441 for England and £211,054 for the South East. This reflects a trend where historically West Berkshire is above the national average.
- The issue of housing affordability impacts on the workforce particularly in terms of recruiting younger staff, key workers and care workers.
- In 2013 the Council adopted a new Housing Allocations Policy and there are 1,014 households currently registered for housing assistance as of 1st September 2014.

- Whilst the number of households approaching the Council as homeless did increase between 2010/11 and 2011/12, the number of homeless acceptances has remained fairly static over the last three years at around 53 households.
- The Private Sector House Condition Survey (2008) estimated that 6,100 (10%) dwellings in West Berkshire were in fuel poverty, compared to approximately 14% in England.
- The House Condition Survey found that rural areas in West Berkshire had the highest incidences of fuel poverty at 10.8% of all households. Tackling fuel poverty in rural areas can be particularly difficult, as many households do not have access to gas, the cheapest fuel for heating homes.
- In rural areas 890 households are overcrowded (33% of all such households) equating to 4% of all households in rural areas this is higher than the average across rural England (3%).

SKILLS AND ENTERPRISE

Employment is one of the more important determinants of health. Having a job or an occupation is an important factor in self-esteem. It provides a vital link between the individual and society along with wages that can improve the overall quality of an individual's life.

The World Health Organisation identifies a number of ways in which employment benefits mental health. These include the provision of structured time, social contact and satisfaction arising from involvement in collective effort. Therefore the loss of a job or the threat of losing a job is detrimental to health.

Within West Berkshire 83% of the working age population in West Berkshire is economically active this is higher than the rate for both the region (79%) and nationally (77%) based on 2011/12 data. Salaries across Berkshire have historically been higher than the South East and national averages. However there is significant disparity in earnings by gender both in West Berkshire and across the country. Women workers continue to earn less than male workers, about 25% less based on gross weekly pay in West Berkshire and nationally 19% less than their male counterparts.

The working population of West Berkshire is relatively well qualified when compared to regional or national figures. In 2011, there were just over 21,000 people with no qualifications, representing 17% of the adult population; this rate has reduced from 22% in 2001.

NEET refers to young people Not in Education, Employment or Training. NEET numbers are low in West Berkshire, as most young people participate in some

form of education, employment or training. However, the effects of being NEET, especially between the ages of 16-18 can have far reaching consequences for the young person. For example the young person is more likely to be unemployed or have reduced earnings in future; they are also more likely to suffer from depression and poor health.

What is the picture in West Berkshire?

- Within the district 83% of the working age population were economically active using 2011/12 data; however this figure disguises the fact that gender inequalities exist with women earning approximately 25% less than male workers in West Berkshire.
- In 2011, 32% (or just under 39,500) residents highest qualification was level 4 or above (i.e. a degree). This compares with 30% of people in the South East and 27% nationally, showing a strong skills base within the area.
- West Berkshire has a self employment rate of 12% this is higher than regional (11%) or national (10%) levels.
- In 2013 in West Berkshire there were 1,201 new business start-ups, an increase of 257 new businesses since 2012.
- The number of young people classified Not in Employment, Education or Training (NEET) has reduced across the district. By August 2014 the number of young people categorised as NEET was 181 representing a 30% reduction in numbers over a year. Initiatives such as 'Elevate Me' have been designed to provide opportunities and prevent young people in West Berkshire becoming NEET.
- Nationally, levels of employment for people with a learning disability or a mental health problem are low. In West Berkshire only 4% of adults with a severe mental health condition (i.e. those in contact with secondary mental health services) are in employment, compared to 8% across the South East.

TRANSPORT

The availability of local transport is a key factor in reducing health inequalities by providing safe and convenient access to local services such as schools, shops, health services, places of employment and green spaces.

Walking and cycling are the easiest ways for most people to increase their physical activity levels. Efforts to reduce the volume of urban traffic and to promote walking and cycling are likely to have appreciable net benefits to population health.

Although links to and from the area are good, access to services within the District can be a challenge for some, especially in the rural areas. Independence is critical to the wellbeing of older people and transport is critical to living independently. With 15% of West Berkshire's population over 65 years old we must work to ensure that these individuals have access to suitable transport. According to the Royal Voluntary Service (RVS), a lack of suitable transport has a devastating effect on wellbeing; with research conducted in 2013 showing that 7% of older people feel lonely because they are unable to get out and about and 3% feel depressed.

A reduction in road traffic speed is the best way to prevent serious accidents and make the roads feel safer for all road users. In West Berkshire 55 individuals were killed or seriously injured (KSI) on roads within the District during 2013. Another specific finding is that 30% of all West Berkshire resident motorcycle riders during the last five years have been involved in KSI collisions; this represents a higher incidence compared to other road user groups..

A range of joined up initiatives will be needed to encourage active travel, reduce car speeds and prevent the number of those killed or seriously injured in West Berkshire.

What is the picture in West Berkshire?

- The proportion of people using public transport is highest in relatively urban areas fed by bus routes, or with a train station in the vicinity for example Westwood, Purley, Pangbourne, Basildon and the Reading fringe of Calcot and Birch Copse.
- The more urban areas in Newbury of Victoria, Northcroft and Clay Hill have a high proportion of people walking to work.
- In West Berkshire 100% of schools have Travel Plans - the implementation of which has seen a significant reduction in the use of the car journeys to school and an increase in active travel. In 2014, 61% of journeys to school were being made on foot, by bike, by bus or by rail.
- 11% of households in rural areas in West Berkshire have no access to a car or van. This is lower than across rural areas in England (14%). This reflects the affluent nature of West Berkshire and the relatively high levels of car ownership (Oxford Consultants for Social Inclusion, 2010).
- 73% of households are more than 10km from principal employment centres, this is higher than across England (50.4%) highlighting the sparse pattern of West Berkshire's rural settlements (Oxford Consultants for Social Inclusion, 2010).

- In West Berkshire 55 individuals (including residents and others) were killed or seriously injured (KSI) on the District's roads during 2013; this equates to a 30% decrease in those KSI from the year before.
- During 2012, and the five years before, 30% of West Berkshire's resident motorcycle riders were involved in collisions where one or more individuals were killed or seriously injured (KSI). This is higher than the national average (28%) and shows a higher incidence compared to other road user groups.

SAFER COMMUNITIES

Overall, West Berkshire is a relatively safe place to live. Thames Valley Police data for West Berkshire since 2011/12 shows a downward trend in all crime.

There are links between health, crime and the safety of communities. A person's health can be affected directly by crime if they are the victim of a violent crime, sexual offence or another offence against the person. The fear of crime can affect the health of people in the community if they are afraid to walk the streets or let their children play outdoors. Older people can experience social isolation if they are too scared to leave their home. People can experience psychological harm from crimes such as burglary or vandalism. Drug and alcohol misuse can increase crimes such as theft or robbery in an area.

Preventing and reducing reoffending, domestic abuse and violent crime in public places and ensuring that more people successfully complete structured drug and alcohol treatment programmes will help reduce crime, the fear of crime and anti-social behaviour so that people will feel safe in their homes and neighbourhoods.

What is the picture in West Berkshire?

- At the end of 2012/13 there had been an 18% reduction in all crime in West Berkshire from the previous year, which means there were 1,794 fewer crimes compared to 2011/12 (9,946 crimes in 2011/12).
- In 2013/14 the overall number of crimes was 8,130 which has remained fairly static compared to 2012/13 (8,152 in 2012/13).
- During 2013/14 the crimes most reported by residents and businesses in West Berkshire were criminal damage, shoplifting, violence offences and non-dwelling burglaries.
- Domestic abuse is a major issue for police and partner agencies with 754 crimes and 1,439 other incidents reported in 2013/14.
- There has been a significant drop in youth offending by West Berkshire's young people aged 10-17 years, this figure includes looked after children in

out of area placements. A total of 100 formal outcomes from the Police or Courts were recorded in 2013; this represents a 52% decrease in offending since 2010 when 209 formal outcomes were reported.

- Since 2010, more first offences have been dealt with by less formal sanctions; such as Youth Cannabis Warnings and Youth Restorative Disposals. In 2013, there were 124 individuals dealt with through such mechanisms. Offences of violence continue to be the most prevalent offence by young people.
- The areas of the district where there is a higher incidence of crime are mainly concentrated in the more urban areas of Newbury, Thatcham and the Reading fringe. However, there are some rural areas of the district which also experience higher incidence of crime including Theale, Bucklebury, the Leckhampstead and Peasemore, Speen, the Lambourn Valley and Burghfield.

ENVIRONMENT AND SUSTAINABILITY

Good health and wellbeing is not solely the absence of illness; the role of the environment we live in is hugely important in shaping our lives and our health. Having access to high quality, local natural environments is critically important to promoting physical health and wellbeing in children and adults.

The Institute for Health Equality 2014 report shows that older people live longer in areas where there is more green space close to their homes and children who live close to green spaces have higher levels of physical activity and are less likely to become overweight and obese over time.

Access to nature is highly valued by people living in West Berkshire with around a third of residents saying that this is one of their top priorities for making an area a good place to live. Nearly three quarters of West Berkshire is classified as part of the North Wessex Downs Area of Outstanding Natural Beauty (AONB) - a landscape of the highest national importance.

Whilst the vast majority of the District is open countryside and generally air quality is very good, there are inevitably conflicts between the development of land and transport links and impact upon air quality as a result of increased traffic on our roads. Air Quality Management Areas (AQMAs) exist in the centre of Newbury and in Thatcham to monitor the levels of Nitrogen Dioxide (NO₂) in these areas.

The Council and partners work to reduce carbon emissions and set a target to reduce all West Berkshire emissions by 9.4% by 2011 from the 2005 baseline. The latest figures released by Department of Environment and Climate Change (DECC) for 2011 show a 19% reduction achieved since 2005.

A number of main rivers flow through West Berkshire; the most prominent are the River Kennet, River Lambourn, River Pang, River Thames, River Enborne and the Foudry Brook. There is a risk of flooding within West Berkshire arising not only from rivers but also from surface water and groundwater flooding.

The majority of West Berkshire parishes were adversely affected in the summer 2007 floods with certain settlements more prone to repeat flood incidents, as seen in the winter of 2013/14. Flooding can have a great impact on people's psychosocial needs and mental health. Therefore mitigating the risk of flooding remains a priority for the Council as described within the Local Flood Risk Management Strategy.

STRONGER COMMUNITIES

Overall the District of West Berkshire is the 38th *least* deprived District in England; however this fact obscures the finding that certain pockets of deprivation exist. For example the rural nature of West Berkshire means that certain residents have significant distances to travel to access essential services. Similarly, living in a high house price area can be a barrier to accessing suitable housing. Below standard housing, overcrowding and lack of essential services can clearly have a detrimental impact on health and wellbeing.

Deprivation is also associated with lower life expectancy, high risk of smoking, alcohol and drug dependencies and a higher chance of developing a long-term illness.

The West Berkshire District Profile data highlights inequalities in educational scores within Greenham, Lambourn, Clay Hill and Thatcham, all known localities with areas of deprivation. Educational attainment has a significant impact on future life opportunities and therefore deserves consideration within the wider determinants of health and wellbeing.

Data from the Oxford Consultants for Social Inclusion (OCSI) shows that nationally the majority of deprived people do not live in deprived areas. This is another finding which suggests that deprivation exist both in particular localities and at an individual level across the District. It's important that through partnership working all opportunities are taken to reduce inequalities and deprivation wherever they are found.

What's the picture in West Berkshire?

- Overall, the District of West Berkshire ranks 288 out of 326 local authority areas i.e. it is the 38th least deprived district in England.

- West Berkshire's average 'score' on the Indices of Multiple Deprivation (IMD) for all Super Output Areas is 9.98, which is well below the national average of 19.15 and compares well with the South East (14.14).
- 'Barriers to housing and access to services' is one particular concern flagged by the IMD data most likely to be a consequence of housing affordability and the distances some rural residents have to travel to access essential services.
- Super Output Areas ranked as being more deprived are overall, largely clustered around Newbury, with other areas in Calcot, Lambourn, Thatcham and Aldermaston.
- The Nightingales estate in Greenham is ranked as the most deprived area in West Berkshire. More specifically, Greenham is particularly deprived in terms of income and education, ranked only in the 17th and 5th percentile nationally. Similarly areas of Lambourn, Clay Hill, Calcot and Thatcham all score poorly on education.
- Lambourn Valley (around Mill Lane area) is the most deprived rural area, with Sulhamstead (Englefield) and Aldermaston (Aldermaston village and Soke), collectively being the top three most deprived rural areas in West Berkshire.

What's the picture in West Berkshire?

- Within West Berkshire 42% of all local conservation sites were positively managed, compared to a national average of 46% (2012/13) (Single data list 160.00)
- Households in West Berkshire use more than the national average of electricity. Average annual domestic electricity consumption in West Berkshire in 2012 was 5,342 kWh per household compared to 4,229 kWh nationally. West Berkshire's consumption has decreased by 7% since 2005.
- The level of gas consumption in West Berkshire is relatively comparable to the national average. The average annual domestic gas consumption in 2012 was 14,798 kWh per household in West Berkshire compared to 14,080 kWh nationally. West Berkshire's consumption has decreased by 24% since 2005.
- The Air Quality Management Areas (AQMA) for A339 / A343 / Greenham Road junction came into force in May 2009 and the A4 in Chapel Street, Thatcham in November 2011.

- The River Kennet is one of the main geographical features in the district and OFWAT's (the Water Services regulator) assessment of chemical quality shows that 86% of the lengths of rivers in West Berkshire were considered to be of good chemical quality.
- Flood risk is a concern, as only 18 of 69 Town and Parish communities avoided being flooded in the summer of 2007 this equated to 2,131 residential properties which flooded.
- Recent figures show that approximately 182 domestic properties and 35 commercial properties flooded in West Berkshire between December 2013 and March 2014.

Appendices

Appendix 1 – consultation plan

Appendix 2 – performance monitoring framework

**Report on a consultation of the
Draft Health and Wellbeing strategy
for West Berkshire**

Heather Hunter

December 2014

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1. Overview and methodology

Overview

Healthwatch West Berkshire was requested to undertake a consultation with members of the public and stakeholders on the draft health and wellbeing strategy on behalf of the Health and Wellbeing Board. The Health and Wellbeing Board approved an operational plan and the consultation was carried out within the agreed time scale, concluding on the 21st November 2014 and an interim report of the raw data was made to the Director of Public Health.

Methodology

The Health and Wellbeing Board agreed an operational plan for the consultation. The plan was produced in August and the timescale was amended in October 2014.

The consultation commenced on the 27th October and ran for 28 days concluding on the 21st November 2014. Information about it was published on the Healthwatch website and on Healthwatch social media. An item about it was carried by The Breeze radio station on 12th November. There was also a press release.

The Healthwatch West Berkshire website carried two surveys which could be accessed from computers or from mobile devices. Paper copies of the surveys were also printed and the completed forms were returned to the Healthwatch office where they were uploaded to the survey monkey web site and collated with the online surveys received.

There were 20 outreaches across West Berkshire and 212 people completed surveys that produced 1685 items of information.¹ There were four events for members of the public to attend that were widely advertised. Those attending contributed their thoughts and suggestions in a general discussion-based presentation where the free discussion points were recorded from eight hours of debate.² The events were themed and were run with specific target audiences in mind although they were all also advertised as being open to the general public. The four target audiences were the voluntary and community sector; providers of healthcare; mental wellbeing and commercial providers.

As noted the work was carried out within the agreed time scale and all results were completed by the 21st November 2014. Healthwatch then analyzed the data to spot trends and areas of praise or discontent; to determine the overall message emanating from engagement with the public and to publish its findings.

¹ The full survey comments and statistics produced via survey monkey run into excess of 400 pages and are not included in this report.

² The full notes from the public meetings are available as a separate report but have been included as collated items in précis form in the responses to priorities in section 4

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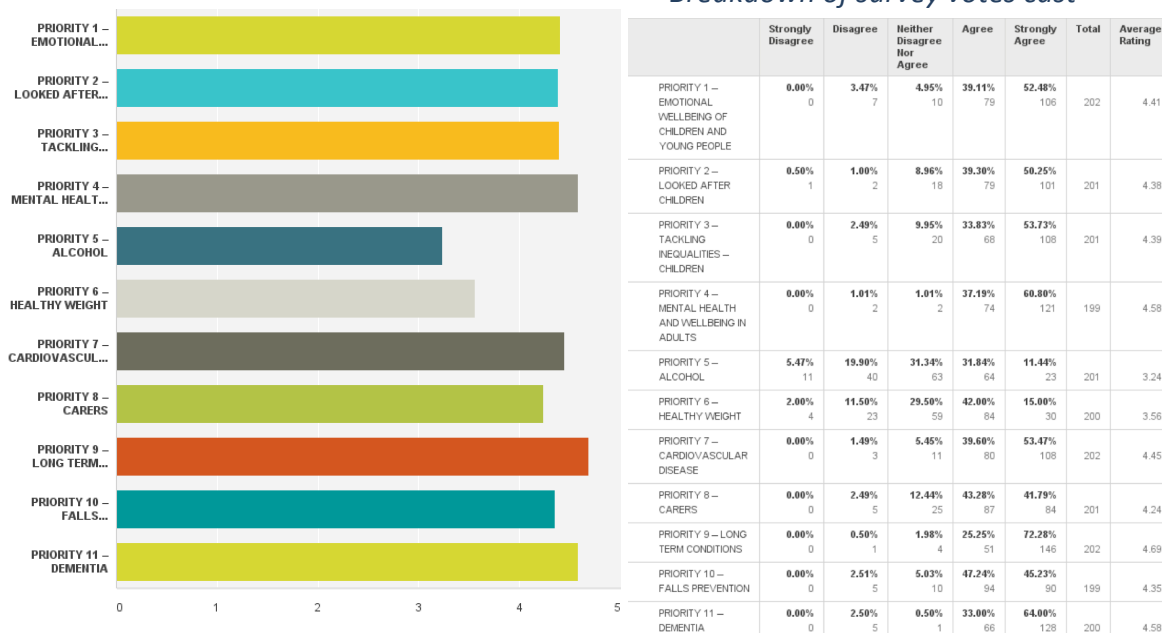
T: 01635 886 210 E: contact@healthwatchwestberkshire.co.uk

2. A one page consolidated overview of the public engagement

The response to surveys

Do you agree with Priorities Identified? Overall satisfaction on a scale of 1 – 5

Breakdown of survey votes cast



Support for all priorities was found to be in excess of 65% of all respondents

The highest support was for long-term conditions closely followed by mental health and wellbeing in adults. The third most popular priority was dementia care. The least support was for alcohol-related conditions and weight management.

General Recommendations from members of public

- 7.5% of respondents noted cancer and terminal illness as a missing priority.
- 4.5% of respondents highlighted the need for maternity care to be a priority.
- Operational steps to achieve the outcomes to be included in the document.
- A timeframe should be set to provide a target for achievement
- The indicators of achievement should not include personal academic performance measurement of an individual child. It is recommended a different means of measurement be found.
- Free school meal entitlement was not considered a good or accurate measure of poverty and consideration should be given to finding a different measure

Overall

- The document was found to be intentional and informative with clear high level detail.
- The addition of an operational plan to show how the strategic aims will be achieved was thought to be needed to make the document complete.

3 Gathering the public response

Surveys

The public surveys sought to obtain reaction and responses to the strategy document by way of examining the priorities against the identified need, and considering the methodology of the measurement of the performance of those priorities in relation to that need. There were two surveys: - a general survey to gather short responses and an optional longer survey for those who wanted to offer a more in-depth response. This also gave those who did not have the time to attend one of the four public events the opportunity to make wider comment on the strategy and its presentation

- 208 West Berkshire residents completed the general survey and this resulted in 1,685 response details.
- 10 people completed the optional long survey. Their interest in the strategy together with their supporting demographics and detailed responses are shown separately to those of the respondents who completed the shorter general survey.

Public meetings

The public meetings were an opportunity for all members of the public attending to debate the priorities, examining them in the light of the identified need. They also provided a chance to consider the proposed methodology for measuring the effectiveness of the applied strategy. Not many people came to the meetings but there was lively debate between those who did attend and the comments and contribution were of a high standard. The public meetings debated each priority in turn and the response to these debates was captured for later analysis.

Report

To facilitate the reading of this report the survey responses received are presented first, together with the demographics of the respondents. Each individual supporting question raised is then presented followed by a précis of the consolidated strands that have emerged. The public meetings addressed each priority individually. To assist readers of this report the key drivers of the strategy have been replicated under each issue. These are:

- Priority
- Why is it important?
- What is the picture in West Berkshire?
- What we will do.
- How we will do it.
- How we will measure what we have done

This is followed by a précis of the strands of responses under the three headings,

- General points raised in debate
- Recommendations from debate to support work on this priority
- Comments on measures

3.1. Surveys

3.1.1. The interest of the respondent in the strategy – short survey

Answer Choices	Responses
Member of the public	92.42% 183
Ward Councillor	0.51% 1
Service Provider	4.04% 8
Commissioner of services	1.52% 3
Voluntary or Community Sector organisation	1.52% 3
Business organisation	0.00% 0
Other group or organisation	0.00% 0
Other (please specify / or provide further information) Responses	3.03% 6
Total Respondents: 198	

3.1.2. The interest of the respondent in the strategy – long survey

Answer Choices	Responses
Member of the public	30.00% 3
Ward Councillor	10.00% 1
Service Provider	40.00% 4
Commissioner of services	0.00% 0
Voluntary or Community Sector organisation	30.00% 3
Business organisation	0.00% 0
Other group or organisation	0.00% 0
Other (please specify / or provide further information) Responses	10.00% 1
Total Respondents: 10	

3.1.3. Demographic of those who filled in the short survey

Answer Choices	Responses
17 or younger	15.15% 30
18-20	6.57% 13
21-29	9.09% 18
30-39	31.31% 62
40-49	19.19% 38
50-65	12.63% 25
66-74	3.03% 6
75 and older	3.03% 6
Total	198

3.1.4. Demographic of those who filled in the longer survey

Answer Choices	Responses
17 or younger	0.00% 0
18-20	0.00% 0
21-29	0.00% 0
30-39	30.00% 3
40-49	0.00% 0
50-65	50.00% 5
66-74	20.00% 2
75 and over	0.00% 0
Total	10

3.1.5. Do you agree with priorities identified?

	Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree	Total	Average Rating
PRIORITY 1 – EMOTIONAL WELLBEING OF CHILDREN AND YOUNG PEOPLE	0.00% 0	3.47% 7	4.95% 10	39.11% 79	52.48% 106	202	4.41
PRIORITY 2 – LOOKED AFTER CHILDREN	0.50% 1	1.00% 2	8.96% 18	39.30% 79	50.25% 101	201	4.38
PRIORITY 3 – TACKLING INEQUALITIES – CHILDREN	0.00% 0	2.49% 5	9.95% 20	33.83% 68	53.73% 108	201	4.39
PRIORITY 4 – MENTAL HEALTH AND WELLBEING IN ADULTS	0.00% 0	1.01% 2	1.01% 2	37.19% 74	60.80% 121	199	4.58
PRIORITY 5 – ALCOHOL	5.47% 11	19.90% 40	31.34% 63	31.84% 64	11.44% 23	201	3.24
PRIORITY 6 – HEALTHY WEIGHT	2.00% 4	11.50% 23	29.50% 59	42.00% 84	15.00% 30	200	3.56
PRIORITY 7 – CARDIOVASCULAR DISEASE	0.00% 0	1.49% 3	5.45% 11	39.60% 80	53.47% 108	202	4.45
PRIORITY 8 – CARERS	0.00% 0	2.49% 5	12.44% 25	43.28% 87	41.79% 84	201	4.24
PRIORITY 9 – LONG TERM CONDITIONS	0.00% 0	0.50% 1	1.98% 4	25.25% 51	72.28% 146	202	4.69
PRIORITY 10 – FALLS PREVENTION	0.00% 0	2.51% 5	5.03% 10	47.24% 94	45.23% 90	199	4.35
PRIORITY 11 – DEMENTIA	0.00% 0	2.50% 5	0.50% 1	33.00% 66	64.00% 128	200	4.58

3.1.6. Is there anything not listed as a priority that you believe should be a priority?

The individual responses were:-

Asthma	1
Diabetes	1
Smoking	1
Support for single parents	1
Children's illnesses	6
Maternity	9
Cancer and terminal illness	13
Parents of children with disabilities support	1
Support for commercial providers of services	1
Healthy Weight should be changed to Healthy Weight and Physical Inactivity	2
Domestic Abuse	1
Recognizing signs of Lymphoma	1
Rural isolation	1

3.1.7. Do you think the strategy document and priorities provide a clear direction for improving health and wellbeing and reducing inequalities?

Answer Choices	Responses
Yes	60.00% 24
No	42.50% 17
Total Respondents: 40	

There were many comments made by the public included in the raw data collected. The following themes attracted the greatest number of responses:

- A definite feeling that public education, especially of young people, with regard to health and wellbeing would improve health.
- Long-term conditions appear to be marginalized due to the demands of acute care.
- Higher input into, and raising awareness of, mental health is needed as it can become a drain on resources because this issue is not properly addressed in society.
- Physical inactivity was noted as an independent risk factor in many physical and mental conditions. It was therefore suggested that it should be listed separately to weight because:
 - a) physical inactivity is seen as an independent risk factor
 - b) it was noted that getting people more active will positively impact on many of the other priorities such as CVD, dementia and emotional wellbeing.

3.1.8. Do you have any views on the implementation of the strategy and priorities identified?

The overall response to the high level strategy as outlined in the draft document was well-received and all priorities were approved by over 65% of respondents as the correct response to the assessment of need in West Berkshire.

There was however disappointment that there were no clear steps or easily identifiable pathways of action to ensure that the priorities would be met. Members of the public would like an operational document to accompany the high-level draft strategy document to show clearly what is being done to achieve the aims.

It was also suggested that if the wider determinants surrounding Health and Wellbeing are to be addressed efficiently there is a need for more collaborative working between the Health and Wellbeing Board and other multi-agency partnerships e.g. the Safer Communities Partnership. It was noted that although it is not necessary to bring all strategic documents together, strategic approaches do need to align.

[The responses to this question relative to individual priorities have been moved to the next section of this document and amalgamated into the specific priority identified]

The remaining questions were included on the extended survey only

3.1.9. Do you think the strategy will be able to drive commissioning of health, social care and other services that impact on health and wellbeing?

	1. Strongly Disagree	3. Disagree	5. Neither Disagree Nor Agree	8. Agree	10. Strongly Agree	Total	Average Rating
(no label)	0.00% 0	10.00% 1	70.00% 7	20.00% 2	0.00% 0	10	5.40

The response to this section was neither positive nor negative, with 70% of respondents indicating a neutral position. Overall the responses indicated that people were satisfied with the high level strategy but there appeared to be no particular assurance that it would drive or influence commissioning.

3.1.10. Do you have any comments about how the partners on the Health and Wellbeing Board should work together to achieve the strategy and who else they should work with?

The feedback received from the public surveys relative to how the partners on the Health and Wellbeing Board should work together centered round operational rather than relational working, dwelling more on centralised IT and working platforms rather than making any significant suggestions about relational working at board level.

There was however a significant call for the board to work closer and more collaboratively with other well-established partnerships and forums such as the

Mental Health Forum, Safer Communities Partnership and the Domestic Abuse Forum. There was also a particular plea to include commercial service providers as they are delivering at the point of need and of necessity on tightly-balanced budgets.

The other providers who particularly featured in the public responses as those with whom the Health and Wellbeing Board should work were groups who provided physical activity opportunities such as Get Berkshire Active. Such groups promote physical activities and deliver national programmes locally and can provide support and advice to Local Authorities, Public Health teams and Clinical Commissioning Groups on matters relating to sport and physical activity.

3.1.11. Do you have any other comments to make about the strategy and the identified priorities?

There were a number of responses calling for a greater involvement of communities and individuals in ‘new’ ways rather than simply focus groups, public debates and surveys. It was suggested that social media could be used skillfully to engage people and their opinions particularly if this was a well-managed community, such as the Healthwatch social media network, where public response can be readily accessed.

It was suggested that within the section - ‘What does affect our health and wellbeing?’ - the Safer Communities element should read: ‘We will work in partnership to keep the incidents of crime and anti-social behavior low, ensuring that West Berkshire is a safe place to live, work and visit.’

The priorities were not further questioned. However the measurements used for gauging the effectiveness of the strategy were questioned. In particular the use of ‘free school meals’ entitlement an accurate measurement of poverty was severely questioned by many respondents, some of whom offered accounts of friends or neighbours who had children receiving the entitlement. Here is a typical example: “We have neighbours from excellent professional backgrounds who after a catastrophic redundancy experience are left with little income so their children have a free school meal entitlement. Nevertheless they continue to live in a four bedroom home, wear nice clothes and have polite children who do not get in trouble with the police”.

4. Public debate of Priorities as set out in the draft strategy of the vision for Health and Wellbeing in West Berkshire

The public debates were arranged in several areas of West Berkshire and advertised in the localities and across West Berkshire. A registration process was used to determine the likely attendance in each area. No registrations were received for three rural areas including Hungerford and therefore the planning of four public engagements was as follows:

- Consultation Event 1 – Target audience - service users and carers.
 - Weds 12th Nov -The Langdon Room, Newbury Rugby Club, Monks Lane, Newbury RG14 7RW
- Consultation Event 2 – Target audience - commercial service providers.
 - Thurs 13th Nov - Frank Hutchins Community Centre Bradley-Moore Square, Harts Hill Road, Thatcham, RG18 4QH
- Consultation Event 3 –Target audience - voluntary service sector.
 - Fri 14th Nov -Greenham Community Centre The Nightingales Newbury RG14 7SZ
- Consultation Event 4 – Target audience - general public
 - Mon 17th Nov - Hilton Newbury Pinchington Lane, Newbury, RG14 7HL

Those attending were presented with a general overview of the aims of the draft strategy document, these being:-

The vision for health and wellbeing in West Berkshire:

- All children, young people and adults will have the opportunities to achieve their potential and lead healthy, happy and safe lives. Inequalities in health will be tackled and vulnerable groups supported
- There will be access to timely, integrated health and social care services, ensuring rural areas are well served
- Our communities will be enabled and empowered to have control over their own health and wellbeing and wider determinants of health will be addressed in partnership
- This shared vision for what success will look like will enable partners to commit to making the best use of public money by working in new ways and sharing resources, including finance, people, buildings and information

To accomplish this vision, services will be

- Delivered relative to need, ensuring areas with the highest need are targeted to address health inequalities
- Accessible to all, taking into account disabilities, rurality and working patterns
- Based on integrated care pathways, with all relevant providers working together to maximise the benefits of delivery
- Evidence-based and provide value for money
- Socially, economically and environmentally sustainable

The attendees were reminded that the Health and Wellbeing Strategy sets out 11 key priorities, derived from the Joint Strategic Needs Assessment (JSNA) that details West Berkshire's population and its needs; national and local drivers; service users' and carers' views; expert opinion and the evidence base for interventions.

It was also noted that the priorities include promoting healthier lifestyles and positive mental health and wellbeing throughout the life course, preventing ill health plus providing integrated, high quality services through joint working, bringing together health, social care and the voluntary and private sector.

Attendees were then asked to debate each priority. An overview précis of the contents of the strategy document was presented to assist in reminding people of the content. Each priority was presented in the same way:

- Priority
- Why is it important!
- What is the picture in West Berkshire?
- What we will do.
- How we will do it.
- How we will measure what we have done

To assist readers of this report the précis information is provided followed by comments and input from those in attendance. Some information overlaps between various headings but to provide a simple overview for readers the information has been grouped as follows:-

- General points raised in debate
- Recommendations from debate to support work on this priority
- Comments on measures

4.1. PRIORITY 1 – EMOTIONAL WELLBEING OF CHILDREN AND YOUNG PEOPLE

Why is it important?

- Good emotional health at a young age promotes good emotional health in adulthood
- Poor mental health at a young age can impact on:
 - educational attainment
 - physical health
 - social skills
 - Increased risk of self harm and suicide

What is the picture in West Berkshire?

- An estimated 1,360 boys aged 5 to 16 have a mental health disorder
- An estimated 895 girls aged 5 to 16 have a mental health disorder
- Around 790 referrals were made to the Children and Adolescent Mental Health Service
- 26 young people were admitted to the Berkshire Adolescent Unit with mental health problems

What we will do

- We will promote emotional wellbeing in children and young people

How we will do it

- Through prevention
- By early identification
- By providing appropriate services

How we will measure what we have done?

- Rate of 10-17 year olds receiving their first reprimand, warning or conviction
- Rate of people aged 10 to 24 years admitted to hospital as a result of self harm
- Number of Help For Families enquiries with an identified emotional wellbeing or mental health issue
- Number of Educational Psychology referrals
- Number of support and achievement or Education Health and Care plans for children with SEN that identify a mental health issue

PUBLIC RESPONSE

General points raised in debate:

- Schools could do more to support emotional resilience and to promote positive mental health.
- Mental health needs to be an open subject about which young people feel able to talk.
- There is a risk of hidden problems not being recognised, e.g. rural schools.
- It is not clear how the priority will be achieved. It is rather vague, though good to leave scope to try different things.
- If someone is admitted to hospital for self-harm there should be earlier

support information available.

Recommendations from debate to support work on this priority:

- Training for teachers, young people and families about mental wellbeing should be more available.
- The introduction of family intervention projects to promote mental wellbeing.
- More primary care mental health specialists.
- More work could be done to encourage community a group e.g. scouts, to promote mental wellbeing.
- Teachers could be offered training to run peer support projects to help prevent eating disorders. e.g. 'A' level students helping younger students learn about body image
- The varying needs of different groups should be met, e.g. children who are deaf or hard of hearing. Also target people with learning disabilities and physical disabilities.
- Mental health is a taboo in some countries and therefore particular work is required to educate some ethnic communities.

Comments on measures:

- Although the priority is about all young people, the outcome measures only focus on those with a problem.
- There should be a more general measure across the age group.
- Proposed additional outcome measure: mental wellbeing of young people generally e.g. using a survey of schools as most of the current measures are targeted at a limited range of people.
- In relation to the measure concerning 'first reprimand' - Mental health should be closer to the police so people do not just go into the justice system but are diverted to mental health services. These could be IAPT or CAMHS.
- There is also an issue of labelling people as offending which should be picked up e.g. conduct disorder rather than offending.

4.2. PRIORITY 2 – LOOKED AFTER CHILDREN

Why is it important?

- Children enter care for a range of reasons including physical, sexual or emotional abuse, neglect, and family breakdown.
- Children in care generally have significantly higher levels of health needs than other children and young people
- Their life opportunities and long term outcomes are often poorer and poor health is a factor in this.
- Removal from family, placement location and transitions mean that these children are often at risk of having inequitable access to health services, both universal and specialist

What is the picture in West Berkshire?

- March 2013, the Council was responsible for 144 looked after children. [40 per 10,000]

- October 2013, the Council was responsible for 158 looked after children.
- The number of unaccompanied asylum-seeking children looked after by West Berkshire Council is 10
- There are more boys than girls in care

What we will do

- We will improve the health and educational outcomes of looked after children through high quality health, and social care support

How we will do it

- The majority of looked-after children are placed in family settings
- Others placed in settings according to their individual needs e.g. nursing establishments or independent living
- All children in care are subject to a health plan

How we will measure what we have done?

- Emotional wellbeing of looked-after children
- Number of looked-after children having timely health assessments (DfES)
- Number of looked-after children having their teeth checked annually by a dentist (DfES)
- Number of looked-after children who have up to date vaccinations (DfES)
- Number of looked-after children obtaining 5 GCSEs (DfES)

PUBLIC RESPONSE

General points raised in debates:

- A child should have a voice and be provided with an advocate.
- Could more be done to link children in care into community and voluntary organisations that may help them manage their physical and emotional wellbeing?
- Putting people in family settings is excellent. Could more be done to advertise the need for support families?
- All the targets should be SMART.

Recommendations from debate to support work on this priority:

- There should be an assessment and a care plan in place as soon as children go into care.
- Could a measure be introduced to track a young person's progress a year or two after leaving care?
- Pregnant women have a 'red book' record. Could children in care have a similar record handed to them, so they have the record in their possession rather than it being held elsewhere?
- All young people in care should have a care coordinator - this does not now seem to be the case.

Comments on measures:

- The target of GCSEs is measuring the performance of the youngster rather than the provider.
- The measure of achieving 5 or more GCSEs needs to be compared with

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similar data from previous years and also compared with that of children not in care.

- There is a need to show the improvement for looked-after children, but also whether their outcomes are catching up with the rest of the population.
- Checking teeth is not really a realistic measure unless it is compared against a record of children not in care.

4.3. PRIORITY 3 – TACKLING INEQUALITIES – CHILDREN

Why is it important?

- The Marmot Review of Health Inequalities highlighted that the lower your socio-economic status the poorer your health outcomes.
- Health inequalities arise from a variety of social determinants including income, educational attainment, poor housing or access to green spaces.
- These factors not only affect children living in poverty but also vulnerable children

What is the picture in West Berkshire?

- An estimated 3,350 (11.2%) children living in poverty
- 56% of pupils in Key Stage 2 (aged 7 to 11 years) known to be eligible for free school meals achieved level four or above in comparison with 79% of other pupils, a gap of 23%
- It is estimated that 4.4% (210 individuals) were Not in Education, Employment, or Training (NEETs).
- Those more likely to be NEET - children of parents who are NEET, teenage parents, people with a learning disability or mental health problem, those involved with alcohol or substance misuse
- The National Child Measurement Programme data demonstrates a correlation between deprivation and obesity

What we will do

- We will improve the educational achievement of children on free school meals to bring them into line with the overall achievement of all children

How we will do it

- By working with children's services, housing, planning, environment and leisure services, Public Health and Wellbeing can work towards improving health outcomes and tackle health inequalities

How we will measure what we have done?

- - School readiness - the % of year 1 pupils with free school meal status achieving the expected level in the phonics screening check
- - School readiness - the % of year 1 pupils with free school meal status achieving a good level of development at the end of reception
- - % of those young people in Key Stage 4 with free school meals status achieving 5 or more A*-C grades including English and Maths

PUBLIC RESPONSE

General points raised in debates:

- Free school meals are one benchmark. Others are needed.
- There is no mention of disabilities as a cause of health inequalities.
- Each child needs a plan that will help them and that won't stigmatise them, e.g. extra tuition, after school clubs.
- Young carers suffer as a result of health inequalities and this should be included in the strategy.
- There is more control over nutrition at primary school. This could be extended to senior schools.
- There is a need to tackle the inequalities of the parents to impact on the children.
- There does not appear to be enough support for those with learning disabilities or mental health problems.
- There is a lot of affluence in West Berks, as well as some areas of poverty. Children are likely to be at school with people of varying degrees of affluence which can create a problem. In other areas, even at a lower social level, pupils may be more homogeneous. Children will notice the difference. They can feel like one of the 'have nots' from an early stage.
- In schools it needs to be made less clear who is receiving free school meals, given the stigma and bias it can create for the child.
- If there were more school checks - nurses checking teeth etc. it would stop a lot of health inequalities and it would cover everyone, whether deprived or not.
- If a child is vulnerable, it doesn't matter if they have wealthy parents if they are neglected.
- Rurality can be a cause of inequality.
- Other protected characteristics should be considered e.g. ethnicity.

Recommendations from debate to support work on this priority:

- There are various projects that work with students who are at risk of becoming NEET and these should be included e.g. referrals from YOT, or social services.
- There is a link between lack of confidence in going to school or college because of disabilities or lack of relevant life skills and becoming NEET. Projects need to be devised to help such students at a younger age.
- Less emphasis should be placed on GCSE attainment and new measures/projects introduced to help prevent young people falling through the gaps.

Comments on measures:

- Free school meals are one benchmark but you need others. Children can come on and off free school meals.
- There are no measures of health and health inequality across all children so it would be good if some could be added.

- The measures should be looking at a broader range of inequalities.
- The target of GCSEs is measuring the performance of the youngster rather than the provider.
- The measure of achieving 5 or more GCSEs needs to be compared with similar data from previous years and also compared to children not in care.
- A measure on NEETs should be introduced.
- School readiness at reception stage should be extended to readiness for transition at secondary age.
 - However if when a child reaches secondary school they are deemed not ready, there is a risk of taking children through the same year again, which is a waste and can put them off.
 - There needs to be something about primary and secondary schools talking more to each other.

4.4. PRIORITY 4 – MENTAL HEALTH AND WELLBEING IN ADULTS

Why is it important?

- In any given year, one in four adults in the UK will experience a diagnosable mental health problem.
- Risk factors for poor mental health and wellbeing include: - poverty, discrimination, violence, abuse, peer rejection and isolation, stressful life events and poor physical health.
- Factors that can positively affect mental health and wellbeing include: - economic security; empowerment; feelings of security; positive interactions with others; physical activity; stable and supportive family environments and a healthy diet and lifestyle.
- Poor mental health can impact on physical health in the same way that poor physical health can impact on mental health.
- National research has shown that around 30% of people with a long-term condition also have a mental health problem.
- Some unhealthy behaviours are used to control stress or boost mood.
- It is important to ensure that we achieve a parity of esteem (by ensuring that we value mental health equally with physical health) and that we promote positive mental health and wellbeing

What is the picture in West Berkshire?

- Around 125 people in every 100,000 people are admitted to hospital due to mental ill-health. This is lower than the national and regional average.
- In West Berks, about 7 people in every 100,000 commit suicide (or injury of undetermined intent).
- An estimated 4,467 (9%) of people with depression and/or anxiety in West Berks are receiving treatment through Increasing Access to Psychological Therapies
- Uptake of psychological therapies is higher than the national and regional average
- The rate of people recovering after psychological therapy treatment is also higher than the national average
- Significantly more people registered with GP Practices in West Berks are recorded as having depression than the national, regional, and Berkshire

West Health CCG area average.

- 14,718 people registered with GP Practices are on clinical registers recorded as having depression. This equates to 13% of the GP list size population.
- Around 2,150 people aged 65 and over living in West Berks are estimated to have depression
- Nationally published data for 2010/11 suggests that, in West Berks LA, significantly fewer (2.5%) adults in contact with secondary mental health services are in employment than the national (9.5%) and regional (7.9%) averages

What we will do

- We will promote mental health and wellbeing in all adults

How we will do it

- Through prevention,
- Early identification
- Provision of appropriate services

How we will measure what we have done?

- % of adults in contact with secondary mental health services who live in stable and appropriate accommodation
- Gap in the employment rate for those in contact with secondary mental health services and the overall employment rate
- Excess under 75 mortality rate in people with serious mental illness
- Self reported wellbeing - low satisfaction score
- Self-reported wellbeing - low worthwhile score
- Self-reported wellbeing - low happiness score
- Self-reported wellbeing - people with a high anxiety score
- Mortality rate from suicide
- % of adults on the QOF depression register
- Numbers of people attending Talking Therapies

PUBLIC RESPONSE

General points raised in debates:

- Physical health is an important factor in mental health. It may be related to the drugs they are on. People cannot necessarily look after themselves properly when they are unwell.
- There are places of health and support such as churches which need to be offered training and encouraged to assist.
- Many suicides have not been of physically healthy patients, as statistics indicate many have seen a GP in the previous seven days, so GPs have a big part to play and deserve additional training support.
- There should be more information for the public on general display.
- There is not enough done publicly in West Berks to tackle depression early on.
- There has been a lack of mental health service and support in West Berks for a long time. There is IAPT which is working but secondary care

psychology has a waiting list of a year.

- There is a need to do work in schools to raise awareness of mental wellbeing and its importance.
- Physical activity is particularly important in depression and this needs to be promoted.
- People are more likely to have mental health problems if they have a long-term condition.
- Anxiety and panic is common for people with disabilities.
- The public transport network in West Berks is poor. There is a link between mental health and loneliness and isolation. Cuts to transport are being made all the time and the effect on mental wellbeing should be considered when such cuts are considered.

Recommendations from debate to support work on this priority:

- GPs need more training and it should be readily available.
- Rethink provision of peer support; helping people at a lower level in more practical ways. Other community groups and organisations should be mapped to provide a support network locally.
- Adults should be screened for things like Asperger's and ADHD.
- Everyone with diabetes should be screened. Diabetics Nurses should be trained to ask the right questions to identify mental health issues.
- GP surgeries could have a trained wellbeing nurse to do the mental health screening.
- The 'recovery college' works well elsewhere. It runs as courses which are open to the public more generally. It could be introduced in West Berks and delivered in rural community centres, as with adult education
- The strategy ought to include other mental health issues, as well as depression.

Comments on measures:

- The outcome measure of the percentage of adults on the depression register is not necessarily a good or accurate measure. It may mean more people are being recorded, which is good, or that there are more people who are depressed, which is bad.
- There was concern that the depression register may not continue.
- The strategy should be structured within a timeframe of 5 or 10 years (or other specified period of time).
- The measures do not do much beyond depression and could be extended.
- Is postnatal depression included as it ought to be and also used as a separate measure in regard to maternity support requirements

4.5. PRIORITY 5 – ALCOHOL

Why is it important?

- Excess alcohol consumption can cause health problems such as liver cirrhosis; obesity; mental health problems such as depression; reduced fertility; high blood pressure; increased risk of cancer; accidental injury; violence; sexually transmitted infections and alcohol dependency.
- Excess alcohol consumption can also affect the wellbeing of family,

friends and the wider society through problems such as crime and anti-social behavior

What is the picture in West Berkshire?

- In 2013/14, there were 130 adults accessing structured alcohol treatment
- Estimates of binge drinking behaviour suggest that just under 18% of the population aged over 18 years of age engage in binge drinking.
- An estimated 19% of the West Berks LA population engages in increased risk drinking. This would equate to over 20,000 people in West Berks
- An estimated 7% of the West Berks LA population engage in higher risk drinking which equates to 9000 people
- There were a total of 1,185 hospital admissions
- Admissions due to alcohol have increased since 2004
- Increased benefit claims due to alcoholism

What we will do

- We will promote sensible and safe drinking

How we will do it

- We will increase the number of people receiving effective and timely support for alcohol-related problems

How we will measure what we have done?

- Under 75 mortality rate from liver disease considered preventable
- Alcohol-related admissions to hospital
- % of those referred accessing Tiers Two and Three treatment
- % of residents referred into treatment who reduce their drinking to safe levels
- % of residents leaving treatment with a completed plan of care
- Number of alcohol and health campaigns successfully run

PUBLIC RESPONSE

General points raised in debates:

- Why is this a priority and not tobacco that is a much bigger killer?
- There are problems in linking alcohol and drugs, because one is illegal, so that affects how you deal with it.
- There's a need to challenge people on alcohol consumption, as many are not aware what is safe and what is not.
- There is an issue in that it is possible to buy alcohol at any time of the day.
- This is not identifying dual diagnoses, e.g. if someone is using alcohol as part of a mental health problem. There is no measure about that.
- Maybe the alcohol priority should be widened to other unhealthy behaviours and addictions.

Recommendations from debate to support work on this priority:

- All those with hospital admissions should have a standard follow-up pathway.
- People do not want to go to groups such as Turning Point because there

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are people there with drugs problems. Therefore a specific group to assist those with alcohol-related problems should be made available.

- It would be better to have support on alcohol nearer to people's homes.
- This priority could be extended and phrased in a different way, e.g. risky or harmful behaviors
- There is a need to look at how people with co-morbidity issues are assisted.

Comments on measures:

- The measures should be clear what (high or low figure) is good or bad. For example, '% referring to tiers 2 and 3' - What is good, more or less?
- It was proposed that 'risk drinking' be included as a measure as this figure is reported on when looking at the situation in West Berks.
- In the measures 'successfully run' alcohol campaigns are cited but
 - clarity on how a 'successful campaign' is measured required as this is not clear.
 - a campaign could be considered an output but does not indicate its impact on the problem.
 - there is an issue of knowing whether they are the right campaigns.
- It was acknowledged that campaigns could help with alcohol as they have with smoking.

4.6. PRIORITY 6 – HEALTHY WEIGHT

Why is it important?

- Weighing too much or too little can cause health problems and it is important to maintain a healthy weight to stay in good health.
- To reduce the likelihood of developing conditions associated with obesity, such as type 2 diabetes, cardiovascular disease and cancer.
- Many other conditions are associated with obesity include angina, gall bladder disease, liver disease, ovarian cancer, osteoarthritis and stroke, as well as mental health problems such as low self esteem and depression

What is the picture in West Berkshire?

- Over 20% of Reception Year children are classified as overweight or obese
- Obesity and overweight prevalence in Year Six rises to approximately 30% of children in West Berks.
- An estimated 23.7% of adults in West Berks are obese, though this is likely to be an underestimation of true prevalence.
- Different areas in West Berks are estimated to have varying levels of obesity. The estimated prevalence of obesity in West Berkshire ranges from 18% to 28.6%

What we will do

- We will maintain or increase the number of people who are a healthy weight

How we will do it

- By promoting physical activity and healthy eating

- By providing a range of evidence-based weight management interventions

How we will measure what we have done?

- Excess weight in 4-5 year olds and 10-11 year olds
- Excess weight in adults
- % of physically active and inactive adults
- Number of people completing a weight management intervention (Eat4Health, dietician-led course, Barometer) (local indicator)
- Number of people enrolling on a health walk
- Number of children completing a 'Let's Get Going' after school intervention

PUBLIC RESPONSE

General points raised in debates:

- It is good that there are increased opportunities for healthy walks
- More could be done on workplace health
- It was noted that this is a government-driven matter at the moment so it was queried if it really needed to be a local priority

Recommendations from debate to support work on this priority:

- More should be done to encourage workplace health
- The dangers of physical inactivity should be highlighted

Comments on measures:

- Physical inactivity is more problematic than being overweight.
- It was believed that the measurements used were likely to be very inaccurate as they are based on people registered for walking or a weight management programme

4.7. PRIORITY 7 – CARDIOVASCULAR DISEASE

Why is it important?

- There are four main types of CVD; Coronary Heart Disease, Stroke, peripheral arterial disease and aortic disease.
- Most deaths caused by CVD are premature and could be prevented by addressing the risk factors including: high blood pressure; smoking; high blood cholesterol; diabetes; lack of exercise; being overweight or obese; a family history of heart disease, and ethnic background

What is the picture in West Berkshire?

- An estimated 28% of adults (aged 16+) in West Berkshire have hypertension (high blood pressure).
- The observed prevalence of coronary heart disease
- In 2012, the coronary heart disease mortality rate (under 75 years) for NHS Newbury and District Clinical Commissioning Group was 27 per 100,000.
- The observed prevalence of stroke is 1.4%.
- A total of 3,827 people received an NHS Health Check either in the

community or through their GP practice. This is an uptake of 44%

What we will do

- We will improve the prevention and early identification of cardiovascular disease in primary care and community settings

How we will do it

- Through the provision of NHS health checks
- Screening for other key risk factors

How we will measure what we have done?

- Rate of mortality considered preventable from all cardiovascular diseases (including heart disease and stroke) in those aged 75 per 100,000 population
- Smoking prevalence among persons above 18 years of age
- Number of people quitting smoking at 4 weeks and 12 weeks
- % of eligible adults aged 40-74 who are offered an NHS health check
- % of those offered who have a completed NHS health check

PUBLIC RESPONSE

General points raised in debates:

- There is a need to make the link with other problems that impact on CVD, e.g. mental health or diabetes.
- People need to be made aware whether the drugs they are prescribed increase the risk of CVD.
- There is a suggestion that ‘activity’ should be the priority as this affects cardiovascular disease but also other health problems.
- There is an issue of what happens after someone has had a health check and what services they are directed to, and also if those services work.

Recommendations from debate to support work on this priority:

- It would be good to have better screening for mini-strokes, e.g. through eye checks.
- There is a need to consider co-morbidities e.g. People with disabilities and from ethnic backgrounds.

Comments on measures:

- There is a risk that people quit smoking but then take up e-cigarettes.
- There is an issue of how you measure those stopping smoking if they’re not on a programme
- NHS health checks were considered helpful

4.8. PRIORITY 8 – CARERS

Why is it important?

- Carers help to ensure that the cared-for are able to maintain their independence and stay in their own homes.
- The health and wellbeing of carers is paramount. It is important that they

- are able to stay healthy and maintain their caring role.
- To support carers, their needs must be identified and they must be supported with information and advice and have access to services that support their caring role

What is the picture in West Berkshire?

- Around 14,000 (9.3% of the West Berks population) people provide unpaid care, although it is likely that there are many unidentified carers. The majority of carers are of working age and are adults aged between 25 and 64.
- Over 10,000 people provided 1-19 hours of unpaid care a week, 1,461 provided 20-49 hours and 2,505 provided 50 hours or more unpaid care per week.
- In West Berks, there has been little change in the provision of unpaid care between 2001 and 2011

What we will do

- We will promote the health and wellbeing of carers of all ages

How we will do it

- Seek to identify carer needs as they must be supported with information and advice and have access to services that support their caring role

How we will measure what we have done?

- Social isolation - the % of adult carers who have as much social contact as they would like
- Carer-reported quality of life
- Health-related quality of life for carers
- Number of carers who are offered and take up an NHS health check
- Number of carers receiving an assessment

PUBLIC RESPONSE

General points raised in debates:

- There is a need for enough paid carers to do what they are supposed to do or the burden falls on the unpaid carers.
- Some people are both carers and cared-for but with different needs. E.g. couples who are joint carers.
- Hidden carers are a concern as their numbers are unknown and they need support.
- There are issues around respite that should be noted; that this does not necessarily mean carers need to be away from those they look after - although sometimes they want to be - but that they have respite from the duties of caring.
- Adaptations are important. There is a big backlog for assessments, and that needs to be addressed. Lack of adaptations is a big thing that disables people and leaves them sitting in a chair all day.
- Caring can have a big financial impact if it means the carer has to change their work position (e.g. step down to a lower level) or work fewer hours.

- It may be hard to identify carers if they don't live with the person being cared for
- In Berkshire, most carers' events are in Reading which does not assist those living in rural West Berks.

Recommendations from debate to support work on this priority:

- People who have been in a mental health hospital have carers who can get access to online support. It might be possible to provide dedicated online support for other carers.
- Education for carers is needed e.g. they can feel that they have to molly-coddle the person for whom they are caring when they may sometimes need to encourage independence. It doesn't stop the caring role but may help them do it better.
- There should be a specific reference in the strategy to young carers.
- There is a need to capture the different roles of carers e.g. parents looking after children, working age or elderly, in order to provide the best information for the specific care requirement.
- Working age carers could be encouraged to take up part time employment as a break away from being a carer.
- There need to be more carer-specific groups for carers, e.g. young carers.

Comments on measures:

- Could a measure of employment be added? Some carers may be in employment, but there are difficulties of staying in employment without additional support
- Carer assessments and health checks should have a timeframe guarantee after request e.g. within a month.

4.9. PRIORITY 9 – LONG TERM CONDITIONS AND DISABILITIES

Why is it important?

- Long term conditions are health problems that can't be cured but are controlled with medication.
- Long term conditions can affect a person's quality of life and ability to work
- Preventing long term conditions by supporting people to adopt healthier behaviours is essential to live healthily and independently.
- The Department for Work and Pensions state that the definition of disability is if a person has a physical or mental impairment that has an effect on the person's ability to undertake normal daily activities

What is the picture in West Berkshire?

- An estimated 11% of people have cardiovascular disease and 28% have high blood pressure.
- The number of people invited for an NHS Health Check last year was 5,961. The uptake of people of this service was 44%.
- Around 4,800 people (4.2%) of people have diabetes.
- There are 7,625 people aged between 18 and 64 who are estimated to have a moderate physical disability and 2,297 estimated to have a severe

disability,

What we will do

- We will deliver integrated services to support and maintain the independence of people with long term conditions and disabilities and ensure end of life care needs are addressed

How we will do it

- Support and maintain the independence of people with long term conditions and disabilities and ensure end of life care needs are addressed

How we will measure what we have done?

- Emergency re-admissions within 30 days of discharge
- Proportion of people who use services who have control over their daily life
- Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services
- Proportion of people who use services who feel safe
- Delayed transfers of care from hospital, and those which are attributable to adult social care
- Health related quality of life for people with long-term conditions
- Proportion of people feeling supported to manage their condition
- Employment of people with long-term conditions
- Number of patients admitted to an acute stroke unit within four hours
- Number of patients receiving thrombolysis following an acute stroke
- Number of patients attending Activity for Health specialist classes
- % of people receiving personal health budgets
- Number of patients being monitored at home using tele monitoring
- Bereaved carers' views on the quality of care in the last 3 months of life

PUBLIC RESPONSE

General points raised in debates:

- Bereaved carers' views on the quality of care is important but must be handled sensitively.
- Nothing is said about prevention of long term conditions.
- Nothing is mentioned about young people with long term conditions.
- Could there be more about people maintaining their independence?
- There is an issue of people who have more than one condition. People need holistic care. What support do they get if they have to go into hospital for something else? E.g. the deaf community - it can be hard to get support to engage with other things.

Recommendations from debate to support work on this priority:

- There was a general consensus in all discussions that the priority was well stated and the measurements realistic
- There should be parity of esteem for mental health services. There is little or no support after discharge from secondary mental health services.

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- There is a need to make provision for people who do not have family to help them.
- There needs to be independent collection of information from children and young people rather than simply via the parents.

Comments on measures:

- There was a general consensus in all debates that the measurements were realistic and covered the majority of areas
- It was noted that the proposed measure of 'feeling safe', should not just be physical, as in falling over, but emotional e.g. living near drug addicts, facing threats, extortion etc.
- People are not automatically offered personal budgets. In the list of measures there is a need to add social care personal budgets as a mandatory offer

4.10. PRIORITY 10 – FALLS PREVENTION

Why is it important?

- Older people are more vulnerable to falls which could lead to broken bones; admissions to hospital as a result of falls; admissions to a residential/nursing home as a result of falls and a reduction of discharges to residential/nursing homes following a hospital admission as a result of a fall.
- Having a fall may reduce the confidence of someone who has fallen
- Many of the risks of falling can be prevented. This may help to reduce the fear of falling, as well as improving balance, strength and stamina.
- Investing in falls prevention can reduce the financial burden on the NHS

What is the picture in West Berkshire?

- In 2012/13, there were 1,381 emergency hospital admissions for falls in persons aged 65 and over.
- There were 142 emergency admissions for hip fractures in every 100,000 people aged 65+
- In 2012/13 the rate of emergency admissions for injuries due to falls in persons aged 80+ was 3,541.
- The number of hip replacements being undertaken increased slightly over the last five years.
- Around 50% of patients from go home from hospital within 28 days of an emergency admission to hospital with a hip fracture

What we will do

- We will maximise independence in older people by:
 - preventing falls
 - reducing preventable hospital admissions due to falls
 - improving rehabilitation services

How we will do it

- Prevent falls
- Reduce preventable hospital admissions due to falls
- Improve rehabilitation services

How we will measure what we have done?

- Rate of emergency hospital admissions for injuries due to falls in people aged 65 to 80+ years
- Rate of emergency hospital admissions for fractured neck of femur in people aged 65 to 80 +years
- Number of people attending falls prevention classes - Steady Steps
- Development of a comprehensive falls prevention pathway

PUBLIC RESPONSE

General points raised in debates:

- There is more that could be done on adaptations in homes.
- All homes for those with disabilities should have a call system activated by the person requiring help via a device worn around the neck.
- An alert system between partners so one can contact the other is available and could be more widely advertised and used.

Recommendations from debate to support work on this priority:

- Check people who have had falls whether they have cataracts.
- More enablement for people whose mobility is reducing, not just those who have had a fall.
- Falls within care homes or hospitals should be tracked in case there are problems in management or facilities

Comments on measures:

- The inclusion of information about re-admissions would be a good additional measure

4.11. PRIORITY 11 – DEMENTIA

Why is it important?

- Dementia is an increasingly important public health issue and it is vital that we are able to better care for people living with dementia as well as working to help people to reduce their risk of developing dementia.
- Dementia not only impacts on the person living with it, but their carers and families as well.
- There is a lack of general awareness and understanding of dementia, as people often think the symptoms of dementia are a normal part of ageing.

What is the picture in West Berkshire?

- An estimated 17 people aged between 30 and 64 have early onset dementia.
- An estimated 1,679 people aged 65 and over are estimated to have dementia. This is likely to be an underestimate as nationally only half (48.7%) of people with dementia have received a formal diagnosis.
- 0.5% of the population is recorded on GP registers as having dementia.
- 12 people in every 100,000 are admitted to hospital with Alzheimer's and other dementias each year.
- Approximately 15% of deaths had Alzheimer's, dementia, or senility as a

contributory cause of death

What we will do

- We will improve the lives of those residents with dementia

How we will do it

- Through early identification,
- The provision of excellent, integrated care and support
- Increased community awareness of dementia.

How we will measure what we have done?

- Estimated diagnosis rate for people with dementia
- Quality of life for people with dementia
- Number of people with dementia prescribed anti-psychotic medication
- Directly standardised rate for hospital admissions for Alzheimer's and other related dementia
- Percentage of adults with dementia

PUBLIC RESPONSE

General points raised in debates:

- It is common for people with learning disabilities to have early onset dementia.
- There could be more social activities provided e.g. reminiscence groups.
- If GPs are not hearing from older people, someone should be commissioned to follow them up, e.g. village agents
- To get feedback on dementia, you need to ask the carers.
- Doing things for people with dementia is intimately linked with doing things for carers.
- The greater problem is people with mild early dementia, not yet recognised by the health services. That's where the burden on society is; not with the 10% who are in the latter stages.
- A lot of people don't want to recognise that they've got dementia.
- It is very hard to measure quality of life for people with dementia and for their carers.
- There were a number of questions raised relative to dementia, falls and long term conditions asking if there was enough locally going on in villages and community services and if so could these be better advertised and supported.

Recommendations from debate to support work on this priority:

- There should be more training for carers of people with dementia.
- Carers or family members should be monitored to ensure they are given help with dealing with the person as it gets worse.
 - Carers need to be educated in what they should and should not do e.g. do not leave car keys around if the person with dementia can no longer drive.

- There are 'Walking for the brain' and 'Singing for the brain' schemes that could be better advertised, supported and used.

Comments on measures:

- The general measurements were accepted as reasonable
- The dispensing of anti-psychotic medication as a measure is a concern as it is not clear if it is good or bad indicator. The measure needs to be better expressed to make it clearer.
- Should the percentage of adults with dementia be used as an outcome measure since there is nothing that can be done about it i.e. it is simply a statistic and statement of fact?

4.12. Other general comments received from the public and not recorded elsewhere

- Support is needed for GPs, medical and social services and the voluntary sector to assist them to support the person
- It appears that because it is easier to measure physical health, the priorities that are individually measurable, rather than those promoting wellbeing, are to do with NHS and GPs. GPs are already under pressure.
- Everything seems to be linked to deprivation, even obesity and healthy weight.
- How are we engaging with people with learning disabilities?
- When there are clear implementation steps for the strategy it would be helpful if these are published for comment.
- It is unclear how some areas are targeted e.g. socio-economic categories; protected characteristics. This needs to be strengthened in the document
- The strategy should enable people to get access locally to support which helps them like the Berkshire Therapy Centre

5. Response to the draft Health and Wellbeing strategy document by Healthwatch West Berkshire

The strategy document is comprehensive and intentional, clearly stating what is to be achieved. On presentation to the public the overall response to the chosen priorities indicated that they were easily understood in principle and there was a broad agreement on the issues to be addressed.

Priorities

Following engagement with over 250 people the public call for change to the priorities was the addition of just two further priorities the first being long-term conditions and the second requesting greater attention to the needs of maternity services. On the basis of the responses received it is clear that the chosen priorities stood up to public scrutiny and although two additional possible priorities were identified neither suggested that there had in any way been a significant lack of understanding of the current needs as perceived by the public.

Strategy

The public response to the strategy document in general was positive with regard to the objectives. There was a call by many engagers for a plan of action to achieve the aims to be added to the document. Healthwatch is of course acutely aware that the actual number of different service delivery agents and providers required to provide the underlying service platform is vast and that to provide a detailed plan of action is not realistic. It is however recommended that a high level plan of action is produced that will give the public an overview of how the desired outcomes will be achieved.

Timeframes

At the moment there is no set timeframe for any particular priorities and this was noted in the public debates on several occasions. Healthwatch understands that this is likely due to the strategy being considered a rolling operation. However, it would be useful for the public to know if there are specific time frames for a particular percentage of aims to be achieved. It is therefore recommended that the addition of time frames where possible should be added with target indicators as this will strengthen public support for the priorities and objectives as published.

Stakeholders

The intent of the strategy document is all embracing and any future strategy document will be strengthened if there is a clearer focus on the individual component members of the Health and Wellbeing Board working together with other stakeholders, particularly other parts of the council, the CCG and NHS to bring the strategy into fruition. It would assist the public to know what specific role in the strategy each organization represented on the board plus the role any other stakeholders would play in the strategic aims being realized. In particular if such role is in efficiencies, improvement, directing delivery or commissioning.

Identifying cost savings

The strategy, as it is realized, will result in savings and therefore funds soon being released and being made available to meet other needs. In any housekeeping exercise the need to keep track of funds that are released into the wider economy on a gradual basis is necessary otherwise it risks such funds not being specifically allocated to other purposes. It is therefore recommended that where possible all savings and efficiencies be immediately allocated into a specific reserve that will fund the next iteration of the strategy.

Development of new / ongoing strategy

In the light of savings being realised over a relatively short period it is clear that the next iteration of the strategy should be in development now, to allow the identification of 'next step' projects or new initiatives. To that end the public voice could be used to help develop additional or new priorities through early consultation which could be focused on wider specific areas of concern, such as those living in rural areas, with the intention of using the public voice as a tool to identify the grassroots issues in order to help shape the strategy by pinpointing particular needs or concerns before they become serious problems. Thus the strategy document could effectively transition into a proactive tool for future development.

Thank you

We would like to thank those who have assisted us in the consultation process by providing the use of their premises to set up outreach stands to allow us to engage with the public. Above all we wish to thank those members of the community who took the time to fill in the surveys and all those who attended the public events.

Healthwatch West Berkshire has welcomed the opportunity to manage the consultation process on behalf of the Health and Wellbeing Board.

Heather Hunter

4/11/2014

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Title of Report:	Amendments to the Constitution - Scheme of Delegation
Report to be considered by:	Council
Date of Meeting:	03 March 2015
Forward Plan Ref:	C2911

Purpose of Report: To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.

Recommended Action: To agree the proposed amendments to the Scheme of Delegation

Reason for decision to be taken: To ensure that the Council has adjusted the scheme in light of legislative changes

Other options considered: None

Key background documentation: None.

Published Works: None

The proposals will also help achieve the following Council Strategy principles:

☒ **CSP7 - Empowering people and communities**

☒ **CSP8 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Ensuring that the Constitution is up to date.

Member Details

Name & Telephone No.: Councillor Quentin Webb

E-mail Address: qwebb@westberks.gov.uk

Date Portfolio Member agreed report: 09 February 2012

Contact Officer Details

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Implications

Policy: Will require changes to the Constitution
Financial: None
Personnel: None
Legal/Procurement: Will require the Constitution to be updated ☐☐☐☐
Property: None
Risk Management: None

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?	☐	☒	
• Is it a major policy, significantly affecting how functions are delivered?	☐	☒	
• Will the policy have a significant impact on how other organisations operate in terms of equality?	☐	☒	
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	☐	☒	
• Does the policy relate to an area with known inequalities?	☐	☒	
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			☐
Not relevant to equality			☒

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

Executive Summary and Report

1. Introduction

- 1.1 Following an internal audit of the Management of the Constitution in 2010 it was noted that one of the responsibilities of the Finance and Governance Group is to have ownership of the Council's Constitution. The content of the Local Code of Corporate Governance says that there will be an annual review of the operation of the Constitution.
- 1.2 A timetable has been established for the Finance and Governance Group to review individual sections of the Constitution and a number of Officers have been involved in revising specific parts of the Constitution. This report proposes amendments to Part 3 of the Constitution, the Scheme of Delegation.
- 1.3 In addition there is a constitutional requirement for the Leader of the Council to present to the Council a written record of delegations they have made for inclusion in Part 3 of the Constitution.
- 1.4 The Scheme of Delegation summarises which part of the decision-making process (e.g. the Council, Executive, the Area Planning Committees, Licensing Committee/Sub-Committee, the Standards Committee and the Personnel Committee) is responsible for which function. This Scheme also sets out the extent to which the powers and duties of the Council are delegated to Officers.
- 1.5 All Directors and Heads of Service have been asked to advise of any changes they require to the Scheme of Delegation to ensure that the Council's Constitution is as up to date as possible. The report proposes a small number of changes for the Council to consider. These are set out below.
- 1.6 The following key changes have been made to the document by Officers:
 - (1) *The Head of Human Resources*
 - (a) Change reference from Timelord to homeworking in paragraph 3.3.3 (Human Resources);
 - (b) Changes to the procedures in relation to organisational changes in paragraph 3.3.3 (Human Resources).
 - (2) *The Head of Adult Social Care*
 - (a) Amend paragraph 3.7.2 (Disability) to use the term community care legislation instead of specific legislation previously included.
 - (b) Amend paragraph 3.7.3 (Home Care Services: Financial Matters) to use the term community care legislation instead of specific legislation previously included.
 - (c) Remove the previously numbered paragraph 3.7.4 (Carers) and replace it by including reference to carers in 3.7.3 (Home Care Services: Financial Matters).

- (3) *The Head of Care Commissioning, Housing and Safeguarding*
- (a) In paragraph 3.8.1 (Housing Act 2004) include reference to Compulsory Purchase Orders;
 - (b) Insert an additional heading 3.8.11 (safeguarding) and include authorisations in relation to the deprivation of liberty in relation to the mental Capacity Act 2005.
- (4) *The Head of Strategic Support*
- (a) Inclusion of paragraph 3.9.7 (Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended)) which delegate authority to the Head of Strategic Support in consultation with the Leader of the Council and the Leader of Opposition, to appoint members to the Independent Remuneration Panel.
- (5) *The Head of Highways and Transport*
- (a) Inclusion of paragraph 3.12.15 (The Traffic Management (West Berkshire Council) Permit Scheme Order 2014) which delegates authority to grant permits to utility companies to work on the public highway.
- (6) *Head of Planning and Countryside*
- (a) Correction of the Job Title of the Head of Culture and Environmental Protection in 3.14.1.
- (7) *The Head of Culture and Environmental Protection*
- (a) The order of some of the delegations has been re-ordered.
 - (b) Redirected paragraph 3.15.2 (General) which deals with the delegation in respect of the day-to-day management of the Council portfolio of land and buildings, including lease renewals, assignments and rent reviews, subject to the concurrence of the appropriate Heads of Service and/or Corporate Director.
 - (c) Amended paragraph 3.15.3 (Waste Management) which now delegates authority to the Waste Manager to enforce and administer a range of primary legislation secondary legislation as set out in the document.
 - (d) Included additional legislation into paragraph 3.15.4 (Exercise of Powers under Legislation)
 - (e) Moved the bullet point relating to the granting of a licence and associated consents for the annual Michaelmas Fair. From General to Culture General 3.15.6.
- (8) *The Head of Education Services*
- (a) Included additional legislation into paragraph 3.16.1 (General)
 - (b) In paragraph 3.16.2 (Admissions) reference to Standard Numbers has been replaced with the term Admission Numbers which is now used.

- (c) Additional amendments to paragraph 3.16.2 (Admissions) to correct two omissions.
- (d) Amendments to the first two bullet points of paragraph 3.16.3 (Attendance at School) to align the Constitution to the relevant policies.
- (e) To update paragraph 3.16.4 (Special Education Needs) in line with legislative changes and current practice.
- (f) To update paragraph 3.16.5 (School Term Date) to reflect the revised name of the Education Board and the Local Authority.
- (g) To update paragraph 3.16.7 (Curriculum) by removing the first two bullet points.
- (h) To update paragraph 3.16.8 (Staffing – In respect of Nursery Schools) by removing the second, fourth and fifth bullet points
- (i) To include a comment on redundancy situations in the third bullet point of 3.16.9 (Staffing – In Respect of Primary, Secondary and Special Schools)
- (j) To update paragraph 3.16.10 (All Education Establishments) by removing the first bullet point.

1.7 The Scheme of Delegation was discussed at the Governance and Audit Committee meeting on the 09 February 2015 and in addition to the amendments listed above they also agreed to recommend to Council the following changes which were tabled at the meeting:

Paragraph	Amendment	Reason
3.16.10	Delete The Education (School Teachers' Appraisal) (England) Regulations 2000 and replace with The Education (School Teachers' Appraisal) (England) Regulations 2012	To update reference to legislation
3.14.22 (new)	Insert: Planning Act 2008 To exercise the Council's powers and duties under the Planning Act 2008 and any secondary legislation made thereunder, and including any amendments or updates to the legislation. <i>This insertion will require the following two headings under 3.14 to be renumbered .</i>	To ensure that the Head of Planning and Countryside has delegated powers to implement CIL and enforce non payment
3.15.3	Delete: • Fireworks Act 1951 • Petroleum (Consolidation)	They have all been revoked

	Act 1928 • Petroleum (Transfer of Licences) Act 1936	

- 1.8 Following a meeting of Corporate Board on the 10 February 2015 the title of the Head of Children's Services has been amended to the Head of Children and Family Services.

2. Proposals

- 2.1 It is proposed that the revised Scheme of Delegation be approved.

3. Equalities Impact Assessment Outcomes

- 3.1 This item is not relevant to equality.

4. Conclusion

- 4.1 The report is a required update to take cognisance of legislative changes.

Appendices

Appendix A – Part 3 of the Constitution (Scheme of Delegation)

Consultees

Local Stakeholders: N/a

Officers Consulted: All Heads of Service, Moira Fraser, Corporate Board, Governance and Audit Committee

Trade Union: N/a

Part 3

Scheme of Delegation

Document Control

Document Ref:	WB/P&C/MF/2008-11	Date Created:	May 2007
Version:	15	Date Modified:	September 2014
Revision due			
Author:	Moir Fraser – Democratic and Electoral Services Manager		
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Change History

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6	May 2012	Changes arising from the introduction of the Localism Act	
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Version	Date	Description	Change ID
9	July 2013	Added Head of Public Health and Wellbeing (Paragraph 3.17)	
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12	May 2014	To reflect revision of numbers of Members on the Licensing, Governance and Audit and Personnel Committees	
13	July 2014	Changes to paragraphs 3.15.3 and 3.15.5	
14	September 2014	Amendments to Paragraph 3.13.11	
15	September 2014	A new 3.1.6 – Table of Partner Functions A new 3.9.6 to delegate to the Head of Strategic Support, in consultation with the Head of Legal Services, to make a Public Spaces Protection Order. A new 3.13.14 delegating authority to the Head of Legal Services in consultation with the Head of Care Commissioning, Safeguarding and Housing, to seek civil injunctions in accordance with Part 1 of the ASB, Crime and Policing Act 2014. A new 3.13.14 to delegate authority to the Head of Legal Services or his/her nominee in consultation with the Head of Strategic Support, to issue Closure Notices and apply for a Closure Order. A new 3.15.7 delegating authority to the Head of Culture and Environmental Protection, in consultation with the Head of Legal Services, to serve Community Protection Notices. The delegation to serve Community Protection Notice is also extended to Registered Landlords and Police Community Support Officers who are also authorised to serve Fixed Penalty Notices.	
<u>16</u>	<u>March 2015</u>	<u>Changes to paragraphs 3.3.3, 3.7.2, 3.7.3, 3.7.4, 3.8.1, 3.8.11, 3.9.7, 3.12.15, 3.14.1, 3.15.2, 3.15.3, 3.15.4, 3.15.6, 3.16.1, 3.16.2, 3.16.3, 3.16.4, 3.16.5, 3.16.7, 3.16.8, 3.16.9, 3.16.10, 3.14.22</u>	

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<http://www.opsi.gov.uk/legislation/uk>

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3.1 Delegation of Functions

3.1.1 Introduction

This section of the Constitution summarises which part of the decision-making process is responsible for which function. Further detail is set out in paragraph 3.2 (Officer's Scheme of Delegation) of this Constitution.

The aim is to show which functions are the responsibility of the Council, the Area Planning Committees, Licensing Committee/Sub-Committee, the Standards Committee and the Personnel Committee and which are the responsibility of the Executive. This section also clarifies which functions are the responsibilities of the Executive to a specified extent. Delegation to Partners is also included in this section.

The allocation of functions follows the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and as subsequently amended, referred to in the tables that follow as 'The Function Regulations'.

The information is set out in tabular form as follows:

Table 1 – Responsibility for Local Choice Functions

Table 2 – Council Functions

Table 3 – Licensing Authority Functions

Table 4 – Executive Functions

Table 5 - Partners

3.1.2 Table 1- Responsibility for Local Choice Functions

Function	Decision-Making Body	Membership	Delegation of Function
Any function under a local Act other than a function specified or referred to in Regulation 2 or Schedule 1 of the Regulations 2000	Executive	Executive Leader plus 9 other Members	Some highway-related functions under the Berkshire Act 1986 are delegated to the Head of Highways and Transport or other Heads of Service, depending on the function concerned. See Scheme of Delegation
The determination of an appeal against any decision made by or on behalf of the Authority	Council (Appeals Panel)	Dependent on nature of appeal: Home/ School Transport = 3 Members Housing/Council Tax Benefit = 3 Members	These functions will not be further delegated.
The appointment of Review Boards under regulations under Subsection (4) of Section 34 (Determination of Claims and Reviews) of the Social Security Act 1998	Council	All Members	These functions will not be further delegated.

Function	Decision-Making Body	Membership	Delegation of Function
The making of arrangements pursuant to Sub-section (1) of Section 67 of, and Schedule 18 to, the 1998 Act (Appeals against the Exclusion of Pupils)	Council (School Appeals Panel)	3 or 5 independent Members	These functions will not be further delegated.
The making of arrangements pursuant to Section 94(1) and (4) of, and Schedule 24 to, the 1998 Act (Admissions Appeals)	Council (School Appeals Panel)	3 or 5 independent Members	These functions will not be further delegated.
The making of arrangements pursuant to Section 95(2) of, and Schedule 25 to, the 1998 Act (children to whom Section 87 applies: appeals by Governing Bodies)	Council (Appeals Panel)	3 or 5 independent Members	These functions will not be further delegated.
The making of arrangements under Section 20 (Questions on Police Matters at Council meetings) of the Police Act 1996 for enabling questions to be put on the discharge of the functions of a Police Authority	Council	All Members	These functions will not be further delegated.
The making of appointments under paragraphs 2 to 4 (Appointment of Members by Relevant Councils) of Schedule 2 (Police Authorities established under Section 3) to the Police Act 1996	Leader of the Council	All Members	These functions will not be further delegated.
Any function related to contaminated land	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection, in accordance with the Scheme of Delegation
The discharge of any function relating to control of pollution or the management of air quality	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection in accordance with the Scheme of Delegation
The serving of an Abatement Notice in respect of a statutory nuisance	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection in accordance with the Scheme of Delegation

Function	Decision-Making Body	Membership	Delegation of Function
The passing of a resolution to which Schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection in accordance with the Scheme of Delegation
The inspection of the Authority's area to detect any statutory nuisance	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection in accordance with the Scheme of Delegation
The investigation of any complaint as to the existence of a statutory nuisance	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection in accordance with the Scheme of Delegation
The obtaining of information under Section 330 of the Town and Country Planning Act 1990	District/Area Planning Committees	12 Members	Functions delegated to the Head of Planning and Countryside in accordance with the Scheme of Delegation
The obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976	District/Area Planning Committees	12 Members	Functions delegated to Heads of Service in accordance with the Scheme of Delegation
The making of agreements for the execution of highway works	District/Area Planning Committees	12 Members	Functions delegated to Head of Highways and Transport in accordance with the Scheme of Delegation
The appointment of any individual: a) to any office other than an office in which they are employed by the Authority; b) to any other body than: i) the Authority; ii) a Joint Committee or Sub-Committee of two or more Authorities; or c) to any Committee or Sub-Committee of such a body, and the revocation of any such appointment	Executive (for specified appointments) Individual Decision Scheme (for local appointments)	Executive Leader plus 9 other Members Leader of the Council	These functions will not be delegated further.

Function	Decision-Making Body	Membership	Delegation of Function
The making of agreements with other Local Authorities for the placing of staff at the disposal of those other Authorities	Executive	Executive Leader plus 9 other Members	Function delegated to Chief Executive where an emergency situation exists

3.1.3 Table 2 - Responsibility for Council Functions (Schedule 1 of the Functions Regulations)

Functions	Committee	Membership	Delegation of Functions
Functions relating to elections	Council	All Members	Some of these functions are delegated to the Returning Officer as set out in the Scheme of Delegation
Functions relating to the name and status of areas and individuals	Council	All Members	These functions will not be further delegated
Power to make, amend, revoke or re-enact bylaws	Council	All Members	These functions will not be further delegated
Power to promote or approve local or personal Bills	Council	All Members	These functions will not be further delegated
Functions relating to pensions, etc	Council	All Members	These functions will not be delegated further except for requests for the early release of pensions (subject to the financial implications of each request being approved through the Executive decision making process) which are delegated to the Personnel Committee
Miscellaneous functions. Duty to approve Authority's statement of accounts, income and expenditure and balance sheet or record of receipts and payments (as the case may be)	Governance and Audit	8 Members	These functions will not be further delegated
Duty to make arrangements for proper administration of financial affairs, etc.	Council	All Members	Function delegated to Section 151 Officer as set out in the Scheme of Delegation

Functions	Committee	Membership	Delegation of Functions
Power to amend the Council's Constitution	Council	All Members	These functions will not be further delegated – although the Head of Legal Services acting as Monitoring Officer may make minor amendments to the Constitution in order to ensure that legislative provisions are current and any typographical or other errors are corrected
Power to appoint Officers for particular purposes (appointment of 'Proper Officers')	Personnel Committee	6 Members	These functions will not be further delegated
Duty to designate an Officer as the Head of the Authority's Paid Service and to provide staff	Personnel Committee	6 Members	These functions will not be further delegated
Duty to designate an Officer as the Monitoring Officer, and to provide staff	Personnel Committee	6 Members	These functions will not be further delegated
Power to make Standing Orders as to contracts	Council	All Members	Function delegated to the Head of Finance and to the Head of Legal Services as set out in the Scheme of Delegation
Power to make payments or provide other benefits in cases of maladministration, etc.	Council	All Members	This function is delegated to the appropriate Head of Service for payments / benefits up to the value of £2,500
Functions relating to Town and Country Planning and Development Control	District/Area Planning Committees	12 Members	Functions are delegated to the appropriate Area Planning Committee (Eastern and Western). Where their proposed resolutions are deemed by the Development Control Manager to have a significant impact on the implementation of the policies and proposals in the Local Development Plan, these will be referred to the District Planning Committee. Functions delegated to the Head of Planning

Functions	Committee	Membership	Delegation of Functions
			and Countryside as set out in the Scheme of Delegation. Some functions are delegated to the Head of Planning and Countryside in consultation with the Head of Legal Services as set out in the Scheme of Delegation.
Powers relating to the Planning and Compulsory Purchase Act 2004	Area Planning Committees	12 Members	Functions delegated to the Head of Planning and Countryside as set out in the Scheme of Delegation
Licensing and registration functions	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection as set out in the Scheme of Delegation
Power to make closing order in respect of take-away shops	Licensing Committee	12 Members	Functions delegated to the Head of Culture and Environmental Protection as set out in the Scheme of Delegation
Functions relating to health and safety (except those relating to the Council as an employer)	Licensing Committee	12 Members	Functions delegated to the Chief Executive and / or the Head of Culture and Environmental Protection as set out in the Scheme of Delegation
Duty to keep and maintain a register of commons	Area Planning Committees	12 Members	Functions delegated to the Head of Legal Services as set out in the Scheme of Delegation
Duty to keep definitive maps and statement under review	Area Planning Committees	12 Members	Functions delegated to the Head of Planning and Countryside as set out in the Scheme of Delegation
Powers relating to the preservation of important hedgerows	Area Planning Committees	12 Members Members for the relevant Wards	Functions delegated to the Head of Planning and Countryside as set out in the Scheme of Delegation

Functions	Committee	Membership	Delegation of Functions
Functions relating to public rights of way	Individual Decision Scheme	Members for the relevant Wards	Functions delegated to the Head of Planning and Countryside in consultation with Head of Legal Services as set out in the Scheme of Delegation
Powers relating to the preservation of trees	Area Planning Committees	12 Members	Functions delegated to Head of Planning and Countryside as set out in the Scheme of Delegation
Power to appoint staff and to determine the terms and conditions on which they hold office (including procedures for their dismissal)	Council	All Members	Powers to appoint staff at Head of Service level and above delegated to the Personnel Committee by means of an Appointments Panel. Appointments below Head of Service level are delegated to the Chief Executive or the relevant Head of Service
As set out in Article 9 of this Constitution	Standards Committee	6 Councillors (only one of whom may be a Member of the Executive) 2 non-voting co-opted Parish Councillors	These functions will not be further delegated

3.1.4 Table 3 - Summary of Licensing Authority functions in accordance with the Licensing Act 2003 (except where delegated below)

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application for a Premises Licence (Section 18(3))		If a representation is made	If no representation is made
Application for a Personal Licence (Section 120(7))		If a representation is made	If no representation is made
Application for a Personal Licence with unspent convictions		All cases	
Application for Premises Licence/Club Premises Certificate (Section 18(3) and 72(3))		If a representation is made	If no representation is made

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application for provisional statement (Section 31(3))		If a representation is made	If no representation is made
Application to vary Premises Licence/Club Premises Certificate (Sections 35(3) and 85(3))		If a representation is made	If no representation is made
Application to vary designated Personal Licence (Section 39(3))	If Police representation is made	If Police representation is made	All other cases
Request to be removed as a designated Personal Licence holder			All cases
Application for transfer of Premises Licence (Section 44(5))	If Police representation is made	If Police representation is made	All other cases
Application for interim Authorities (Section 48(3))	If Police representation is made	If Police representation is made	All other cases
Application to review Premises Licences/Club Premises Licence (Sections 52(2) or (3) and 88(2) or (3))		All cases	
Decision on whether a complaint is irrelevant, frivolous or vexatious			Officer in consultation with the Chairman and Vice-Chairman of the Licensing Committee or other appropriate appointed Members for this purpose.
Decision to object when Local Authority is a consultee and not the lead Authority			All cases
Determination of a Police representation to a temporary event notice (Section 105(2))		All cases	
Rights of Entry to investigate Licensable activities (Section 179)			Licensing Officers

3.1.5 Table 4 - Summary of Executive Functions

Responsibility	Member-ship	Delegation of Functions	Onward limits on delegations
Executive	Executive Leader plus 9 Members	The formulation, review and monitoring of the Budget and Policy Framework, including consultation with relevant Committees, members of	This function will not be delegated

Updated September 2014

West Berkshire Council Constitution

Responsibility	Member-ship	Delegation of Functions	Onward limits on delegations
		the public and interested parties, and the submission of recommendations for amending the Budget and Policy Framework of the Council	
Executive	Executive Leader plus 9 Members	The implementation of the approved Budget and Policy Framework, except in relation to those functions set out in Tables 1 and 2 of Part 3 of this Constitution which are shown as the responsibility of the Council or its Committees. This will include the management, control and supervision of : measures to promote the economic, environmental and social wellbeing of the District the development and review of plans and strategies to support the Council's Budget and Policy Framework and statutory responsibilities the Council's own financial and property resources Revenue Services and Benefits administration Support Services Library and Information Services Education Services and the promotion of Lifelong Learning Social Services and Health Environmental Services including planning, countryside, public protection and highway services	Functions will be delegated to the Chief Executive, Corporate Directors and Heads of Service in accordance with the Scheme of Delegation Functions delegated to the Head of Paid Service (Chief Executive in accordance with Scheme of Delegation and in consultation with Members of the Joint Consultative Panel)
Executive	Executive Leader plus 9 Members	Representing the Council and the District to the public, other organisations and agencies, both within the District and at a regional / national level	This function will, in part, be delegated to the Chief Executive under the Scheme of Delegation

3.1.6 Table 5 - Summary of Partner Functions

Responsibility	Member-ship	Delegation of Functions	Onward limits on delegations
Registered Social Landlords		Serving of Community Protection Notices in accordance with Part 4 of the Anti Social Behaviour, Crime and Policing Act 2014.	
Police Community Support Officers		Serving of Community Protection Notices and Fixed Penalty Notices in accordance with Part 4 of the Anti Social Behaviour, Crime and Policing Act 2014.	

3.2 Officers' Scheme of Delegation

3.2.1 Scope of Scheme

This Scheme sets out the extent to which the powers and duties of the Council shall be delegated to Officers. It encompasses both existing legislation and any future re-enactment or addition to it.

Powers designated to a Head of Service under this Scheme of Delegation shall immediately transfer to a successor Head of Service following a transfer of any functions as a result of a restructuring of Council Services.

The Scheme operates under Sections 101 and 151 of the Local Government Act 1972 and all other powers under which the Council exercises its functions.

The Scheme places an obligation on Officers to keep Members properly informed of action arising within the scope of these delegations.

For the purposes of Section 101 of the Local Government Act 1972 the Council may authorise an Officer of the Authority to commission and monitor work for and on behalf of the Council by people who are not Officers of the Authority. Such people will be bound by this Scheme and the obligations contained in it at all times when they are engaged on Council business.

The term "Officer" means any Employee/Manager/Director employed by West Berkshire Council.

3.2.2 Consultation

In exercising delegated powers, Officers shall consult other Officers as appropriate and shall have regard to any advice given. Consultation in areas of financial, legal, personnel and property will be of paramount importance which includes the Council's strategic partners.

Officers shall liaise closely with the Executive on executive functions and the Chairmen of the Area Planning Committees and District Planning Committee or Chairman of the Licensing Committee on regulatory functions and Group Spokesmen before exercising delegated powers in

relation to any matter which is likely to be regarded as politically sensitive or contentious.

Officers shall inform the local Ward Member(s) when they exercise any delegated powers affecting their Ward and when the matter is likely to be regarded as politically sensitive or contentious.

It shall always be open to an Officer to consult the Executive, the Area Planning Committees, the Licensing Committee or the Leader before the exercise of delegated powers; or not to exercise delegated powers but to refer the matter to the Executive, the District Planning Committee the Area Planning Committees or to Council for decision.

3.2.3 Conditions of Delegation

By this Scheme, and subject to the limitations and reservations contained in it:

- (a) Council authorises the Officers identified personally to exercise the powers specified herein; and
- (b) powers delegated to Directors and Heads of Service may be exercised by any other duly authorised Officer on their behalf.

If any case where the Officer given general authorisation to act considers that a new departure in policy is likely to be involved or if the implications are such that they consider, after consulting the Chief Executive, that reference should be made to Members, the matter shall be referred to the Executive or the relevant Area Planning Committee for consideration.

Exercise of delegated powers by Sub-Committees or Officers does not, by virtue of Section 101(4) Local Government Act 1972, prevent the Executive the Council or its Committees from exercising those functions or powers.

Powers delegated to Heads of Service may be exercised by the appropriate Corporate Director or the Chief Executive.

(Note: Directors and Heads of Service need to ensure that substantial matters dealt with under delegation are recorded.)

3.2.4 Overall Limitations

Matters not Delegated

The Scheme does not delegate to Officers any matter:

- reserved to full Council by Standing Orders;
- reserved to the Executive or a Committee by the Scheme;
- withdrawn from delegation by the Scheme; and
- which may not by law be delegated to an Officer.

General Requirements

Any exercise of delegated powers shall comply with:

- any statutory restrictions;
- Rules of Procedure as contained in the Constitution;

- Policies and Plans approved by full Council, the Executive or the Council's committees; and
- Codes and Protocols.

Exercising Delegated Powers

In exercising delegated powers, Officers shall have regard to any report by the Head of the Paid Service or the Monitoring Officer under Sections 4 and 5 of the Local Government and Housing Act 1989 or Section 66 of the Local Government Act 2000 or of the Officer designated under Section 114 of the Local Government Finance Act 1988.

Financial Powers

Any decision taken under this Scheme must be made within the approved Revenue and Capital Budgets, subject to any discretion allowed by the Financial Rules of Procedure.

Acceptance of quotations and tenders must be in accordance with the Contract Rules of Procedure.

Legal Powers

Officers are authorised to appear, institute proceedings prosecute and defend on behalf of the Council proceedings before a Magistrates' Court, County Court or similar tribunal in the first instance where the matters fall within the remit of their service unit. Officers are not authorised to exercise any of the powers delegated under this paragraph of any other legal proceedings (such powers being reserved to the Head of Legal Services).

3.3 General Delegation to Corporate Directors/Heads of Service

3.3.1 Equipment

- Purchase of vehicles, plant and equipment for which expenditure has been approved subject to any policy for standardisation.
- Hire of plant as may be necessary for special works subject to inclusion of costs of hire within the approved estimates of the works.
- Disposal of surplus plant equipment and materials.

3.3.2 Legal Matters

- Service of requisitions for information as to ownership of any property under statutory powers.
- Signature of licences, notices etc.
- Authority to apply for planning permission in respect of small projects and minor modifications to projects subject to a report on the action taken being submitted to the Executive.
- To grant, renew, refuse or cancel any authorisation that may be required under the Provisions of the Regulation of Investigatory Powers Act 2000 insofar as it affects their service area. This function may be delegated to third tier Officers but may not be delegated further.

3.3.3 Human Resources

- To agree temporary posts provided costs are contained within service staffing budgets (in accordance with West Berkshire Council's Conditions of Service).
- Employment of consultants to advise on specialist aspects of work within the relevant Service Area
- Advertisement of staff vacancies within establishment (in accordance with the Council's recruitment procedures).
- To fill a post without advertisement (in consultation with the Service Head, Human Resources and appropriate Trade Unions).
- Appointment of staff to posts below second tier.
- Determination of starting point within grade.
- To sign job offers and/or contract of employment for:
 - Corporate Director appointments (by Chief Executive)
 - Heads of Service appointments (by Chief Executive or responsible Corporate Director)
 - Other employee appointments (Corporate Director, Head of Service or Officer delegated by one of these)
- To agree flexible contracts, including job share, homeworking and term-time working (in consultation with Corporate Director, Head of Human Resources and appropriate Trade Unions).
- Confirmation of appointments on completion of probationary period.
- Exercise of the discretion contained within the National Conditions for sick payment entitlements.
- Approval of car purchases and car leases in accordance with West Berkshire Council's Conditions of Service and the Council's relevant policies (in consultation with the Head of Finance).
- Extension of industrial accident pay (in consultation with the Head of Finance).
- Approval of application of West Berkshire Council Service Related Additional Payments Scheme (in consultation with the Head of Human Resources).
- Approval of variations to Council payment schemes (in consultation with the Head of Human Resources and where appropriate with employees representatives).
- To implement the Council's disciplinary and grievance procedures in accordance with West Berkshire Council's Conditions of Service.
- To sign contracts for external employment services within approved budgets (with agreement of Corporate Director or Officer delegated by one of these).
- Authorising attendance of Officers at professional, administrative and educational meetings, conferences and courses.
- To determine new organisation structures below Head of Service level provided that:
 - ~~there are no resultant redundancies;~~

Deleted: the changes do not affect more than 5 posts in any one restructuring;¶

- the change is following consultation with relevant staff, existing staff; and
- the change can be contained within service budgets.
- To make ex-gratia payments in respect of claims not exceeding £1,000 in respect of damage or injury resulting from the actions of clients looked after by the District Council both in relation to young people and adults. (See under Head of Strategic Support for ex-gratia payments for maladministration.)
- General organisation of services within policy laid down by Council.
 - . To approve compensation and other payments to all current and former employees of the Council (other than employees in maintained schools who are covered by section 37 of the Education Act 2002) by way of a settlement agreement in consultation with the relevant Head of Service to an amount not exceeding £10,000. For amounts over £10,000 to approve compensation in consultation with the relevant Head of Service, Head of Finance and Head of Legal Services.

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3.3.4 Tenders/Contracts

- General supervision and progressing of contracts.
- Execution of work and invitation for and acceptance of tenders for recurring or non-recurring items provided for in the approved annual revenue estimates and estimates for the General Housing Repairs Fund, except items reserved by the Executive for further approval.
- Acceptance of tenders for demolition works approved by the Executive or Full Council.
- Acceptance, renewal and variation of maintenance contracts for installed equipment within the approved estimates.

3.3.5 Emergencies

If the Council needs to act urgently in any matter including, without limitation, complying with the Major Incident Plan or taking any action under new legislation of powers, the Chief Executive may authorise any action taken or expenditure occurred as necessary. A Corporate Director may act in the place of the Chief Executive where the Chief Executive is unwell, unobtainable or where there is no Chief Executive in post. The Chief Executive, or Corporate Director as appropriate, may delegate responsibility to a Head of Service or other nominated Officer where it is considered appropriate.

3.3.6 Delegation to Specific Directors

(a) Communities

- To give consent to the marriage of a young person in care pursuant to Section 3 of the Marriage Act 1949 as amended by the Family Law Reform Act 1969.
- To exercise the powers of the Council under paragraph 20 of Schedule 2 of the Children Act 1989 in relation to the death of children looked after by local authorities.

- To exercise the functions of the Council under Part VII of the Children Act 1989 in relation to the provision of accommodation by voluntary organisations.
- To approve the registration of children's homes under Part VIII of the Children Act 1989 in accordance with the Children's Homes Regulations 1991.
- To agree Service Level Agreements/Joint Arrangements with other agencies in respect of the provision of joint leisure, cultural and information services
- To respond to and determine responses to recommendations made at any stage of the Social Services statutory complaints processes and other complaints procedures operated within Social Care Services, including application of financial redress, as considered appropriate by the Corporate Director or Head of Service, in consultation with the relevant Portfolio Member, within the framework of the Local Government Ombudsman Good Practice Remedies (March 2003) document, Financial Rules of Procedure, and where necessary, in consultation with the Monitoring Officer.
- To respond to and determine responses to recommendations made at any stage of the Social Services statutory complaints processes and other complaints procedures operated within Social Care Services, including application of financial redress, as considered appropriate by the Corporate Director or Head of Service, in consultation with the relevant Portfolio Member, within the framework of the Local Government Ombudsman Good Practice Remedies (March 2003), Revised in 2005 document, any relevant guidance from the Department of Health, Financial Rules of Procedure, and where necessary, in consultation with the Monitoring Officer.
- To appoint Officers to act as Approved Mental Health Professionals under the Mental Health Act 2007.
- Caravan Act 1968
- Local Government and Housing Act 1989, Part VIII
- Housing Act 1985
- Housing Act 1996 - Parts VI and VII
- Housing Grants, Construction & Regeneration Act
- Housing Act 1988 – Part II
- Gypsy Sites
- Housing Act 1985:
- Determination of rents of new properties in line with rents of other Council properties.
- All matters pertaining to rent collection and the recovery of arrears.

- Service of Notices to secure possession where there are arrears of rent.
- Service of Notice to Quit on tenants of Council dwellings. The Head of Care Commissioning, Housing and Safeguarding can also undertake this function.
- Allocation of pitches on Council owned caravan sites.
- Applications for emergency housing accommodation from persons threatened with eviction.
- Decisions on all matters relating to the Council's conditions of tenancy in relation to the Council's statutory housing function.
- Assessing current and future need for affordable housing and demand for market housing

(b) Environment

The Corporate Director (Environment) [or in their absence the Head of Culture and Environmental Protection] in consultation with the Section 151 Officer and Monitoring Officer and the Portfolio Holder for Waste matters may make changes to the Integrated Waste Management contract regarding operational matters in order to achieve improvements to the quality and efficiency of the service provided by the Contractor.

Any such decision shall be recorded in writing on an agreed Decision Form signed by all consultees in order to provide a recognised audit trail of all such decisions and to ensure Member consultation.

The financial limits set out in the constitution will provide the basis of any financial assessment of the benefit or otherwise of any amendment to the operational requirements of the contract and under the above process will require approval by the Section 151 Officer.

The Corporate Director (Environment) retains the option to refer any matter to the Executive having assessed the potential risk to the Council and impact on service provision to the public.

(c) Chief Executive

The Power to approve new and revised HR policies and procedures is delegated to the Chief Executive. The Chief Executive may decide to refer particular HR policies and procedures to the Personnel Committee rather than exercise the delegation.

3.4 Schedule of Proper Officer Appointments

Sect	Function	Exercised by
The following Officers have been appointed Proper Officer for the purposes of the under-mentioned provisions of the Local Government Act 1972:		
83	Witness and receipt of declarations of acceptance of office	The Chief Executive or Head of Legal Services

Sect	Function	Exercised by
84	Receipt of declarations of resignation of office	The Chief Executive or Head of Legal Services
86	Declaration of a vacancy	The Chief Executive or Head of Legal Services
88(2)	Convening of meeting of Council to fill a casual vacancy in the office of Chairman	Head of Strategic Support
89(1)(b)	Receipt of notice of casual vacancy from two local government electors	The Chief Executive or Head of Legal Services
151	Officers having responsibility for the administration of the Council's financial matters	Head of Finance or deputy appointed in writing
210(6) & (7)	Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities or, if there is no such office, to Proper Officers	Head of Legal Services
212(1) & (2)	Proper Officer to act as local registrar for Land Charges Act 1925	Head of Strategic Support
225(1)	Proper Officer for the depositing with the Independent Adjudicator the list of politically restricted posts under Section 2(4) of the Local Government & Housing Act 1989	Chief Executive
225(1)	Deposit of Documents	Head of Legal Services
228(3)	Accounts of 'any Proper Officer' to be open to inspection by any Member of the authority	Head of Finance
229(5)	Certification of photographic copies of documents	Appropriate Director or Head of Service from which the document originates
234	Authentication of all documents on behalf of the Council	Appropriate Director or Head of Service from which the document originates
	Sealing of all documents on behalf of the Council	Head of Legal Services or their deputy authorised in writing.

Sect	Function	Exercised by
236(9)	To send copies of byelaws for Parish records	Head of Legal Services
	To receive copies of byelaws and deposit them with public documents of Parish or community	Head of Legal Services
238	Certification of Byelaws	Head of Legal Services
248	Keeping a Roll of Freeman	Head of Strategic Support
Sch. 12 Para 4(2)(b) & 4(3)	Signature of summonses to Council meetings	Head of Strategic Support
	Schedule 12 Receipt of notices regarding Para 4(3) address to which summons to meetings is to be sent	Head of Strategic Support
Sch. 14 Para 25(7)	Certification of resolutions under Para 25 of Schedule 14	Head of Planning and Countryside
Sch. 16 Para 28	Receipt on deposit of lists of protected buildings (Sections 146(6) and (7) of the Town & Country Planning Act 1990	Head of Planning and Countryside
Section 41 - Local Government (Miscellaneous Provisions) Act 1976: Certification of minutes and resolutions		Head of Strategic Support
Representation of the People Act 1983 as follows:		
Section 8 - Registration Officer and the Deputy Registration Officer under Section 8 of the Act		Chief Executive
Section 35 - Returning Officer for elections		Chief Executive
Local Government Act 1972:		
Section 115(2) - Receipt of money due from Officers		Head of Finance
Section 146 (1)	Declarations and certificates with and regards to securities	Head of Finance
To ensure that the Council's policies on Data Protection and Freedom of Information are complied with.		Head of Strategic Support
Any reference to any enactment passed		Chief Executive

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Sect	Function	Exercised by
	before or during the 1971/72 session of Parliament other than the Local Government Act 1972 or in any Instrument made before 26th October 1972, which, by virtue of any provision of the said Act, is to be construed as a reference to the Proper Officer of the Council.	Corporate Directors
	The provisions of Section 191 of the Local Government Act 1972 - Functions with respect of Ordnance Survey	Head of Planning and Countryside
	Any reference in any enactment passed before or during the 1971/72 session of Parliament, other than the Local Government Act 1972, or in any Instrument made before 26th October 1972, to the Public Health Inspector of a District or Borough Council which, by virtue of any provision of the said Act, is to be construed as a reference to the Proper Officer of the Council.	Head of Culture and Environmental Protection
	For the purpose of: - Marriage Act 1949 - Registration Services Act 1953 - Local Registration Scheme - Provisions relating to new governance of the Registration Services	Head of Legal Services with Superintendent Registrar as deputy
Local Government Act 1972 as amended:		
Section 100B(2)	Circulation of Reports and Agendas	Head of Strategic Support
Section 100B(7)	Supply of Papers to the Press	
Section 100C(2)	Summaries of Minutes	
Section 100F	Members' Right to Papers	
Section 100d(1)(a) & Section 100D(5)(a)	Compilation of Lists Background Papers and Identification of Background papers.	
	Designated Officer as 'Head of Paid Service' under the provisions of the Local Government and Housing Act 1989	Chief Executive
	Designated Officer as 'Monitoring Officer' under the provisions of the Local Government and Housing Act 1989	Head of Legal Services or deputy appointed in writing by the Monitoring Officer.
	Signing and authorising all property	Head of Finance

Sect	Function	Exercised by
	valuations on behalf of the Council	
	Carrying out the various statutory duties required under the Weights and Measures Acts 1963 and 1985 and/or any regulations or amendments made there-under on behalf of the Council.	The most senior qualified Trading Standards Officer as approved and appointed by the Head of Culture and Environmental Protection
	Nominating representatives for the purpose of the Local Government Pension Scheme (Internal Dispute Resolution Procedure) Regulations 1997.	Head of Finance (Section 151 Officer)
In the event of any Officers appointed as Proper Officer being absent or otherwise unable to act, the following Officers have been authorised to act as Proper Officers in their place:		
	For the Chief Executive	Appropriate Corporate Director
	For the Head of Legal Services	Team Leaders within Legal Services with relevant knowledge
	For the Head of Finance	Appropriate Corporate Director
	Others	Appropriate Corporate Director

3.4.1 Delegations to Heads of Service

The following delegations are granted to the Heads of Service set out in section 3.5 to 3.17 below.

3.5 Head of Finance

3.5.1 Designation

The Head of Finance will be the Council's designated Section 151 Officer under the Local Government Act 1972.

3.5.2 Responsibility

The Head of Finance provides strategic support on commissioning to the Council.

The Head of Finance provides strategic financial advice to the Council.

3.5.3 Finance General

- Local Government Finance Act 1992 S17 and Local Government Finance Act 1988 Schedule 4A.
- The power to opt to tax certain properties for VAT purposes (in consultation with Head of Legal Services).

- Determination of the appropriate rate of interest which may be charged, under Section 24 of the Health and Social Services and Social Security Adjudications Act 1983, on any sum charged on or secured over an interest in land under Section 22 of the Act (in consultation with the Corporate Director (Communities))
- Decisions to write off arrears in the case of bankruptcies and liquidations once the Council has proved the debt.
- Declaration of the Local Rate of Interest on Mortgage Advances on the basis that all mortgages are treated as if they are advances under the Housing Act 1985 and subject to decisions being reported to the Executive (in consultation with Head of Care Commissioning, Housing and Safeguarding).
- Agreement as to reduction in rateable value.
- Investment of surplus funds.
- Writing off debts as irrecoverable up to an amount not exceeding £5,000 and exceeding £5,000 in cases where the debtor has been declared bankrupt.
- Rating (Disabled Persons) Act 1978: Section 2 - Granting of rebates to institutions.
- To make any necessary changes to the Constitution consequent upon amendments to the European thresholds on Procurement (see Contract Rules of Procedure).
- To accept terms and conditions attached to any Government grants (e.g. s31 grant for Major Schemes)

3.5.4 Loans and Borrowing

- Raising of loans in sterling to meet the capital requirements of the Council for such amounts and on such terms as are considered necessary.
- Borrowing in sterling from banks up to a prescribed limit by way of overdraft.
- Raising and repayment of temporary loans in sterling.

3.5.5 Valuation

- Service on Valuation Officer of Notice of Objection to any proposals for alteration of the Valuation List.
- Making proposals for the alteration of the Valuation List or for the inclusion of particular properties in the Valuation List.

3.5.6 Housing Benefits

- Housing Benefits General Regulations 1987 - Regulations 79 and 81. Council Tax Benefits (General Regulations 69-70).
- Housing Benefit Regulations 11 (Unsuitable Accommodation) 69(8) (Additional Amount of Benefit in Exceptional Cases), 20 (Benefit by Reference to Another Person's Income). Housing Benefits Regulations 61 (3)(4) (Exceptional Hardship Payments).

3.5.7 Local Government Finance Act 1988

- Sections 89, 91, 92, 97 and 98 - Establishment and Maintenance of Funds.

- Section 134 - Consultation with representatives of National Non-Domestic Ratepayers. (Exercised by the Chief Executive).
- Schedule 9 - Notifications to Valuation Officer.
- Section 41 Publication of Draft NNDR list.
- Sections 27, 73 and 77 - Supply of Information to Secretary of State.
- Section 42A compilation and maintenance, in accordance with section 42B, of a rural settlement list

(Note: this relates solely to the provisions for rate relief for certain types of property in rural settlements having populations of less than 3,000)

- Sections 5, 95(1)-(3), 95(5)-(9), 97 and 107 - Statutory Calculations.

3.5.8 Council Tax (Administration and Enforcement) Regulations 1992

All Local Authority powers/duties contained within regulations except those within Sections 25 and 26 (discounts).

3.5.9 Council Tax (Administration and Enforcement) Regulations 1992 and Schedule 4 Local Government Finance Act 1992

- Representing the Council at all proceedings in connection with the collection of Council Tax.
- All Local Authority powers/duties contained within the Regulations.

3.5.10 Council Tax (Situation and Valuation of Dwellings) Regulations 1992

All Local Authority powers/duties contained within the Regulations.

3.5.11 Council Tax (Reductions for Disabilities) Regulations 1992

All Local Authority powers/duties contained within the Regulations.

3.5.12 Local Authorities (Calculation of Council Tax Base) Regulations 1992

- Regulations 3 to 5 - calculation of the amount of a billing authority's council tax base for the purposes of the calculation of its council tax.
- Regulation 6 calculation of a billing authority's council tax base for a part of its area for the purposes of the calculation of its council tax similarly to the way in which the council tax base is to be calculated for the whole of a billing authority's area under regulations 3 to 5.
- Regulation 7 the calculation of the council tax base of the area or part of the area of a billing authority for the purposes of the calculation of a major precepting authority's council tax and the amount payable by a billing authority to a major precepting authority, based on the rules set out in regulations 3 to 6.

(Note: the power to delegate to officers is contained in section 67 of the Local Government Finance Act 1992 as amended by s.84 of the Local Government Act 2003)

3.5.13 Local Government Finance Act 1992 Section 13A

- Reduction of the amount a person is liable to pay by way of council tax including a power to reduce an amount to nil. The power may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.

3.5.14 Matters Relating to Children and Young Persons

- Where requested by the Head of Legal Services, to take joint action to take out letters of administration with or without the will annexed for:
 - the estate of parents or any other person where there is a beneficial interest for children or young persons for whom the Council has parental rights under provisions of the Children Act 1989, or any other statutory provision affecting children and young persons;
 - the estates of children or young persons who die whilst in the care of the Council;
 - and to administer such estates in the manner directed by the appropriate probate registry.
- Jointly with the Head of Legal Services to accept money or other gifts from third parties for and on behalf of children or young persons in care and to hold or convert such money or gifts on their behalf and to their benefit.
- Local Government Act 1972 Schedule 13 Paragraph 5 - Issue of money bills.

3.5.15 Local Government (Miscellaneous Provisions) Act 1976

- Section 30 – to forgo payment of advances of remuneration paid to deceased employees (in consultation with the Head of Legal Services).
- Section 40 – powers and duties relating to register kept of persons entitled to instruments relating to loans to a Local Authority.

3.5.16 Housing Act 1985

- Applications from tenants to carry out external or internal improvements or alterations to Council dwellings, subject to compliance with Building Regulations and Planning requirements.
- Applications from tenants for the erection of garages, sheds, hardstanding etc., subject to conformity with Building Regulations and Planning requirements. Decisions on all matters relating to Council's conditions of tenancy.
- Applications for consent to transfer existing mortgages into joint names of Mortgagor and other members of the Mortgagor's family.
- Authority to write off amounts of up to £50 in respect of rent arrears.
- Implementation of Court Orders for Possession of Council houses. (Head of Legal Services as instructed by Head of Finance)

- Institution of proceedings for possession of mortgaged houses. (Head of Legal Services as instructed by Head of Finance in consultation with Head of Finance). Decision to 'buy back' Council houses under terms of pre-emption clause.

3.5.17 Property Matters

- Making proposals to the Valuation Office Rating List.
- Agreement to reductions affecting Council-owned property.
- An agreement of compulsory purchase and home loss payment claims up to £15,000.

3.5.18 Insurance

All insurance arrangements and settlement of claims.

3.5.19 Human Resources

Application of market shift to a post within approved establishment in case of difficulties in recruitment.

3.6 Head of Children's Services

3.6.1 General

- Within the provisions of Part III of the Children Act 1989 and the National Health Service and Community Care Act 1990, to arrange for the purchase and provision of appropriate care services to those persons assessed as having needs that fall within the Council's agreed priorities, subject always to appropriate Contract and Financial regulations, the approved policies and estimates of the Council and the proper identification of appropriate suppliers.
- To grant applications for and impose conditions of registration of child minding and day-care for young people under the Children Act 1989.
- To revise and cancel registration.
- To vary the conditions of registrations.
- To set up arrangements for the hearing of representations and complaints in accordance with Section 26 of the Children Act 1989 and the National Health and Community Care Act 1996.
- To make provision for the accommodation of children in secure accommodation in accordance with Section 25 of the Children Act 1989.
- To approve and sign applications for passports for children and young persons in the care of the Council.
- To arrange for a child in care to live abroad subject to the approval of a Court in accordance with paragraph 19 of Schedule 2 of the Children Act 1989.
- To approve the applications of children and young persons in the care of the Council who wish to join HM Forces.
- To exercise the functions of the Council under Part VI of the Children Act 1989 in relation to the provision of accommodation for children in community homes.
- To arrange interest free loans to foster parents to provide accommodation for children and young people in care by extending their present homes or to

purchase larger homes, the amount of the outstanding loan to be reduced by the way of a special allowance for as long as they care for foster children.

- To approve the institution of adoption proceedings by foster parents.
- To set up an adoption panel in accordance with Regulation 56 of the Adoption Agencies Regulations 1983 and to make such decisions and notifications as to the adoption of children as are specified in those regulations.
- To exercise the functions of the Council under Sections 85 and 86 of the Children Act 1989 in relation to the children accommodated by health and education authorities or in residential care homes or mental nursing homes.
- To assess the contributions to be paid towards board and lodging by working children in accordance with the currently agreed formulae, provided that the amount remaining for weekly personal pocket money and clothing allowance should not be less than the amount currently approved under the payment of foster care allowances.
- To waive charges or make additional allowances where the child has exceptional circumstances, such as apprenticeship and heavy travelling expenses.
- To increase the contribution of children in lodgings in appropriate circumstances in order to help to assimilate the heavier cost of lodging after leaving care.
- To approve request for young people in care to reside outside the UK for the purpose of training, work experience or work opportunities.

3.6.2 Support to Children and Families in their Own Home

- To exercise the powers of the Council under Section 7 of the Children Act 1989 to report to the Court on the welfare of children in private proceedings.
- To exercise any functions of the Council relating to Orders with respect to children in family proceedings under Part II of the Children Act 1989.
- To exercise the powers of the Council under Section 16 of the Children Act 1989 to provide advice, assistance and befriending under the terms of a Family Assistance Order.
- To exercise the functions of the Council under Section 17 and Part I of Schedule 2 of the Children Act 1989 to safeguard and promote the welfare of children in need including financial assistance within current budgetary limits.
- To guarantee to housing associations, district councils and private landlords, and to authorise the payment of any rent accruing due from tenants in those cases where the Council has asked the housing associations or private landlord to retain the tenants in their houses whilst efforts are made by Council's Officers to rehabilitate them in cases coming within the provision of Section 17 of the Children Act 1989.
- Approve arrangements for the financial and other support of young people formerly looked after by the Council and by others under Section 24 of the Children Act 1989 within current budgetary limits.
- In accordance with procedures agreed in writing in advance, with the Head of Finance, to vary the assessment scale in respect of financial contribution by a

parent or young person to any service provided by the Council under Part III of the child in question. (Note: The assessment scale is never varied but the amount that is paid is covered by the delegated power to waive charges see above).

3.6.3 Child Protection

- To exercise the functions of the Council in relation to the duty to make investigations as necessary to decide whether action should be taken to safeguard or promote the welfare of children in accordance with Section 47 of the Children Act 1989.
- To take such action as is necessary under Section 31 of the Children Act 1989 to bring a child or young person before a Court where there are grounds for bringing care proceedings.
- To present an application to a Court for the variation or discharge of any care order or supervision order in accordance with Section 39 of the Children Act 1989.
- To present an application to a Court for a Child Assessment Order, an Emergency Protection Order or a Recovery Order under Part V of the Children Act 1989.

3.6.4 Accommodation, Care, Fostering and Adoption

- To provide accommodation for children in need in pursuance of the Council's duty under Section 20 to 23 of the Children Act 1989.
- To exercise the functions of the Council to undertake parental responsibility for children who are the subject of Care Orders and to make arrangements for reasonable contact with parents and others in accordance with Sections 33 and 34 of the Children Act 1989.
- To allow children who are the subject of a care order to reside at home in accordance with Section 23 (5) of the Children Act 1989, subject to the Accommodation with Parents Regulations 1991.
- To make contributions towards the maintenance of children placed with a person as a result of a Residence Order in accordance with paragraph 15 of Schedule 1 of the Children Act 1989.
- To approve payment of the legal expenses of applicants for a Residence Order or other Section 8 Orders in respect of children in care to the extent that they are not met by Legal Aid Fund.
- To change the names of children who are the subject of a care order in favour of the Council, subject to the requirements of Section 33 of the Children Act 1989.
- To appoint an independent visitor for a child where appropriate in accordance with paragraph 17 of Schedule 2 of the Children Act 1989.
- To guarantee apprenticeship and similar deeds under paragraph 18 of Schedule 2 of the Children Act 1989.
- To approve the payment of the legal expense of prospective adoptive parents for children who are being placed for adoption by the Council as an Adoption Agency.

- To grant allowances to persons who have adopted children in accordance with Section 57 of the Adoption Act 1976 and regulations which may be issued by the Secretary of State.
- To take in such action as may be necessary to implement the payment of the various foster care allowances for the time being approved by the Council within current budgetary limits, and in consultation with the Head of Finance, to increase the allowances annually in accordance with the scales recommended by the National Foster Care Association.
- To sanction payment of the cost of the initial clothing and equipment required by children looked after by the Council who are placed in boarding schools and other establishments within current budgetary limits.
- To approve applications to go on school expeditions, including expeditions abroad, of children looked after by the Council including expenditure on equipment and pocket money within the current budgetary limits.
- To make payments within limits set by the appropriate Corporate Director from time to time to promote contact between parents and children looked after by the Council in accordance with paragraph 16 of Schedule 2 of the Children Act 1989.
- To exercise the powers of the Council under Part III of Schedule 2 of the Children Act 1989 relating to contributions towards the maintenance of children looked after by local authorities.
- To exercise the powers conferred on the Council under Part IX of the Children Act 1989 in respect of arrangements for the care of privately fostered children.
- To make decisions to exempt persons from the usual fostering limit in accordance with paragraph 4 of Schedule 7 of the Children Act 1989.

3.6.5 Home Care Services: Financial Matters

- In accordance with procedures approved in advance by the Head of Finance to waive the assessment charges for any services to clients in circumstances where it is essential for the family for social and/or medical reasons and to record every case requiring such action in a register to be provided for this purpose.
- In accordance with procedures agreed in writing in advance, with the Head of Finance, to vary or waive the charges for any service provided by the Council under Part III of the Children Act 1989 where failure to do so would adversely affect the welfare of the child in question.

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3.7 Head of Adult Social Care

3.7.1 Residential and Nursing Home Accommodation

To authorise and approve the maintenance costs for the admission of any person to any residential or nursing home accommodation.

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3.7.2 Disability

- To authorise the following facilities for any registered disabled person, within the approved budget and within approved policies:

- attendance at a centre providing appropriate development opportunities;
 - the provision of special facilities;
 - minor alterations and adaptations to premises including the installation of appropriate equipment, the works to be supervised by the appropriate professional staff;
 - contribute, where assessed as appropriate, to the cost of adaptations to premises where the client is not eligible for a grant.
- Within the approved policies and estimates of the Council to discharge the duties towards people with disabilities imposed upon the Council by community care legislation
 - To act as Deputy in all matters in which it is appropriate for the Council to act and in accordance with any Court Orders made by the Court of Protection.
 - To accept a guardianship application and to exercise the powers of Guardianship under ss.7-10 of the Mental Health Act 1983.
 - To exercise the functions of the nearest relative under the powers contained in the Mental Health Act 2007 in all matters in which it is appropriate for an Officer of the Council so to act.
 - To exercise the functions as laid out in the Deprivation of Liberty Safeguards guidance April 2009

Deleted: the National Assistance Act 1948, and the Chronically Sick and Disabled persons (Services Consultation and Representation) Act 1986.

3.7.3 Home Care Services: Financial Matters

- In accordance with procedures approved in advance by the Head of Finance to waive the assessment charges for any services to clients in circumstances where it is essential for the family for social and/or medical reasons and to record every case requiring such action in a register to be provided for this purpose.
- In accordance with procedures agreed in writing in advance, with the Head of Finance, to vary or waive the charges for any service provided by the Council under Part III of the Children Act 1989 and Community Care legislation where failure to do so would adversely affect the welfare of the child/ or adult in question.
- Within the provisions of community care legislation, to arrange for the purchase and provision of appropriate care services to those persons assessed as having needs that fall within the Council's agreed priorities, subject always to appropriate Contract and Financial regulations, the approved policies and estimates of the Council and the proper identification of appropriate suppliers including carers.

Deleted: the National Health Service and Community Care Act 1990

3.8 Head of Care Commissioning, Housing and Safeguarding

3.8.1 Housing Act 2004

- To develop and implement strategies to bring empty homes back into use, including the use of empty Dwelling Management Orders and Compulsory Purchase Orders.

Deleted: <#>Carers¶
Within the approved policies and estimates of the Council to discharge the powers and duties towards carers imposed upon the Council by the Carers (Recognition and Services) Act 1995.¶

- To make use of planning and housing powers to address poor housing

3.8.2 Housing Grants, Construction & Regeneration Act 1996

- To give grants and loans for the repair / improvement of housing in accordance with national guidance and locally published policies.
- To award mandatory, and where appropriate discretionary, Disabled Facilities Grants for the purpose of aids and adaptations for eligible people, in accordance with national guidance and local published policies.
- To act as a Director of the Flexible Homes Improvement Limited, on behalf of West Berkshire Council, for the purpose of administering loans for the repair / improvement of housing within the Flexible Home Improvement Loans sub-region

3.8.3 Local Government and Housing Act 1989, Part VIII

- To offer grants for the improvement and/or repair of housing.
- To determine applications for Housing Association Grant with regard to the purchase of properties in the second-hand market for occupation by homeless families in accordance with the special homelessness initiative subject to the contribution on any one unit not exceeding £50,000.
- Determination of application for individual DIYSO Housing Association Grant.
- Implementing rent reviews in accordance with valuers' instructions.

3.8.4 Housing Act 1988 – Part I

- Carry out repairs to units of temporary accommodation in accordance with Housing Sub-Committee Minute 39 (03.02.98).
- Action under Section 157 of the Housing Act 1985 re: Repurchase of ex-Council House Stock on Rural Areas.

3.8.5 Gypsy Sites

- To commission professional services in relation to gypsy sites under the Caravan Sites Act 1988.
- To undertake an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to the district and to prepare a strategy in respect of meeting those needs, in accordance with the Housing Act 2004
- To apply annual increases to charges on gypsy sites in line with the rent increases applied by West Berkshire Council managing the site to its own tenants.

3.8.6 Housing Act 1996 (as amended by the Homelessness Act 2002)

To publish an allocations scheme and develop policies to offer choice to applicants in the allocation of housing

To exercise the duties conferred on the Council under Part VII of the Housing Act 1996 in relation to homelessness.

3.8.7 Home Energy and Conservation Act 1995

To promote energy efficient homes including administering grants for energy efficiency

3.8.8 Future Development Sites

The Head of Care Commissioning, Housing and Safeguarding, in consultation with the Head of Planning and Countryside, be given delegated authority to determine the mix of types of affordable housing (that is to say the ratio of shared ownership to rented or a financial contribution instead that is to be varied, based on individual site/community needs) to be provided on future development sites, in line with adopted planning policies, and that this process form part of any pre-application or general application negotiations undertaken as part of the development control function.

The Head of Care Commissioning, Housing and Safeguarding be given delegated authority to determine the level of affordable housing financial contribution in line with current policy.

3.8.9 Sites with Existing Planning Permission

The Head of Care Commissioning, Housing and Safeguarding be authorised to negotiate with developers variations in the mix of types of affordable housing specified in Section 106 Agreements to be provided on specified sites, following consultation with the Head of Legal Services, the Head of Planning and Countryside, and in line with adopted planning policies

3.8.10 Energy Act 2011

To act as a Shareholder Signatory for the Green Deal Community Interest Company on behalf of West Berkshire Council, for the purpose of recruiting and managing approved local contractors, undertaking targeted marketing and carrying out Green Deal Plans and EPC's, receiving government funding to deliver ECO in the District and for hard to treat homes ie solid walls and providing an advice and guidance service for local residents on energy efficiency and Green Deal issues.

3.8.11 Safeguarding

- To authorise deprivations of liberty in accordance with Schedule A1 of the Mental Capacity Act 2005.
- To authorise applications to the Court of Protection in conjunction with the Head of Service for legal Services for those being deprived of their liberty falling outside Schedule A1 of the Mental Capacity Act 2005.
- To authorise applications (with ability to delegate to the Client Financial Services Manager) to the Court of Protection for the Council to act as Financial and Property Affairs Deputy (Authorisation for Health and Welfare applications to remain with the Head of Legal Services).

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3.9 Head of Strategic Support

3.9.1 General

Power under Section 92 of the Local Government Act 2000 to direct the appropriate Corporate Director or Head of Service in consultation with the relevant Portfolio Member, to make ex-gratia payments up to £2,500 or to

provide other benefits to remedy complaints, within the framework of the Local Government Ombudsman Good Practice Remedies (March 2003) document, and Financial Rules of Procedure, and where necessary in consultation with the Monitoring Officer.

3.9.2 Local Government Act 1972

- Section 225(1) – to receive and retain documents deposited.
- Schedule 12 Paragraph 4(2)(a) – to publish the time and place, within five clear working days, of the Council meeting.
- Schedule 12 Paragraph 4(2)(b) – to sign the summons to attend the Council meeting
- Schedule 12 Paragraph 4(3) – to receive notices regarding addresses to which summons to meetings are to be sent.
- Schedule 14 Paragraph 25(7) – to certify copies of resolutions for the purposes of legal proceedings.
- Section 248 – to retain a roll of Freeman

3.9.3 Civil Contingencies Act 2004

The Civil Contingencies Act, 2004 provides a single framework for civil protection in the United Kingdom. Part 1 of the Act and supporting regulations and guidance (Emergency Preparedness) establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The Act divides local responders into two categories, imposing a different set of duties on each.

Those in Category 1, are those organisations at the core of the response to most emergencies (e.g. emergency services, local authorities, NHS bodies). Category 1 responders are subject to the full set of civil protection duties. They will be required to:

- Assess the risk of emergencies occurring and use this to inform contingency planning;
- Put in place emergency plans;
- Put in place Business Continuity Management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency; and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).

Category 1 and 2 organisations will come together to form Local Resilience Forums (based on Police areas) which will help co-ordination and co-operation between responders at the local level.

3.9.4 Electoral Matters

Designation of Polling Places (in consultation with Ward Members).

3.9.5 Localism Act 2011 - Part 5 Chapter 3 - Assets of Community Value

To delegate to the Head of Strategic Support the management of the Assets of Community Value provisions (Community Right to Bid) in accordance with Part 5, Chapter 3 of the Localism Act 2011.

3.9.6 Anti Social Behaviour, Crime and Policing Act 2014

To delegate to the Head of Strategic Support the authority to make a Public Space Protection Order in accordance with Chapter 2 of the Anti Social Behaviour, Crime and Policing Act 2014.

3.9.7 Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended)

To delegate authority to the Head of Strategic Support in consultation with the Leader of the Council and the Leader of Opposition, to appoint members to the Independent Remuneration Panel.

3.10 Head of Customer Services

3.10.1 Registration of Births, Deaths and Marriages

- To grant or refuse applications for the approval of premises under the Marriage Act 1949 (as amended) and the Marriage (Approved Premises) Regulations 1995 and to revoke any approval which has been granted.
- To determine, in consultation with the Head of Finance, and from time to time vary, the fees payable for the granting or refusal of applications for the approval of said premises.

3.11 Head of ICT and Corporate Support

Local Government (Miscellaneous Provisions) Act 1982 - Section 38 – Use of spare capacity of computers of Local Authorities.

3.12 Head of Highways and Transport

3.12.1 Agreements

- To enter into agreements with other public authorities for the provision of services and the recoupment of charges.
- To enter into agreements relating to placing etc of certain apparatus in or under a highway pursuant to the New Roads and Street Works Act 1991.
- To enter into agreements providing for contributions by developers towards the cost of highway improvements, transportation schemes, or other development to be carried out by the Council.

3.12.2 Transport

- West Berkshire Council is a designated body for the issuing of Section 19 Bus Permits in accordance with the Transport Act 1985 and changes introduced by the Local Transport Act 2008

- To make payments towards the provision of cross boundary public transport services which are the subject of service subsidy agreements entered into by adjoining authorities and which serve the District.
- In consultation with the Head of Legal Services to exercise the powers of the Council under Public Passenger Vehicle Act 1981 including the submission of objections to applications for the grant of the operator's licences under Section 14A.
- To exercise the power of the Council under Section 7 of the Transport Act 1985 to request the Traffic Commissioners to make, vary or revoke traffic regulations conditions affecting local services or to hold an inquiry prior to determination of such conditions.
- To enter into public transport service subsidy agreements under the provisions of the Transport Act 1985 where they are exempt from the tendering requirements in that Act, including de-minimus arrangements.
- To lodge holding objections regarding proposals by operators for withdrawals of or alterations to rail services, or the fares and charges therefore, where it is anticipated that extra Council expenditure would result.
- To serve a 42 day Notice of Deregulation provided that such response is made within existing policy.
- To make objections to applications for Vehicle Operators Licences under Sections 12 to 14 of the Goods Vehicles (Licensing of Operators) Act 1995

3.12.3 Miscellaneous

- To agree contributions to regional water authorities' surface water drainage schemes calculated on the proportion of highway "run-off" to that from other areas, including related matters such as contributions towards the cost of cleansing village ponds, and to make payments to any minor drainage scheme of any type where they are satisfied that highways will benefit.
- To extinguish public rights of way (stop up) and dispose of land not exceeding 500sq m no longer required for highway purposes.
- In consultation with the Head of Legal Services to accept dedications of land donated to the Council for highway purposes.
- To approve and protect development and improvement lines.
- To exercise the Council's powers in relation to cycle tracks under the Cycle Track Act 1984.
- To construct and/or light cycle tracks.
- To alter or remove any cycle tracks.
- To settle compensation claims in respect of drainage or sewerage schemes on behalf of the Council (in consultation with Head of Legal Services).
- To take all necessary action to safeguard the interests of the Council in relation to applications by water undertakings for orders or schemes under the legislation operated by such undertakings.
- In the exercise of the functions of the Council as Highway Authority, to advise on the highway aspects of development control.

- To demolish property acquired for road schemes in advance of requirements subject always to due regard to planning considerations or consent as appropriate.
- To arrange for the temporary use of land for the dumping or storing of highways materials or equipment.
- To erect traffic signs and to arrange wayleaves for their erection on private property.
- To adopt streets constructed to specification.
- To plan and carry out highway improvements not requiring planning permission subject to consultation with the appropriate Executive Member and Ward Members. If the purchase of land is necessary then delegated authority (for land up to the value of £300,000) from the Head of Legal Services will be required.
- To fix contributions to private street works and charges apportioned in flank and rear frontages in accordance with the Council's approved policy.
- To apply for planning permission for the purposes of Regulation 3 of the Town and Country Planning General Regulations 1992.
- To approve and licence (including charging any appropriate fees for doing so):
 - the placing of structures within highway limits;
 - the laying maintenance and inspection of pipes, cables or other lines over or under highways;
 - the erection of stiles, gates or cattle grids and enforcement and maintenance of stiles and gates under Sections 146 and 147 of the Highways Act 1980;
 - arrangements for motor vehicles and cycle trails;
 - the construction of a building over any part of a highway.
 - the placing of tables and chairs on the public highway.
- To exercise the Council's powers including the giving of formal notices:
 - to prohibit horses, cattle or vehicles entering on ornamental gardens within the highway;
 - to pipe or culvert and fill up roadside ditches;
 - to require the execution of works to prevent soil or refuse from land from falling or being washed on to a street;
 - to take action in relation to any obstruction of or damage to or nuisance to the highway or users thereof;
 - to exercise the Council's powers and duties under Part III of the New Roads and Street Works Act 1991 (other than the institution of legal proceedings);
 - to require the removal of obstructions to sight lines at corners and to remove unauthorised signs on any part of the highway;

- to require the removal, lopping and cutting of trees or hedges overhanging or near to a highway;
- to take action in relation to any obstruction of or damage to or nuisance to the highway or users thereof.
- To carry out:
 - minor temporary repairs in private streets required to remove danger to persons or vehicles;
 - emergency works of any kind whether or not provision has been made in the estimates, where justified in their opinion (and that of the Head of Legal Services), by the scale of the potential legal liability.
- To respond to consultations from the Department for Transport, and others pursuant to Sections 247, 248, 251 and 253 of the Town and Country Planning Act 1990.
- Selection of sites for street seats.
- Approval of requests for street closures or for making orders for the prevention of obstructions in the street during public processions etc in accordance with Section 21 of the Town Police Clauses Act 1847.
- Approval of applications for permission to hold events in Council car parks.
- Approval of requests to waive car parking charges in the period leading up to Christmas.
- To implement highway maintenance and improvement works in accordance with approved budgets and to agreed service standards in accordance with the Highways Act 1980 and current guidance.

3.12.4 Road Traffic Regulations Act 1984

- To exercise powers under Sections 14(1) and 16(a) for works and events (respectively) on the public highway.
- To post temporary notices for traffic management under Section 14(2).
- Where a Committee, the Executive or Council have already approved in principle an experimental traffic order to exercise powers under the Act to advertise that order and subsequently implement it provided no objections are received. Where an order is implemented, the Ward Members will be advised.
- Where a Committee, the Executive or Council have already approved in principle any traffic order (for speed limits, prohibitions of movement, weight limits, etc.) to exercise powers under the Act to advertise that order and subsequently implement it provided no objections are received. Where an order is implemented, the Ward Members will be advised.

3.12.5 Berkshire Act 1986

- Section 4 - to recover expenses reasonably incurred in fencing or lighting a source of danger or obstruction to persons or vehicles using a highway from the owner or other person responsible for the danger or obstruction.
- Section 5 - to specify modifications to plans sections and particulars submitted by a landowner in support of a private street works scheme.

- Section 8 - to affix to any building or structure in or having a frontage to or construction over any road in the District a traffic sign or any apparatus required for illumination forming part of any sign.

3.12.6 Highways Act 1980

- Section 38 - For the construction and dedication of new streets to standards laid down by the Highway Authority.
- Section 41 – To exercise powers in respect of the duty to maintain highways.
- Sections 64 and 69 - Provision of planting within the highway by the Local Authority (in consultation with Head of Planning and Countryside).
- Sections 64 and 96 - To enter into agreements for the maintenance and planting of land within highways limits and to authorise other authorities.
- Section 65 - To exercise the Council's powers under this Section of the Act.
- Section 100 - To exercise powers relating to highway drainage.
- Section 132 - To exercise powers relating to unauthorised markings on highways.
- Section 134 - To grant extensions to the statutory periods of reinstatement of footpaths and bridleways.
- Sections 141 and 142 - Determination of applications for licences to plant on the public highway and removal of unauthorised planting (in consultation with Head of Planning and Countryside).
- Section 144 - To exercise powers relating to the erection or consent to erection of flagpoles, pylons or structures on highways for the purpose of displaying decorations.
- Section 154 - To exercise powers relating to the service of notices requiring the cutting or felling of trees etc. that overhang or are a danger to roads or footpaths.
- Sections 165 and 166 - Serving of Notices in respect of dangerous forecourts and land adjacent to the public highway.
- Section 169 - To exercise powers relating to the control of scaffolding or other structure on or over the highway.
- Section 170 - To exercise powers relating to the control of mixing mortars, cement or other bound materials on the highway.
- Section 171 - To exercise powers relating to the control of deposits of building materials or excavations within the highway.
- In consultation with the Head of Finance to issue licences and fix and collect fees in relation to the following matters governed by the Highways Act 1980:
 - Mixing of Mortar - Section 170;
 - Construction of bridges - Section 176;
 - Placing of rails, beams etc on highways - Section 178;
 - Construction of cellars under streets -Section 179;

- Control of openings into cellars etc under streets and pavement lights and ventilators - Section 180.
- Section 184 - To exercise powers relating to the service of notices that the Council proposes to construct a vehicle crossing over the footway.
- Section 219 - To exercise powers relating to the service of notices under the Advance Payments Code.
- Section 256 - To enter into agreements to exchange land to straighten or adjust boundaries.

3.12.7 Land Drainage Act 1991

To exercise the Council's powers and duties under the Land Drainage Act 1991 and any secondary legislation made there under and including any amending or updating to this legislation.

3.12.8 Reservoirs Act as Amended by the Flood and Water Management Act 2010

To exercise the Council's powers and duties under the Reservoirs Act 1975 and the Flood and Water Management Act 2010.

3.12.9 Environmental Protection Act 1990

To exercise powers including serving of notices in respect of statutory nuisance relating to drainage.

3.12.10 Goods Vehicles (Licensing of Operators) Act 1985

In consultation with the Head of Legal Services and the Head of Planning and Countryside to submit objections to the Traffic Commissioner on behalf of the Council.

3.12.11 Traffic Management Act 2004

- To act as the Traffic Manager in accordance with the requirements of the Traffic Management Act 2004.
- To exercise powers in relation to road and street works co-ordination and related matters.

3.12.12 Clean Neighbourhoods and Environment Act 2005

To exercise powers in relation to Part 2 (Section 3-8) of Clean Neighbourhoods and Environment Act 2005.

3.12.13 Other Powers –Consultation Provisions

All consultations on Transport issues (with the exception of those deemed significant and requiring referral to the Executive/Select Committee) be delegated to the Head of Highways and Transport in consultation with the Leader, appropriate Portfolio Holder and Opposition Spokesperson.

3.12.14 Flood and Water Management Act 2010

To exercise the Council's powers and duties under the Flood and Water Management Act 2010 and any secondary legislation made there under and including any amending or updating to this legislation.

3.12.15 The Traffic Management (West Berkshire Council) Permit Scheme Order 2014

To grant permits to utility companies to work on the public highway.

3.13 Head of Legal Services

3.13.1 General

- Institution and defence of any legal proceedings in the name of the Council.
- This role also manages corporate procurement activity and provides advice and support to the Council on procurement and the development and delivery of efficiency programmes.
- Sealing of all documents on behalf of the Council

3.13.2 Local Government Act 1972

- Section 85 - Authority be delegated to the Monitoring Officer to allow the Monitoring Officer to approve applications in writing from absent Councillors in exceptional circumstances (such as serious illness, extended work commitments abroad or extended service in the Forces) subject to consultation with Group Leaders. Any applications for extended absence would be limited to two three month periods only and in the event of disagreement between the Group Leaders, the application would be determined by a Special Meeting of the Governance and Audit Committee.
- Section 229(5) - Certification of photographic copies of documents.
- Section 234(1) and (2) - Authorisation of documents.

3.13.3 Local Government (Miscellaneous Provisions) Act 1976:

Section 29 - Application to High Court for repayment of monies paid into Court under Sub-Sections 76 or 85 Land Clauses Consolidation Act 1945 or Section 9 or Schedules 2 and 3 of the Compulsory Purchase Act 1965.

3.13.4 Miscellaneous

- To take all necessary steps to take out letters of administration with or without the will annexed either alone or jointly with the Head of Finance for:
 - the estates of parents or any other person where there is a beneficial interest for children or young persons for whom the Council has parental rights under provisions of the Children Act 1989, or any other statutory provision affecting children and young persons;
 - the estates of children or young persons who die whilst in the care of the Council;
 - and to administer such estates in the manner directed by the appropriate probate registry.
- To exercise the Council's powers to be a Trust Corporation.
- To act for all Trading Standards Officers authorised as Inspectors.
- To authorise the issue of official certificates of search of the Council's Land Charges Register.

- The Head of Legal Services acting as Monitoring Officer may make minor amendments to the Constitution in order to ensure that legislative provisions are current and any typographical or other errors are corrected.

3.13.5 Commons Registration

To exercise the Council's powers and duties in relation to Commons and Towns and Village Greens.

3.13.6 Licences

- Following approval of applications by the Head of Planning and Countryside, to issue waste disposal site licences or management licences (including notices of modification) incorporating suitable conditions.
- To make objections to applications for Vehicle Operator's Licence under Sections 12 to 14 of the Goods Vehicles (Licensing of Operators) Act 1995.

3.13.7 Highways Act 1980

(All powers under this Act to be exercised in consultation with the Head of Highways and Transport and to be exercised also in consultation with the Head of Planning and Countryside where relating to a Public Rights of Way.)

- To enter into Wayleave and Drainage easements
- To enter into public path creation agreements under Section 25 of the Highways Act 1980 except where a capital payment by the Council is involved.
- To enter into agreement under Section 38 of the Highways Act 1980 for the construction and dedication of new streets.
- Under the provisions of Section 135 of the Highways Act 1980 to make Orders to allow for excavation or other engineering operations reasonably necessary for the purpose of agriculture.
- To enter into highway maintenance agreements with adjacent Authorities in the interests of operational efficiency under Section 8 of the Highways Act 1980.

3.13.8 Notices and Orders in relation to Highways and Public Rights of Way

(All powers to be exercised in consultation with the Head of Highways and Transport or the Head of Planning and Countryside in respect of Public Rights of Way.)

- Head of Planning and Countryside to be able to serve Notices, in consultation with the Head of Legal Services
- To exercise the Council's powers including the giving of formal notices:
 - to require the removal of obstructions to sight lines at corners and to remove unauthorised signs on any part of the highway;
 - to require the removal, lopping and cutting of trees or hedges overhanging or near to a highway;
 - to take action in relation to any obstruction of or damage to or nuisance to the highway or users thereof.

- to serve notices in respect of obstructions and other nuisances and to take enforcement action as required.
- To make and confirm orders for the diversion or extinguishment of footpaths or bridleways proposed by the Head of Planning and Countryside.
- To make and confirm orders for the modification of the Definitive Map and Statement under Sections 53, 53B, 55, 57 and 57A Wildlife and Countryside Act 1981 as proposed by the Head of Planning and Countryside.
- To accept in respect of property blighted by approved schemes blight and purchase notices, and to serve counter notices of objections under the town and country planning and land compensation legislation, and to authorise payment on the execution of works to any person who appears to be entitled to the same under the legislation in force from time to time (in consultation with the appropriate Corporate Director or Head of Service)
- To sign, on behalf of the Council, application requests for any direction and for any restriction to access to public open access land or related matters, in accordance with the Countryside and Rights of Way Act 2000.

3.13.9 Berkshire Act 1986

(All powers under this Act to be exercised in consultation with the Head of Highways and Transport).

- Pursuant to Section 7 of the Berkshire Act 1986, to make application to the County Court for an order vesting former highway land in the highway authority.
- Pursuant to Section 9 of the Berkshire Act 1986, to recover from the person responsible the cost of making good damage caused to a grass verge or footway of a highway by any person carrying on building operations or delivering goods to premises in the course of trade.

3.13.10 Road Traffic Regulation Act 1984

- To exercise the Council's powers under the Road Traffic Regulation Act 1984 to restrict or prohibit vehicular and pedestrian movements as necessary to facilitate the holding of a "relevant event" when it is considered that an order under the Town Police Clauses Act 1847 is inappropriate (in consultation with the Head of Highways and Transport).
- To advertise proposals to make orders for traffic management other than temporary orders under Section 14(1) of the Road Traffic Regulation Act 1984 as substituted by the Road Traffic (Temporary Restrictions) Act 1991 and to subsequently make the orders where no objections to those proposals are received.
- To make temporary orders for traffic management under Section 14(1) of the Road Traffic Regulation Act 1984 as substituted by the Road Traffic (Temporary Restrictions) Act 1991

3.13.11 Town and Country Planning (General Permitted Development) Order 1995 (as amended)

- To exercise the Council's powers under the Town and Country Planning (General Permitted Development) Order 1995 (as amended), on the

instructions of the Head of Planning and Countryside, subject to the conditions below:

- Article 4: the making, service and confirmation of directions restricting permitted development;
- Schedule 2, Part 6: Determination whether planning permission is required following notification of agricultural development
- The delegations relating to Article 4 Directions above shall be exercised subject to the following:
 - The action shall be taken after consultation with the Chairman or in their absence the Vice-Chairman of the District Planning Committee and appropriate Ward Members, if available.
 - The action taken shall be reported to the next meeting of the appropriate Area Planning Committee.
 - In exercising these powers the Officers shall have regard to the urgency of the action which is required.
- Subject to circumstances, the Officers may report the matter to the appropriate Area Planning Committee for decision where it is prudent to do so.
- The creation of charges on property, in appropriate circumstances, in accordance with Section 22 of the Health and Social Services and Social Security Adjudications Act 1983 as amended (in consultation with the Corporate Director (Communities)).

3.13.12 Localism Act 2011

The Head of Legal Services acting as Monitoring Officer (or their nominated representative) in consultation with an Independent Person pursuant to the Localism Act 2011 and its associated Regulations shall ensure that an Initial Assessment of any complaint in respect of Councilors' (District, Town or Parish) behavior in relation to the Code of Conduct is determined in accordance with the complaints procedure adopted by the Council.

3.13.13 Property Matters

- Agreements for easements and wayleaves to an unlimited value.
- Agreement for leases and licences up to a value of £100,000 per annum.
- Agreement to purchases and sales of land up to consideration of £300,000.
- Surrenders.
- Lifting of all restrictive covenants up to a value of £300,000.

3.13.14 Anti Social Behaviour, Crime and Policing Act 2014

The Head of Legal Services, in consultation with the Head of Care Commissioning, Safeguarding and Housing, be authorised to seek a civil injunction in accordance with Part 1 of the Anti Social Behaviour, Crime and Policing Act 2014.

The Head of Legal Services or his/her nominee, in consultation with the Head of Strategic Support, be authorised to issue a Closure Notice and

apply for a Closure Order in accordance with Chapter 3 of the Anti Social Behaviour, Crime and Policing Act 2014.

3.14 Head of Planning and Countryside

3.14.1 Countryside including Rights of Way functions

- Management of Recreation Facilities where these are public open spaces.
- Admission and exclusion of public to recreation facilities and premises (also Head of Culture and Environmental Protection).
- Letting of recreation facilities and premises (also Head of Culture and Environmental Protection).
- To carry out powers in relation to The Hedgerow Regulations 1997.
- To grant a licence and associated consents for the annual Michaelmas Fair.
- To exercise powers in relation to the Clean Neighbourhoods and Environment Act 2005.
- To exercise the powers and duties of the Council (in consultation with the Head of Legal Services), in relation to public rights of way, including the making and service of Notices and Orders, under the following primary legislation, and any secondary legislation made thereunder, including amendments or updates to the legislation.

Deleted: Head of Cultural Services

Deleted: Head of Cultural Services

Countryside Act 1968

Countryside and Rights of Way Act 2000

Criminal Damage Act 1971

Environmental Protection Act 1990

Highways Act 1980

Land Drainage Act 1991

Local Government (Miscellaneous Provisions Act) 1976

National Parks and Access to the Countryside Act 1949

Natural Environment and Rural Communities Act 2006

New Roads and Street Works Act 1991

Rights of Way Act 1990

Town and Country Planning Act 1990

Wildlife and Countryside Act 1981

- To enter into maintenance agreements in relation to Public Rights of Way, where appropriate, and in consultation with the Head of Legal Services
- To approve and protect development and improvement lines.
- The exercise (in consultation with the Head of Legal Services), of the common law duty to 'seek, prevent and remove obstructions' (Bagshaw vs Buxton Local Board of Health 1875).

3.14.2 Highways Act 1980 and Town and Country Planning Act 1990

- To enter into agreements and make creation orders, where appropriate, and in consultation with Ward Members, for the creation of new public rights of way
- To extinguish rights of way, where appropriate, and in consultation with Ward Members
- To divert public rights of way, where appropriate, and in agreement with Ward Members.
- To enter into maintenance agreements, where appropriate, and in consultation with Ward Members.

3.14.3 Agreements relating to Public Rights of Way

- To enter into agreements with other public authorities for the provision of services and the recoupment of charges.
- To enter into agreements relating to placing etc of certain apparatus in or under a highway pursuant to the New Roads and Street Works Act 1991.
- To enter into agreements providing for contributions by developers towards the cost of highway improvements, transportation schemes, or other development to be carried out by the Council.

3.14.4 Miscellaneous relating to Public Rights of Way

- To extinguish public rights of way (stop up) and dispose of land not exceeding 500sq m no longer required for highway purposes.
- In consultation with the Heads of Legal Services and Highways and Transport:
- to accept dedications of land donated to the Council for highway purposes.
- In the exercise of the functions of the Council as Highway Authority, to advise on the highway aspects of development control.
- To arrange for the temporary use of land for the dumping or storing of highways materials or equipment.
- To keep the definitive maps and statement under review
- To plan and carry out highway improvements not requiring planning permission subject to consultation with the appropriate Executive Member and Ward Members.
- To approve and licence (including charging any appropriate fees for doing so):
 - the placing of structures within highway limits;
 - the erection of stiles, gates or cattle grids and enforcement and maintenance of stiles and gates under Sections 146 and 147 of the Highways Act 1980;
 - arrangements for motor vehicles and cycle trails;
- To exercise the Council's powers including the giving of formal notices:
 - to pipe or culvert and fill up roadside ditches;

- to take action in relation to any obstruction of or damage to or nuisance to the highway or users thereof;
 - to require the removal of obstructions to sight lines at corners and to remove unauthorised signs on any part of the highway;
 - to require the removal, lopping and cutting of trees or hedges overhanging or near to a highway;
 - to take action in relation to any obstruction of or damage to or nuisance to the highway or users thereof.
- To respond to consultations from the Department of Transport, Environment and the Regions and others pursuant to Sections 247, 248, 251 and 253 of the Town and Country Planning Act 1990.
 - To implement highway maintenance and improvement works in accordance with approved budgets and to agreed service standards in accordance with the Highways Act 1980.

3.14.5 Berkshire Act 1986

- Section 32 – To ensure access for the Fire Service in planning applications.
- Section 33 – To ensure the provision of means of escape from fire in certain buildings.
- Section 35 – To ensure adequate fire and safety precautions in public buildings.
- Section 36 – To ensure adequate safety precautions in relation to vehicle parking in buildings.
- Section 37 – To ensure adequate fire precautions in storage buildings over 7,000m³.
- Section 38 – To ensure adequate fire precautions in high buildings.

3.14.6 Planning

- Subject to the conditions set out below, the determination, granting or refusal of Notifications and Applications for permission, certification approval or consent relating to developments and works.
- Subject to the conditions set out below, the approval or refusal of items reserved or conditioned by any permission, approval or consent.
- Subject to the conditions set out below, the determination of applications for advertisement consent.
- In respect of applications determined by the District Planning Committee or relevant Area Planning Committees and subject to the conditions set out below and consultation with the Ward Members, the acceptance of minor amendments to schemes already permitted, approved or consented to.
- Subject to the conditions set out below, the giving of observations on consultations and enquiries received from service or government departments, local authorities and other bodies relating to minor development. The issue of approvals or the making of formal observations concurring with other local authorities, Crown bodies or government departments where they accord with Council policy.

- Prior to determination of submitted application, the acceptance of amendments to submitted application for permission approval or consent.

Conditions

The delegations set out above shall be exercised subject to the following:

- The Area Planning Committees shall reserve the authority to determine any type or class of application.
- The Council may modify or revoke the scheme of delegation at any time.
- An application may be referred to the appropriate Area Planning Committee for determination by:
 - the relevant Area Planning Committee Chairman; or
 - a Member for the Ward to which the application relates;
 - a Member for a Ward adjoining the Ward to which the application relates.
 - the Head of Planning and Countryside or the Development Control Manager
- Members who wish to 'call-in' an item to be discussed at an Area Planning Committee will be required to complete the agreed proforma which must be submitted either in hard copy by letter or fax or electronic copy via e-mail. The consent of the Chairman of the appropriate Area Planning Committee, or if unavailable, the Vice-Chairman, is required.

(Note: If the Chairman or, if unavailable, the Vice-Chairman, does not give consent then the application will not be referred to a Planning Committee.)

The Officers will refer for determination to the appropriate Area Committee any application, including:

- Where the application is a major one or there are five or more objections and it is submitted by, or on behalf of West Berkshire Council, or where the land in question is owned by the Council if there are five or more objections or if the application is a major one;
- those submitted by or on behalf of a member of staff of Planning,
- those submitted by or on behalf of a West Berkshire Council Member, if there are five or more objections or if the application is a major one;
- those recommended for approval, for which a petition of objection has been received of at least 20 signatories;
- those recommended for approval, for which at least 10 letters of objection have been received;
- those applications not considered prudent by the Development Control Manager to be determined under delegated authority.

Prior to determination of submitted applications, the acceptance of amendments to submitted applications for permission, approval or consent.

3.14.7 Town and Country Planning Act 1990

Subject to the conditions at paragraph 3.14.6 (Planning) above, to exercise the powers and duties of the Council under the Town and Country Planning Act 1990 and any secondary legislation made thereunder, and including any amendments or updates to the legislation, including but not limited to the following powers:

- Determination of applications as to whether Planning Permission is required.
- Response to Purchase Notices.
- The serving and enforcement of Planning Contravention Notices.
- The issuing, service and enforcement of Enforcement Notices including action in default when required.
- The service and enforcement of Stop Notices.
- The service and enforcement of Breach of Condition Notices.
- Injunctions restraining breaches of planning controls.
- The issue of Lawful Use or Development Certificates.
- The making and enforcement of Tree Preservation Orders and the determination of applications for consent in respect of such Orders.
- The service of Notices in relation to untidy land and consequent action to secure compliance.
- Enforcement against breaches of Advertisement Regulations.
- To carry out powers in relation to Part VIII and Part X of the Town and Country Planning Act 1990.

3.14.8 Planning (Listed Buildings and Conservation Areas) Act 1990

Subject to the conditions at paragraph 3.14.6 above (Planning), to exercise the powers and duties of the Council under the Planning (Listed Buildings and Conservation Areas) Act 1990 and any secondary legislation made thereunder, and including any amendments or updates to the legislation, including but not limited to the following powers:

- The service of Building Preservation Notices.
- Enforcement in respect of unauthorised works to listed buildings.
- The issuing and service of Listed Building Enforcement Notices.
- The issuing and service of Urgent Works Notices and execution of works as contained in the Notice.
- Authority to take Direct Action, under the Planning and Compensation Act 1991, to carry out works under an Enforcement Notice.
- To request further information, evidence or plans under the provisions of Article 4 of the Town and Country Planning (Development Management Procedure) Order 1995 and Article 4 of the Town and Country Planning (Applications) Regulations 1998, and subsequent amendments, where details submitted with an application are considered inadequate or incomplete.

- The issue of approvals or the making of formal observations concurring with other local authorities, Crown bodies or government departments, where they accord with Council policy.

3.14.9 Other Powers – Technical, Legal and Consultation Provisions

- Authority to sign Decision Notices regarding the granting or refusal of planning permissions, consents or approvals.
- Authority to enter into Legal Agreements to secure planning obligations for the provision of mitigation where unacceptable harm would otherwise result as a consequence of development
- To respond to requests under Regulation 5 of the Town and Country Planning (Environmental Impact Assessment (England and Wales)) Regulations 1999 for a view as to whether an environmental statement is considered necessary in connection with a particular development proposal and to establish the scope of any such assessment.
- To determine whether or not to issue an Article 4 Direction upon notification of a developer's intention to exercise any permission for mineral operations granted by virtue of the Town and Country Planning (General Permitted Development) Order 1995, as amended.
- To express the Council's view on planning applications in respect of former County Matters referred by local authorities outside the District for development which would not prejudice the Council's planning policies.
- All consultations on Planning issues (with the exception of those deemed significant and requiring referral to the Executive/Select Committee) be delegated to the Head of Planning and Countryside in consultation with the Leader, appropriate Portfolio Holder and Opposition Spokesperson.

3.14.10 Minerals

- Consultations on Mineral Safeguarding Areas.
- Complying with the requirements of the Environmental Impact Assessment Regulations 1999:
 - Screening Opinions (Part II Section 5)
 - Scoping Opinions (Part IV Section 10)
- Provision of information in respect of compilation of Environmental Statements notification of consultees of intention to compile an Environmental Statement and the need to supply information for this purpose. (Part IV Section 12). Also advertising.
- Responding to notifications under the General Permitted Development Order 1995:
 - mineral exploration (Part 22, Class B of Schedule 2);
 - the removal of material from mineral workings (Part 23, Class B and C of Part 19 of Schedule 2)
- Review of mineral planning applications under the Environment Act 1995:

- deciding the dates by which applications for development must be made;
- determining applications for postponement of the review date.
- Serving aftercare non-compliance notices in relation to permissions for mineral workings and waste disposal sites (in accordance with Schedule 5 of the Town and Country Planning Act 1990 and para. 69 of MPG7).
- Responding to adjoining local authorities on consultations on:
 - minerals and waste disposal consultations;
 - their minerals and waste plans.

3.14.11 Environmental Protection Act 1990 (as amended by Environment Act 1995)

To consider and make representations on proposals referred to the Council by the Environment Agency on the issuing of Waste Management Licences.

3.14.12 The Building Act 1984

- Sections 1, 8 and 16 – Determination of applications for Building Regulation Consent; applications for dispensation from, or relaxation of, Building Regulation requirements.
- Section 10 – Advertisement of proposed dispensation.
- Section 15 – To consult the Fire Service concerning dispensations.
- Section 18 – Building over/close to Thames Water sewers.
- Section 19 – Short-lived materials.
- Section 20 – Unsuitable materials.
- Section 21 – Provision of drainage.
- Section 24 – Fire exits.
- Section 25 – Water supply.
- Section 32 – Lapse of Building Regulations approval.
- Section 33 – Tests for conformity.
- Sections 35 and 36 – Prosecution of offences (and removal of offending work) under the Building Regulations.
- Sections 47-54 – Monitoring of building work supervised by approved inspectors.
- Section 57 – Prosecution of offences by approved inspectors.
- Section 71 – Exits and entrances to public buildings.
- Section 72 – Means of escape from certain high buildings.
- Section 73 – Raising of chimneys.
- Section 74 – Rooms below subsoil water level.
- Section 76 – Defective premises

- Sections 77 and 78 – Notices and action in respect of dangerous buildings and structures.
- Section 79 – Ruinous and dilapidated buildings and neglected sites.
- Section 80 – The power to prosecute in respect of failure to give notice of intention to demolish
- Section 81 – Notices in respect of demolition.
- Section 95 – Power to enter premises.
- Section 96 – Provisions as to entry.
- Section 107 – Recovery of expenses.
- Fix charges for Building Regulation Fees.

3.14.13 Local Government Miscellaneous Provisions Act 1976

- Section 16 – The serving of Requisition of Information Notices.
- Section 23 and 24 – Authorisation of action and service of Notices to make trees safe and recovery of costs from owner or occupier.
- Section 25 and 26 – Serving of Notices and subsequent action to provide protection to the public from dangerous excavations on private land to which the public has access.

3.14.14 Environmental Protection (Controls on Injurious Substances) Regulations 1993

Sections 5 & 6 – Prohibiting the use of timber containing Pentachlorophenol.

3.14.15 Local Government (Miscellaneous Provisions) Act 1982

- Section 17 – Power of entry.
- Section 29 – Protection of buildings.

3.14.16 Clean Air Act 1993

Section 16 – Height of chimneys.

3.14.17 The Building Regulations 2010

Section 16 – Laying open uninspected work.

3.14.18 The Building (Local Authority Charges) Regulations 1998

Section 3 – Fix charges for Building Regulation fees.

3.14.19 Wildlife Heritage Sites and Regionally Important Geological and Geomorphological Sites

To make decisions on recommendations from the Berkshire Nature Conservation Forum in relation to the designation, re-designation or change to boundaries of Wildlife Heritage Sites and Regionally Important Geological and Geomorphological Sites in accordance with the Planning Policy Guidance Note No.9, in consultation with the Portfolio and Shadow Portfolio Holders.

3.14.20 Party Walls Act 1996

To be the Appointing Officer under the Party Walls Act 1996.

3.14.21 Planning and Compulsory Purchase Act 2004

To exercise the Council's powers and duties under the Planning and Compulsory Purchase Act 2004.

3.14.22 Planning Act 2008

To exercise the Council's powers and duties under the Planning Act 2008 and any secondary legislation made thereunder, and including any amendments or updates to the legislation.

3.14.23 The Building (Local Authority Charges) Regulations 2010 – Scheme of Charges

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3.14.24 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000

To exercise responsibility for accepting or rejecting a request for a local listing unless the proposed listing receives 10 letters of objection or the local Ward Member or adjoining Ward Member requests that the listing be determined by the appropriate Area Planning Committee.

3.15 Head of Culture and Environmental Protection

3.15.1 Authorisation

The Head of Culture and Environmental Protection shall be authorised:

- to authorise Officers for the purpose of enforcement and administration of the legislation listed;
- to institute legal proceedings or authorise other Officers to institute legal proceedings in respect of those matters set out in this part of the Scheme
- to appoint the Council's Chief Weights and Measures Inspector;
- to act as the Council's Proper Officer for the purposes of any enactment passed before or during the 1971/72 session of Parliament other than the Local Government Act 1972 or in any other instrument made before 26th October 1972, which refers to the post of Public Health Inspector.

The Trading Standards Manager, the Environmental Health and Licensing Manager and Waste Manager shall be authorised to:

- to authorise Officers for the purpose of enforcement and administration of the legislation listed;
- to institute legal proceedings or authorise other Officers to institute legal proceedings in respect of those matters set out in 3.15.3 (Enforcement and Administration of Legislation)

3.15.2 General

- The day-to-day management of the Council portfolio of land and buildings, including lease renewals, assignments and rent reviews, subject to the concurrence of the appropriate Heads of Service and/or Corporate Director.

Deleted: <#>To grant a licence and associated consents for the annual Michaelmas Fair. ¶

3.15.3 **Enforcement and Administration of Legislation**

(a) The Trading Standards Manager shall be authorised to enforce and administer the following primary legislation and any secondary legislation made thereunder and this includes any amendments to or updating of the legislation set out below. This authorisation shall also apply to matters set out in the agreement between West Berkshire District Council by Wokingham Borough Council dated 2 June 2010:

Administration of Justice Act 1970
 Agricultural Act 1970
 Animal Health Act 1981
 Animal Welfare Act 2006
 Anti Social Behaviour Act 2003
 Cancer Act 1939
 Charities Act 1992
 Children and Young Persons Act 1933
 Children and Young Persons (Protection from Tobacco) Act 1991
 Chiropractors Act 1994
 Clean Air Act 1993
 Clean Neighbourhoods and Environment Act 2005
 Companies Act 2006
 Consumer Credit Act 1974
 Consumer Credit Act 2006
 Consumer Protection Act 1987
 Copyright Designs and Patents Act 1988
 Courts and Legal Services Act 1990
 Criminal Justice Act 1988
 Customs & Excise (Management) Act 1979
 Development of Tourism Act 1969
 Education Reform Act 1988
 Enterprise Act 2002
 Environmental Protection Act 1990
 Estate Agents Act 1979
 European Communities Act 1972
 Explosives Act 1875
 Explosives Act 1923
 Farm and Garden Chemicals Act 1967
Financial Services and Markets Act 2000
 Fireworks Act 2003

Deleted: <#>Waste Management¶
 The Head of Culture and Environmental Protection shall be authorised to enforce and administer the following primary legislation and any secondary legislation made thereunder and this includes any amendments to or updating of the legislation set out below:¶
 <#>Anti Social Behaviour Act 2003¶
 <#>Clean Neighbourhoods and Environment Act 2005¶
 <#>Control Of Pollution Act 1974¶
 <#>Control of Pollution (Amendment) Act 1989¶
 <#>Environment Act 1995¶
 <#>Environmental Protection Act 1990¶
 <#>European Communities Act 1972¶
 <#>Refuse Disposal (Amenity) Act 1978¶
Exercise of Powers under

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Food and Environment Protection Act 1985
 Food Safety Act 1990
 Forgery and Counterfeiting Act 1981
 Fraud Act 2006
 Hallmarking Act 1973
 Health and Safety at Work etc. Act 1974
 Intoxicating Substances (Supply) Act 1985
 Knives Act 1997
 Licensing Act 2003
 Local Government (Miscellaneous Provisions) Act 1976
 Local Government (Miscellaneous Provisions) Act 1982
 Malicious Communications Act 1988
 Medicines Act 1968
 Motor Cycle Noise Act 1987
 National Lotteries etc Act 1993
 Olympic Symbols etc. (Protection) Act 1995
 Osteopaths Act 1993
 Performing Animals (Regulation) Act 1925
 Poisons Act 1972
 Prices Acts 1974
 Proceeds of Crime Act 2002*
 Protection from Harassment Act 1997
 Public Health Act 1936-1984
 Regulatory Enforcement and Sanctions Act 2008
 Road Traffic Act 1988
 Road Traffic Act 1991
 Road Traffic (Foreign Vehicles) Act 1972
 Road Traffic Regulation Act 1984
 Scotch Whisky Act 1982
 Solicitors Act 1974
 Sunbeds (Regulation) Act 2010
 Tattooing of Minors Act 1969
 Theft Act 1968
 Tobacco Advertising and Promotion Act 2002
 Tobacco Products Duty Act 1979
 Trade Descriptions Act 1968

Deleted: Petroleum (Consolidation)
 Act 1928¶
 Petroleum (Transfer of Licences) Act
 1936¶

Trade Marks Act 1994
 Unsolicited Goods and Services Act 1971 and 1975
 Vehicles (Crime) Act 2001
 Video Recordings Act 1984 and 2010
 Violent Crime Reduction Act 2006
 Weights and Measures Act 1985

** Note: Financial Investigators are authorised by a body delegated under the Proceeds of Crime Act*

(b) The Environmental Health and Licensing Manager shall be authorised to enforce and administer the following primary legislation and any secondary legislation made there under and include any amending or updating the legislation set out below. This authorisation shall also apply to matters set out in the agreement between West Berkshire District Council by Wokingham Borough Council dated 10 January 2012.

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Environmental Health and Licensing

Animal Boarding Establishments Act 1963
 Berkshire Act 1980
 Breeding of Dogs Act 1973
 Breeding of Dogs Act 1991
 Building Act 1984
 Caravan Act 1968
 Caravan Act 1985
 Caravan Sites and Control of Development Act 1960-1985
 Chronically Sick and Disabled Persons Act 1970
 Cinema Act 1968-1985
 Clean Air Acts 1956-1993
 Clean Neighbourhoods and Environment Act 2005
 Control of Pollution Act 1974
 Crime and Disorder Act 1997
 Criminal Justice and Public Order Act 1994
 Dangerous Dogs Act 1991
 Dangerous Wild Animals Act 1976
 Disabled Persons Act 1981
 Dogs (Fouling of Land) Act 1996
 Environment Act 1995
 Environmental Protection Act 1990
 Factories Act 1961

Food Safety Act 1990
Gambling Act 2005
Guard Dogs Act 1975
Health and Safety at Work etc. Act 1974
Health Act 2006
Home Safety Act 1961
Housing Acts 1957, 1985, 1996, 2004
Housing Grants, Construction and Regeneration Act 1996
Land Compensation Act 1973
Late Night Refreshment Houses Act 1969
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Local Government Acts 1953-1989
Local Government and Housing Act 1989
National Assistance (Amendment) Act 1951
National Assistance Act 1948
Noise Act 1996
Noise and Statutory Nuisance Act 1993
Offices, Shops and Railway Premises Act 1963
Pesticides Act 1996
Pet Animals Act 1951
Pollution, Prevention and Control Act 1999
Prevention of Damage by Pests Act 1949
Private Hire Vehicles (Carriage of Guide Dogs etc.) Act 2002
Public Health (Control of Disease) Act 1984
Public Health Acts 1936, 1961
Radioactive Substances Act 1993
Rag Flock Act 1961
Regulation of Investigatory Powers Act 2000
Riding Establishments Act 1964/1970
Scrap Metal Dealers Act 1964/ 2013
Safety of Sports Grounds Act 1975
Slaughter of Poultry Act 1967
Slaughterhouses Act 1974
Sunday Trading Act 1994

Theatres Act 1968

Town Police Clauses Acts 1847-1889

Transport Act 1980

Water Acts 1945-1989

Water Industries Act 1991

Zoo Licensing Act 1981

- (c) *The Waste Manager shall be authorised to enforce and administer the following primary legislation and any secondary legislation made thereunder and this includes any amendments to or updating of the legislation set out below:*

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Anti Social Behaviour Act 2003

Anti-social Behaviour, Crime and Policing Act 2014

Clean Neighbourhoods and Environment Act 2005

Control Of Pollution Act 1974

Control of Pollution (Amendment) Act 1989

Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

Environment Act 1995

Environmental Protection Act 1990

European Communities Act 1972

Refuse Disposal (Amenity) Act 1978

Waste (Household Waste Duty of Care) (England and Wales) Regulations 2005

3.15.4 Culture General

- To grant a licence and associated consents for the annual Michaelmas Fair.
- Local Government (Miscellaneous Provisions) Act 1982, Section 41 - Action considered appropriate in relation to property found in buildings or premises administered by Cultural and Environmental Protection Services.
- Letting of recreation facilities and premises (also Head of Planning and Countryside).
- Admission and exclusion of public to recreation facilities and premises (also Head of Planning and Countryside).
- Acquisition of items under Museum acquisition scheme.
- Administer Archive Service on behalf of all six Unitary Authorities in Berkshire.
- To act in conformity with the Public Libraries and Museums Act 1964, as amended, and the Local Government and Housing Act 1989 and the policies of the Council.

Deleted: <#>Clean Neighbourhoods and Environment Act 2005¶
To exercise powers in relation to the Clean Neighbourhoods and Environment Act 2005.¶

- To manage public libraries in conformity with the Public Libraries and Museums Act 1964 (as amended) and the Local Government and Housing Act 1989 and the policies of the Council

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3.15.5 Anti Social Behaviour, Crime and Policy Act 2014

The Head of Culture and Environmental Protection, in consultation with the Head of Legal Services, be authorised to serve Community Protection Notices in accordance with Part 4 of the Anti Social Behaviour, Crime and Policing Act 2014.

3.16 Head of Education Services

3.16.1 General

The Head of Education Services shall be authorised to exercise the powers and duties of the Council under the following primary legislation and any secondary legislation made there under and including any amending or updating to this legislation:

Education Act 1962

Further Education Act 1985

Education Reform Act 1988

Further and Higher Education Act 1992

Education Act 1996

School Inspections Act 1996

Education Act 1997

School Standards and Framework Act 1998

Special Educational Needs and Disability Act 2001

Education Act 2002

Education Act 2005

Education and Inspections Act 2006

Education and Skills Act 2008

Apprenticeships, Skills, Children and Learning Act 2009

[Education \(Schools \) Act 1992](#)

[Learning and Skills Act 2000](#)

[Further Education and Training Act 2007](#)

[Special Educational Needs \(Information \) Act 2008](#)

[Academies Act 2010](#)

[Equalities Act 2010](#)

[Education Act 2011](#)

[Children and Families Act 2014](#)

3.16.2 Admissions

- To consult annually with governing bodies about admission arrangements as required by the School Admission Code issued under Section 88 of the School Standards and Framework Act 1998.
- To keep Admission Numbers under review and to implement any necessary changes, where these are agreed by the governing body.
- To respond to any proposals from governing bodies to increase Admission Numbers.
- To set admission limits which exceed the Admission Number where this is considered necessary.
- To administer arrangements for admissions to nursery schools and classes in accordance with policies agreed by the Local Education Authority.
- To administer arrangements for the admission of individual pupils to primary and secondary schools including designated catchment areas and other relevant factors and to present the case on behalf of the Authority to admission appeal panels.

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3.16.3 Attendance at School

- To ensure that appropriate transport arrangements are made in accordance with the Authority's Home to School Transport Policy and Post-16 Statement.
- To authorise home to school transport outside existing policy, in exceptional circumstances through the Stage 1 Appeal process.
- To exercise the powers and duties of the Authority in respect of children excluded from school and to make arrangements for the continuing education of pupils who are excluded or otherwise unable to attend school.
- To authorise any proceedings necessary to enforce legal action relating to the non-attendance of pupils at school, or education other than at school.
- To undertake the powers and duties of the Authority under Section 36 of the Children Act 1989 regarding Education Supervision Orders.

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3.16.4 Special Educational Needs (SEN)

- To arrange for children to be assessed in accordance with the requirements of the Children and Families Act 2014 to determine the special educational provision which should be made for them and to maintain and review statements of special educational need and Education and Health and Care Plans in accordance with any regulations concerning these.
- To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs.
- To ensure that the requirements of any statutory Codes of Practice, or other regulations are complied with.
- To determine and authorise the payment of fees and expenses at schools where fees are payable, in accordance with the policy of the Council.
- To determine applications for assistance towards home to school transport costs for Children with SEN within the Council's approved scheme.

Deleted: <#>To consult annually on admission arrangements prior to determination as required by Section 88(e) of the SSFA (School Standards and Framework Act) 1998.¶

Deleted: Education Act 1996

Deleted: boarding awards, grants towards tuition

Deleted: major and further education awards, maintenance allowances and tuition fees for correspondence courses and requests for the refund of grants

Deleted: travelling expenses from further education students over the age of 21 who apply on grounds of hardship

3.16.5 School Term Dates

In the case of the Local Authority (LA), Voluntary Controlled and Special Schools, including residential schools, to propose school term dates after consultation with the Education Management Advisory Board.

Deleted: <#>To approve the payment of recoupment charges for pupils and students at out of District establishments.¶

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Deleted: Consultative Panel for Teachers

3.16.6 Name of School

To approve the name of a school proposed by the governors.

3.16.7 Curriculum

- To provide on behalf of the Authority any information which the Secretary of State may by regulation require.

Deleted: <#>In accordance with arrangements approved by the Secretary of State under Section 409 of the Education Act 1996, to investigate complaints concerning alleged failures of schools to comply with the LEA's curriculum policy statement and the National Curriculum, including the requirements for religious education and collective worship.¶
<#>To determine whether application should be made to the Secretary of State to direct that an LEA-maintained school be authorised to conduct curriculum experiments outside the National Curriculum.¶

3.16.8 Staffing – in respect of Nursery Schools

- To advise the Governing Body and/or the Selection Panel as to the shortlisting of candidates for Headship in accordance with the provisions of the Education Act 1996.
- Subject to the Articles of Government and the disciplinary procedures applicable in each specific case, to authorise disciplinary action as appropriate.

3.16.9 Staffing – in respect of Maintained Primary, Secondary and Special Schools

- To appoint persons elected by Governing Bodies to fill vacant posts in schools, unless the person so recommended does not meet the staff qualification requirements applicable to the appointment.
- In the case of Aided and Foundation Schools, to exercise any advisory rights relating to the appointment of Headteachers, Deputy Headteachers or other teaching or ancillary staff conferred by agreement or legislation.
- To nominate persons for consideration to fill vacancies in other teaching posts in schools where Governing Bodies have notified their intention to fill those vacancies unless thus is redeployment issues for redundancies.
- To appoint persons selected by Governing Bodies as their Clerks.
- To implement decisions of Governing Bodies of schools relating to the determination of potential dismissals and any subsequent appeals against such dismissals which are in the Authority's power to determine.

Deleted: <#>To make arrangements for all other staffing appointments, subject to the provision of the Articles of Government.¶

Deleted: <#>To approve appointments for additional teaching staff and to grant special allowances within the scheme approved by the Council.¶
<#>To approve applications for leave of absence for teachers to attend courses exceeding three months.¶

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3.16.10 All Educational Establishments

To exercise the powers and duties under the The Education (School Teachers' Appraisal) (England) Regulations 2012.

Deleted: To exercise the powers of the Local Education Authority in respect of the Licensed Teacher Scheme.¶

3.16.11 Finance

- To design and keep under review the Authority's Scheme of Delegation in accordance with the Authority's policies and any statutory requirements.
- To approve loans for any education project within the policy of the Council which provides for loans.
- To determine applications for financial assistance from staff in accordance with any schemes approved by the Council.

Deleted: Education (School Teacher Appraisal) (England) Regulations 2000.

- Acceptance of tenders and authority to sign, or authorise the sealing of contracts, for works and/or services for schools funded other than by the Council (or where the funding is in whole or in part passported through the Council).

3.16.12 Provision of Information Concerning Individual Performance of Pupils

- In accordance with Section 537 of the Education Act 1996, to provide performance information as specified.
- In accordance with Section 38 of the Education Act 1997, to provide such information to the Chief Inspector as may be prescribed.

3.16.13 Governance

- Appointment of local education authority governors: in accordance with Section 19 of the Education Act 2002 and relevant regulations to appoint and dismiss local education authority governors.
- Training and support of governors: in accordance with Section 22 of the Education Act 2002, to provide information for governors and necessary training.

3.16.14 Miscellaneous

- In accordance with School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013, to make significant changes to maintained schools (e.g. expansion), establishing new provision and school closure.
- In accordance with the academy/free school presumption, to establish new schools.
- To approve instruments of Government for all LEA maintained schools in the District in the future and to review or vary such instruments of Government (including nursery schools) as may be required by the Governors or the LEA.
- To make provision for the day-care of pre-school children and provision for out-of-school and holiday care and activities as appropriate in accordance with the duties and powers of the Council under Section 18 of the Children Act 1989.
- To approve minor amendments to the Council's Code of Conduct regarding the use of Fixed Penalty Notices for school non-attendance.

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Deleted: <#>To establish, alter or discontinue any LEA maintained school in accordance with the SSFA 1998.¶

Deleted: <#>To consider and determine a complaint (not falling within 3.15.7 above) made against a LEA maintained school following conclusion of the School's complaints procedures. ¶

3.16.15 Post 16 Years - Education and Training provision

To exercise the powers and duties of the Council under the Apprenticeships, Skills, Children and Learning Act 2009 acting in conjunction with the Head of Service (Adult Social Care) and/or the Head of Children's Services as and when appropriate

3.17 Head of Public Health and Wellbeing

3.17.1 General

The Director of Public Health, working through the Head of Public Health and Wellbeing, has delegated authority for those matters which they are

required to be responsible for under the National Health Service Act 2006 (as amended by the Health and Social care Act 2012).

3.17.2 Health of the Population

The duty imposed upon the Council to “take such steps as it considers appropriate for improving the health of the people of its area”.

3.17.3 General

Any public health functions of the Secretary of State which he requires local authorities to discharge on his/her behalf.

3.17.4 Dental Health

Dental health functions for which the Council has responsibility

3.17.5 Health of Prisoners

The duty to co-operate with the prison service to secure and maintain the health of prisoners.

3.17.6 Weight Measurement and Children's Sexual Health Service

The Council's duties set out in Schedule 1 of the National Health Act 2006, which include medical inspection of pupils including the weighing and measuring of pupils and the provision of children sexual health services.

3.17.7 Violent Offenders

Arrangements for assessing the risks posed by violent and sexual offenders.

3.17.8 Health Protection

To include the provision of screening and immunisation programmes, sexual health services, infectious disease control and emergency planning.

3.17.9 Health Improvement

To include children's public health, adult healthy lifestyles (drug and alcohol misuse, campaigns to prevent cancer and long term conditions, dental public health and local initiatives to reduce deaths as a result of seasonal mortality) and the wider determinants of public health such as housing, planning, and education.

3.17.10 Health Care Public Health

The provision of specialist public health advice to Clinical Commissioning Groups (CCGs) in the following areas which will be the subject of the “core offer”:

- (a) production of the Joint Strategic Needs Assessment;
- (b) reviewing service provision and providing advice to CCGs to reduce health inequalities;
- (c) advising Clinical Commissioning Groups on priorities based on appropriate data; and

- (d) procuring services and advising on the cost effectiveness of interventions.

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