

# Notice of Meeting

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## Scrutiny Commission

**Tuesday, 20 June 2023 at 6.30pm**  
in Council Chamber Council Offices  
Market Street Newbury

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Date of despatch of Agenda: Monday, 12 June 2023

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Gordon Oliver on (01635) 519486  
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## Agenda - Scrutiny Commission to be held on Tuesday, 20 June 2023 (continued)

<b>To:</b>	Councillors Carolyne Culver (Chairman), Dominic Boeck (Vice-Chairman), Antony Amirtharaj, Paul Dick, Ross Mackinnon, Geoff Mayes, Erik Pattenden, Justin Pemberton and Christopher Read
<b>Substitutes:</b>	Councillors Jeremy Cottam, Billy Drummond, Stuart Gourley, David Marsh, Richard Somner, Joanne Stewart and Howard Woollaston
<b>Other Members invited:</b>	Councillors Adrian Abbs, Jeff Brooks, Iain Cottingham, Lee Dillon, Denise Gaines, Janine Lewis, Alan Macro, Erik Pattenden and Tony Vickers

# Agenda

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## Agenda - Scrutiny Commission to be held on Tuesday, 20 June 2023 (continued)

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Sarah Clarke  
Service Director Strategy and Commissioning

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# Agenda Item 1.

Scrutiny Commission – 20 June 2023

## **Item 1 – Apologies**

Verbal Item

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## DRAFT

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

### OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

#### MINUTES OF THE MEETING HELD ON TUESDAY, 7 MARCH 2023

**Councillors Present:** Alan Law (Chairman), Adrian Abbs (Vice-Chairman), Dennis Benneyworth (substitute for Graham Pask), James Cole, Tony Linden, Steve Masters, Biyi Oloko and Tony Vickers

**Councillors Attending Remotely:** Carolyne Culver, Tom Marino (Executive Portfolio: Internal Governance and Strategic Partnerships), and Howard Woollaston (Executive Portfolio: Housing, Leisure and Culture).

**Also Present:** Nigel Lynn (Chief Executive), Paul Coe (Interim Executive Director – People), Joseph Holmes (Executive Director - Resources), Clare Lawrence (Executive Director - Place), Eric Owens (Service Director - Development & Regulation), April Peberdy (Acting Service Director - Communities and Wellbeing), Felicity Harrison (Acting Culture and Libraries Manager), Katharine Makant (Economy Manager) and Gordon Oliver (Democratic Services)

**Apologies for inability to attend the meeting:** Councillor Jeff Brooks, Councillor Graham Pask and Councillor Lynne Doherty

#### PART I

##### 43. Minutes

The Minutes of the meeting held on 29 November 2022 were approved as a true and correct record and signed by the Chairman.

##### 44. Actions from previous Minutes

Members noted the updates on actions from the previous Minutes.

It was noted that updates were still awaited for actions 67, 70 and 75.

The inclusion of the agency spend tables in the quarterly revenue reports was welcomed (Action 81).

Progress on Action 79 was noted and further information was sought.

**Action: Economic Development Team to provide a list of the top employers in the district for the next Scrutiny Commission meeting.**

##### 45. Declarations of Interest

There were no declarations of interest received.

##### 46. Petitions

There were no petitions to be received at the meeting.

#### 47. **Thames Valley Berkshire Local Enterprise Partnership Review**

Katharine Makant (Economy Manager) presented a report concerning the Thames Valley Berkshire Local Enterprise Partnership (Agenda Item 6).

It was noted that Alison Webster (Chief Executive of the Local Enterprise Partnership (LEP)) was unable to make the meeting, but had provided additional information, which would be circulated.

**Action: Circulate additional information to OSMC Members after the meeting.**

The following points were raised in the debate:

- Members noted that the LEP was still doing useful work and asked about its future. It was explained that options were being considered, but discussions were still at the early stages – these would take account of the Government's views about the future role for LEPs.
- It was highlighted that an OSMC Member who had been a substitute on the Local Transport Board for four years, but had not received meeting papers and had not been given the opportunity to attend meetings.
- It was suggested that there was still a need for work to take place at a county level.
- Members asked about how successful the LEP had been in leveraging private sector investment. Officers did not have the figures to hand, but offered to provide these after the meeting. It was suggested that most of the funding had been from public sources.
- It was noted that there were references to European funding in the report – officers confirmed that these related to legacy expenditure, and there would be no new projects supported by EU funding.
- Officers were asked about future funding devolution and the return to individual local authorities submitting competitive bids. Officers indicated that they would do their best for the Council in whatever system was in place. While a bid to the Levelling Up Fund had failed, a bid to the Shared Prosperity Fund had been successful.
- It was noted that the LEP had been effective at lobbying on behalf of the Berkshire local authorities and this was more efficient than individual local authorities working alone. Members asked for details of costs incurred. It was explained that requests would have to be made to other local authorities to give an accurate picture, but officers were in no doubt that the LEP model was more efficient.
- A question was asked about inward investment secured through the Berkshire Prospectus. It was confirmed that there had been no direct approaches as a result of the prospectus, but projects had also been promoted by the individual local authorities. The Newbury Masterplan was underway and funding had been secured for the Newbury Active Travel Scheme. Shared Prosperity funding had also been secured to work up an investment strategy for Whole Estate Plans.
- Members noted that the LEP was not politically proportional, and it was suggested that all Members should have had an opportunity to comment on the future of the LEP at an earlier stage. Officers highlighted that the letter from the Minister had indicated that LEPs would be expected to work more closely with local authorities than they had in the past. The LEP had been set up in such a way that the majority of seats were given to businesses, but this was expected to change in future. Members suggested that the current model did not seem to be working effectively.



## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 MARCH 2023 - MINUTES

- It was suggested that Members would welcome the ability to access meeting papers and to know more about the LEP and its operations.
- Members queried why it was difficult to assess the impacts of the Berkshire Opportunities project. This was because employment / training opportunities were open to all, so it was difficult to work out how many West Berkshire residents had benefited, but officers offered to go back to the LEP for more information.
- A question was asked about funding for Hungerford Town Centre. Officers confirmed that strategies were being developed for Hungerford and Thatcham Town Centre Strategies. Once these were agreed, the Council would be able to start bidding for funding for projects.
- It was suggested that there should be Member development sessions on the LEP to raise awareness and seek input.
- Members asked why Career Hubs were not provided at all West Berkshire secondary schools. It was suggested that this may be because some schools had chosen not to be part of the network, but officers offered to find out more from colleagues in Education.

*(During the course of the debate, Councillor Biyi Oloko declared a personal interest in Agenda item 6 by virtue of the fact that he had been involved with a start-up accelerator that had been in contact with the LEP. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).*

- Members asked about the key performance indicators (KPIs) that had been set for the LEP. Officers were not aware of KPIs, but highlighted that the returns on investment were far greater than the Council's £10,000 annual contribution. Members suggested that this should be considered in future.
- There was some discussion about how decisions were made and the efficiency of the process of allocating funds. It was suggested that there should be more coordinated push-back against proposed changes.
- It was noted that the LEP was a powerful lobbying organisation, but it could not compete with larger, regional development agencies. Members suggested that there was a need to continue to ensure alignment with other organisations such as Chambers of Commerce and the Federation of Small Businesses. Officers explained that future plans for the LEPs had not been confirmed by the Government. LEPs were still being funded, albeit at around 50% of previous levels, but they were in flux and waiting for further announcements.
- It was noted that some areas (e.g. Buckinghamshire Council) had set up Growth / Prosperity Boards. These allowed for more democratic decision-making and for larger businesses to be involved.
- There had been meetings of local authority Chief Executives and Place Directors to look at future ways of working. It was expected that there would be more announcements from the Government later this year.
- A key risk for the Berkshire local authorities was that they may need to expand their Economic Development Teams to replicate the LEP's functions.
- Members suggested that officers should be stronger in lobbying for the changes they wanted to see.
- It was suggested that Members would welcome anything that made for more democratic decision making at a local level.

**Actions:**

- **Officers to provide an indication of the level of private sector investment that had been secured by the LEP.**
- **Officers to identify what information could be provided for the Berkshire Opportunities service (e.g. number of web page hits from users in West Berkshire).**
- **Officers to confirm why some schools did not have Career Hubs.**
- **Officers to consider what KPIs would be appropriate for the LEP.**

**48. Customer Journey Task and Finish Group - Final Report**

Councillor James Cole presented the Customer Journey Task and Finish Group report (Agenda Item 7).

The following points were raised in the debate:

- Members raised an issue with customers being able to find the Council's main telephone number on the website and pointed out that some people still needed to use the phone or needed an urgent response. It was noted that it was easier to find the Council's number through a Google search than on the Council's own website.
- The Task Group was commended for its report and Members asked where it would go next. It was confirmed that the report would go to Executive. The report contained 42 recommendations, of which 14 were a high priority.
- Members suggested that there was an ongoing need to consider the customer journey. Although it would be up to the administration to set up the appropriate groups to coordinate this, the Scrutiny Commission could look at this again in future to see what had changed.
- Councillor James Cole was praised for his role in chairing the Task and Finish Group and the other Members were thanked for their contributions.
- Members stressed that recommendations given a medium priority ranking should not be forgotten. It was suggested that quick wins should be identified for early implementation to give confidence that changes were being made.
- It was suggested that any new IT systems should be subjected to extensive beta testing before going live.
- Officers highlighted that the customer journey was never perfect. Although the Council generally provided good service, there were pockets of poor performance that needed to be addressed, but significant steps had been made in the right direction:
  - The Customer Charter had been approved.
  - A Planning Customer Charter would be going to Planning Advisory Group for consideration.
  - Training would be provided for officers on customer care.
  - The website was constantly being updated and improved.
  - It was recognised that some services needed to be transformed in order to improve efficiency – a report to Full Council would set out how resources would be provided to facilitate that.
- It was confirmed that an action plan would be developed on the back of the report's recommendations.

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- It was noted that the terms of reference were very wide and Members were reminded of some of the reasons for this. In particular, the Task Group had been asked to consider emerging issues affecting the Out of Hours service. An interim report had been presented to OSMC, which had focused on that aspect. The remainder of the terms of reference related to office hours services.
- Members were pleased that a customer charter had been adopted, since this helped to secure employee buy-in to improvements.
- It was highlighted that certain officers had complained about the depth of the analysis undertaken by the Task Group, but Members considered that this was the role of scrutiny.
- Following the May 2023 election, the new administration would be asked to consider and implement the recommendations. It was suggested that OSMC should review progress after March 2024.
- Members acknowledged that the Council's performance was good compared to other local authorities, but stressed that there was still room for improvement.
- It was noted that the report had highlighted issues with the Task and Finish Group achieving a quorum with just four Members. However, increasing the size of Task and Finish Groups to six members would be unworkable if two reviews were undertaken in parallel.

### **RESOLVED** to:

- a) refer the Customer Journey Task and Finish Group's recommendations to Executive for consideration; and
- b) agree that the Overview and Scrutiny Management Commission keeps the issue of the Customer Journey under review, with reference to the work of the Customer First Programme Board (or its successor), and invites annual updates on progress in implementing the report's recommendations.

## **49. Libraries Review**

Felicity Harrison (Acting Culture and Libraries Manager) presented the report on the Libraries Review (Agenda Item 8).

Councillor Howard Woollaston was invited to comment as Executive Portfolio Holder for Housing, Leisure and Culture. He acknowledged the work of the Culture and Libraries Manager and thanked the volunteers who worked in the libraries. He stressed that the Council was committed to maintaining and expanding the libraries service, but acknowledged that there were funding issues and the challenging financial environment. The Peer Review had been very supportive. A gap in the north of the district needed to be addressed, and there was a commitment of £1.2 million in the budget to replace Thatcham Library, which was too small and in the wrong location. The mobile library was at the end of its useful life and the aspiration was to replace this with an electric vehicle.

The following points were raised in the debate:

- Usage trends were queried, since the number of visits had decreased, but the number of items borrowed had been stable and the number of website visits had increased. Officers confirmed that library loans were up 19% compared to pre-pandemic levels, but visitor numbers were still below pre-pandemic levels. New members were also up by 19%. A key factor was that online usage had increased during the pandemic and had remained high. Visitor numbers were still slowly recovering.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 MARCH 2023 - MINUTES

- Members asked if people were spending more time in the libraries due to the rising cost of living. It was confirmed that the libraries had been designated as warm hubs and post-Christmas messaging had focused on how the libraries were warm and welcoming and provided a free service. The service was also trying to link with community cafés across the district, such as the one at Speen.
- A question was asked about how the funding shortfall from town / parish councils would be addressed. It was confirmed that the budget shortfall was £150,000. Initially, town / parish councils had contributed around £90,000, but that had reduced over time. Some were contributing more than the suggested £1 per head of population. It was suggested that further liaison was needed to understand what town / parish councils wanted from the service. It was noted that the level of service was currently the same regardless of whether or not local contributions were made, but this may not be sustainable in future.
- It was suggested that parish councils didn't have funds to spare. From a user's perspective, it didn't matter where the funds came from and there would be a precept levied from one or other party to cover the costs.
- It was noted that West Berkshire Council had a legal responsibility to provide a libraries service, but this was only to provide a central library. Providing more than the minimum service required additional funds and volunteers.
- Members highlighted the use of old data in the report. It was explained that the data was current when the report had originally been written.
- A question was asked about whether the Libraries Service derived any income from new uses such as community cafés. It was confirmed that there was no additional income, but the service benefited from additional customers coming into the libraries.
- Member asked about the differences between 'priorities', 'review recommendations' and 'opportunities for future investment', and it was suggested that these should be aligned. Also, it was suggested that these should have timelines.
- Members asked about the granularity of user data and whether this could be used to predict how the service would change in future. It was confirmed that more people were using e-library functions. Also, usage of the physical buildings was changing, e.g. using Wi-Fi, using computers, attending craft and chat groups, attending rhyme time sessions, etc.
- A question was asked about staff training and whether staff had the skills to facilitate to help users to make the most of the services available. It was confirmed that staff were constantly being upskilled, but some individuals found the technical side more challenging. However, the service had a Digital Services Officer and specialist IT volunteers to support customers. It was highlighted that customers sometimes asked for help with using their own IT equipment. Also, extensive training had been provided for staff on the new libraries app.
- Members asked if there was scope to change mobile libraries stops to tie in with other regular local events. It was confirmed that stops were constantly being monitored and reviewed. For example the Speen stop had moved from a sheltered housing site to a community café. Use of the mobile libraries service was declining and alternatives were being considered, such as through the at-home service, or pop-up libraries in village halls.
- It was highlighted that the Hungerford Library had been taken on by a local charity and Members asked if there was scope to use this model elsewhere. Officers agreed

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that the model worked well and was a win-win situation and they were looking at introducing it in other parts of the district.

- It was noted that the charity had been billed for business rates when they had started to sell items from a spare room at the library. Officers confirmed that this issue had been resolved.
- Members asked whether there would be an issue with borrowers not returning books if fines were abolished and whether a points system would be needed for persistent offenders. Officers confirmed that library fines were a known barrier to library usage. Around 40 local authorities had abolished them already and there had been no issue with people failing to return books.
- It was suggested that data should be up to date and that decisions should not be made on data from abnormal conditions, such as the Covid pandemic or the current cost of living situation.
- Members queried whether the financial summary was showing that cuts were proposed. It was confirmed that the figures related to reduced running costs and that no cuts were proposed.
- It was suggested that before the report went to the Executive, the Library Review's recommendations should be developed into a draft vision / charter. It was noted that aspirations would be constrained by finances, so the next step after preparing a strategy would be to agree a budget for implementation. Members also suggested that the data in the report should be updated.

### **Actions:**

- **Consult with town / parish councils to understand what they wanted from the service**
- **Ensure that 'priorities', 'review recommendations' and 'opportunities for future investment are aligned and that targets are set.**
- **Libraries report to be updated before submitting it to the Executive.**

## **50. Fees and Charges Task and Finish Group - Final Report**

Councillor Tony Linden presented the Fees and Charges Task and Finish Group report (Agenda Item 9).

The following points were raised in the debate:

- The Task Group felt that it was important to consider Shaw House as part of a future scrutiny review to explore opportunities to maximise revenue, but also the social value delivered. It was noted that citizenship ceremonies were held there and the venue was well-liked.
- There was discussion about payment for parking. It was suggested that contactless payment should be prioritised over apps that charged additional fees. It was recognised that while cash was still important for some people, most people had a smart phone and cash collections cost money. Most local authorities were working towards cashless operations.
- In relation to Leisure services, it was noted that the Council was about to appoint a new contractor for a term of 10 years, with the option to extend this by another 5 years. Officers indicated that local authorities were moving away from controlling charges for individual services, with more freedom given to operators. It was noted

## OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 MARCH 2023 - MINUTES

that operators were mostly charitable trusts, which could not operate at a loss. Members indicated that the Council may still wish to subsidise some services.

- Members felt that the report's recommendations were good guidance. In particular, the recommendations for additional information to be provided in the budget papers was welcomed.

**RESOLVED** to refer the Fees and Charges Task and Finish Group's recommendations to Executive for consideration.

### 51. Covid and Recovery Task and Finish Group - Draft Terms of Reference

Gordon Oliver (Principal Policy Officer) presented the draft Terms of Reference for the Covid and Recovery Task and Finish Group (Agenda Item 10).

It was noted that the review would be undertaken following the May elections, and the membership of the Task Group would be decided later.

It was noted that OSMC had received a report on Covid and recovery back in October 2021, but Members had felt that there had not been a sufficiently qualitative flavour to the report and had asked for a task group to be set up to look at the impacts on residents, businesses and service users. The draft terms of reference took these points into account.

It was highlighted that the review had been pushed back by delays to the preceding reviews. As a result, the review would take place some considerable time after the Covid response had concluded. Also, some of the key officers who had been involved in coordinating the response had since left the Council. This would make it more challenging to dig into the details. In addition, the national Covid inquiry was underway and West Berkshire Council was providing evidence to that.

Points highlighted in the debate included:

- Members recognised that some officers had moved on, but felt that the Task Group should work with the information available. It was suggested that ex-officers / Members could be invited to give evidence, but they could not be compelled to do so.
- It was suggested that residents and town / parish council should be invited to take part and should be added to the list of witnesses, although it was recognised that this would add to the complexity of the review.
- Members recognised that it was easy to pick holes in what happened after the event, but it was important to recognise the urgency of the response.
- It was suggested that the review should make reference to the national survey and the mixed-messages that came from central government.
- Members highlighted that while the national review would seek to apportion blame, this should not be the focus of the local review, which should look at improving understanding and identifying what could be done differently in future.
- It was agreed that the Task Group should be time limited and the review should be completed within six months and that the review should not consider the national response.
- Members stressed the importance of talking to residents, businesses and service users, as well as representative bodies and relevant charities and community groups. Suggested witnesses included; Chris Boulton from Greenham Trust, Garry Poulson from the Volunteer Centre, and James Wilcox from the Fair Close Centre.

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- It was suggested that involving town / parish council would help to identify voluntary groups that had been involved in the response.
- Members asked that the desired outcomes be tightened by asking for recommendations rather than findings.

### **Actions:**

- **Add residents and town / parish councils to the list of witnesses.**
- **Set a time limit of six months for the review.**
- **Amend the terms of reference to exclude the national response.**
- **Add Greenham Trust, Volunteer Centre West Berkshire and Fair Close Centre to the list of organisations invited to give evidence.**
- **Replaced ‘findings’ with ‘recommendations’ in the desired outcomes for the review.**

### **52. Revenue Financial Performance Report Quarter Three 2022/23**

Joseph Holmes (Executive Director – Resources) presented the Revenue Financial Performance Report for Quarter Three 2022/23 (Agenda Item 11).

The following points were raised in the debate:

- Members expressed disappointment that the report had not come to OSMC before it had gone to Executive. However, it was noted that there were just 31 days between the end of the quarter and the Executive meeting. The budget meeting would have to be pushed back in order to allow OSMC to comment on the draft report.
- A point was made in relation to the graph on page 298 of the agenda papers (Adult Social Care – Annualised Client Numbers for Long Term Services), which was difficult to interpret, although it was accepted that there was some explanation in the text. Officers agreed to try and improve / simplify the graph.
- Also, clarification was sought regarding differences between modelled and actual social care expenditure. It was noted that a previous scrutiny review had found that there could be marked differences as a result of a small number of new service users with high care needs. Officers observed that client numbers had recovered to pre-Covid levels. It was suggested that a subsequent scrutiny review of the modelling may be appropriate.
- The inclusion of the table on agency staff expenditure was welcomed, but Members felt that the level of spend was too high. It was suggested that agency spend could be a possible topic for a future scrutiny review.

**Action: Officers to review the graph for Adult Social Care – Annualised Client Numbers for Long Term Services.**

### **53. Capital Financial Performance Report Quarter Three 2022/23**

Joseph Holmes (Executive Director – Resources) presented the Capital Financial Performance Report for Quarter Three 2022/23 (Agenda Item 12).

Members had no comments on this report.

#### 54. Health Scrutiny Committee Update

OSMC received a verbal update from Councillor Tony Linden on the work of the Health Scrutiny Committee (Agenda Item 13).

In December, the Health Scrutiny Committee met to review stammer services at Berkshire Healthcare NHS Foundation Trust, and dentistry services. There were also updates from the Integrated Care Board (ICB) and Healthwatch West Berkshire.

Items for the next Health Scrutiny Committee meeting on 14 March 2023 included:

- Pharmacy provision
- An update on the Royal Berkshire Hospital Redevelopment Programme and
- An update from South Central Ambulance Service on their improvement programme and current performance.

The Buckinghamshire, Oxfordshire and Berkshire West Joint Health Overview and Scrutiny Committee (JHOSC) met on 25 January at Buckinghamshire County Council. The BOB Integrated Care Partnership Strategy was discussed. There has been follow up feedback from the JHOSC to the ICP on the Strategy.

There had been ongoing work with two task groups:

- The Continuing Healthcare (CHC) task group, chaired by Councillor Alan Macro, had met to discuss the transformation programme and activities following the Peer Review of CHC in July 2022. Since the transformation programme would be very thorough and in depth, it has been agreed to discontinue the task group and for CHC to be a substantial item on the work programme for the next municipal year when the Committee could review the progress made by the transformation programme.
- The second task group was looking at Healthcare Provisions in New Developments. The work programme had been agreed and the first main item the task group would look at was the protocol between West Berkshire Council and Healthcare providers.

#### 55. West Berkshire Council Forward Plan January to April 2023

The Commission considered the West Berkshire Forward Plan (Agenda Item 14) for the period covering January to April 2023.

It was noted that the Forward Plan was limited in scope as the administration was approaching the end of its four year term.

It was highlighted the Forward Plan still referred to Shiraz Sheikh, who had left the Council.

**Action: Officers to update the Forward Plan template.**

Members had no further comments in relation to the Forward Plan.

#### 56. Overview and Scrutiny Management Commission Work Programme

The Commission considered its work programme for the 2023/24 municipal year. Although items were proposed for the June meeting, the broader work programme would be left to the new Scrutiny Commission to agree post-May.

In closing the meeting, the Chairman made the following observations:

- He had been Chairman for five years.
- The role included aspects of gamekeeper and poacher.



**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 7 MARCH 2023 - MINUTES**

- Scrutiny had three core themes:
  - Council effectiveness
  - Partnership effectiveness
  - Policy effectiveness
- He felt that scrutiny had not been allocated sufficient resources – there used to be two scrutiny officers and this level of staff resource was necessary to be able to run two scrutiny reviews in parallel.
- Some officers had complained that OSMC Members were asking too many questions, but they had the right to do so.
- Call-ins were different to other types of scrutiny and were political in nature – these should be the subject of separate meetings and should be chaired by an independent person to address concerns that the Chairman was not impartial.
- OSMC needed to have a 12-18 month view of the Executive’s Forward Plan in order to plan their work programme.

Members thanked the Chairman for his service. Support was expressed for the proposal to have an independent chairman for call-ins.

Councillor Tony Linden expressed his thanks for being given the Chairmanship of the Fees and Charges Task Group.

*(The meeting commenced at 6.31 pm and closed at 9.22 pm)*

**CHAIRMAN** .....

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

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

**SCRUTINY COMMISSION**

**MINUTES OF THE MEETING HELD ON  
THURSDAY, 25 MAY 2023**

**Councillors Present:** Antony Amirtharaj, Dominic Boeck, Carlyne Culver, Paul Dick, Ross Mackinnon, Geoff Mayes, Erik Pattenden, Justin Pemberton and Christopher Read

**Also Present:** Sarah Clarke (Monitoring Officer) and David Cook (Principal Democratic Services Officer)

**Apologies for inability to attend the meeting:** None Received.

**PART I**

**1. Election of Chairman**

**RESOLVED** that Councillor Carlyne Culver be elected Chairman of the Overview and Scrutiny Management Commission for the 2023/2024 Municipal Year.

**2. Election of Vice-Chairman**

**RESOLVED** that Councillor Dominic Boeck be appointed as Vice Chairman for the Municipal Year 2023/2024.

*(The meeting commenced at 7.58 pm and closed at 8.00 pm)*

**CHAIRMAN** .....

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

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**Actions arising from previous Meetings**

Members are requested to consider the following list of actions and note the updates provided.

Ref No:	Date	Item/Action	Member/Officer	Comments/Update
67	06/09/2022	<b>Thames Water Activities:</b> Contact Councillor Steve Ardagh-Walter and Jon Winstanley to arrange a meeting regarding the Thatcham Flood Alleviation Scheme	Richard Aylard / Nikki Hines	<b>Complete (07/06/23)</b> - Thames Water has re-affirmed that they will not be contributing to the Thatcham Memorial Fields Flood Alleviation Scheme.
70	06/09/2022	<b>Thames Water Activities:</b> Arrange a meeting between Councillor Richard Somner and the Streetworks Team	Richard Aylard / Nikki Hines	<b>Complete (07/06/23)</b> - Several meetings have taken place between WBC Officers and Thames Water to discuss their performance and improvement.
75	06/09/2022	<b>Thames Water Activities:</b> West Berkshire Council to add its weight to lobby central government to enact the relevant legislation to remove the automatic right of developers to connect to the sewerage network.	Executive Portfolio Holder: Planning and Community Engagement / Eric Owens	<b>Complete (12/06/2023)</b> - The government announced earlier this year that they intend to enact Schedule 3 of the Flood and Water Management Act in 2024 (subject to consultation, which should be completed this year). Schedule 3 will remove the automatic right for developers to connect to the surface water sewage system. West Berkshire Council will respond to the consultation when issued. <a href="https://www.gov.uk/government/consultations/sustainable-drainage-systems-review">Sustainable drainage systems review - GOV.UK (www.gov.uk)</a>
79	06/09/2022	<b>Economic Development Strategy - Operational Review</b> Investigate the KPI for engagement with the top 10 employers in the district.	Katharine Makant	<b>In Progress</b> - The Council has worked to identify and engage with our largest employers through surveys, both the Chamber of Commerce Quarterly Economic Survey and through a survey we did of all business-rates payers in West Berkshire which was included in annual bills. This has had mixed results but we have identified some of our largest employers as Vodafone, AWE, NHS, Tesco, Sainsbury's, Stryker, Microfocus, and West Berkshire Council. The Council is looking to recruit a Business Investment Lead using the UK Shared Prosperity Fund. One of their key responsibilities will be to create relationships with our top local employers and key industries and supporting them in order to stimulate investment.
84	07/03/2023	<b>Thames Valley Berkshire LEP Review</b> Circulate additional information from Alison Webster to OSMC Members after the meeting	Katharine Makant	<b>Complete (20/03/2023)</b> Information circulated to Members via email.
85	07/03/2023	<b>Thames Valley Berkshire LEP Review</b> Provide an indication of the level of private sector investment secured by the LEP	Katharine Makant	<b>Complete (20/03/2023)</b> The LEP has secured £204 million of capital investment for Berkshire with more than 60% leveraged private sector investment of £125 million.
86	07/03/2023	<b>Thames Valley Berkshire LEP Review</b> Identify what information could be provided for the Berkshire Opportunities service	Katharine Makant	<b>Complete (27/03/2023)</b> Data has been provided in relation to visits to the Berkshire Opportunities website ( <b>see overleaf</b> ). Unfortunately, data is not currently available for West Berkshire residents only. Also, It should be noted that the information only relates to those users who accepted cookies.

**Actions arising from previous Meetings**

Members are requested to consider the following list of actions and note the updates provided.

Ref No:	Date	Item/Action	Member/Officer	Comments/Update
87	07/03/2023	<b>Thames Valley Berkshire LEP Review</b> Confirm why some secondary schools do not have Career Hubs	Katharine Makant	<b>Complete (17/03/2023)</b> Hubs build strategic partnerships across a defined geographical area. The CEC would not have the resources to cover all schools in Berkshire to become hubs. Schools can join a local hub without becoming one themselves.  We do have a West Berkshire Careers Coordinators Network, who are very active, and all schools, Newbury College and others are part of this.
88	07/03/2023	<b>Thames Valley Berkshire LEP Review</b> Consider what KPIs would be appropriate for the Thames Valley Berkshire LEP	Katharine Makant	<b>Outstanding</b> - The government is minded to withdraw central government support for LEPs from April 2024. DLUHC and the Department for Business and Trade are consulting on these proposals, before confirming a decision. The government will publish an updated policy position to confirm next steps by the summer. KPIs will be considered when the outcome of this decision is known.
89	07/03/2023	<b>Libraires Review</b> Consult with town / parish councils to understand what they wanted from the service	Felicity Harrison	<b>Outstanding</b> - awaiting a steer from the new Executive Portfolio Holder about how they would like to approach this.
90	07/03/2023	<b>Libraires Review</b> Ensure that 'priorities', 'review recommendations' and 'opportunities for future investment are aligned and that targets are set	Felicity Harrison	<b>In progress</b> - Sections aligned in revised report, but further changes now requested.
91	07/03/2023	<b>Libraires Review</b> Libraries report to be updated before submitting it to the Executive	Felicity Harrison	<b>In progress</b> - Report has been updated and was submitted to Operations Board on 25th May 2023. The report needs to be considered again by Operations Board once further changes have been made.
92	07/03/2023	<b>Covid and Recovery Task and Finish Group</b> Add residents and town / parish councils to the list of witnesses	Gordon Oliver	<b>Complete (14/03/2023)</b>
93	07/03/2023	<b>Covid and Recovery Task and Finish Group</b> Set a time limit of six months for the review	Gordon Oliver	<b>Complete (14/03/2023)</b>
94	07/03/2023	<b>Covid and Recovery Task and Finish Group</b> Amend the terms of reference to exclude the national response	Gordon Oliver	<b>Complete (14/03/2023)</b>
95	07/03/2023	<b>Covid and Recovery Task and Finish Group</b> Add Greenham Trust, Volunteer Centre West Berkshire and Fair Close Centre to the list of organisations invited to give evidence	Gordon Oliver	<b>Complete (14/03/2023)</b>

**Actions arising from previous Meetings**

Members are requested to consider the following list of actions and note the updates provided.

<b>Ref No:</b>	<b>Date</b>	<b>Item/Action</b>	<b>Member/Officer</b>	<b>Comments/Update</b>
96	07/03/2023	<b>Covid and Recovery Task and Finish Group</b> Replaced 'findings' with 'recommendations' in the desired outcomes for the review	Gordon Oliver	<b>Complete (14/03/2023)</b>
97	07/03/2023	<b>Revenue Financial Performance Report Quarter Three 2022/23</b> Review the graph for Adult Social Care – Annualised Client Numbers for Long Term Services	Melanie Ellis / Paul Coe	<b>Complete (31/05/2023)</b> - The graph has been updated for the Q4 report.
98	07/03/2023	<b>West Berkshire Council Forward Plan January to April 2023</b> Update the Forward Plan template to remove reference to Shiraz Sheikh.	Gordon Oliver	<b>Complete (14/03/2023)</b>

**Last updated: 12 June 2023**

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# Berkshire Opportunities

**IMPACT GOAL:** To foster future thinking and optimism and to widen Berkshire residents understanding and beliefs about the labour market opportunities available to them in Berkshire.

Impact Indicators	Source		Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	From Feb 22 to Feb 23
<b>Required Outcome: Berkshire Opportunities is widely recognised as the digital front door to the local labour market (Brand Awareness)</b>																
# of Google searches for 'Berkshire Opportunities'	Google's analytics of its tracked users		158	121	70	79	68	85	58	48	88	73	61	75	104	1088
# of website visitors as a result of a Google search	Google's analytics of its tracked users		210	196	138	481	485	479	619	613	599	599	490	832	761	6502
percentage accessed by mobile device (rough indicator of individuals visiting)	Berkshire Opportunities analytics of its tracked users		43.8%	59.0%	53.2%	37.5%	34.1%	23.9%	39.5%	37.5%	34.7%	36.0%	40.2%	43.9%	37.2%	5.205
<b>Required Outcome: Users are more aware of local labour market as a result of visiting Berkshire Opporutnities (Content Engage ment)</b>																
percentage accepted analytic cookies			n/a	n/a	n/a	n/a	57.1%	58.9%	51.3%	56.1%	56.3%	77.7%	76.6%	77.6%	73.9%	5.855
Total number of (all) page views	Berkshire Opportunities analytics of its tracked users		3,187	3,635	2,906	3,315	4,569	6,579	5,700	6,682	5,031	5,237	3,038	5,614	6,699	62192
User engagement	Berkshire Opportunities analytics of its tracked users		1,825	2,055	1,678	2,421	3,697	5,544	4,542	4,983	3,876	4,048	2,092	3,937	4,819	45517
# page views Careers Directory	Berkshire Opportunities analytics of its tracked users		68	72	66	51	67	56	56	52	9	18	8	16	18	557
# page views Sectors	Berkshire Opportunities analytics of its tracked users		212	184	116	106	225	1,426	186	266	351	364	216	345	531	4528
# page views Employer Spotlight	Berkshire Opportunities analytics of its tracked users		52	6	6	15	37	9	28	35	18	42	13	26	22	257
# page views HE/Universities (higher)	Berkshire Opportunities analytics of its tracked users		40	2	4	10	26	58	28	35	29	19	17	23	17	268
# page views FE Colleges (college)	Berkshire Opportunities analytics of its tracked users		125	7	4	32	58	111	93	76	129	98	76	98	112	894
<b>**NEW</b> # page views SEND hub page	Berkshire Opportunities analytics of its tracked users		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	68	12	24	24	128
<b>Required Outcome: Berkshire Opportunities increases interaction with local employment opportunities (Opportunity Engagement)</b>																
# of users who clicked on 'Apply' against a job opportunity	Adzuna ( <b>untracked</b> )		317	490	427	397	417	393	365	548	497	505	293	385	585	5619
# views of (all) search results	Berkshire Opportunities analytics of its tracked users		603	798	527	418	567	417	328	665	762	791	463	910	823	8072
# views of jobs	Berkshire Opportunities analytics of its tracked users		332	448	407	193	253	360	251	493	431	378	263	429	524	4762
# of apprenticeships viewed	Berkshire Opportunities analytics of its tracked users		128	86	114	189	222	206	261	153	69	100	79	222	224	2053
# of courses viewed	Berkshire Opportunities analytics of its tracked users		17	34	9	36	92	163	138	116	119	77	71	124	95	1091
<b>Required outcome: Berkshire Opportunities increases interaction with local Careers leaders</b>																
# page views Resources for Careers Leaders	Berkshire Opportunities analytics of its tracked users									112	67	156	28	59	21	443
# page views information for Educators	Berkshire Opportunities analytics of its tracked users									0	0	86	24	56	46	212

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Scrutiny Commission – 20 June 2023

## **Item 4 – Declarations of interest**

Verbal Item

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# Agenda Item 5.

Scrutiny Commission – 20 June 2023

## **Item 5 – Petitions**

Verbal Item

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## Item Called-in following an Individual Executive Member Decision: Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation

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<b>Committee considering report:</b>	Scrutiny Commission
<b>Date of Committee:</b>	20 June 2023
<b>Portfolio Member:</b>	Councillor Denise Gaines
<b>Report Author:</b>	Gordon Oliver
<b>Forward Plan Ref:</b>	ID4317

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### 1 Purpose of the Report

- 1.1 This report presents the call-in request submitted on 21 March 2023 for the Scrutiny Commission to review the Individual Executive Member Decision (ID4317) of 16 March 2023 concerning Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation.
- 1.2 The call-in has been submitted in accordance with Parts 5 and 6.9 of the Council's Constitution.

### 2 Recommendation

- 2.1 In accordance with the call-in request dated 21 March 2023, it is recommended that Members of the Scrutiny Commission review the Individual Executive Member Decision (ID4317) of 16 March 2023 concerning Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation.
- 2.2 Having reviewed the Individual Executive Member decision, the Scrutiny Commission should either:
  - (a) Confirm the Individual Executive Member's decision; or

**Item Called-in following an Individual Executive Member Decision: Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation**

- (b) Propose amendments and refer the matter back to Executive for further consideration

### **3 Supporting Information**

#### **Executive Decision**

3.2 The Active Travel Experimental Road Closures and Prohibition of Motor Vehicles Consultation report was presented for consideration as an Individual Executive Member Decision by the Executive Portfolio Holder for Planning, Transport and Countryside on 16 March 2023. The report recommended that:

- (a) the proposed prohibition of motor vehicles orders on Lawrences Lane Thatcham and Deadmans Lane Theale are not introduced as advertised in the experimental Order and the Experimental Order is formally rescinded and that the supporters and objectors are informed accordingly;
- (b) the proposed prohibition of motor vehicles order on Station Road Newbury is introduced as advertised and that the objectors are informed accordingly

3.3 The Executive Portfolio Holder for Planning, Transport and Countryside resolved that:

- (a) The proposed prohibition of motor vehicles order on Station Road in Newbury is introduced as advertised and that the objectors are informed accordingly.
- (b) The proposed prohibition of motor vehicles order on Deadmans Lane in Theale is not introduced as advertised and that the supporters and objectors are informed accordingly.
- (c) The decision as to the introduction of the proposed prohibition of motor vehicles order on Lawrences Lane in Thatcham is deferred so that officers can undertake further work to investigate ways in which the restriction could be implemented and enforced such that it safely meets the needs of both local residents and vulnerable road users. Respondents to the consultation to be updated accordingly.

#### **Call-in of the Decision**

3.4 In accordance with the Council's Constitution six Elected Members (Councillors Lee Dillon, Jeff Brooks, Adrian Abbs, Alan Macro, Erik Pattenden and Tony Vickers) called in the Individual Executive Member's Decision (ID4317). The basis for the call-in is that Members wish to be sure that, in relation to Deadmans Lane, Theale, the following have been taken into consideration:

- (1) The lane is extremely narrow, particularly its northern stretch. It is difficult for vehicles to pass pedestrians and almost impossible to pass prams, pushchairs, etc.
- (2) It is almost impossible for vans or minibuses to pass pedestrians, particularly in its northern stretch.
- (3) There is a blind double bend about half way along.



**Item Called-in following an Individual Executive Member Decision: Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation**

- (4) There are no formal passing places and no passing places at all along the 200m long northern stretch between Englefield Road and the double bend
- (5) If two vehicles meet in the northern stretch then either one has to reverse up to 200m and out into Englefield Road, which is dangerous, or one has to reverse up to 200m along the narrow lane and round the blind double bend, which is also dangerous.
- (6) The section of lane proposed for closure does not serve any homes or businesses, just Theale Green School's rear car park and playing fields.
- (7) Theale Green students cross over the lane to and from the school's bus park.
- (8) Many Theale Green students walk along the lane to and from Englefield Road.
- (9) The lane is much used by walkers and, to a lesser extent, by cyclists. It is occasionally used by horse riders, too.
- (10) Residents from the care home in The Green are often walked along the lane by their carers'. The residents have learning disabilities and are physically disabled. They have to be physically supported by their carers'. This causes difficulty when encountering motor vehicles.
- (11) Very few motor vehicles use the lane, but when they do it causes difficulties for other users.
- (12) If physical barriers are required, then the southern one would presumably be sited just to the north of the school's car park entrance. This is only 63m from the Spring Gardens junction, which could act as a turning point. Any physical barrier and accompanying signage would be visible from this junction. Presumably there would also be "no through road" signs at this junction. If a vehicle entering from the southern end ignores the signs, then the 63m reversal to Spring Gardens would be much safer than the 200m reversal they might have to do if the lane is not closed.

3.5 The Members of the Council who submitted the call-in request proposed that the following alternative course of action should be followed:

- (1) The lane be closed to motor traffic, except that requiring access to Theale Green School playing fields or to maintain the lane, between its junction with Englefield Road and the entrance to the Theale Green School car park.
- (2) If necessary, physical barriers be erected at its junction with Englefield Road and immediately to the north of the entrance to the Theale Green School car park.
- (3) Prominent and clear signage warning of the closure be erected at its junction with Englefield Road and immediately to the north of the entrance to the Theale Green School car park.
- (4) "No through road" signs be erected at its junctions with Spring Gardens and with Church Street. Spring Gardens is a cul-de-sac.

**Item Called-in following an Individual Executive Member Decision: Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation**

3.6 The call-in request confirmed that the decision is not considered to be contrary to the policy framework, neither is it considered to be contrary to or not wholly in accordance with the budget.

**Role of the Scrutiny Commission**

3.7 The role of the Scrutiny Commission is to review the Individual Executive Member’s Decision.

3.8 The Commission will produce a report with its findings to the next meeting of the Executive (i.e. the meeting following the call-in request) unless there are exceptional circumstances why this cannot be achieved. In these circumstances the Chairman of the Commission and the Leader of the Council will agree a revised timetable.

3.9 The report will either confirm the original decision or propose amendments to it in any way it thinks fit and shall give reasons for its final decision. If the Commission upholds the Executive decision, that decision shall take immediate effect.

3.10 It should be noted that any matter which has been the subject of a call-in request may not be the subject of a further call-in request

**4 Appendices**

Appendix A – Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation Report (Individual Executive Member Decisions, 16 March 2023)

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**Background Papers:**

[Printed decision for Individual Executive Decisions, 16 March 2023](#)

**Subject to Call-In:**

Yes:  No:

- 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 the Scrutiny Commission or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

**Wards affected:** Theale

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**Item Called-in following an Individual Executive Member Decision: Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation**

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**Officer details:**

Name: Gordon Oliver  
Job Title: Principal Policy Office (Democratic Services and Scrutiny)  
Tel No: 01635 519486  
E-mail: gordon.oliver1@westberks.gov.uk

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# Appendix A: Individual Executive Member Decision Report

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# Active Travel Experimental Road Closures and Probation of Motor Vehicles on Lawrences Lane Thatcham, Station Road Newbury and Deadmans Lane Theale Consultation

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<b>Committee considering report:</b>	Individual Executive Member Decisions
<b>Date of Committee:</b>	16 March 2023
<b>Portfolio Member:</b>	Councillor Richard Somner
<b>Date Portfolio Member agreed report:</b>	TBC
<b>Report Author:</b>	Gareth Dowding
<b>Forward Plan Ref:</b>	ID4317

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## 1 Purpose of the Report

- 1.1 To inform the Executive Member for Planning, Transport and Countryside of the responses received during the 6 month consultation of the introduction of an experimental prohibition of motor vehicles Order on Lawrence’s Lane Thatcham, Station Road Newbury and Deadmans Lane Theale and to seek approval of officer recommendations.

## 2 Recommendations

- 2.1 It is recommended that:
- (a) the proposed prohibition of motor vehicles orders on Lawrences Lane Thatcham and Deadmans Lane Theale are not introduced as advertised in the experimental Order and the Experimental Order is formally rescinded and that the supporters and objectors are informed accordingly;
  - (b) the proposed prohibition of motor vehicles order on Station Road Newbury is introduced as advertised and that the objectors are informed accordingly

## 3 Implications and Impact Assessment

Implication	Commentary

**Active Travel Experimental Road Closures**

<b>Financial:</b>	The implementation of any additional physical sign works will be funded from existing Capital budgets as part of the Network Management team's Minor Works Programme for 2023-24.			
<b>Human Resource:</b>	N/A			
<b>Legal:</b>	The Traffic Regulation Order required to formalise the experimental order element associated with Station Road Newbury will be processed and sealed by the Legal Services team.			
<b>Risk Management:</b>	N/A			
<b>Property:</b>	N/A			
<b>Policy:</b>	The consultation was in accordance with the Council's consultation procedure and that of an Experimental traffic Regulation Order.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		N/A
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		N/A

## Active Travel Experimental Road Closures

<b>Environmental Impact:</b>		x		N/A
<b>Health Impact:</b>		x		N/A
<b>ICT Impact:</b>		x		N/A
<b>Digital Services Impact:</b>		x		N/A
<b>Council Strategy Priorities:</b>		x		N/A
<b>Core Business:</b>		x		N/A
<b>Data Impact:</b>		x		N/A
<b>Consultation and Engagement:</b>	<p>Local stakeholders and road users were consulted on the proposed prohibition of motor vehicles orders by way of statutory advertisement of an Experimental Traffic Regulation Order.</p> <p>Affected ward members were also consulted on these proposals as part of the statutory advertisement carried out during the last 6 months and have been sent a copy of this report to comment on. Any comments received will be recorded accordingly during the ID meeting.</p>			

## 4 Executive Summary

- 4.1 The purpose of this report is to inform the Executive Member for Planning, Transport and Countryside of responses received during the 6 month statutory consultation period for these prohibition of motor vehicles proposals and to seek approval of officer recommendations.
- 4.2 Objections and support for these closures were received for all the sites. This report summarises the objections and support for the closures and makes a recommendation to the Executive Member what should be implemented as a result of this consultation.

## 5 Supporting Information

### Introduction

5.1 As part of a Government initiative to encourage more active travel by residents of the UK and to encourage the general public to be healthier through activities and sport through the DFT grants were made available to local Authorities to modify and convert existing public highway into quiet traffic free streets for walking, cycling, scootering and leisure activities. These proposals were a result of West Berkshire Council being successful in a bid to the Department for Transport in 2020/21 to fund active travel improvements. The funding had to be used to encourage walking and cycling across the district in response to changing travel habits caused by the CoVid pandemic. .

### Background

5.2 An Experimental Traffic Regulation Order was chosen as the best way to facilitate these prohibition of motor vehicles traffic regulation orders as it allowed consultation evidence to be gathered whilst the physical closure were in place for the first 6 months of the 18 month Experimental Order. The effect of the closure has therefore been properly experienced by both residents and motorist affected by it. It allowed a real world reaction to be experienced and gives a better and more honest consultation result.

5.3 The prohibition of motor vehicles order came into effect on the 1<sup>st</sup> July 2022 and the initial 6 month consultation period commenced accordingly afterwards ending on the 19<sup>th</sup> January 2023 for Lawrences Lane and the 26<sup>th</sup> February 2023 for Station Road. Both these restrictions were signed with the appropriate regulatory signs and further enhanced by the inclusion of physical measures to prevent vehicles from entering the restricted areas. On Station Road, the physical measures took the form of large planters in the carriageway. On Lawrences Lane, bollards were installed. The bollards were lightweight and removable to allow those with legitimate access requirements to enter the restricted area. The restriction on Deadmans Lane was unfortunately never implemented on the ground due to issues with an existing access that were not identified at the initial assessment stage.

5.4 A copy of the Order is included as Appendix A.

5.5 Following an issue with the practicalities of installing the Deadmans Lane closure due to a previously unidentified vehicular access along Deadmans Lane. The access being a well used vehicular staff access into the rear of Theale Green school that was developed into a formal access during the build out of an old planning application several years ago without the knowledge of us or the Planning authority but is now by default considered formal and can remain this prohibition was not physically supported by signage and did not therefore result in the same sort of consultation as the other two sites.



## Responses to Statutory Consultation and Officer Comments

### Lawrences Lane

5.6 At the end of the statutory consultation period, 64 comments were received in respect of the Lawrences Lane closure, comprising 34 objections and 30 expressions of support.

5.7 The objections were from Thames Valley Police, South Central Ambulance Service, a Thatcham Town Councillor and residents/users of the lane, although several were from the same resident but raising different reasons for objection each time. The support for the restriction came from Thatcham Town Council, a district Councillor (not the ward member), a Town Councillor and The Mid and West Berkshire Local Access forum.

5.8 Objectors' comments included:

- The lack of an available turning head at the northern end resulting in a private driveway being used to turn around, damaging the surface of the drive;
- Time spent removing and replacing bollards each time for access to adjacent fields to tend to animals;
- Operational difficulties for the police and Ambulance Service with the closure in place ;No need for closure as its not a direct or popular access route for anyone other than residents who live on the lane;
- No accident history even during its peak use by pedestrians during the CoVid lockdowns;
- An unnecessary diversion for residents resulting in a waste of time and fuel;
- The bollards prevent access for horse drawn vehicles, even though they are not prohibited by the Order;
- The restriction was requested originally by those who don't live on the lane and have to use it daily so don't therefore appreciate how awkward and inconvenient it is being closed.

5.9 Supporter Comments included:

- The restriction prevents antisocial driving behaviour along lane especially late at night and provides a quiet lane to walk,cycle up especially at weekends
- The lane is not required for use as a through route as there are alternative routes that are wider and safer
- The restriction enhances the public rights of way access across the Northern part of Thatcham to Cold Ash and beyond.The restriction allows the lane to be used by walkers and cycles without the risk of meeting cars on a lane not wide enough for them to pass safely.

### Station Road

5.10 The restriction on Station Road in Newbury resulted in 35 responses; 29 in support and seven objections.

## Active Travel Experimental Road Closures

- 5.11 The objections were received from local residents of adjacent roads and stated that the restriction was unnecessary and that Station Road allows traffic to be spread across the network more evenly. The restriction discourages use of adjacent businesses because potential customers are no longer able to access the former parking bays on Station Road.
- 5.12 The expressions of support were mainly received from local residents and parents of children attending the adjacent school. These pointed out that the closure makes walking to school safer and removes pollution from the school playground. Station Road is not required as a through route, as there has been no noticeable effect on congestion in the town and the road is now more pleasant as a cycle route.

## Deadmans Lane

- 5.13 No comments were received in respect of Deadman's Lane in Theale on account of the closure never having been brought into force on site. A comment from the Local Theale Ward member was however received expressing his disappointment that the closure wasn't had not been installed.

## Officer Comments:

### Lawrences Lane

- 5.14 With regards Lawrences Lane although it is recognised that the prohibition of motor vehicles along the lane will provide a pleasant car free route for walkers and cyclist wishing to use the lane, the practicalities for the residents and land owners who live on or need access to the lane are disproportionately harsh and they are greatly affected by this scheme and suffer from it. Operational reasons given by the Police and Ambulance Service as an objection although minor in comparison to the affects it has on residents is an important point and does present an ongoing worry/concern to residents living on the lane as to whether their own safety in the event of a fire, medical or police incident could be made worse.
- 5.15 There have been a number of incidents where the bollards and bollard sockets at the closure points have been vandalised and if this closure is to be made permanent there will be an going maintenance cost to the Authority for the replacement of those items if the current frequency of vandalism is continued.

## Station Road

- 5.16 The level of objection to this scheme has been minor in comparison to the level of support and although the closure of the road has resulted in a reduction of car parking spaces within the Town Centre it has not had any real, impact on the road network in terms of additional congestion or delays. It is therefore considered not to have had any negative affect on the general public or local residents of that area.

## Deadmans Lane

5.17 As mentioned previously this closure didn't happen as it was supposed to have done due to there being a vehicular access point within the length of the closure that had to remain open. As previously mentioned this access is a well-used vehicular staff access into the rear of Theale Green school that was developed into a formal access during the build out of an old planning application several years ago that had to be retained. The location of this access unfortunately resulted in the need for a turning head to be provided close to the entrance to avoid an otherwise excessive reverse and although alternative locations for a revised turning head were considered along with bespoke signage giving advance warning of the lack of a turning head and reduced access we didn't proceed with the physical works side of the ETRO as we did with the other two sites as the narrow nature of the existing road prevented a sensible turning head being provided. There have been no comments for or against this closure received and only the comment from the Ward member as mentioned previously was received

## 6 Proposals

6.1 In view of the above, is proposed that:

- (a) The proposed Prohibition of motor vehicles orders are not made permanent for Lawrences Lane Thatcham and Deadmans Lane Theale and that the objectors and supporters are informed accordingly.
- (b) The proposed prohibition of motor vehicles order is made permanent for Station Road Newbury and that the objectors are informed accordingly.

## 7 Other options considered

- 7.1 To allow the proposed prohibition of motor vehicles orders to be introduced at the 3 locations with additional and enhancements to the existing signing at the Lawrences Lane and Deadmans Lane sites to help to overcome the issues highlighted by the objectors.
- 7.2 The consideration when our Part 6 Powers are approved for the installation of ANPR enforcement cameras to be used in lieu of physical measures which obviously haven't works previously at Lawrences or could be installed at Deadmans Lane and that these changes are introduced before the end of the 18 month ETRO which is December 2023

## 8 Conclusion

## 9 Appendices

9.1 Appendix A –

**Subject to Call-In:**

Yes:  No:

- 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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

**Officer details:**

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**Consultation Drawings SLR/20/05/002**

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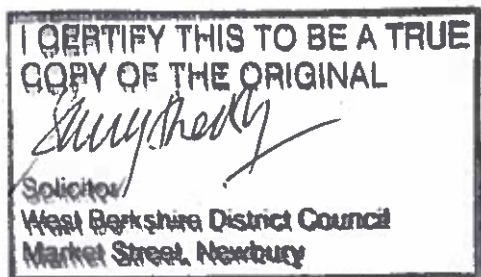
**WEST BERKSHIRE DISTRICT COUNCIL**

**(LAWRENCES LANE, THATCHAM/COLD ASH, DEADMANS LANE, THEALE  
AND STATION ROAD, NEWBURY)**

**(PROHIBITION OF MOTOR VEHICLES (EXPERIMENTAL)) ORDER 2022**

**WEST BERKSHIRE DISTRICT COUNCIL** in exercise of its powers under Sections 9 of and to the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby makes the following order:-

1. This Order shall come into operation on the 1<sup>st</sup> day of July 2022 and may be cited as the **WEST BERKSHIRE DISTRICT COUNCIL (LAWRENCES LANE, THATCHAM/COLD ASH, DEADMANS LANE, THEALE AND STATION ROAD, NEWBURY (PROHIBITION OF MOTOR VEHICLES (EXPERIMENTAL)) ORDER 2022**
2. Save as provided in Article 3 no person shall cause or permit any motor vehicle to proceed in the road specified in the Schedule to this Order
3. Nothing in Article 2 of this Order shall apply so as to prevent any person from causing or permitting any motor vehicle to proceed in the road specified in the Article if the said vehicle is being used :-
  - a. by the Owner or Occupiers of the land adjoining the said road in connection with the use of such land or any person authorised by them for such purpose
  - b. in conjunction with any of the following operations, namely –
    - i the removal of any obstruction to traffic in the said road;
    - ii the maintenance, improvement or reconstruction of the said road;
    - iii the laying erection alteration or repair in, or in land adjacent to, the said road of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication system as defined in the Telecommunications Act 1984
  - c. for police, fire brigade and ambulance purposes
  - d. the use of a Pedal Cycle which is not motorised



THE SCHEDULE

**IN THE PARISH OF THATCHAM AND COLD ASH**

Lawrence's Lane, Cold Ash/Thatcham	Between the south side of access to Park Farm and a point approx. 200metres north of Lawrence's Lane (cul de sac)
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**IN THE PARISH OF THEALE**

Deadmans Lane, Theale	Between its junction with Englefield Road and a point approx. 30metres north of its junction with Spring Gardens
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**IN THE TOWN OF NEWBURY**

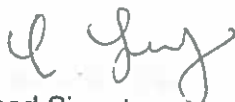
Station Road, Newbury	Between its junctions with Bartholomew Street and Link Road
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**THE COMMON SEAL of WEST BERKSHIRE**

**DISTRICT COUNCIL** hereunto affixed on the

20<sup>th</sup> day of June 2022

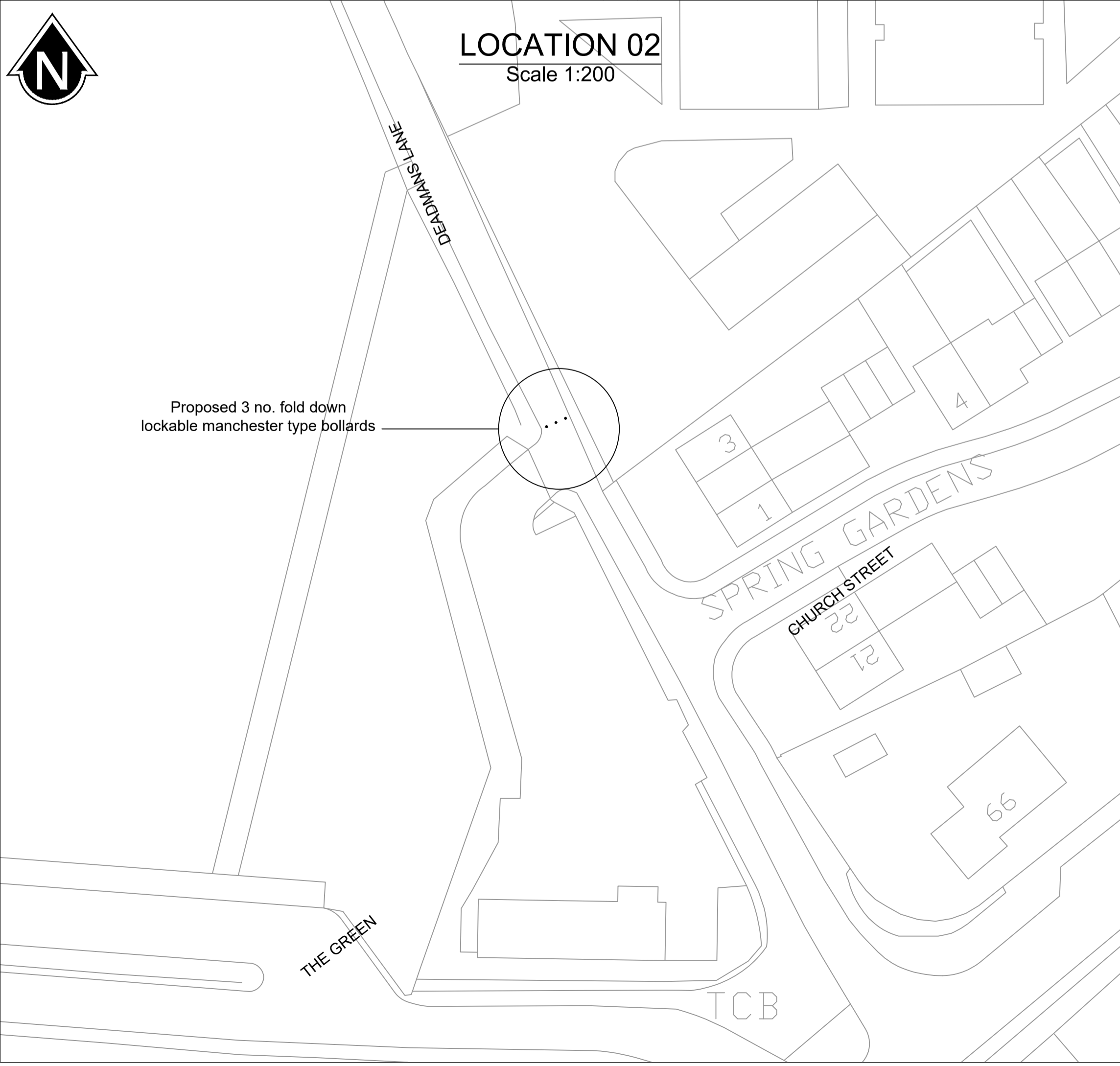
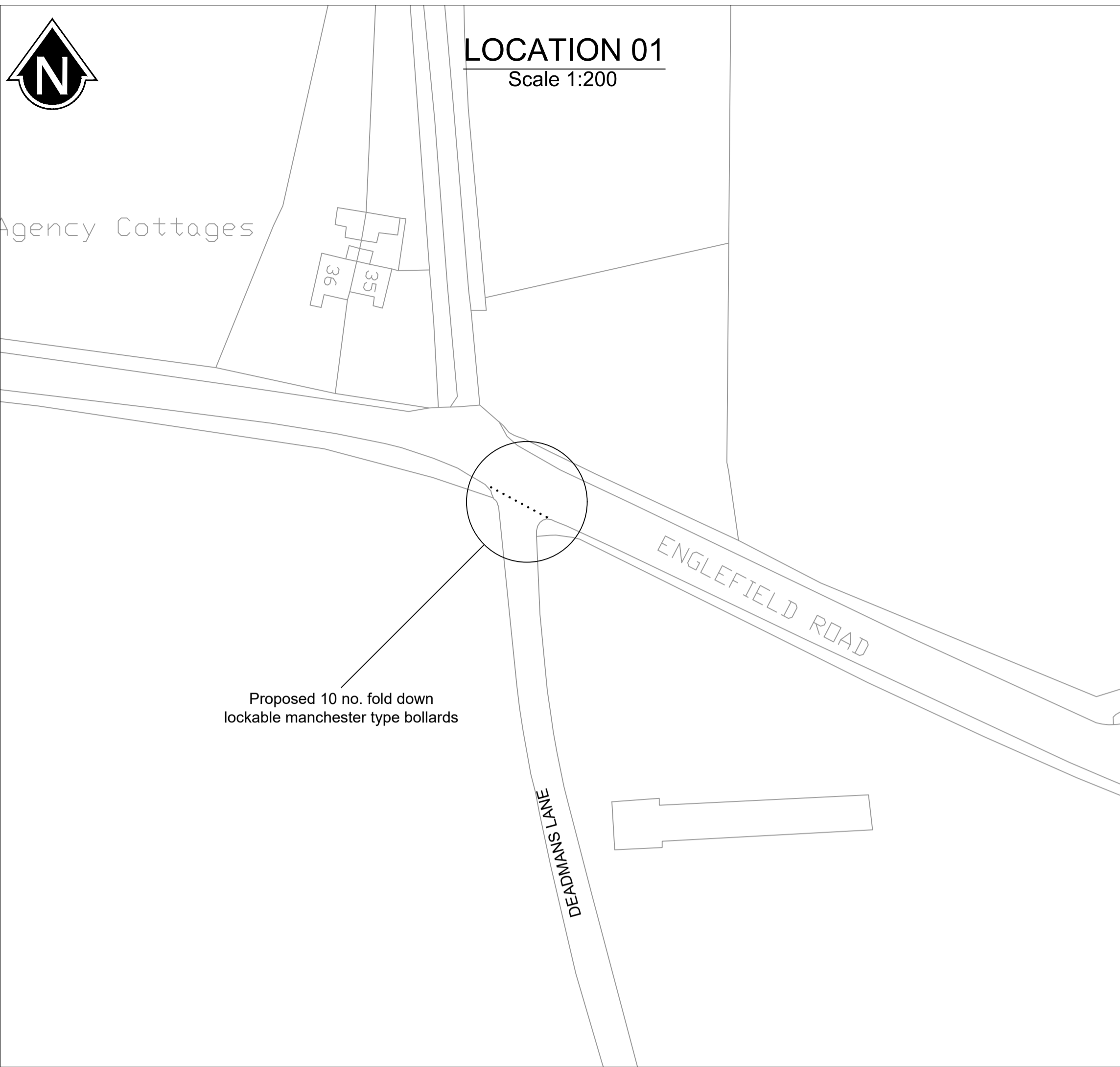
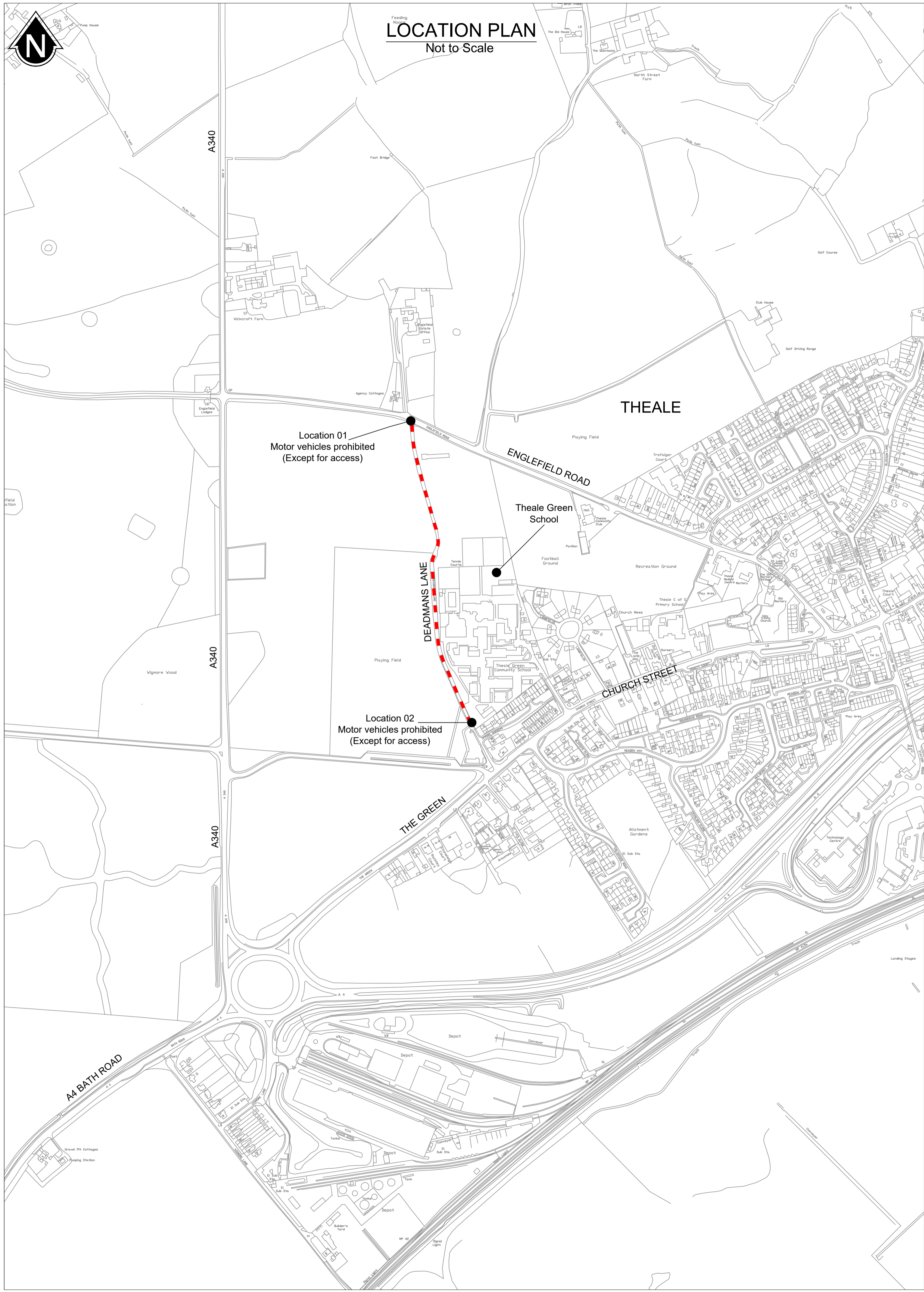
is authenticated by:



Authorised Signatory








- KEY**
- ■ ■ EXTENT OF PROPOSED RESTRICTION
- NOTES**
1. DO NOT SCALE FROM THIS DRAWING.
  2. ALL DIMENSIONS ARE SHOWN IN METRES UNLESS SHOWN OTHERWISE.
  3. THIS DRAWING SHOWS A PROPOSED FEASIBILITY OPTION AND IS SUBJECT TO CHANGE.
  4. WBC STANDARD DETAILS MUST BE ADHERED TO AT ALL TIMES UNLESS SPECIFIED BY THE OVERSEEING ORGANISATION.
  5. PRIOR TO ANY EXCAVATIONS THE CONTRACTOR WILL ESTABLISH THE LOCATION OF EXISTING UTILITY SERVICES. THE CONTRACTOR SHOULD UNDERTAKE THEIR OWN UTILITY SEARCHES.
  6. THE PURPOSE OF THIS PLAN IS TO IDENTIFY THE VARIOUS UTILITY APPARATUS LOCATIONS. WBC HAVE TRIED TO MAKE IT AS ACCURATE AS POSSIBLE BUT WE CANNOT GUARANTEE ITS ACCURACY. AS THE LOCATIONS HAVE BEEN DRAWN FROM PLANS SUPPLIED BY EACH INDIVIDUAL UTILITY COMPANY. THEREFORE, YOU MUST NOT RELY SOLELY ON THIS PLAN IF YOU ARE CARRYING OUT ANY EXCAVATION OR OTHER WORKS IN THE VICINITY OF THE UTILITY LOCATIONS SHOWN. THE ACTUAL POSITION OF ANY UNDERGROUND SERVICE MUST BE VERIFIED BY CABLE DETECTION EQUIPMENT, ETC. AND ESTABLISHED ON SITE BEFORE ANY EXCAVATION IS UNDERTAKEN. THERE MAY ALSO BE FURTHER SERVICES UNKNOWN TO WBC. WBC ACCEPT NO RESPONSIBILITY OR LIABILITY IN THE EVENT OF INACCURACY.

REV	REV DATE	DESCRIPTION	DR	AU



TRANSPORT AND COUNTRYSIDE  
COUNCIL OFFICES - MARKET STREET - NEWBURY - RG14 5LD

PROJECT TITLE  
**DEADMANS LANE, THEALE**

DRAWING TITLE  
**PROPOSED PROHIBITION OF MOTOR VEHICLES (Except for access)**

DATE	DRAWN BY	CHECKED BY	PAPER SIZE	SCALE
MAR 2022	CJV	GDo	A1	VAR
DRAWING NUMBER				REVISION
TM/322/001				-

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## Additional Photos Provided by Councillor Alan Macro



**Photo 1: View from Spring Gardens**



**Photo 2: View from St John's Entrance**



**Photo 3: Northern Section**



**Photo 4: Double Bend Looking North**



**Photo 5: Double Bend Looking South**



**Photo 6: Not Much Room to Pass**



**Photo 7: View Left Existing into Englefield Road**



**Photo 8: View Right Exiting into Englefield Road**

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Item Called-in following an Executive Decision: Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement

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## Item Called-in following an Executive Decision: Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement

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<b>Committee considering report:</b>	Scrutiny Commission
<b>Date of Committee:</b>	20 June 2023
<b>Portfolio Member:</b>	Councillor Janine Lewis
<b>Report Author:</b>	Gordon Oliver
<b>Forward Plan Ref:</b>	EX4332

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### 1 Purpose of the Report

- 1.1 This report presents the call-in request submitted on 30 March 2023 for the Scrutiny Commission to review the Executive's decision (EX4332) of 23 March 2023 concerning the revised costs and permission to sign the development management agreement for Newbury Sports Hub.
- 1.2 The call-in has been submitted in accordance with Sections 5 and 6.9 of the Council's Constitution.

### 2 Recommendation

- 2.1 In accordance with the call-in request dated 30 March 2023, it is recommended that Members of the Scrutiny Commission review the Executive's decision (EX4332) of 23 March 2023 concerning the revised costs and permission to sign the development management agreement for Newbury Sports Hub.
- 2.2 Having reviewed the Executive decision, the Scrutiny Commission should either:
  - (a) Confirm the Executive decision; or
  - (b) Propose amendments and refer the matter back to Executive for further consideration

### 3 Supporting Information

#### Executive Decision

- 3.1 The report setting out the revised costs and seeking permission to sign the development management agreement for Newbury Sports Hub was presented for consideration by

Item Called-in following an Executive Decision: Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement

the Executive on 23 March 2023. The report recommended that the Executive resolve as follows:

- To approve the allocation of £3.878M to complete the development of Newbury Sports Hub and thereby achieve the delivery of the number one priority in the Playing Pitch Strategy and to give approval, subject to planning permission, for the signing of the Development Management Agreement with Alliance Leisure Services.
- In consultation with the Portfolio Member for Finance and Economic Development, the Executive Director of Resources is given delegated authority to approve additional costs arising in relation to this development up to a maximum of £250k above £3.878M.

3.2 This was debated by the Executive and opposition at the meeting on 23 March 2023. The Executive resolved to approve the above recommendations.

### **Call-in of the Decision**

3.3 In accordance with the Council's Constitution six Elected Members (Councillors Lee Dillon, Jeff Brooks, Adrian Abbs, Alan Macro, Erik Pattenden and Tony Vickers) called in the Executive Decision (EX4332) on the basis that given the threat of further legal action against the Council in regards to this site, more inflationary costs could be incurred by the Council;

3.4 The Members of the Council who submitted the call-in request proposed that, based on the need for further detailed examination of the points above, an alternative course of action as follows:

- The Executive should set an absolute limit on the cost of the site.
- A new business plan should be developed on the basis of increased costs.
- The Council should conduct a new value for money review.

### **Role of the Scrutiny Commission**

3.5 The role of the Scrutiny Commission is to review the Executive's decision.

3.6 The Commission will produce a report with its findings to the next meeting of the Executive (i.e. the meeting following the call-in request) unless there are exceptional circumstances why this cannot be achieved. In these circumstances the Chairman of the Commission and the Leader of the Council will agree a revised timetable.

3.7 The report will either confirm the original decision or propose amendments to it in any way it thinks fit and shall give reasons for its final decision. If the Commission upholds the Executive decision, that decision shall take immediate effect.

3.8 It should be noted that any matter which has been the subject of a call-in request may not be the subject of a further call-in request

Item Called-in following an Executive Decision: Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement

## 4 Appendices

4.1 Appendix A – Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement (Executive, 23 March 2023).

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### Background Papers:

None

**Wards affected:** Wash Common and Newbury Clay Hill

### Officer details:

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E-mail: [Gordon.Oliver1@wetberks.gov.uk](mailto:Gordon.Oliver1@wetberks.gov.uk)

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# Appendix A: Executive Report

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# Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement

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<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	23 March 2023
<b>Portfolio Member:</b>	Howard Woollaston
<b>Date Portfolio Member agreed report:</b>	15 March 2023
<b>Report Author:</b>	Paul Martindill
<b>Forward Plan ref:</b>	EX4332

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## 1 Purpose of the Report

To update on the revised capital costs for the Newbury Sports Hub, following the Judicial Review, which can be delivered at cost certainty for £3.878M and progress into a Delivery Agreement with Alliance Leisure Services to complete the scheme.

## 2 Recommendation

- 2.1 To approve the allocation of £3.878M to complete the development of Newbury Sports Hub and thereby achieve the delivery of the number one priority in the Playing Pitch Strategy and to give approval, subject to planning permission, for the signing of the Development Management Agreement with Alliance Leisure Services.
- 2.2 In consultation with the Portfolio Member for Finance and Economic Development, the Executive Director of Resources is given delegated authority to approve additional costs arising in relation to this development up to a maximum of £250k above £3.878M.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	The award of the contract to build Newbury Sports Hub was agreed by the Executive on 16 December 2021. An allocation of £3.351M was also approved. This was based on a cost plan formulated on 22 October 2021 with a projected 26 week construction commencement programme starting in January

**Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement**

	<p>2022.</p> <p>A further £250k was allocated for Executive Director approval to cover the costs of expected planning conditions, which were unknown at the time of the report.</p> <p>Alliance Leisure Services (ALS) have subsequently costed the 29 planning conditions and reviewed inflationary pressures and provided a revised cost fee of £3.696M. The revised costs represented an increase of £345K which remained valid until 13 May 2022.</p> <p>WBC has not signed the Development Management Agreement (DMA) due to the claim for Judicial Review, which has delayed the commencement of the construction programme.</p> <p>On 3rd February 2023, the High Court dismissed the Judicial Review and ALS have now submitted further revised costs of £3.878 million for Executive approval prior to signing the Development Management Agreement for the Newbury Sports Hub.</p> <p>The Council has been informed that the claimant is intending to pursue a further appeal to the court of appeal. Any appeal would result in further delays to the process, with potential financial implications arising due to inflationary pressures.</p>
<p><b>Human Resource:</b></p>	<p>None</p>
<p><b>Legal:</b></p>	<p>A claim for Judicial Review (JR) was issued on the 26<sup>th</sup> April 2022, and by an order dated 3<sup>rd</sup> February 2023, the claim was dismissed by the High Court. The claimant’s application for leave to appeal to the Court of Appeal was also rejected by the High Court. The claimant has informed the Council of their intention to appeal the decision to the Court of Appeal. However, no valid application has been served on the Council.</p> <p>Completion of both the Agreement for Lease (see below) and the DMA would commit the Council to the costs of the project but works cannot commence until final determination of planning (including the JR or any appeal). The Council will not complete the Agreement for Lease or DMA until planning is in place.</p>
<p><b>Risk Management:</b></p>	<p>Risk was minimised by stopping the development of the Sport Hub whilst the High Court considered the claim for Judicial</p>

**Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement**

	<p>Review. If the appeal is granted and the JR claim is accepted by the High Court, this may subsequently result, amongst other factors, in the voiding of the planning decision.</p> <p>The delay has had inevitable financial implications due to cost inflation but, at the point of approval to delay, this was believed to be less than the cost of commencing the scheme and then pausing works or reinstating works. This risk would remain whilst any appeal remained pending.</p>			
<b>Property:</b>	<p>The development has been subject to a land deal and lease with Newbury Rugby Club. These agreements have not been signed due to the risks associated with the JR claim but are ready to be signed, subject to the conclusion of the determination of the claim.</p>			
<b>Policy:</b>	<p>The project will be delivered in accordance the National Planning Policy Framework. Specifically it addresses the need to increase the provision of artificial grass pitches as detailed in the Playing Pitch Strategy.</p>			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			<p>Future demand and supply analysis shows a significant deficit for all pitch typologies across West Berkshire. The provision of the Artificial Grass Pitch will assist in meeting latent demand and facilitate growth for participation for adults and children in football and rugby.</p>

**Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement**

<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			<p>The new pavilion and grounds will be fully accessible.</p> <p>The Sports Hub has been incorporated into the new leisure management contract and market testing is in progress to ensure the future programme benefits all sections of the West Berkshire community.</p> <p>Officers are also working in partnership with the Football Association to explore development partnerships for football.</p>
<b>Environmental Impact:</b>	X			<p>This has been addressed through the planning conditions. Multiple measures are in place including the expansion of hedgerows, creation of a wildflower meadow, tree planting (via the Queen's canopy already undertaken) and a bee bank. The Pavilion will achieve an excellent BREEAM rating for energy management.</p>
<b>Health Impact:</b>	X			<p>The new 3G pitch will increase opportunities for children to be active and can provide a variety of football programmes, for adults such as "walking football," enabling less active and older people to continue to participate in sport.</p>
<b>ICT Impact:</b>		X		None
<b>Digital Services Impact:</b>		X		None
<b>Council Strategy Priorities:</b>	X			<p>The Sports Hub delivers a key priority within the Playing Pitch Strategy.</p>
<b>Core Business:</b>	X			<p>The Newbury Sports Hub will enhance the sports infrastructure within West Berkshire. The operational management of the service is included in new leisure management contract that is currently out to tender. The sports hub will have a</p>



				positive impact on increasing levels of physical activity for adults and children.
<b>Data Impact:</b>		X		None
<b>Consultation and Engagement:</b>	Consultation and engagement was undertaken and reported to Executive in April 2021.			

## 4 Executive Summary

- 4.1 The Council received a claim for Judicial Review (JR) in relation to the planning permission which had been granted for the Sports Hub. The Judicial Review and any subsequent appeal have implications for both the timeline for the completion of the Sports Hub, and the associated costs of development.
- 4.2 Following the hearing of the claim for Judicial Review that took place on 19 January 2023, the High Court dismissed the claim and refused to grant the claimant leave to appeal against that decision. The Council has recently been informed that the applicant has applied for leave to appeal directly to the Court of Appeal, but it has not been served with the appellants notice. Any request for leave to appeal is therefore out of time, and could only proceed if a request for an extension of time were allowed by the Court of Appeal. On the basis of the information known by the Council, there is no basis upon which the Court could reasonably grant an application for an extension of time in the circumstances.
- 4.3 To progress the project, revised costs have been established and require member approval prior to signing the DMA with Alliance Leisure Services Limited.
- 4.4 Following the completion of the signed agreement, mobilisation will commence with an estimated lead-in time of 16 weeks to supply energy to the work site and a 26 week construction period, thereafter.
- 4.5 The Sports Hub has been included within the new Leisure Management Contract and operation of the site can commence on completion of the capital works.

## 5 Supporting Information

### Introduction

- 5.1 The Judicial Review brought against West Berkshire Council was rejected by the High Court following a number of hearings (the latest being 19 January 2023). The claimant has since indicated that a further appeal to the Court of Appeal is intended to be pursued.
- 5.2 To date the Newbury Sports Hub project has been delayed for 14 months during the course of this action.

## **Background**

- 5.3 The Executive agreed a land deal with Newbury Rugby Club for the site of the Newbury Sports Hub on 24 April 2021
- 5.4 An Executive decision was taken to build the Newbury Sports Hub on 16 December 2021, with an agreed budget of £3.351 million, with Executive Director approval to add a further £250k as the scheme was developed to cost certainty and for the discharge of any planning conditions.
- 5.5 Planning permission was granted for the development of Newbury Sports Hub on 16 March 2022 with 29 planning conditions.

## **Scope of the Project**

- 5.6 The scope of the Sports Hub has not changed during the past 14 months. The Sports Hub will deliver a new sports stadium to meet the standards of a Step 4 ground, enabling local football teams to play their home matches at the venue. The Step 4 ground grading will enable local teams like Newbury FC, who have maintained their commitment to relocate to these facilities, to achieve promotions without the need to change their home ground.
- 5.7 The Sports Hub significantly increases the capacity for both football and rugby and it is projected that more than 2,000 bookings will take place each year, when the site reaches operational maturity.
- 5.8 The full details of the project are listed below:
- (a) A pavilion with 400 square metres of internal space containing:
- Four team changing rooms, officials changing room and medical room
  - Club/committee meeting room
  - Function room/social area
  - Kitchen/Servery
  - Staff office
  - Toilets for visitors and spectators
- (b) A 3G Artificial Grass Pitch (AGP) with dimensions of 106m x 70m
- Fully accessible spectator stand
  - Six sports lighting pillars
  - Equipment storage containers and equipment including goals
  - Essential maintenance equipment including pitch roller
  - 4.5m high fencing around the pitch and double turnstile access for spectators.
  - The 3G AGP pitch will be marked for both football and rugby and delivered to FIFA and World Rugby Regulation 22 standards
- (c) A new car park encompassing 52 spaces including two disabled bays, electric charging points and bike racks.

**Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement**

- (d) The development also includes ground works to meet the planning condition of a 10% increase in bio diversity on the site. This is achieved by:
- Planting of the Queen’s tree canopy.
  - Doubling the width of more than 300m of hedgerow on the borders of the site
  - Planting wildflower meadows on two banks of the site
  - Introducing a bee bank

**Mobilisation**

5.9 The lead-in time for securing energy to the site is 16 weeks and the construction will be completed over a 26 week period.

5.10 In order for clubs to use the Sports Hub as their home venue, registration with local leagues is required in March of each year. If works commence in April 2023 the Sports Hub should be ready for registration with local leagues in March 2024, enabling teams to play their home matches at the Sports Hub from September 2024.

**Updated costs**

5.11 The revised costs are shown in the table below:

<b>Cost Certainty Summary at 21.2.23</b>	<b>Phoenix &amp; S&amp; C Slatter</b>	<b>Phoenix and Velocity Sports</b>
3G Artificial Pitch with perimeter fencing, floodlighting, macadam hard-standing areas, storage container, spectator stands and associated features	£1,475,575	£1,329,972
Single Story Sports Pavilion building, car park and external works	£2,083,429	£2,083,429
BREEAM consultant fee	£2,250	£2,250
Provisional sum. External signage and Fixture, fittings & Equipment	£25,000	£25,000
Provisional sum, performance bond	£7,850	£7,850
Project Management Fees, Delivery Fees and UKLF Charge	£145,628	£137,064

**Newbury Sports Hub - revised costs and seeking permission to sign Development Management Agreement**

<b>Project Costs</b>	£3,739,731	£3,585,565
Client Held contingency – Pitch	£186,987	£179,278
Client Held contingency – Club House	£113,208	£112,780
<b>Overall cost and contingency (excl. VAT)</b>	<b>£4,039,926</b>	<b>£3,877,623</b>

5.12 The Velocity submission aligns more closely to the specification, however, S&C Slatter have put forward an innovative proposal using an organic infill. SSL have flagged risks with this option and would not warrant the performance, although S&C Slatter would provide a performance warranty. The proposal put forward by S&C Slatter is unproven at this point in time and, given the requirement of the pitch to meet and retain FIFA and World Rugby Regulation 22 standards, it would appear prudent to proceed as per the specification and consideration could be given to looking at the innovative proposal when the pitch requires replacement in the future.

5.13 Therefore, the budget figure for the project will be £3.878 million. This assumes entering into contract by mid-April with a practical completion date of December 2023. Any delays in entering into contract will require a review of the ongoing inflationary impact on costs.

5.14 The current budget requirement reflects an increase of £527,000 as a result of the Judicial Review application and subsequent appeals.

**Project Timeline**

5.15 Assuming the DMA can be signed at the end of March the current project timeline is summarised as follows:

Executed DMA and JCT	Design Work & Mobilisation of Supply Chain.	Collation Info to Assist Discharge & Discharge Time frames	Commence Work on Site / Practical Completion
24.3.23	Design Work (8 wks) 27.3.23 – 28.5.23	Collation info (3 wks) 24.3.23 – 13.4.23	Commence on Site: PPS 22.6.23 Velocity 23.6.23
	Mobilisation of Supply Chain (8 wks) 14.4.23 – 8.6.23	Discharge Timeframe (8 wks) 28.4.23 – 22.6.23	Practical Completion: PPS 21.12.23 Velocity 23.11.23

## 6 Other options considered

6.1 The other substantive option is not to progress with the scheme. If the Council determined not to progress, it should be noted that, whilst there are some options to develop more artificial grass pitches, no site has been identified, to date, that has sufficient space to develop a ground to a Step 4 standard. The development of the Sports Hub will deliver against the Council's ambition as detailed in the Playing Pitch Strategy and not progressing with the scheme is not recommended as an option.

## 7 Conclusion

7.1 Demand for football has continued to grow across West Berkshire and the success of the national women's football team has acted as a catalyst to significantly increase demand for playing football for women and girls. The latest data in the Stage E review of the Playing Pitch Strategy showed that more than 50 teams are having to travel outside of West Berkshire to access pitches.

7.2 This information is supporting the case for the development of new facilities within West Berkshire as part of the Playing Pitch Strategy Action Plan and the creation of the Newbury Sports Hub, alongside further artificial grass pitches, will play a significant role in addressing this demand.

## 8 Appendices

None

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### Subject to Call-In:

Yes:  No:

- 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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

### Officer details:

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Job Title: Interim Consultant (Leisure)  
E-mail: Paul.Martindill1@westberks.gov.uk

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# Capital Financing Performance Report Outturn 2022/23

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	8 June 2023
<b>Portfolio Member:</b>	Councillor Iain Cottingham
<b>Date Portfolio Member agreed report:</b>	25 May 2023
<b>Report Author:</b>	Shannon Coleman-Slaughter
<b>Forward Plan Ref:</b>	EX4381

## 1 Purpose of the Report

The financial performance report provided to Members reports on the under or over spends against the Council's approved capital budget. This report presents the provisional outturn position for financial year 2022/23.

## 2 Recommendations

- 2.1 Members are asked to note the provisional outturn on the 2022/23 capital programme.
- 2.2 In respect of reprofiling of planned capital expenditure, members are asked to approve:
  - (a) £17.1 million of planned expenditure to be reprofiled into financial year 2023/24 (project details in Appendix B).
  - (b) £736k of funding proposed to be brought forward from approved expenditure for financial year 2023/24 into financial year 2022/23 (project details in Appendix C).

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	The outturn position is expenditure of £35.9 million has been incurred against a revised budget of £60.1 million, an overall forecast underspend of £20.6 million. £17.1 million of future expenditure is proposed to be reprofiled into financial year 2023/24. £736k of funding is proposed to be brought forward from financial year 2023/24 into financial year 2022/23.

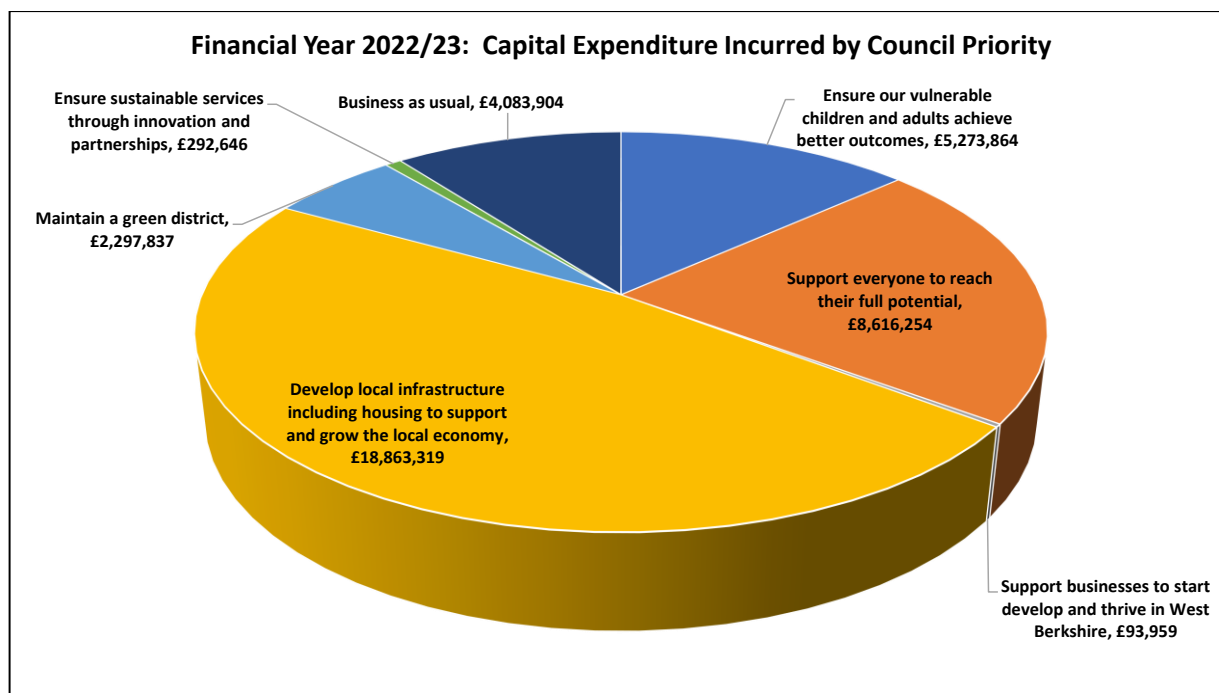
<b>Human Resource:</b>	Not applicable			
<b>Legal:</b>	Not applicable			
<b>Risk Management:</b>	The Council is also exposed to inflationary cost pressures across the capital programme as a whole. Furthermore, any rise in PWLB borrowing rates resulting from recent increases in Bank rate will result in increased interest cost on any new borrowing undertaken. Both of these external risks are largely outside the Council's ability to control, although the Council will take appropriate advice from our external treasury consultants, to determine the optimum time and structure for any new borrowing to be undertaken.			
<b>Property:</b>	Not applicable			
<b>Policy:</b>	Not applicable			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		



<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		
<b>Core Business:</b>		X		
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	Joseph Holmes, Executive Director for Resources, s151 Officer			

## 4 Executive Summary

4.1 The capital programme enables delivery of key Council schemes focused on supporting the approved Capital and Council Strategies. As at the close of financial year 2022/23 £39.5 million of expenditure across capital schemes had been incurred.



4.2 As part of the outturn position £17.1 million of future planned expenditure is proposed to be reprofiled into financial year 2023/24, a detailed breakdown of which is included

in Appendix B. This is comprised of £13.0 million of Council funded expenditure (i.e. to be financed through external borrowing) and £4.1 million of externally funded expenditure. A further £736k of funding is proposed to be brought forward from financial year 2023/24 to enable completion of existing projects, details are provided in Appendix C. Quarter Three reprofiling will be processed as part of the 2022/23 financial year close down process.

- 4.3 In respect of financing the capital programme, as at 31<sup>st</sup> March 2023, the Council's total level of long term borrowing to fund capital spend stood at £186.9 million.
- 4.4 With regard to the wider economic outlook, the Bank of England (BoE) has increased Bank Rate by 0.25% to 4.5% (May 2023). This is the 12<sup>th</sup> consecutive rise in Bank Rate in response to high inflation. Recent economic instability has been reflected in significant increases to Local Government borrowing from the PWLB (Public Works and Loans Board), with rates for a 25 year annuity loan now on average at near 5% compared to a historic average of 2.5%. In a rising interest environment, the Council will face risks of increased cost on any new external borrowing undertaken to support delivery of planned capital works, in addition to general cost inflationary pressures. The capital programme approved by Council Committee in March 2022 was set with the expectation to undertake £14.5 million of new long term borrowing alongside £8.1 million of short term borrowing during 2022/23. During the current financial year officers have sought to mitigate risk through a strategy of not undertaking long term borrowing in respect of PWLB financing and, instead focusing on supporting delivery of the capital programme through short term borrowing and cash balances. The strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, has reduced risk and keep interest costs low. The Investment and Borrowing Strategy for financial year 2023/24 has been set with the same underlying principles.
- 4.5 Capital financing costs are incurred a year in arrears, hence the cost of financing 2022/23 capital expenditure will fall into financial year 2023/24. Current planning indicates that approximately there is a £9.5 million borrowing requirement in 2023/24 in support of capital expenditure, the waste PFI and maintaining minimum investment balances of £10 million.

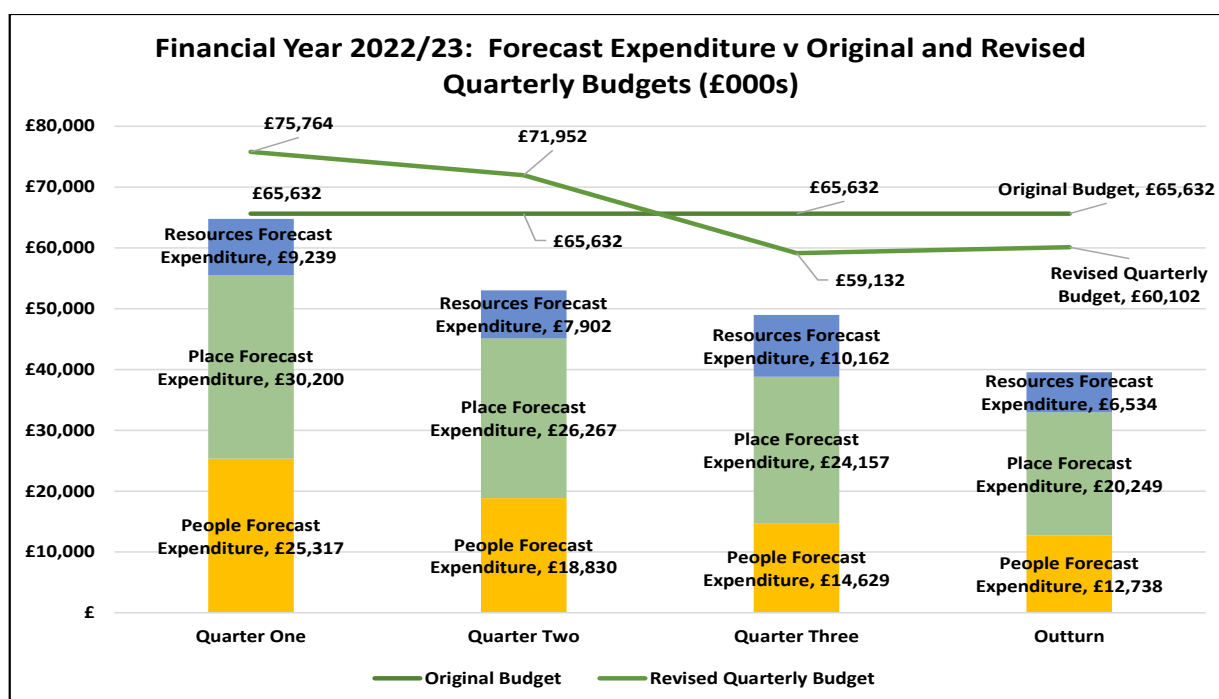
## 5 Supporting Information

### Introduction

- 5.1 Capital expenditure and its supporting financing have financial consequences for the Council for many years into the future. Expenditure is therefore subject to both a national regulatory framework and to local policy framework.
- 5.2 The Prudential Code requires authorities to look at capital and investment plans in light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long term financing implications and risks to the Council. To demonstrate that local authorities have fulfilled these objectives, the code sets out a number of indicators, although the Code does not include suggested indicative limits or ratios. Local Authorities are to set their own limits and ratios, subject to controls under section 4 of the Local Government Act 2003. The Council's capital programme is a key driver of the treasury management activity.

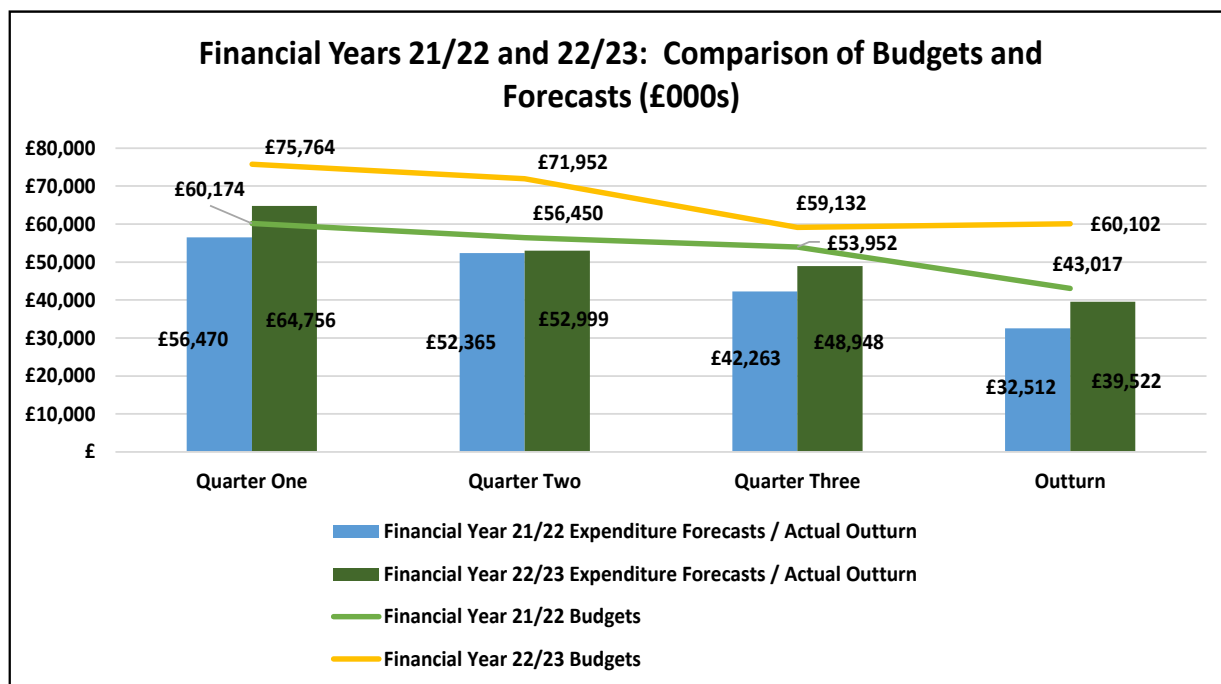
## Background

- 5.3 At outturn total expenditure incurred against the approved capital programme of £60.1 million for financial year 2022/23 amounts to £39.5 million generating a £20.6 million underspend.
- 5.4 The 2022/23 capital programme was agreed by Council in March 2022 with a gross expenditure budget of £65.6 million split between externally funded expenditure of £28.7 million and £36.9 million of Council funded expenditure (i.e. application of capital receipts and external borrowing). The repayment of principal sums and interest on loans used to fund capital expenditure are met from the revenue budget for capital financing and risk management. Included within the capital programme for 2022/23 was £20.3 million of expenditure reprofiled from the 2021/22 approved capital programme, with an additional £9 million of expenditure subsequently reprofiled into 2022/23 at the end of 2021/22. During the financial year budget changes may occur, mainly as a result of budgets brought forward from prior financial years, additional grants, s106 and Community Infrastructure Levy (CIL) allocations received in year or expenditure re-profiled in future financial years. As part of the budget monitoring process, the forecast year end position of the capital projects is reviewed and proposals for unutilised budgets to be re-profiled is reviewed by CSG. Appendix A provides a breakdown of budget changes during the financial year.
- 5.5 The outturn position is after £22.7 million of expenditure having been reprofiled into financial year 2023/24 in Quarters One and Two (£5.8 million and £17.0 million respectively). The graphic below details forecasting during the current financial year against the original approved budget as revised for reprofiling and other in year budget changes.



- 5.6 The trend for a reducing expenditure forecast and increased reprofiling throughout the financial year is not uncommon. Projects are subject to delays for various reasons – for example, delay in appointing contractors, planning negotiations and increased costs

through inflation and restriction of accessible suppliers. The graphic below compares the 2023/24 position against budget (line element of the graphic) to the quarterly position in financial year 2021/22 (bar element of the graphic).



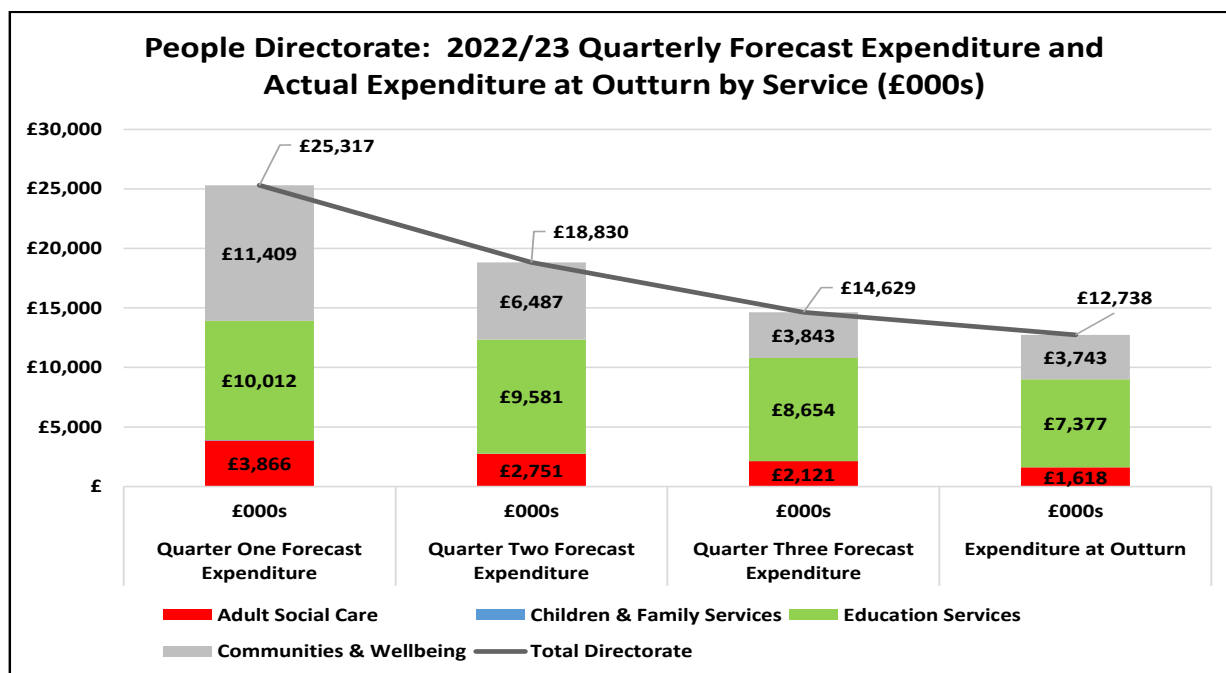
5.7 Reprofiled throughout the financial is incorporated into the annual capital programme budget setting process to ensure all capital financing assumptions remain robust and sustainable.

### The People Directorate

5.8 During financial year 2022/23 the directorate incurred total expenditure of £12.7 million against a budget of £19.9 million, creating an underspend of £7.2 million at outturn.

5.9 £7.27 million of forecast expenditure is proposed to be reprofiled into financial year 2023/24 of which £1.48 million is funded externally and £5.79 million funded through Council borrowing. The directorate is also proposing to bring forward £297k of funding from the approved 2023/24 capital programme to enable funding of projects currently ahead of schedule. The £297k is split between £233k of external funding and £64k of Council funding. Full details of reprofiling is included in appendix B.

5.10 The graphic below details forecasting during financial year 2022/23 against the original approved budget as revised for reprofiling and other in year budget changes. The table below summaries actual expenditure for the People Directorate against budget as at the year end.



5.11 Adult Social Care has an outturn position of £1.6 million of expenditure incurred against a budget of £3.5 million. The service is proposing to reprofile the full underspend position of £1.89 million into financial year 2023/24. Of the £1.89 million, £254k is externally funded expenditure. £1.89 million primarily relates to planned expenditure on the refurbishment of the Council’s residential home asset base and modernisation works. £343k of the £1.89 million relates to the ongoing upgrade of Care Director, the project is anticipated to be completed in financial year 2023/24.

5.12 Children and Family Services has not incurred any capital expenditure during the financial year. An approved budget of £20k for adaptations to homes to facilitate foster placements was created as part of the capital budget planning process. The budget is demand led in nature and no call has been on the budget during the financial year. The service has not proposed to reprofile the budget into financial year 2023/24.

5.13 Education Services has an outturn position of £7.4 million of expenditure incurred against a budget of £9.9 million. The service is proposing to reprofile £2.49 million of expenditure into financial year 2023/24, of which all is Council funded. The reprofiled expenditure relates to a number of projects that have been commenced and will run into financial year 2023/24. Key projects are: SEMH/ASD Resource Provision, focused on secondary schools (£1.16 million). Highwood Copse where there are a number of outstanding works relating to the remodelling of the pickup and drop off point (£327k). The Parsons Down rationalisation project where costs in respect of the demolition of the modular unit and former infant school site are forecast for 2023/24 (£172k). The service is also proposing to bring forward £233k of external funding from financial year 2023/24 to cover planned maintenance and enhancements overspends.

5.14 The Communities and Wellbeing Service has an outturn position of £3.7 million of expenditure incurred against a budget of £6.5 million. The service is proposing to reprofile £2.89 million of expenditure into financial year 2023/24, of which £1.22 million is externally funded and £1.67 million is Council funded. The reprofiled expenditure relates to a number of projects that have been commenced and will run into financial

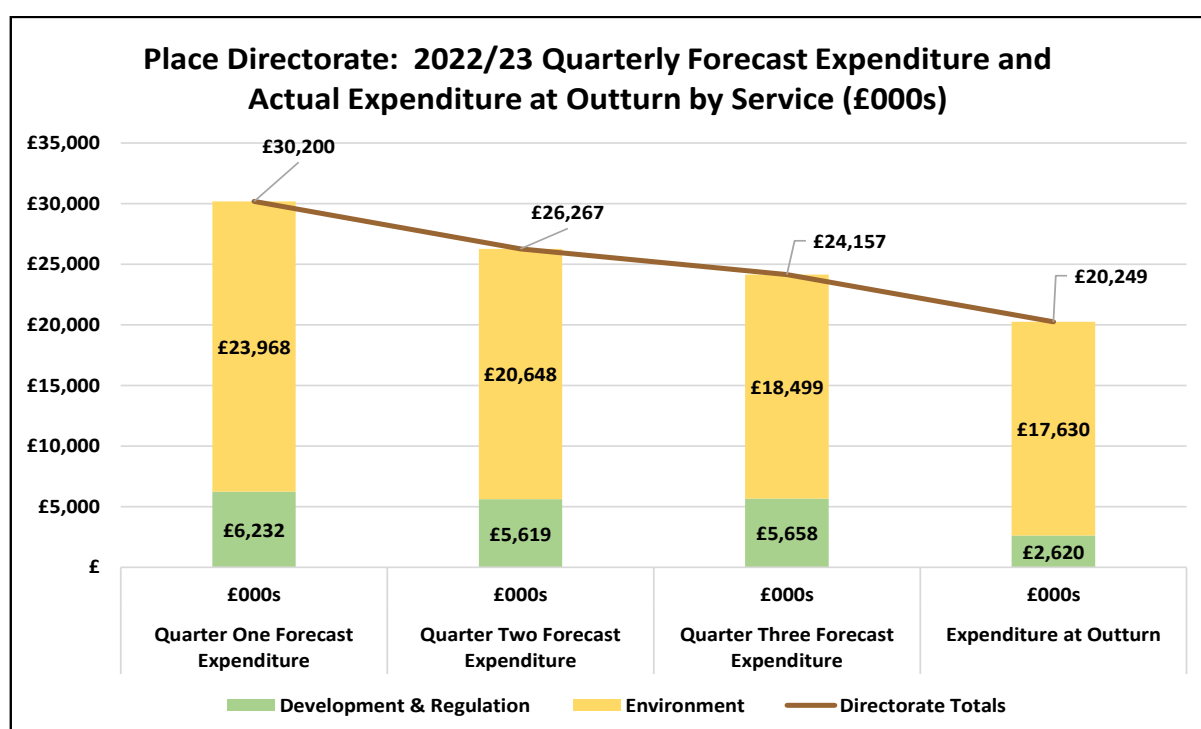
year 2023/24. Key projects are: The Playing Pitch Action Plan (£735k), which has been delayed due to a judicial review. Leisure Centre compliance and modernisation works (£394k). The Berkshire Records Office expansion project has yet to commence and has been reprofiled for delivery into financial year 2023/24 (£1.45 million). The service has also incurred a number of minor project overspends against planned maintenance and enhancement budgets in year and is proposing to bring forward approved funding from 2023/24 of £64k.

### The Place Directorate

5.15 During financial year 2022/23 the directorate incurred total expenditure of £20.2 million against a budget of £26.9 million, creating an underspend of £6.7 million at outturn.

5.16 £5.1 million of forecast expenditure is proposed to be reprofiled into financial year 2023/24. All proposed expenditure reprofiling is fully funded through Council borrowing. The directorate is also proposing to bring forward £423k of funding from the approved 2023/24 capital programme to enable funding of projects currently ahead of schedule. The £423k is split between £218k of external funding and £205k of Council funding. Full details of reprofiling is included in appendix B.

5.17 The graphic below details forecasting during financial year 2022/23 against the original approved budget as revised for reprofiling and other in year budget changes. The table below summaries actual expenditure for the Place Directorate against budget as at the year end.



5.18 The Development and Regulation Service has an outturn position of £2.6 million of expenditure incurred against a budget of £5.7 million. The service is proposing to reprofile £2.1 million into financial year 2023/24, which is fully Council funded. The planned expenditure relates to ongoing projects Four Hoses Corner and the London

Road Industrial Estate Redevelopment. The balance of the underspend is across a number of projects including the demand led Disabled facilities Grant (£525k).

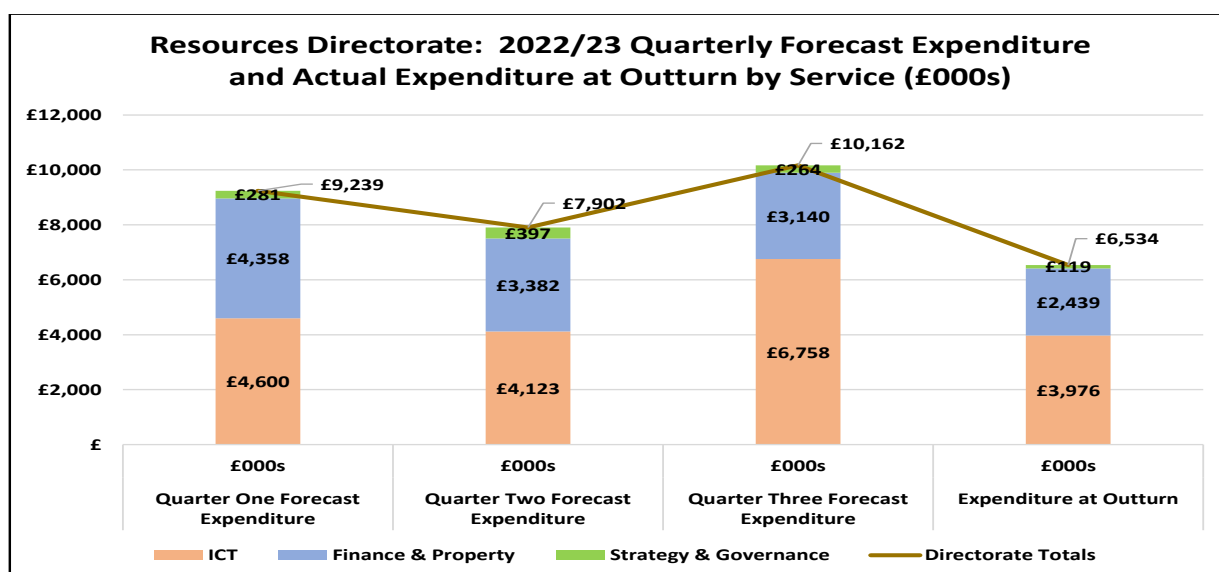
5.19 The Environment Service has an outturn position of £17.6 million of expenditure incurred against a budget of £21.2 million. The service is proposing to reprofile expenditure of £3.05 million which is fully Council funded. Key projects with expenditure subject to reprofiling include: The Kings Road Link Improvements (£563k), the Highway Improvement Programme (£468k), the Bus Services Improvement Plan (£325k), Phoenix Centre Access Improvements (£256k), and the Footways Improvements Project (£235k). The service is also proposing to bring forward funding from 2023/24 totalling £423k to cover accelerated project expenditure in 2022/23. £218k of external funding is to be brought forward to cover expenditure across planned maintenance and enhancements to bridges and playground equipment. Council funding of £205k is proposed to be brought forward and applied against expenditure on renewable energy provision and the solar photovoltaics initiative. Other key projects contributing to the underspend position are: Newbury Rail Station Improvements (£1.05 million), Theale Rail Station Improvements (£400k), and Natural Carbon Measures (£191k).

### The Resources Directorate

5.20 During financial year 2022/23 the directorate incurred total expenditure of £6.5 million against a budget of £13.2 million, creating an underspend of £6.7 million at outturn.

5.21 £4.8 million of forecast expenditure is proposed to be reprofiled into financial year 2023/24. Funding of proposed expenditure reprofiling is split between Council borrowing (£2.2 million) and externally funded projects (£2.6 million). The directorate is also proposing to bring forward £16k of Council funding from the approved 2023/24 capital programme to enable funding of projects currently ahead of schedule. Full details of reprofiling is included in appendix B.

5.22 The graphic below details forecasting during financial year 2022/23 against the original approved budget as revised for reprofiling and other in year budget changes. The table below summaries actual expenditure for the Place Directorate against budget as at the year end.



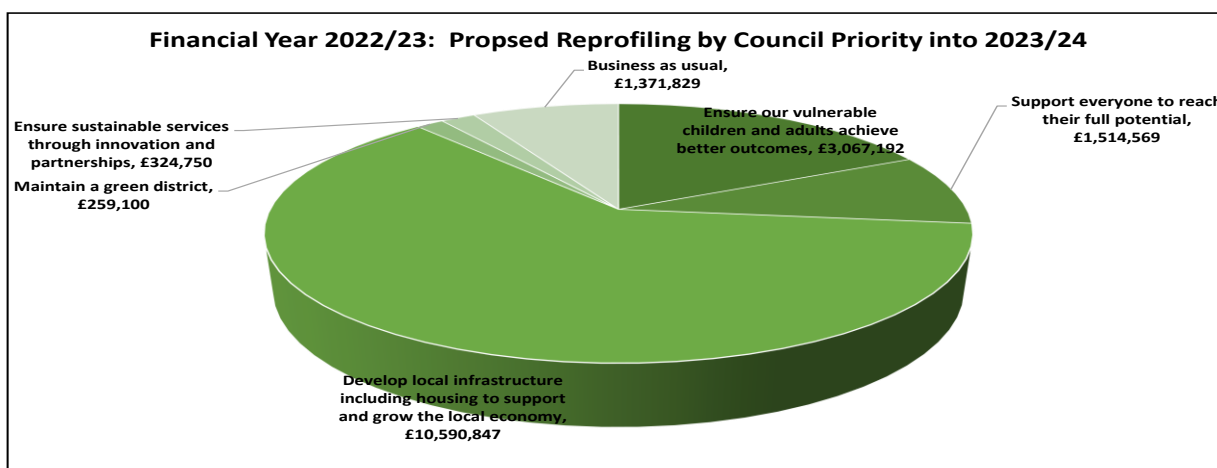
5.23 The ICT Service has an outturn position of £3.9 million of expenditure incurred against a budget of £8.2 million. The service is proposing to reprofile the full £4.2 million of expenditure into financial year 2023/24, funding split between Council borrowing (£1.6 million) and external funding (£2.6 million). Proposed reprofiled expenditure relates primarily to the Superfast Broadband Infrastructure project which is externally funded (£2.1 million), the Full Fibre to Schools project (£1.0 million of which £316k is externally funded), the Contact Centre Improvement project (£300k), and various projects focused on refreshing and upgrading current ICT hardware. The service is also proposing to bring forward £9k of external funding from financial year 2023/24 to fund PSN Accreditation planned maintenance which was undertaken in 2022/23.

5.24 The Finance and Property Service has an outturn position of £2.4 million against a budget of £4.6 million. The service is proposing to reprofile £325k of expenditure into financial year 2023/24. All proposed reprofiling is Council funded. Key projects subject to reprofiling are: The implementation of the new HR and Payroll System (formally known as the Enterprise Resource Planning System Project), (£232k) and improvements to the Malt House in Great Shefford (£49k). The service is also proposing to bring forward Council funding of £7k to cover cost incurred on unallocated corporately owned buildings (i.e. buildings not assigned to a specific service), during the financial year. The key areas of underspend in the service are: Landlord fit out works to commercial properties (£970k), expenditure was not required within the financial year, separate future provision has been made within the approved capital programme 2023-2033. Planned building maintenance and enhancements (£478k) and Community Infrastructure Funding Bids which is a demand led budget (£181k).

5.25 The Strategy and Governance Service has an outturn position of £119k of expenditure against a £410k budget. The service is proposing to reprofile £282k of Council funded expenditure into financial year 2023/24. Key projects subject to reprofiling are: Digitisation Infrastructure (£106k) and the Education Management Information System (£50k).

### Proposals

5.26 At outturn £17.1 million of expenditure is proposed to be reprofiled into financial year 2023/24. £4.1 million of expenditure is externally funded with a balance of £13.0 million funded from Council borrowing. Reprofiled expenditure relates to projects already commenced or due to commence in early 2023/24.





5.27 A further £736k of funding is proposed to be brought forward from financial year 2023/24 to cover projects which are either ahead of schedule or have incurred additional costs in 2022/23. The £736k is split between £460k of external funding and £276k of Council funding. Appendix B provides a full breakdown by project title of all proposed reprofiling.

5.28 Post reprofiling the outturn position is a revised Council funded budget of £47.3 million with expenditure incurred of £39.52 million generating a revised underspend of £7.8 million.

Directorate	Budget at Outturn	Expenditure at Outturn	Expenditure Variance to Budget at Outturn (Under) / Overspend	Proposed Expenditure Re-profiling (Net of External Funding)	Proposed Council Funding Brought Forward	Revised Budget at Outturn	Revised Expenditure Variance to Budget
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
People	£19,906	£12,738	(£7,168)	£5,795	£64	£14,176	(£1,437)
Place	£26,980	£20,249	(£6,731)	£5,082	£205	£22,103	(£1,854)
Resources	£13,215	£6,534	(£6,681)	£2,172	£7	£11,050	(£4,516)
Chief Executive	£	£	£	£	£	£	£
Total Council	£60,102	£39,522	(£20,580)	£13,049	£276	£47,329	(£7,807)

5.29 Key projects where reprofiling has not been requested and contributing to the revised underspend position are: Newbury Rail Station Improvements (£1.05 million), Theale Station Improvements (£400k), Landlord fit out works for commercial properties (£970k), and expenditure against the Disabled facilities Grant (£525k).

## 6 Other options considered

No other options were considered.

## 7 Conclusion

7.1 The capital programme is subject to a number of financial risks. Construction inflation (currently forecast at 8 - 10% compared to an assumed level of 2%) potentially resulting current contracts being subject to a reduction in scope to deliver within agreed financial terms and tender cost for new projects subject to significant increases. The scale of the programme itself is also dependant on sufficient resourcing both internally and externally being available to support delivery. During 2021/22 £27.8 million of expenditure was reprofiled into 2022/23 (including £9 million reprofiled at outturn), which equated to 58% of the original 2021/22 capital programme. Total reprofiling in 2022/23 was £22.7 million as at Quarter Two with a subsequent £17.1 million proposed at outturn.

7.2 All capital expenditure must be financed, The Prudential Code requires authorities to look at capital and investment plans in light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long term financing implications and risks to the Council. A key indicator is the Council's Authorised Limit for external for debt which was approved at Council on 3<sup>rd</sup> March 2022, at £367.1 million for the current financial year. As well as the level of borrowing needed to fund capital expenditure, the Limit also allows for debt embedded in the Waste PFI contract and any temporary borrowing which is required for cash flow purposes during the year (up to a maximum of £24 million at any one time).

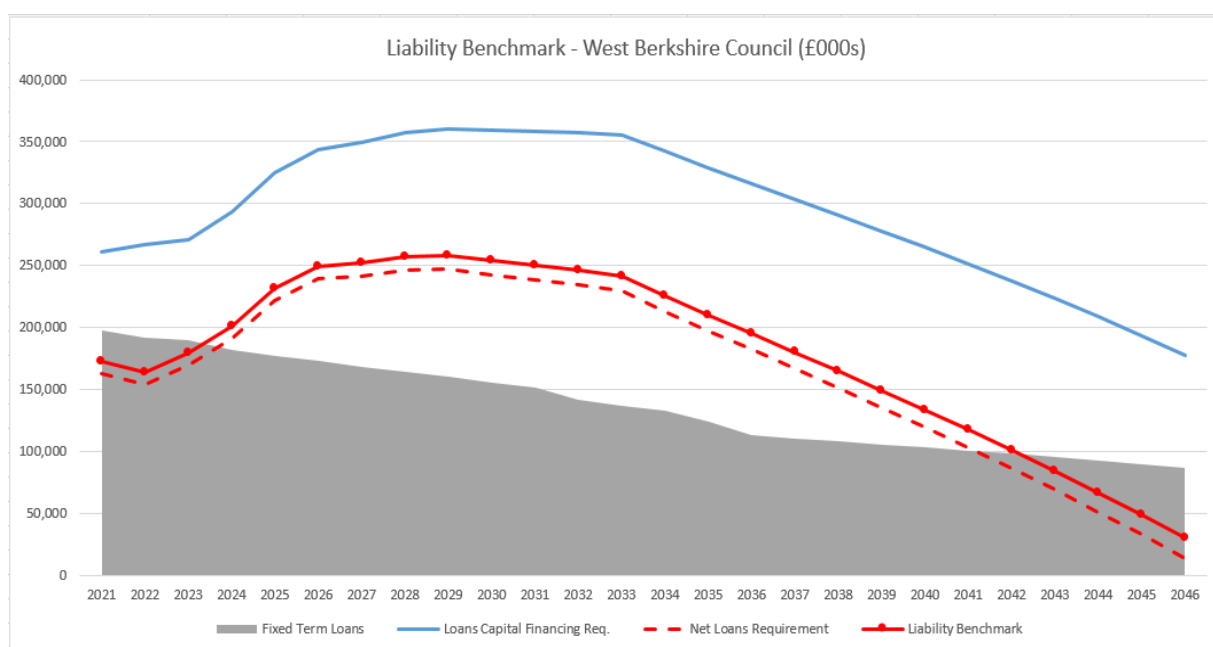
- 7.3 As at 31<sup>st</sup> March 2023, the Council's total level of long term borrowing to fund capital spend stood at £186.9 million. During financial year 2022/23 a strategy of not undertaking long term borrowing in respect of Public Works and Loan Board (PWLB) financing has been pursued, (enabled by in year reprofiling of expenditure), instead focusing on supporting delivery of the capital programme through short term borrowing and cash balances. The strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs has minimised the impact of rising PWLB rates on the Council.
- 7.4 In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility and CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. This Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the Capital Financing Requirement – “CFR” - (which represents an authority's underlying need to borrow for capital purposes), unless directly and primarily related to the functions of the authority. The 2022/23 capital programme was expected to increase the Council's CFR by £23 million to £304.5 million by 31.3.2023 based on the Council's draft 2021/22 financial statements and the approved capital programme. At outturn the revised CFR is £279.5 million with a forecast to increase to £301.9 during 2023/24.

Capital Financing requirement	31.3.2023	31.3.2024	31.3.2025
	Actual	Forecast	Forecast
	£000s	£000s	£000s
Capital Financing requirement	279,472	301,877	331,740
Less other debt liabilities	-10,670	-9,807	-8,892
Loans Capital Financing Req.	268,802	292,071	322,849
Less: Existing External Borrowing	-189,891	-181,973	-177,242
<b>Internal Borrowing</b>	<b>78,911</b>	<b>110,098</b>	<b>145,607</b>
Less: Balance Sheet Resources	-99,581	-100,581	-101,581
<b>Investments / (New Borrowing)</b>	<b>20,670</b>	<b>-9,516</b>	<b>-44,026</b>

- 7.5 Capital financing costs are incurred a year in arrears, hence the cost of financing 2022/23 capital expenditure will fall into financial year 2023/24. Based on the outturn position, the Council's Balance Sheet forecast indicates that long term borrowing will be required in financial year 2023/24. Current planning indicates that approximately there is a £9.5 million borrowing requirement in 2023/24 in support of capital expenditure and the waste PFI financing. It should be noted that the Balance Sheet resources assumption are based on draft 2022/23 accounts, taking into consideration the current balances of usable reserves (£45.2 million) and working capital (debtors and creditors of £54.6 million). Until such time the accounts are finalised and an audit opinion provided by the Council's external auditors, the figures remain draft and hence are subject to adjustment.
- 7.6 To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as the table above, but that cash and investment balances are kept to a minimum level of £10 million at each year-end to maintain sufficient liquidity. The liability benchmark is an important tool to help establish whether the

Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow. Councils are now required as part of in year reporting to publish the liability benchmark.

Liability Benchmark	31.3.2023	31.3.2024	31.3.2025
	Actual	Forecast	Forecast
	£000	£000	£000
Loans Capital Financing Req.	268,802	292,071	322,849
Less: Balance Sheet Resources	-99,581	-100,581	-101,581
Net Loans Requirement	169,221	191,489	221,267
Plus liquidity allowance	10,000	10,000	10,000
<b>Liability Benchmark</b>	<b>179,221</b>	<b>201,489</b>	<b>231,267</b>



7.7 Based on the Council's CFR and the liability benchmark, the Council is long term borrower. The Council is required to ensure that capital financing is reasonable and affordable in the long term. CIPFA recommends that the optimum position for external borrowing should be at the level of the Liability Benchmark (i.e., all balance sheet resources should be used to maximise internal borrowing). If the outputs show future periods where external loans are less than the Liability Benchmark, then this indicates a borrowing requirement thus identifying where the authority is exposed to interest rate, liquidity and refinancing risks. Conversely where external loans exceed the Liability Benchmark then this will highlight an over borrowed position which will result in excess cash in the organisation requiring investment thus exposing the authority to credit and reinvestment risks and a potential cost of carry. The table below sets out the Council's borrowing position compared to its Liability Benchmark.

Borrowing v Benchmark	31.3.2023	31.3.2024	31.3.2025
	Actual	Forecast	Forecast
	£000	£000	£000
Existing External Borrowing	189,891	181,973	177,242
Liability Benchmark	179,221	201,489	231,267

7.8 Based on the outturn position, the Council, currently is in an over borrowed position. However, during 2021/22, 2022/23, and as set out in the Investment and Borrowing Strategy for 2023/24 (as approved by Council in March 2023), the Council is currently utilising cash flows to maintain an internally borrowed position, resulting in the external borrowing levels reducing against the Liability Benchmark. On this basis, alongside a position of borrowing remaining lower than the Council's Capital Financing Requirement, the s151 Officer is confident that capital expenditure is affordable in the longer term.

## 8 Appendices

Appendix A – Financial Year 2022/23 Budget Changes

Appendix B – Financial Year 2022/23: Outturn Expenditure Re-profiling Proposal to 2023/24

Appendix C - Financial Year 2022/23: Proposed Funding Brought Forward from 2023/24

### Subject to Call-In:

Yes:  No:

### Officer details:

Name: Shannon Coleman-Slaughter  
 Job Title: Acting Head of Finance & Property  
 Tel No: 01635 503225  
 E-mail: Shannon.colemanslaughter@westberks.gov.uk

## Budget Changes: Financial Year 2022/23

Service Area	Original Budget 2022/23 £000	Budget Agreed by CSG to be Re-profiled from 2021/22 £000	Agreed Re-profiling at Q1 £000	Agreed Re-profiling at Q2 £000	Agreed Re-profiling at Q3 £000	Other Changes to 2022/23 Budget £000	Revised Budget for 2022/23 £000
<b>PEOPLE DIRECTORATE</b>							
Adult Social Care	£3,022	£786	£0	(£548)	£0	£248	£3,509
Children & Family Services	£20	£10	£0	(£10)	£0	£0	£20
Communities & Wellbeing	£11,104	£656	(£351)	(£4,932)	£0	£39	£6,516
Education Services	£13,024	£1,139	(£239)	(£4,675)	£0	£613	£9,861
<b>Total for People Directorate</b>	<b>£27,170</b>	<b>£2,591</b>	<b>(£590)</b>	<b>(£10,165)</b>	<b>£0</b>	<b>£900</b>	<b>£19,906</b>
<b>PLACE DIRECTORATE</b>							
Development & Regulation	£4,979	£1,253	£0	(£575)	£0	£66	£5,723
Environment	£26,744	£2,975	(£5,165)	(£5,594)	£0	£2,298	£21,257
<b>Total for Place Directorate</b>	<b>£31,723</b>	<b>£4,228</b>	<b>(£5,165)</b>	<b>(£6,169)</b>	<b>£0</b>	<b>£2,364</b>	<b>£26,980</b>
<b>RESOURCES DIRECTORATE</b>							
ICT	£3,179	£1,425	£0	(£429)	£0	£4,051	£8,226
Finance & Property	£3,114	£694	£0	£0	£0	£771	£4,580
Strategy & Governance	£446	£105	£0	(£237)	£0	£95	£410
<b>Total for Resource Directorate</b>	<b>£6,739</b>	<b>£2,224</b>	<b>£0</b>	<b>(£666)</b>	<b>£0</b>	<b>£4,917</b>	<b>£13,216</b>
<b>CHIEF EXECUTIVE</b>							
Chief Executive	£0	£0	£0	£0	£0	£0	£0
<b>Total for Chief Executive</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Totals</b>	<b>£65,632</b>	<b>£9,043</b>	<b>(£5,755)</b>	<b>(£17,000)</b>	<b>£0</b>	<b>£8,181</b>	<b>£60,102</b>

# Financial Year 2022/23: Outturn Expenditure Re-profiling Proposal to 2023/24

Directorate	Service	Cost Centre	Project	Expenditure Budget	Expenditure at Outturn	Underspend at Outturn	Re-profiling Request	Externally Funded Re-profiling	Council Funded Value	Approved 2023/24 Budget	2023/24 Budget inc Re-profiling
People	Adult Social Care	86044	Autism Capital Grant	£12,540	£	(£12,540)	£12,540	(£12,540)	£	£	£12,540
People	Adult Social Care	86045	Modernising ASC	£83,000	£	(£83,000)	£83,000	£	£83,000	£	£83,000
People	Adult Social Care	86046	Care Director V6	£666,960	£323,287	(£343,673)	£343,670	£	£343,670	£360,840	£704,510
People	Adult Social Care	86047	Willows Care Home - Garden Project	£20,000	£	(£20,000)	£20,000	£	£20,000	£	£20,000
People	Adult Social Care	86048	Birchwood Care Home - Garden Project	£20,000	£	(£20,000)	£20,000	£	£20,000	£	£20,000
People	Adult Social Care	86051	Notrees Day Centre - Refurbishment	£300,000	£15,612	(£284,388)	£284,388	£	£284,388	£300,000	£584,388
People	Adult Social Care	86052	Birchwood Care Home - Refurbishment	£400,000	£155,009	(£244,991)	£244,991	£	£244,991	£	£244,991
People	Adult Social Care	86053	Willows Edge - Refurbishment	£250,000	£9,000	(£241,000)	£241,000	(£241,000)	£	£250,000	£491,000
People	Adult Social Care	86054	TeleCare	£37,500	£	(£37,500)	£37,500	£	£37,500	£37,500	£75,000
People	Adult Social Care	86055	Feasibility Study for ASC Care Home	£30,000	£18,000	(£12,000)	£12,000	£	£12,000	£170,000	£182,000
People	Adult Social Care	86008	O/T Equipment	£1,390,520	£989,393	(£401,127)	£401,127	£	£401,127	£1,195,000	£1,596,127
People	Adult Social Care	87132	Social Services - Pmp	£298,000	£108,118	(£189,883)	£189,883	£	£189,883	£164,189	£354,072
<b>People</b>	<b>Totals: Adult Social Care</b>			<b>£3,508,520</b>	<b>£1,618,420</b>	<b>(£1,890,101)</b>	<b>£1,890,098</b>	<b>(£253,540)</b>	<b>£1,636,558</b>	<b>£2,477,529</b>	<b>£4,367,627</b>
People	Education Services	82277	Theale Primary Basic Need Project	£177,080	£13,054	(£164,026)	£164,026	£	£164,026	£	£164,026
People	Education Services	82285	Highwood Copse	£334,980	£8,285	(£326,695)	£326,695	£	£326,695	£140,730	£467,425
People	Education Services	82308	The Winchcombe Primary - Basic Need Bulge	£1,760	£397	(£1,363)	£1,363	£	£1,363	£	£1,363
People	Education Services	82315	Hungerford Primary - UIFSM	£109,890	£261	(£109,629)	£8,500	£	£8,500	£	£8,500
People	Education Services	82317	Speenhamland - 2FE Project	£429,610	£261,694	(£167,916)	£151,140	£	£151,140	£	£151,140
People	Education Services	82319	i-college Alternative Education - East of Area	£1,475,340	£1,384,353	(£90,987)	£90,987	£	£90,987	£623,310	£714,297
People	Education Services	82327	Special Provision Fund Allocation - Intervention	£2,530	£	(£2,530)	£2,530	£	£2,530	£	£2,530
People	Education Services	82329	Parsons Down Rationalisation	£585,680	£413,728	(£171,952)	£16,880	£	£16,880	£51,800	£68,680
People	Education Services	82335	Garland School - Nurture Provision	£326,000	£282,527	(£43,473)	£43,470	£	£43,470	£10,060	£53,530
People	Education Services	82336	SEMH/ASD Resourced Provision - Secondary	£2,907,260	£1,740,166	(£1,167,094)	£1,167,094	£	£1,167,094	£2,319,740	£3,486,834
People	Education Services	82337	Calcot Schools Remodelling	£136,480	(£925)	(£137,405)	£137,405	£	£137,405	£1,214,580	£1,351,985
People	Education Services	82338	Downlands Sport Centre - replacement and expansion	£50,000	£22,908	(£27,092)	£27,092	£	£27,092	£	£27,092
People	Education Services	82339	Falkland Primary School - Classroom Replacement	£20,000	£	(£20,000)	£20,000	£	£20,000	£242,030	£262,030
People	Education Services	82340	Brookfields School - Accessibility	£50,000	£25,953	(£24,048)	£24,048	£	£24,048	£500,790	£524,838
People	Education Services	82341	Additional Places - Secondary Basic Need	£145,960	£72,387	(£73,573)	£73,573	£	£73,573	£205,420	£278,993
People	Education Services	82344	North Newbury - New primary school	£50,000	£	(£50,000)	£50,000	£	£50,000	£240,970	£290,970
People	Education Services	82345	Thatcham Park Early Years Accomodation	£10,000	£	(£10,000)	£10,000	£	£10,000	£54,330	£64,330
People	Education Services	82346	Castle School Ways of Working Facility	£10,000	£	(£10,000)	£10,000	£	£10,000	£567,080	£577,080
People	Education Services	82347	Engaging Potential	£5,000	£	(£5,000)	£5,000	£	£5,000	£202,850	£207,850
People	Education Services	82348	Mortimer St John's Infants School - relocation	£5,000	£	(£5,000)	£5,000	£	£5,000	£143,000	£148,000
People	Education Services	82349	Kennet School Physical Disability Resource	£50,000	£	(£50,000)	£50,000	£	£50,000	£	£50,000
People	Education Services	82352	Brookfields Expansion	£97,000	£	(£97,000)	£97,000	£	£97,000	£	£97,000
People	Education Services	82353	Castle Gate Messy Play	£10,000	£	(£10,000)	£10,000	£	£10,000	£	£10,000
<b>People</b>	<b>Totals: Education Services</b>			<b>£6,989,570</b>	<b>£4,224,787</b>	<b>(£2,764,783)</b>	<b>£2,491,803</b>	<b>£</b>	<b>£2,491,803</b>	<b>£6,516,690</b>	<b>£9,008,493</b>
People	Communities & Wellbeing	85124	Libraries Public PC Replacement	£3,290	£1,212	(£2,078)	£2,080	£	£2,080	£	£2,080
People	Communities & Wellbeing	85188	Leisure Centre Compliance & Modernisation	£418,380	£24,883	(£393,497)	£393,500	£	£393,500	£	£393,500
People	Communities & Wellbeing	87133	Cultural Services - Pmp	£144,730	£135,927	(£8,803)	£8,800	£	£8,800	£164,850	£173,650
People	Communities & Wellbeing	85195	Expansion of Berkshire Records Office. Reading	£1,447,450	£	(£1,447,450)	£1,447,450	(£1,183,000)	£264,450	£	£1,447,450
People	Communities & Wellbeing	85196	Feasibility studies for options to deliver the Leisure Strategy	£269,340	£120,179	(£149,161)	£149,160	£	£149,160	£	£149,160
People	Communities & Wellbeing	85198	Hungerford LC - Modular exercise studio	£120,000	£6,446	(£113,555)	£113,560	£	£113,560	£170,830	£284,390
People	Communities & Wellbeing	85199	Playing Pitch Action Plan	£750,000	£15,329	(£734,671)	£734,670	£	£734,670	£3,190,000	£3,924,670
People	Communities & Wellbeing	85125	Planned maintenance of library buildings	£141,900	£54,855	(£87,045)	£41,000	(£41,000)	£	£100,000	£141,000
<b>People</b>	<b>Totals: Communities &amp; Wellbeing</b>			<b>£3,295,090</b>	<b>£358,831</b>	<b>(£2,936,259)</b>	<b>£2,890,220</b>	<b>(£1,224,000)</b>	<b>£1,666,220</b>	<b>£3,625,680</b>	<b>£6,515,900</b>
<b>People</b>	<b>Totals: People Directorate</b>			<b>£13,793,180</b>	<b>£6,202,038</b>	<b>(£7,591,142)</b>	<b>£7,272,121</b>	<b>(£1,477,540)</b>	<b>£5,794,581</b>	<b>£12,619,899</b>	<b>£19,892,020</b>

# Capital Financing Performance Report Outturn 2022/23

Directorate	Service	Cost Centre	Project	Expenditure Budget	Expenditure at Outturn	Underspend at Outturn	Re-profiling Request	Externally Funded Re-profiling	Council Funded Value	Approved 2023/24 Budget	2023/24 Budget inc Re-profiling
Place	Development & Regulation	87756	Newbury Town Centre Masterplan	£67,000	£21,358	(£45,642)	£45,640	£	£45,640	£201,000	£246,640
Place	Development & Regulation	80010	Four Houses Corner	£2,017,910	£613,557	(£1,404,353)	£1,404,353	£	£1,404,353	£3,373,000	£4,777,353
Place	Development & Regulation	87750	London Road Industrial Estate	£695,000	£118,835	(£576,165)	£576,165	£	£576,165	£172,500	£748,665
<b>Place</b>	<b>Totals: Development &amp; Planning</b>			<b>£2,779,910</b>	<b>£753,750</b>	<b>(£2,026,160)</b>	<b>£2,026,158</b>	<b>£</b>	<b>£2,026,158</b>	<b>£3,746,500</b>	<b>£5,772,658</b>
Place	Environment	81149	Ftwy Imp Existing & New	£345,000	£109,996	(£235,004)	£235,000	£	£235,000	£245,000	£480,000
Place	Environment	81272	Land Drainage	£400,000	£258,300	(£141,700)	£141,700	£	£141,700	£300,000	£441,700
Place	Environment	81567	Highway Improved Programme	£4,324,180	£3,856,532	(£467,648)	£467,650	£	£467,650	£5,631,710	£6,099,360
Place	Environment	81625	Term Maintenance Establishment	£775,500	£690,764	(£84,736)	£84,740	£	£84,740	£775,500	£860,240
Place	Environment	81627	Newbury Town Centre Paving	£66,930	£10,644	(£56,286)	£56,290	£	£56,290	£	£56,290
Place	Environment	81636	Capitalised Drainage Maintenance	£700,000	£654,452	(£45,548)	£45,550	£	£45,550	£500,000	£545,550
Place	Environment	81646	Reactive Maintenance	£132,000	£117,990	(£14,010)	£14,010	£	£14,010	£132,000	£146,010
Place	Environment	81673	Hungerford Footpath Maintenance	£200,000	£142,349	(£57,651)	£57,650	£	£57,650	£	£57,650
Place	Environment	81668	Seperate Food Waste	£1,086,300	£1,073,594	(£12,706)	£12,700	£	£12,700	£	£12,700
Place	Environment	81051	Village Speed Limits	£40,720	£7,957	(£32,763)	£32,760	£	£32,760	£30,000	£62,760
Place	Environment	81103	Local Sfty Acc Reduct	£119,760	£76,788	(£42,972)	£42,970	£	£42,970	£75,000	£117,970
Place	Environment	81181	Signing Improvements	£40,040	£7,551	(£32,489)	£32,490	£	£32,490	£30,000	£62,490
Place	Environment	81186	Traffic Signal Upgrades	£300,000	£134,496	(£165,504)	£165,500	£	£165,500	£246,290	£411,790
Place	Environment	81236	Active Travel Infrastructure	£982,520	£868,096	(£114,424)	£114,420	£	£114,420	£640,000	£754,420
Place	Environment	81311	Future Programme Development	£214,480	£205,022	(£9,458)	£9,460	£	£9,460	£100,000	£109,460
Place	Environment	81426	Robin Hood Roundabout & A4	£100,000	£10,844	(£89,156)	£89,160	£	£89,160	£1,400,000	£1,489,160
Place	Environment	81514	Public Transport Infrastructure	£78,660	£10,164	(£68,496)	£68,500	£	£68,500	£50,000	£118,500
Place	Environment	81581	Kings Road Link, Newbury	£1,097,600	£534,803	(£562,797)	£562,800	£	£562,800	£	£562,800
Place	Environment	81603	Aldermaston Footways	£70,000	£19,012	(£50,988)	£50,990	£	£50,990	£179,310	£230,300
Place	Environment	81632	On Street Electrical Charge Point	£75,000	£49,602	(£25,398)	£25,400	£	£25,400	£449,400	£474,800
Place	Environment	81658	Car Park Maintenance	£49,500	£35,984	(£13,516)	£13,520	£	£13,520	£30,000	£43,520
Place	Environment	81662	Hampstead Norreys Flood Alleviation Scheme	£40,000	£	(£40,000)	£40,000	£	£40,000	£	£40,000
Place	Environment	81670	Pavement to St Mary's School	£22,880	£8,675	(£14,205)	£14,210	£	£14,210	£	£14,210
Place	Environment	81675	Phoenix Centre Access Improvements	£286,000	£30,096	(£255,904)	£255,900	£	£255,900	£	£255,900
Place	Environment	81652	Transport Services Fleet Upgrade	£308,200	£210,050	(£98,150)	£98,150	£	£98,150	£	£98,150
Place	Environment	81677	Bus Services Improvement Plan (BSIP)	£446,040	£121,287	(£324,753)	£324,750	£	£324,750	£669,053	£993,803
<b>Place</b>	<b>Totals: Environment</b>			<b>£12,301,310</b>	<b>£9,245,048</b>	<b>(£3,056,262)</b>	<b>£3,056,270</b>	<b>£</b>	<b>£3,056,270</b>	<b>£11,483,263</b>	<b>£14,539,533</b>
<b>Place</b>	<b>Totals: Place Directorate</b>			<b>£15,081,220</b>	<b>£9,998,798</b>	<b>(£5,082,422)</b>	<b>£5,082,428</b>	<b>£</b>	<b>£5,082,428</b>	<b>£15,229,763</b>	<b>£20,312,191</b>

# Capital Financing Performance Report Outturn 2022/23

Directorate	Service	Cost Centre	Project	Expenditure Budget	Expenditure at Outturn	Underspend at Outturn	Re-profiling Request	Externally Funded Re-profiling	Council Funded Value	Approved 2023/24 Budget	2023/24 Budget inc Re-profiling
Resources	ICT	87358	Upgrade of Print Room	£15,000	£	(£15,000)	£15,000	£	£15,000	£20,000	£35,000
Resources	ICT	87352	Perimeter Firewall	£16,700	£	(£16,700)	£16,700	£	£16,700	£	£16,700
Resources	ICT	87281	VMWare Hardware Refresh	£40,000	£31,455	(£8,545)	£8,545	£	£8,545	£100,000	£108,545
Resources	ICT	87285	Members ICT	£80,000	£	(£80,000)	£80,000	£	£80,000	£	£80,000
Resources	ICT	87289	Superfast Broadband Project Management	£901,410	£335,528	(£565,882)	£565,882	(£565,882)	£	£897,450	£1,463,332
Resources	ICT	87300	Superfast Broadband Infrastructure	£2,995,490	£1,417,489	(£1,578,001)	£1,578,001	(£1,578,001)	£	£	£1,578,001
Resources	ICT	87301	Planning Service Upgrade	£11,250	£	(£11,250)	£11,250	£	£11,250	£	£11,250
Resources	ICT	87304	Upgrade Backup Infrastructure	£50,000	£	(£50,000)	£50,000	£	£50,000	£35,000	£85,000
Resources	ICT	87306	Corporate SAN	£20,000	£	(£20,000)	£20,000	£	£20,000	£20,000	£40,000
Resources	ICT	87342	Maintenance of DR Facility	£67,940	£12,841	(£55,099)	£55,099	£	£55,099	£117,950	£173,049
Resources	ICT	87346	Refresh MFD Fleet	£200,000	£	(£200,000)	£200,000	£	£200,000	£	£200,000
Resources	ICT	87348	ICT Helpdesk System	£48,060	£10,535	(£37,525)	£37,525	£	£37,525	£	£37,525
Resources	ICT	87349	Corporate Database Server Replacement	£110,000	£36,034	(£73,966)	£50,000	£	£50,000	£32,000	£82,000
Resources	ICT	87355	Cyber Security Enhancements	£47,380	£40,230	(£7,150)	£7,150	£	£7,150	£30,600	£37,750
Resources	ICT	87354	Contact Centre Systems Enhancements	£402,100	£	(£402,100)	£300,000	£	£300,000	£150,000	£450,000
Resources	ICT	87400	MHCLG Full Fibre to Schools Project	£1,347,090	£316,382	(£1,030,708)	£1,030,708	(£316,382)	£714,326	£648,760	£1,679,468
Resources	ICT	87401	Digital Connectivity Infrastructure Accelerator - Grant	£498,870	£357,852	(£141,018)	£141,018	(£141,018)	£	£	£141,018
<b>Resources</b>	<b>Totals: Customer Services &amp; ICT</b>			<b>£6,851,290</b>	<b>£2,558,345</b>	<b>(£4,292,945)</b>	<b>£4,166,878</b>	<b>(£2,601,283)</b>	<b>£1,565,595</b>	<b>£2,051,760</b>	<b>£6,218,638</b>
Resources	Finance & Property	87129	Compliance (LRA, FRA, Asbestos)	£32,180	£30,734	(£1,446)	£1,450	£	£1,450	£8,000	£9,450
Resources	Finance & Property	87130	The Malt House (Great Shefford)	£121,000	£71,859	(£49,141)	£49,140	£	£49,140	£	£49,140
Resources	Finance & Property	87634	Enterprise Resource Planning System	£240,500	£8,760	(£231,740)	£231,740	£	£231,740	£500,000	£731,740
Resources	Finance & Property	87636	Agresso Rebuild	£296,760	£253,899	(£42,862)	£42,860	£	£42,860	£	£42,860
<b>Resources</b>	<b>Totals: Finance &amp; Property</b>			<b>£690,440</b>	<b>£365,251</b>	<b>(£325,189)</b>	<b>£325,190</b>	<b>£</b>	<b>£325,190</b>	<b>£508,000</b>	<b>£833,190</b>
Resources	Strategy & Governance	87550	HR/Payroll System	£18,840	£2,208	(£16,632)	£16,630	£	£16,630	£	£16,630
Resources	Strategy & Governance	87601	Digitalisation Infrastructure/ ICT Allocation	£180,300	£74,360	(£105,940)	£105,940	£	£105,940	£100,000	£205,940
Resources	Strategy & Governance	87801	Integrated Performance, Risk and Project Management System	£38,300	£24,000	(£14,300)	£14,300	£	£14,300	£79,450	£93,750
Resources	Strategy & Governance	87802	Education Management Information System	£50,000	£	(£50,000)	£50,000	£	£50,000	£200,000	£250,000
Resources	Strategy & Governance	87803	Schools Participatory Budget Exercise	£30,000	£200	(£29,800)	£29,800	£	£29,800	£	£29,800
Resources	Strategy & Governance	87804	Project Management - S&G	£65,000	£	(£65,000)	£65,000	£	£65,000	£117,321	£182,321
<b>Resources</b>	<b>Totals: Strategy &amp; Governance</b>			<b>£382,440</b>	<b>£100,768</b>	<b>(£281,672)</b>	<b>£281,670</b>	<b>£</b>	<b>£281,670</b>	<b>£496,771</b>	<b>£778,441</b>
<b>Resources</b>	<b>Totals: Resources Directorate</b>			<b>£7,924,170</b>	<b>£3,024,365</b>	<b>(£4,899,805)</b>	<b>£4,773,738</b>	<b>(£2,601,283)</b>	<b>£2,172,455</b>	<b>£3,056,531</b>	<b>£7,830,269</b>
<b>Council</b>	<b>Totals: Council</b>			<b>£36,798,570</b>	<b>£19,225,201</b>	<b>(£17,573,369)</b>	<b>£17,128,287</b>	<b>(£4,078,823)</b>	<b>£13,049,464</b>	<b>£30,906,193</b>	<b>£48,034,480</b>



Financial Year 2022/23: Proposed Funding Brought Forward from 2023/24

Directorate	Service	Cost Centre	Project	Expenditure Budget	Expenditure at Outturn	Overspend at Outturn	Re-profiling Request	Externally Funded Re-profiling	Council Funded Value	Approved 2023/24 Budget	2023/24 Budget inc Re-profiling
People	Education Services	87131	Education - Pmp	£2,000,000	£2,233,028	£233,028	£233,030	£233,030	£	£2,789,660	£2,556,630
People	Communities & Wellbeing	85200	Refurbishment of Northcroft Leisure Centre preliminary works	£	£15,510	£15,510	£15,510	£	£15,510	£151,000	£135,490
People	Communities & Wellbeing	85123	Berkshire Records Office Maintenance	£10,000	£12,937	£2,937	£2,940	£	£2,940	£10,000	£7,060
People	Communities & Wellbeing	85134	Shawhouse Mansion Mtce	£84,360	£97,811	£13,451	£13,450	£	£13,450	£30,000	£16,550
People	Communities & Wellbeing	87610	Members Bids	£38,880	£71,168	£32,288	£32,290	£	£32,290	£195,620	£163,330
Place	Environment	81160	Street Lighting	£300,000	£302,479	£2,479	£2,480	£2,480	£	£100,000	£97,520
Place	Environment	81400	Essential Maintenance - Bridges	£300,000	£424,772	£124,772	£124,770	£124,770	£	£300,000	£175,230
Place	Environment	81401	Preventative Maintenance - Bridges	£100,000	£107,065	£7,065	£7,070	£7,070	£	£100,000	£92,930
Place	Environment	81455	Travel Plans – eCargo & eBikes (Transport Planning)	£31,920	£54,874	£22,954	£22,950	£	£22,950	£52,800	£29,850
Place	Environment	83110	Solar PV Initiative	£167,910	£180,722	£12,812	£12,810	£	£12,810	£750,000	£737,190
Place	Environment	83132	Renewable Energy Provision	£200,000	£344,195	£144,195	£144,200	£	£144,200	£750,000	£605,800
Place	Environment	81242	Imp To Pedestrian	£13,890	£18,535	£4,645	£4,650	£4,650	£	£13,890	£9,240
Place	Environment	81245	Ridgeway	£25,080	£36,282	£11,202	£11,200	£11,200	£	£13,000	£1,800
Place	Environment	83111	BBOWT Capital Projects	£100,000	£138,101	£38,101	£38,100	£38,100	£	£100,000	£61,900
Place	Environment	85116	Playground Equipment	£144,520	£199,364	£54,844	£54,840	£30,000	£24,840	£140,000	£85,160
Resources	ICT	87282	PSN Accreditation Maintenance	£45,000	£53,898	£8,898	£8,900	£8,900	£	£40,000	£31,100
Resources	Finance & Property	87127	Unallocated Buildings	£20,790	£27,968	£7,178	£7,180	£	£7,180	£20,000	£12,820
<b>Council</b>	<b>Totals: Council</b>			<b>£3,582,350</b>	<b>£4,318,711</b>	<b>£736,361</b>	<b>£736,370</b>	<b>£460,200</b>	<b>£276,170</b>	<b>£5,555,970</b>	<b>£4,819,600</b>

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# 2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	8 June 2023
<b>Portfolio Member:</b>	Councillor Iain Cottingham
<b>Date Portfolio Member agreed report:</b>	20 May 2023
<b>Report Author:</b>	Melanie Ellis
<b>Forward Plan Ref:</b>	EX4380

## 1 Purpose of the Report

- 1.1 To report on the financial performance of the Council against the revenue budget. This report is Quarter Four, the provisional outturn position for the 2022/23 financial year. The outturn is the culmination of budget monitoring and management accounting throughout the financial year.
- 1.2 The financial reporting outturn will change after the financial statements are finalised, including further review of accruals and provisions. This will then become part of the Council’s financial statements for the 2022/23 financial year.
- 1.3 The report highlights where over and underspends against budget have occurred during the year and reasons for these, as well as the overall position for the financial year.

## 2 Recommendation

- 2.1 To note the provisional management accounting outturn of £4.71m overspend. After using the reserves that were set aside to support this, the overspend totals £0.77m. This will reduce the Council’s general fund reserve to £7.2m, which is just above the minimum level set, with further planned and unplanned removal of earmarked reserves to support the 2022/23 outturn position.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	£4.71m over spend. After taking account of provision in reserves the overspend is £0.77m.

<b>Human Resource:</b>	None			
<b>Legal:</b>	None			
<b>Risk Management:</b>	Risks to next years' budget are included where relevant in the report.			
<b>Property:</b>	None			
<b>Policy:</b>	No			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		Y		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		Y		
<b>Environmental Impact:</b>		Y		
<b>Health Impact:</b>		Y		
<b>ICT Impact:</b>		y		
<b>Digital Services Impact:</b>		y		

<b>Council Strategy Priorities:</b>		y		Business as usual
<b>Core Business:</b>		y		The financial position and stewardship has enabled the Council to continue to provide services in line with the approved 2022/23 budget.
<b>Data Impact:</b>		y		
<b>Consultation and Engagement:</b>	Budget holders, Heads of Service and Directors.			

## 4 Executive Summary

- 4.1 The 2022/23 net revenue budget of £143.8m was set in March 2022, using £140m of revenue funding and £4m of reserves. During the year the budget was increased to £148.6m by grant funding and budgets carried forward from previous years.
- 4.2 During the 2022/23 budget build, inflationary pressures were identified in demand led services. Not all of these pressures were built into the budget, with some being put aside in reserves to be called on should the pressures arise.
- 4.3 Inflation did increase throughout 2022/23 and at outturn the variance to budget is an overspend of £4.71m. After using the reserves that were set aside to support this, the overspend totals £0.77m. This will reduce the Council's general fund reserve to £7.2m, which is just above the minimum level set, with further planned and unplanned removal of earmarked reserves to support the 2022/23 outturn position.
- 4.4 The management accounting overspend is after taking into account £1.67m of funds carried forwards to 2023/24, which comprise of moving unspent funding and grants into earmarked reserves to spend in 2023/24, including the Public Health grant.
- 4.5 The position has improved by £267k from the Quarter Three forecast.

2022/23 Directorate Summary	Net Budget	Net Income/ Expenditure	Items going straight to CIES	Variance (before planned use of reserves)	Use of Earmarked Reserves	Use of General Fund	Funding Earmarked for 2023/24	(Under)/over spend				Change from Last Quarter
								Quarter One	Quarter Two	Quarter Three	Quarter Four	
								Year end forecast	Year end forecast	Year end forecast	Final variance	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
People	88,631	97,653	(1,796)	7,225	(2,830)	(992)	1,175	3,463	3,395	4,220	4,578	358
Place	32,052	28,335	3,862	145	0	(500)	344	(196)	126	378	(12)	(390)
Resources	12,648	11,301	0	(1,347)	0	51	153	(555)	(630)	(409)	(1,143)	(734)
Chief Executive	534	527	0	(7)	0	0	0	(25)	(11)	(10)	(7)	3
Capital Financing/Risk Mgt	14,740	5,085	8,347	(1,308)	(1,340)	0	0	(551)	(1,739)	(3,145)	(2,648)	496
<b>Total</b>	<b>148,606</b>	<b>142,900</b>	<b>10,413</b>	<b>4,707</b>	<b>(4,170)</b>	<b>(1,441)</b>	<b>1,671</b>	<b>2,136</b>	<b>1,141</b>	<b>1,034</b>	<b>767</b>	<b>(267)</b>

4.6 The People Directorate overspend is £4.5m which comprises overspends of £1.2m in Adult Social Care (ASC), £1.6m in Children & Family Services (CFS), £1.3m in Education and £0.5m in Communities & Well Being.

4.7 In ASC:

- Long term services overspent by £2.5m. There are higher client numbers, 1775 compared to 1763 modelled, due to higher levels of new requests for support and demand from hospital discharge. There is an increase in the cost of new client care packages due to inflation and complexities. There is lower occupancy in our own care homes and clients have had to be placed in externally commissioned beds costing more.
- Short term services are £0.26m underspent due to the additional funding announced in November for Hospital Discharge. This funding has been used both against previously forecast and new expenditure.
- There is a £2.2m overspend in our care homes due to agency staffing requirements, a shortfall of income, high dependency clients, covid cases and energy costs.
- The £1.2m ASC overspend is after the use of Earmarked Reserves of £2m for inflation and other risks, and £0.5m which was identified as further risk against the General Fund. Without this the overspend would be £3.7m.

4.8 In CFS £1.6m over spend comprises £0.8m over spend in placements as identified in the model during budget build and £2m in Family Safeguarding teams due to agency costs and additional capacity requirements and £0.4m in childcare lawyers. This is offset by savings of £0.7m in other areas. Use of reserves has reduced these pressures by £0.9m.

4.9 The Education £1.3m over spend is predominantly due to Home to School Transport, with more children with special needs requiring transportation. The Communities and Wellbeing overspend of £0.5m is due to income pressures in leisure.

4.10 The Place Directorate outturn is a £12k underspend. There is a £0.2m pressure in Development & Regulation (D&R) and a £0.2m underspend in Environment.

- In D&R there are £0.2m agency pressures covering sickness and vacancies in the planning service and a £0.4m shortfall of planning income. Housing faced pressures of £0.4m from emergency and temporary accommodation. Minerals and Waste Examination has been delivered with a £0.3m underspend and there are further underspends from vacancies and grant Funding.
- In Environment, car parking/season ticket income has significantly reduced compared to pre-pandemic levels leaving a shortfall of £1m. This was flagged as a risk during the 2022/23 budget build and £0.4m was held against the General Fund for this. There are also pressures from solar energy income, street lighting, network management and maintenance. However, waste management is seeing increased levels of recycling income, reduced use of landfill and overachievement of garden waste subscriptions, and other services have underspends from staff vacancies and overachievement of income.

- 4.11 The Resources Directorate underspend is £1.1m and has arisen from the agency rebate and commercial property income which are covering off agency costs in Finance & Property and ICT, and corporate building maintenance costs.
- 4.12 The Capital Financing is an under spend of £0.5m from utilisation of short term borrowing and cash flow as opposed to longer term financing. Savings have also been achieved through the prepayment of pension contributions.
- 4.13 There is an underspend of £2.1m in Risk Management from £1.3m release of the Outcomes Based Budgeting Reserve to support the pay award pressures across all services, £0.1m release from reserves that is no longer required, and £0.7m forecast benefit from a review of outstanding purchase orders.
- 4.14 The 2022/23 savings and income generation programme of £5.3m is 77% Green.

## **5 Supporting Information**

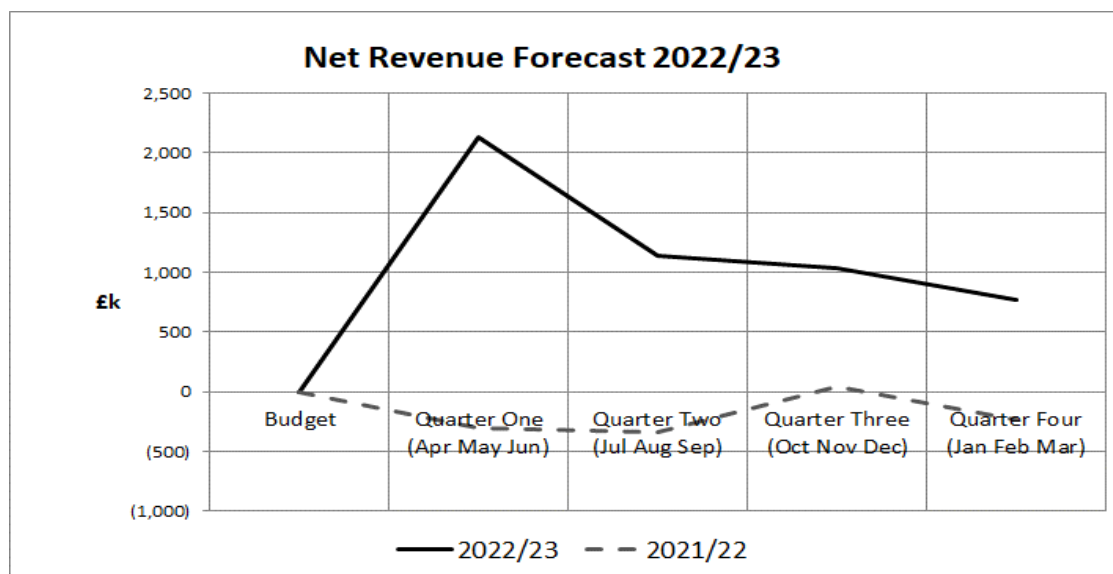
### **Introduction**

- 5.1 The 2022/23 net revenue budget of £143.8m was set in March 2022, using £140m of revenue funding and £4m of reserves. During the year the budget was increased to £148.6m by grant funding and budgets carried forward from previous years.
- 5.2 During the 2022/23 budget build, inflationary pressures were identified in demand led services. Not all of these pressures were built into the budget, with some being put aside in earmarked reserves to be called on should the pressures arise.

### **Quarter Four 2022/23**

- 5.3 Inflation increased throughout 2022/23 and at outturn the management accounting variance to budget is an overspend of £4.7m. After using the reserves that were set aside to support this, the overspend totals £0.77m, which is 0.5% of the Council's 2022/23 net revenue budget. This will reduce the Council's general reserves.
- 5.4 The management accounting overspend is after taking into account £1.67m of funds carried forwards to 2023/24, which comprise of moving unspent funding and grants into earmarked reserves to spend in 2023/24, including the Public Health grant.
- 5.5 The 2022/23 pressures were largely all forecast at Quarter One. Decisions to use reserves to fund the pay award were made at Quarter Two and Three, along with actions within services to mitigate the overspend as far as possible. The quarterly forecasts and outturn are shown in the chart below.

## 2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn



5.6 The outturn by service is shown below:

2022/23	Net Budget	Net Income/Expenditure	Items going straight to CIES	Variance (before planned use of reserves)	Use of Earmarked Reserves	Use of General Fund	Funding Earmarked for 2023/24	Quarter One	Quarter Two	Quarter Three	Quarter Four	Change from Last Quarter
								Year end forecast	Year end forecast	Year end forecast	Final variance	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Adult Social Care	55,175	59,072	0	3,896	(2,000)	(845)	130	1,402	1,738	1,378	1,182	(196)
Children & Family Services	19,097	21,660	0	2,563	(830)	(101)	0	1,057	452	1,317	1,632	315
Executive Director	343	313	0	(30)	0	0	0	(7)	(31)	(15)	(30)	(16)
Education DSG funded	(444)	1,352	(1,796)	0	0	0	0	0	0	0	0	0
Education	9,884	11,073	0	1,189	0	0	108	582	931	1,095	1,297	202
Public Health & Wellbeing	1,750	1,064	0	(686)	0	0	686	0	0	0	0	0
Communities & Wellbeing	2,826	3,119	0	293	0	(47)	251	429	305	445	497	52
<b>People</b>	<b>88,631</b>	<b>97,653</b>	<b>(1,796)</b>	<b>7,225</b>	<b>(2,830)</b>	<b>(992)</b>	<b>1,175</b>	<b>3,463</b>	<b>3,395</b>	<b>4,220</b>	<b>4,578</b>	<b>358</b>
Development & Regulation	6,943	3,100	3,862	19	0	(100)	294	(52)	155	496	213	(283)
Executive Director	215	215	0	1	0	0	0	(22)	10	11	1	(10)
Environment	24,895	25,019	0	125	0	(400)	50	(122)	(40)	(129)	(225)	(96)
<b>Place</b>	<b>32,052</b>	<b>28,335</b>	<b>3,862</b>	<b>145</b>	<b>0</b>	<b>-500</b>	<b>344</b>	<b>(196)</b>	<b>126</b>	<b>378</b>	<b>(12)</b>	<b>(390)</b>
ICT	2,299	2,389	0	91	0	0	0	53	(35)	163	91	(73)
Executive Director	299	293	0	(6)	0	0	0	0	(11)	(13)	(6)	7
Commissioning & Procurement	890	378	0	(513)	0	0	0	(237)	(317)	(396)	(513)	(117)
Finance & Property	1,693	1,117	0	(576)	0	51	126	(194)	78	63	(399)	(462)
Strategy & Governance	7,467	7,124	0	(343)	0	0	27	(177)	(345)	(227)	(316)	(89)
<b>Resources</b>	<b>12,648</b>	<b>11,301</b>	<b>0</b>	<b>(1,347)</b>	<b>0</b>	<b>51</b>	<b>153</b>	<b>(555)</b>	<b>(630)</b>	<b>(409)</b>	<b>(1,143)</b>	<b>(734)</b>
Chief Executive	534	527	0	(7)	0	0	0	(25)	(11)	(10)	(7)	3
Capital Financing	14,610	5,715	8,347	(548)	0	0	0	(421)	(1,009)	(975)	(548)	427
Risk Management	130	(630)	0	(760)	(1,340)	0	0	(130)	(730)	(2,170)	(2,100)	70
<b>Capital Financing/Risk Mgt</b>	<b>14,740</b>	<b>5,085</b>	<b>8,347</b>	<b>(1,308)</b>	<b>(1,340)</b>	<b>0</b>	<b>0</b>	<b>(551)</b>	<b>(1,739)</b>	<b>(3,145)</b>	<b>(2,648)</b>	<b>496</b>
<b>Total</b>	<b>148,606</b>	<b>142,900</b>	<b>10,413</b>	<b>4,707</b>	<b>(4,170)</b>	<b>(1,441)</b>	<b>1,671</b>	<b>2,136</b>	<b>1,141</b>	<b>1,034</b>	<b>767</b>	<b>(267)</b>

NB: Rounding differences may apply to the nearest £k.



## Impact on Reserves

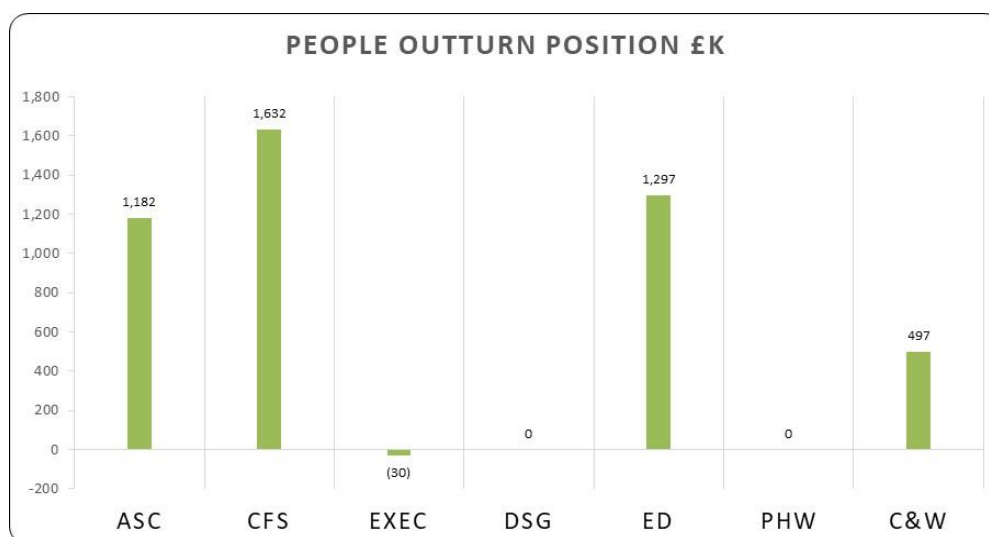
5.7 The table below shows how specific earmarked reserves have reduced from £11.19m to £3.92m. This is made up of budgets and grants carried forward from 2021/22, plus release of risk reserves during the year. Other earmarked funds have reduced from £12.64m to £1.68m, which is largely due to timing differences within the Collection Fund for Council Tax and Business Rates. The General Fund has reduced from £12.9m to £7.2m to support the 2022/23 budget and outturn.

Reserve	Opening Balance	Drawn to support budget	Balance available	Utilisation to support 2022/23 outturn	Set aside for 2023/24	Balance Remaining
	£m	£m	£m	£m	£m	£m
Service risk reserves	4.99	-1.83	3.16	-2.83	0.98	1.31
Outcomes Based Budgeting	1.34		1.34	-1.34		0.00
Public Health	1.54	-0.66	0.88		0.69	1.57
other	1.76	-0.71	1.04			1.04
COMF	1.56	-1.56	0.00			0.00
<b>Specific earmarked total</b>	<b>11.19</b>	<b>-4.76</b>	<b>6.43</b>	<b>-4.17</b>	<b>1.67</b>	<b>3.92</b>
Other earmarked funds*	12.64	-10.96	1.68			1.68
<b>Total earmarked funds</b>	<b>23.83</b>	<b>-15.72</b>	<b>8.11</b>	<b>-4.17</b>	<b>1.67</b>	<b>5.61</b>
General Fund	12.9	-4.25	8.65	-1.44		7.21

\*self-insurance, covid, commercial property, collection fund reserves.

## People Directorate

5.8 The People Directorate outturn is an over spend of £4.6m against a budget of £89m, representing 17.6% of budget. Overall the forecast overspend has increased by £358k from last quarter.



5.9 In ASC, the overspend is £1.2m, which is 2.1% of the net budget of £55m. This is after the use of Earmarked Reserves of £2m for inflation and other risks, and £0.5m which was identified as further risk against the General Fund. Without this the overspend would be £3.7m. Overall, the ASC forecast overspend has decreased by £0.2m since Quarter Three mostly from unutilised services and additional grant funding.

5.10 ASC long term services (LTS) are £2.5m over spent.

- There are higher client numbers than modelled, 1775 compared to 1763. The rise in clients is attributable to higher levels of new requests for support, mirroring the national picture set out by the Association of Directors of Adult Social Services in their Spring Budget survey. This includes high demand from hospital discharge.
- There is an increase in the cost of new client care packages, due to inflation of 13% (some of which was provided for in reserves), complexities and challenges in the external workforce market.
- There has been lower occupancy in our own care homes due to consultation and embargo resulting in clients being placed in externally commissioned beds costing more.

5.11 Short term services are £0.26m under spent due to the additional funding announced in November for Hospital Discharge. This funding was used both against previously forecast and new expenditure.

5.12 Other overspends is ASC total £1.4m, of which £0.75m relates to the pay award.

- There is a £2.2m overspend in our own care homes due to a shortfall of income, agency staffing requirements from recruitment difficulties, high dependency clients, covid cases and energy costs.
- West and Central teams are overspent by £0.3m due partly to the pay award but mostly from the use of agency workers covering vacant posts.
- Underspends of £1.2m have arisen in Shared Lives due to carers and in the Reablement, Maximising Independence and Management Teams due to vacancies and additional funding.

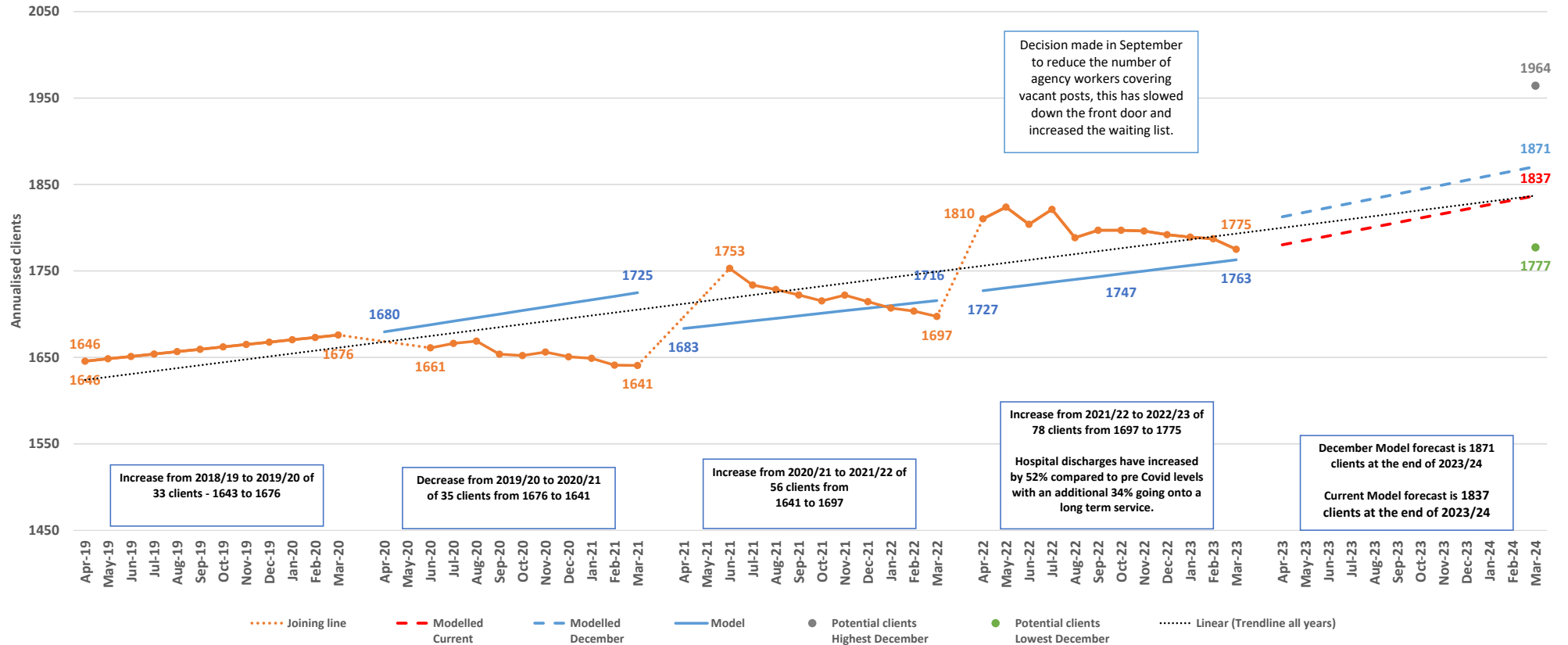
5.13 The service continues to take action to suppress market demand such as reinforcing the three conversations model suppressing the need for long term services, strategic review of in-house care home provision, use of technology enabled care and maximising external funding streams. Market Management is working with local providers to ensure supply and demand are better aligned and offering better value for money. Net weekly spend on long term services is carefully monitored. All requests for long term services are scrutinised weekly at Good Practice Forum. Staffing options are being explored with HR.

5.14 The ASC Model for long term services is updated monthly, with assumptions reviewed and agreed by the ASC Financial Planning Steering group and reported at the ASC Financial Planning meeting. The modelling produces a financial impact range between low cost, most likely and high cost. The model inflation has been agreed at 3.5% for 2023/24, reflecting a 2.7% uplift for providers and a £375k risk fund. The uplift reflects expected changes in costs balanced against increases already awarded to providers.

The graphs below shows client numbers from April 2019 and net expenditure for Long Term Services.

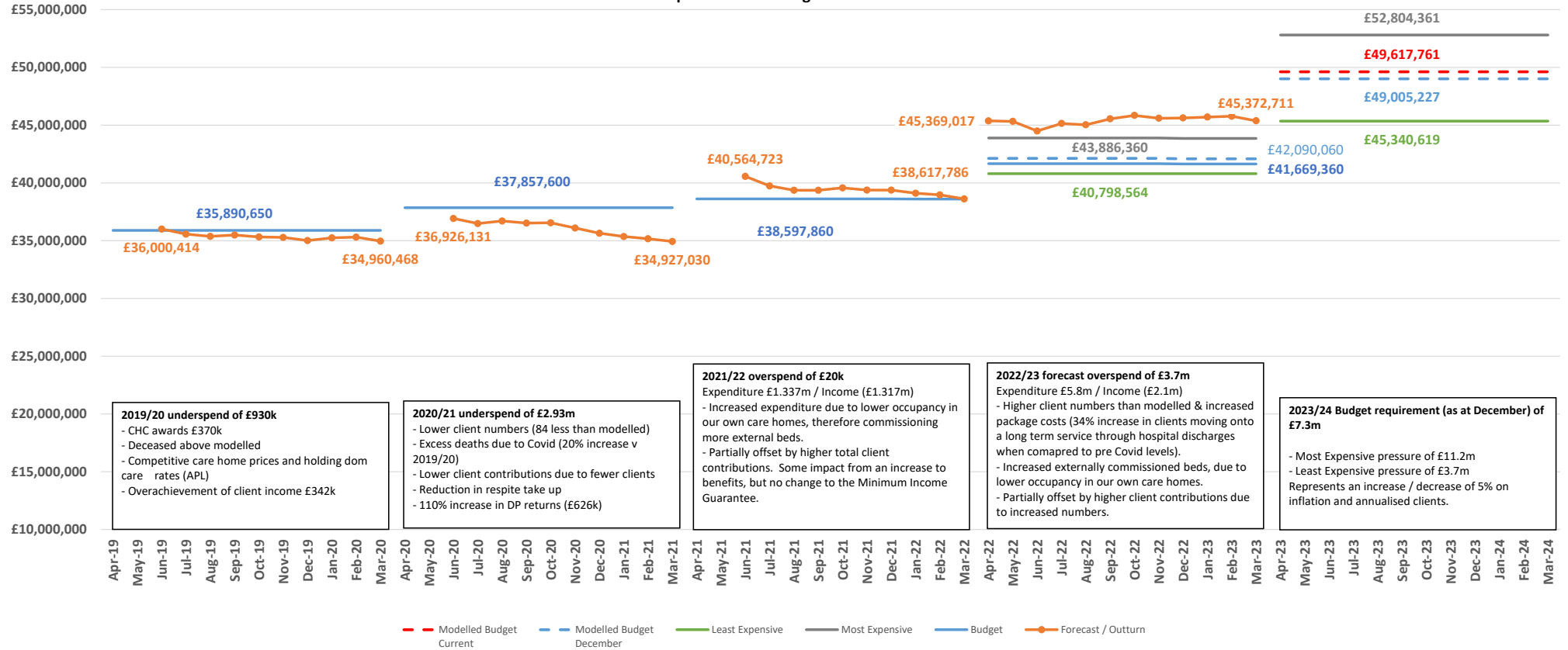
2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Adult Social Care  
Annualised client numbers for Long Term Services



2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Adult Social Care  
Net Expenditure for Long Term Services



5.15 In CFS, the outturn is a £1.6m over spend, which is 8.6% of the net budget of £19m. This is after the use of Earmarked Reserves of £0.8m and £0.1m which was identified as further risk against the General Fund. Without this the overspend would be £2.5m. Overall the forecast has increased by £0.3m since Quarter Three from placement costs, childcare lawyers and agency workers.

- There is a £0.8m over spend in placements which was identified in the model during budget build and was fully provided for in reserves. The children in care population has increased by 19%, but child protection demand has increased by 83% in the last year. This is in addition to increased complexity, mental health and emotional wellbeing needs, and provision for teenagers. There is a small cohort of young people with very high care needs requiring specialist residential provision plus the additional challenge of recent legislative changes and a national shortage of suitable residential placements.
- The Family Safeguarding teams are overspending by £2m due to agency costs. This has been required to cover vacancies, maternity leave and urgent additional capacity requirements to cover the significant increase in child protection plans and children in care.
- Childcare lawyers had a £0.4m overspend due to an increase in the number of cases in court.
- There were £0.7m underspends in the other areas including Management Team, Contact Advice and Assessment and the Centre for Skills and Professional Development. The underspends arose from staff vacancies and additional funding.

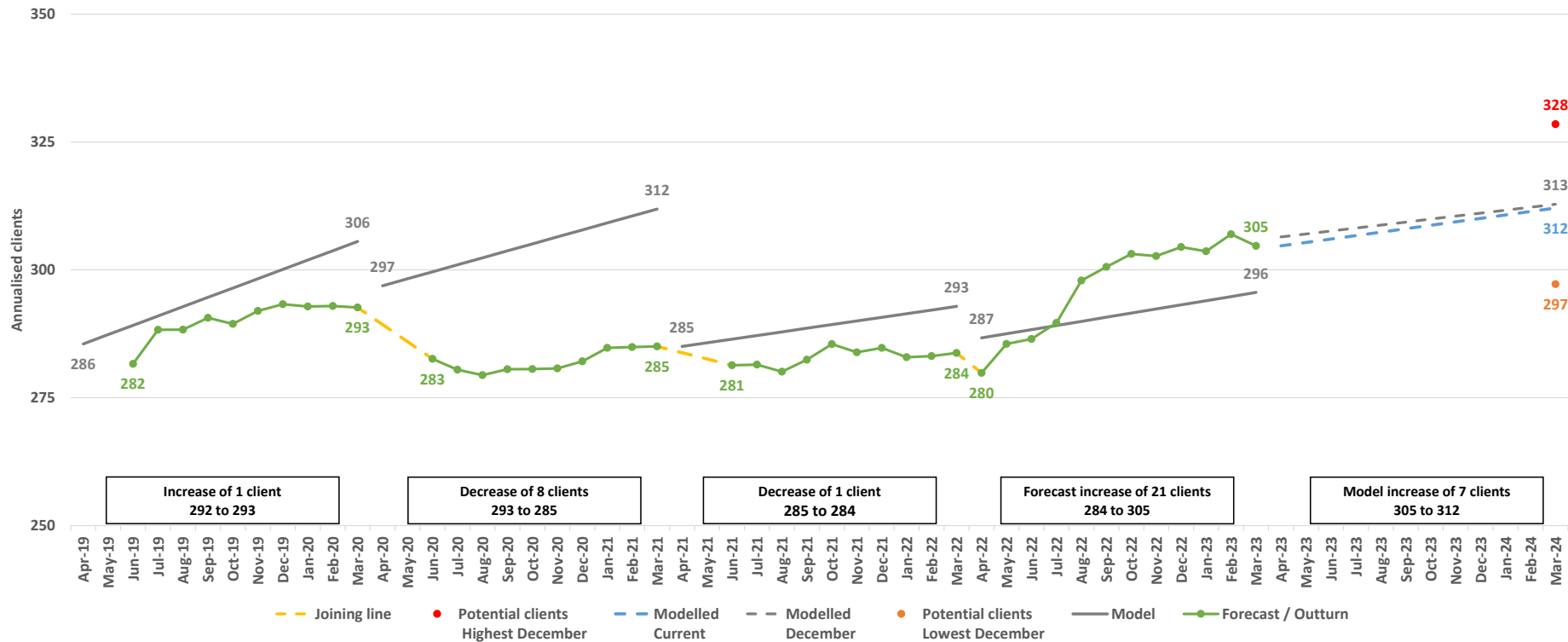
5.16 The service continue to effectively manage placements as part of the Children and Family service Accommodation & Resources Panel. There is a robust plan in place for some children to appropriately safely step down from costly residential care. Additional in house supports to foster carers (fostering hub, mental health team) will enable increasing numbers of children to live in lower cost 'In house' placements.

5.17 There is active recruitment taking place for qualified staff to fill vacancies. The national picture is one of acute shortage of social workers. The recruitment and retention package has been renewed, and options are being explored for overseas social workers to relocate to the UK.

5.18 The model for placements has been refined and is updated monthly. Client numbers and net expenditure are shown in the graphs below.

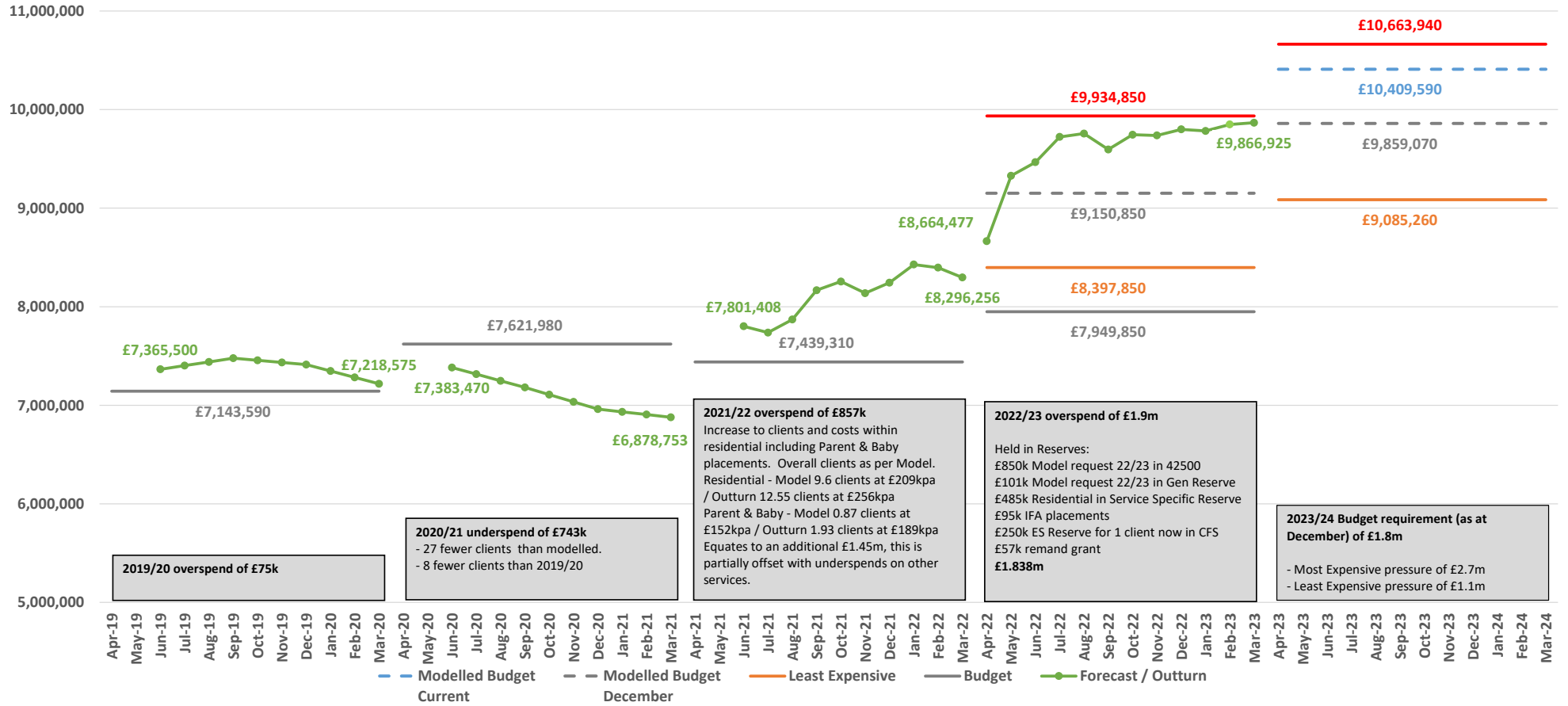
2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Children & Family Services annualised client numbers  
(excludes UASC)



2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Children & Family Services Net Expenditure  
(excludes UASC)



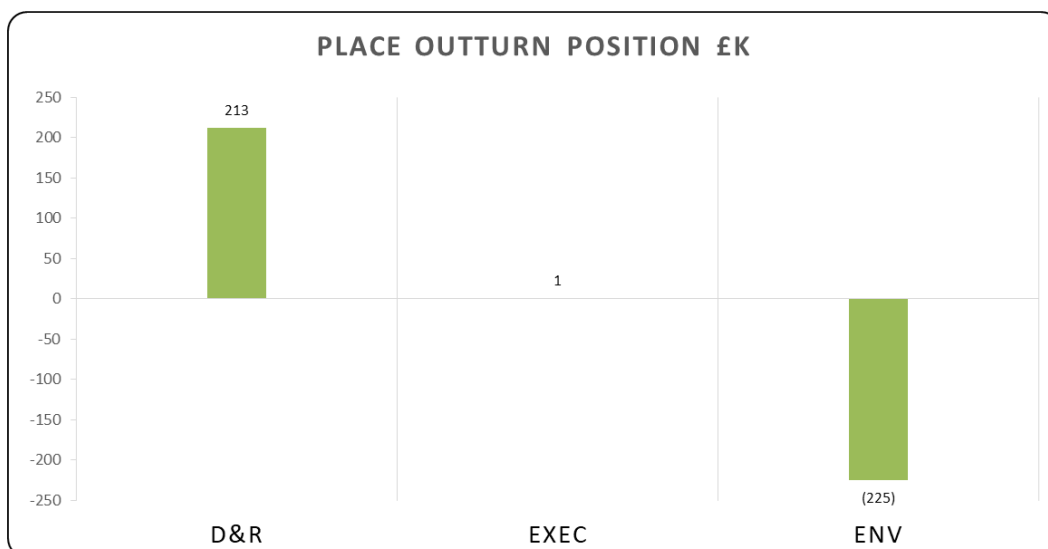
5.19 Education outturn is a £1.3m over spend. The over spend is predominantly due to a £1.1m pressure on Home to School Transport (HTST). The volatility of this service means that it is difficult to forecast but there are more children with special needs requiring transportation, limited spaces in Newbury schools, rising fuel costs and driver’s wages all contributing to this year’s overspend position. The service is engaged in looking for ways to reduce HTST costs. Other pressures arose from agency costs in the Children with Disabilities Team and in disability support packages residential. The overspend has increased by £200k from last quarter largely in residential support packages.

5.20 Public Health closed on line, after transferring the underspend of £585k to the Public Health Reserve, together with a further £100k which was drawn down and not used. The underspend is mainly due to staff projects being supported from COMF funding and underspends on joint arrangements held with other local authorities. The underspend increased by £314k from last quarter from joint arrangements and additional funding received.

5.21 Communities and Wellbeing is reporting a £0.5m overspend. The overspend is mainly due to income pressures in leisure, but Libraries are also overspent due to the pay award and shortfall in parish contributions, and Shaw House did not meet internal income targets.

**Place Directorate**

5.22 The Place Directorate outturn is a £12k underspend against a budget of £32m, representing 0.04% of budget. Overall the forecast spend has decreased by £390k from last quarter.



5.23 In Development and Regulation, there is a £0.2m over spend.

- In Development and Planning, there are £172k of agency and consultant pressures from covering sickness and vacancies and the service struggling to recruit qualified permanent staff. Planning income is below target, with a pressure of £366k, which was flagged as a risk during the 2022/23 budget build, with £0.1m held in the



General Fund, which has now been set against the pressure. Minerals and Waste Examination has been delivered with a £278k underspend.

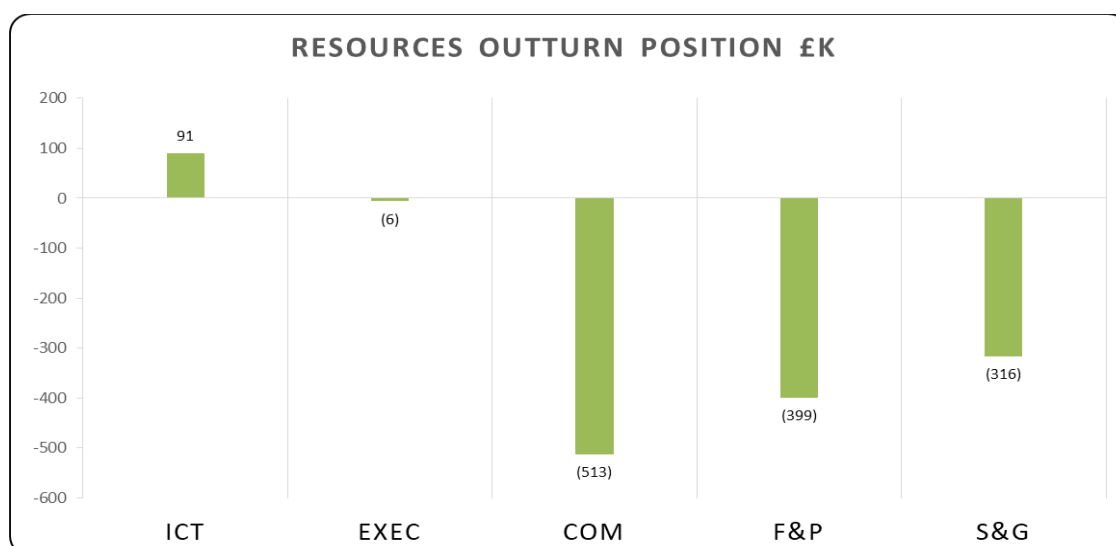
- Housing faced £334k of pressures on emergency and temporary accommodation from provision of accommodation and repairs and maintenance. There are £71k pressures from Rough Sleeping Initiative, £58k from restrictive grant conditions in the Household Support Fund and £73k on Discretionary Housing Payments. There has been a revenue saving of £158k against site management as the costs are capital in nature and an overachievement of rental income of £71k.
- Economic Development has underspends of £140k due to vacancies, capitalisation, delayed projects and grant funding.
- There are further service underspends in respect of grant contributions towards staff time spent on migration schemes, secondment/backfill arrangements for the Service Director and a delayed management restructure. This has saved £168k.
- The decreased spend from last quarter is £283k largely in staffing and agency costs mostly in Development & Planning. There was improved income in Planning and CIL.

5.24 In Environment, there is a £0.2m underspend. The forecast has reduced by £96k since last quarter.

- Parking income is the largest area of pressure which has experienced significant reductions compared to pre-pandemic levels both from car parks and season tickets amounting to £1m. This was flagged as a risk during the 2022/23 budget build, with £0.4m held in the General Fund, which has now been set against the pressure.
- In Asset Management, pressures include £148k increased costs from street lighting, £130k from emergency call outs and winter maintenance due to poor weather and increased pot holes, and £77k from maintenance requirements. However, there has been a £300k reduction in revenue expenditure as staff have been able to be charged to capital projects.
- In Network Management, there is a £341k pressure on supervision fees for Section 38 and 278 orders, a £160k pressure on the streetworks income target, but an £87k overachievement of Traffic Regulation income. The overspends here are covered by a reserve.
- In Environment Delivery, solar energy income was under achieved by £167k based on current output of the installed solar panels. An investment bid was approved to reduce this target for the 2023/24 budget.
- Waste management saw increased levels of recycling income and reduced use of landfill saving £570k and an overachievement of garden waste subscriptions leading to a favourable variance of £160k.
- The decreased spend from last quarter was mainly in the Waste Contract.

## Resources Directorate/Chief Executive

5.25 The Resources Directorate provisional outturn is an underspend of £1.1m, while the Chief Executive Service is a provisional underspend of £7k. The combined forecast underspend of £1.1m represents 8.7% of the net budget of £13.1m. The spend has reduced by £732k from last quarter's forecast.



5.26 In Commissioning & Procurement, the £513k surplus is largely due to income from the agency contract rebate, as a result of the increased agency usage. The C&P surplus has increased by £117k from last quarter, of which £81k is from the rebate and the remainder from reductions in staffing costs. The agency rebate target has been increased by £300k for 2023/24.

5.27 In ICT the outturn is an overspend of £91k. There are agency pressures in Telecoms and Applications teams to support corporate projects. Other pressures are from print and reprographic income, school income and cloud based storage costs. There are staffing underspends and contributions offsetting some of the overspend and the impact of the pay award. The ICT overspend has reduced since the Quarter Three forecast mainly due to increased grant funding for supporting schemes.

5.28 In Finance and Property, the £399k underspend has arisen from a £300k overachievement on commercial property income, £59k benefit from unutilised accruals, £115k insurance claim, grant contributions from Energy Rebate scheme and migration schemes and income from the Health and Safety buy back. This is offsetting service pressures including pay award pressure and temporary staff costs covering workload pressures in the Financial Reporting Team £156k, agency pressures in Exchequer Services £77k, energy costs, repairs, maintenance and security in corporate buildings £171k. The F&P forecast spend has decreased by £462k since Quarter Three, due to Commercial Investment reduced management costs/additional income, lower spend on corporate offices, and grant funding received into Revenues and Benefits late in March.

5.29 Strategy and Governance has a £316k underspend. In HR there are £136k savings from National Insurance, and in the Customer Services & Engagement Team there are £303k savings due to use of Transformation Funding, vacant posts and grant funding. In Legal

there are pressures due to Coroners Court increased costs £116k, land charges income of £77k and client disbursements £61k (covered by reserve). Audit have a £45k underspend from vacancies. The S&G forecast reduced by £89k since Quarter Three due to staffing vacancies and external funding receipts in the Customer Services and Engagement Team.

### **Capital Financing and Risk Management**

5.30 Capital Financing has an underspend of £0.5m. Capital financing costs are lower than expected due savings on capital financing through utilisation of short term borrowing and cash flow as opposed to longer term financing. Savings have also been achieved through the prepayment of pension contributions.

5.31 At Quarter Three the underspend was expected to be £427k higher, but the Minimum Revenue Provision (MRP) charge needed to be increased by £338k due to a change in capital financing accounting treatment. The other changes were from lower investment income and more short term borrowing costs.

5.32 There is an underspend of £2.1m in Risk Management arising from:

- £1.34m release of the Outcomes Based Budgeting reserve (OBB) to support the pay award pressures across all services.
- £130k release of a provision from reserves that is no longer required.
- £650k benefit from a review of outstanding purchase orders.

### **Employee and Agency Spend**

5.33 At Quarter Four, total employee spend including agency was £73.8m against a budget of £69.6m, an overspend of £3.9m. The overspend has increased by £0.6m from last quarter. The overspend is partly due to the pay award. Provision was made in the budget for an increase of 2%, but the actual pay award was £1,925 per FTE, which equates to an average percentage increase of approximately 5.5%. Funds of £1.34m were released from Earmarked Reserves to support some of the extra cost.

5.34 A recruitment freeze has been in place and savings have been identified from vacant posts totalling £292k since Quarter Two.

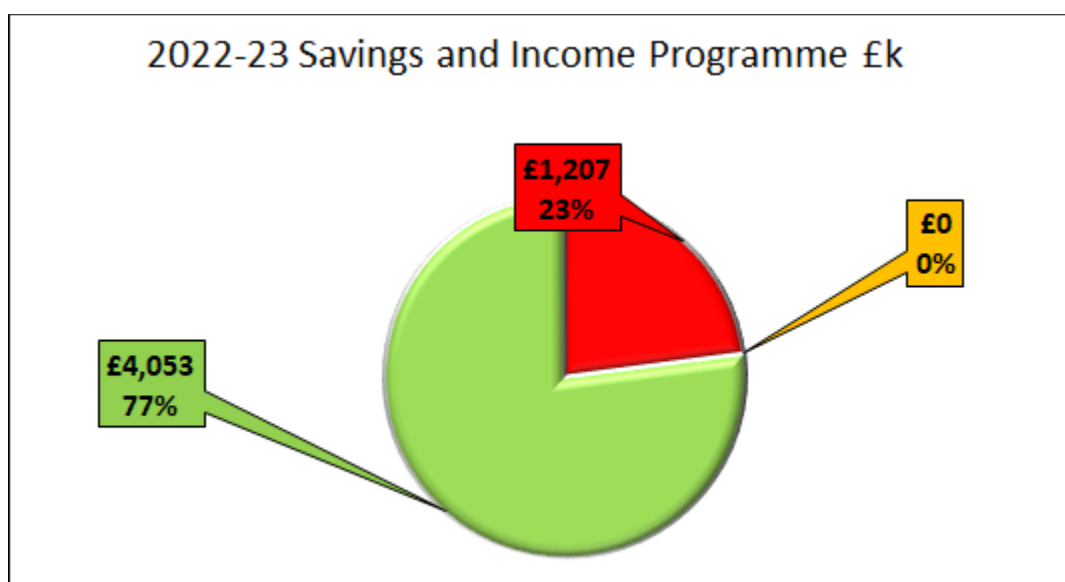
5.35 Within employee costs, agency spend to Quarter Four was £11.9m. Agency is 17% as a percentage of employee budgets.

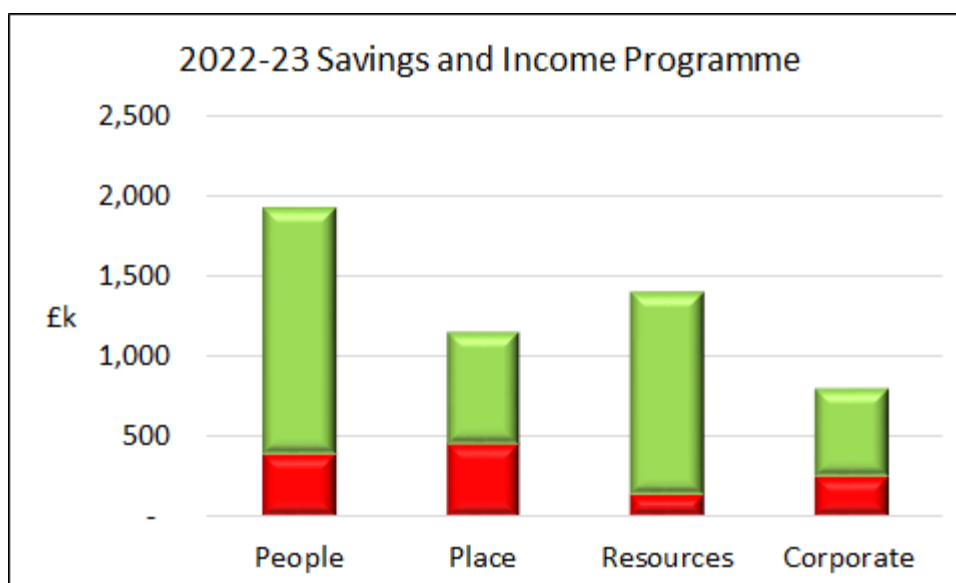
## 2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Service	Employee Budget to Q4	Employee Spend to Q4 (including agency)	Over/ (under) spend	Agency spend to Q4	Agency as a % of Employee budgets
Adult Social Care	17,844,480	19,757,813	1,913,333	4,417,239	25%
Children & Family Services	8,885,510	10,221,226	1,335,716	3,119,151	35%
Communities & Wellbeing	2,056,900	1,978,301	(78,599)	-	0%
Executive Director - People	303,760	287,796	(15,964)	975	0%
Education	5,899,900	6,212,614	312,714	776,644	13%
Public Health & Wellbeing	2,202,040	2,040,755	(161,285)	64,445	3%
Executive Director – Place	200,020	185,785	(14,235)	-	0%
Development & Regulation	10,425,670	12,123,561	1,697,891	2,354,237	23%
Environment	6,090,080	5,793,968	(296,112)	212,608	3%
Commissioning & Procurement	1,426,610	1,416,209	(10,401)	13,339	1%
Executive Director - Resources	185,450	150,250	(35,200)	-	0%
Finance & Property	4,656,710	4,926,584	269,874	469,234	10%
ICT	2,302,400	2,272,509	(29,891)	149,668	7%
Strategy & Governance	6,903,770	5,944,999	(958,771)	303,302	4%
Chief Executive	510,150	510,309	159	-	
<b>Total</b>	<b>69,893,450</b>	<b>73,822,679</b>	<b>3,929,229</b>	<b>11,880,842</b>	<b>17%</b>
Note: excludes DSG					

## 2022/23 Savings and income generation programme

5.36 In order to meet the funding available, the 2022/23 revenue budget was built with a £5.3m savings and income generation programme. The programme is monitored using the RAG traffic light system. The status is shown in the following charts:





Red items are as follows:

Service	Saving item	Impact on 2023/24
Corporate	£250k from Timelord reduced mileage	Saving not achieved in 2022/23, partly due to catching up post covid. This will be reviewed during 2023/24 and may require an investment bid if the saving cannot be met long term.
ASC	£36k for supported living in ASC.	Delays in construction of a new Learning Disability service due to supply chain issues. Date for client move is now June 2023. 2023/24 achievement is dependent on the start date and which clients move in.
ASC	£26k Resource Allocation System software and £43k for ASC digital pathway,	This will be implemented as part of Care Director V6 upgrade, and achieving this saving in 2023/24 will be dependent on the implementation date.
ASC	£100k for ASC utilisation of the workforce reform grant.	This is not achievable within the funding received and the conditions placed on the grants. One off saving only for 2022/23.
CFS	£133k for Children's staffing capacity savings.	Not achieved due to high levels of demand. 2023/24 £1.4m investment into CFS staffing.
C&W	£42k for income from Northcroft leisure expansion.	Project delayed. No investment bid for 2023/24, but unlikely to fully achieve as project still not started.

## 2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn

Education	£4k traded income in Education.	£36k of the saving was achieved.
D&R	£32k home improvement agency income	There is not sufficient demand for private adaptation work to achieve the savings target. No investment bid was submitted, so this will remain a pressure for 2023/24.
D&R	£15k temporary accommodation maintenance	There has been an increase in spend on R&M in 2022/23. This is partly due to the increase in cost of materials as well as an increase in levels of R&M to ensure properties are suitable for the next tenants.
Env	£100k for Environment in delivery of solar PV projects.	An investment bid has been approved for 2023/24 to realign unachievable income.
Env	£300k from Traffic Management	Anticipated income from some developments have not materialised due to the roads not being adopted (for example North Newbury). When a road is not adopted, fees cannot be charged, however there is still a need for supervision to ensure construction to an adoptable standard.
ICT	£33k print and postage	Increased costs of paper and lack of external income. New MFD to be rolled out which should provide some efficiencies.
F&P	£18k from property disposals management cost savings	In the long term this saving will be achieved, however due to delays in disposing properties, this has not been achieved in 2022/23.
F&P	£75k from Timelord2	Not achieved due to energy costs and project delay. Savings will be fully achieved in future years once property disposed of or utilised.

### Proposals

5.37 To note the provisional outturn of £4.7m overspend. After taking account of provision that was made in reserves for specific risks at the time of budget setting, the overspend is £0.77m. This will reduce the Council's general fund reserve to £7.2m, which is just above the minimum level set, with further planned and unplanned removal of earmarked reserves to support the 2022/23 outturn position.

## 6 Other options considered

6.1 None.

## 7 Conclusion

7.1 The 2022/23 financial year presented financial challenges for the Council due to inflation and demand. Provision that was set aside in Earmarked Reserves has been used to reduce the management accounting overspend by £4.2m, and £1.4m which was provided against the General Fund. The remaining overspend of £0.77 will further reduce the General Fund. The overspend is after taking into account £1.67m of funds carried forwards to 2023/24, which comprise of moving unspent funding and grants into earmarked reserves to spend in 2023/24, including the Public Health grant.

7.2 The £5.3m savings and income generation programme is 77% achieved.

## 8 Appendices

8.1 Appendix A – Quarter Four position

8.2 Appendix B – Budget changes

### Subject to Call-In:

Yes:  No:

- 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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

### Document Control

Document Ref:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

### Change History

Version	Date	Description	Change ID
1			

**2022/23 Revenue Financial Performance Quarter Four: Provisional Outturn**

Version	Date	Description	Change ID
2			



## Appendix Ai – Quarter Four position

	Budget			Net Outturn						
	Original Budget £	Budget Changes £	Final Net Budget £	Net Exp/Inc £	Items going straight to CIES £	Variance (before planned use of reserves) £	Use of Earmarked Reserves £	Use of GF £	Funding Earmarked for 2023/24 £	Final Variance £
Adult Social Care	55,119,550	55,640	55,175,190	59,071,672		3,896,482	-2,000,000	-845,000	130,000	1,181,482
Children & Family Services	17,972,860	1,123,640	19,096,500	21,659,541		2,563,041	-830,000	-101,000		1,632,041
Executive Director - People	330,710	12,730	343,440	313,298		-30,142				-30,142
Education (DSG Funded)	-444,000	0	-444,000	1,352,479	-1,796,479	0				0
Education	9,891,580	-7,240	9,884,340	11,073,689		1,189,349			108,000	1,297,349
Public Health & Wellbeing	-80,000	1,829,710	1,749,710	1,063,841		-685,869			685,869	0
Communities & Wellbeing	2,437,230	398,070	2,835,300	3,128,716		293,416		-46,588	251,000	497,828
<b>People</b>	<b>85,227,930</b>	<b>3,412,550</b>	<b>88,640,480</b>	<b>97,663,237</b>	<b>-1,796,479</b>	<b>7,226,278</b>	<b>-2,830,000</b>	<b>-992,588</b>	<b>1,174,869</b>	<b>4,578,559</b>
Development & Regulation	6,584,490	358,490	6,942,980	3,100,214	3,862,000	19,234		-100,000	294,000	213,234
Executive Director – Place	214,610	0	214,610	215,490		880				880
Environment	24,207,560	687,090	24,894,650	25,019,416		124,766		-400,000	50,000	-225,234
<b>Place</b>	<b>31,006,660</b>	<b>1,045,580</b>	<b>32,052,240</b>	<b>28,335,120</b>	<b>3,862,000</b>	<b>144,880</b>	<b>0</b>	<b>-500,000</b>	<b>344,000</b>	<b>-11,120</b>
ICT	2,222,590	76,000	2,298,590	2,389,307		90,717				90,717
Executive Director - Resources	313,430	-14,000	299,430	293,341		-6,089				-6,089
Commissioning & Procurement	744,880	145,530	890,410	377,795		-512,615				-512,615
Finance & Property	1,331,100	352,910	1,684,010	1,107,505		-576,505		51,000	126,000	-399,505
Strategy & Governance	7,000,150	466,550	7,466,700	7,123,892		-342,808			27,000	-315,808
<b>Resources</b>	<b>11,612,150</b>	<b>1,026,990</b>	<b>12,639,140</b>	<b>11,291,840</b>	<b>0</b>	<b>-1,347,300</b>	<b>0</b>	<b>51,000</b>	<b>153,000</b>	<b>-1,143,300</b>
Chief Executive	533,970	0	533,970	526,657		-7,313				-7,313
<b>Chief Executive</b>	<b>533,970</b>	<b>0</b>	<b>533,970</b>	<b>526,657</b>	<b>0</b>	<b>-7,313</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-7,313</b>
Capital Financing & Management	14,610,470	0	14,610,470	5,715,300	8,347,000	-548,170				-548,170
Risk Management	850,000	-720,000	130,000	-630,342		-760,342	-1,340,000			-2,100,342
<b>Capital Financing and Management</b>	<b>15,460,470</b>	<b>-720,000</b>	<b>14,740,470</b>	<b>5,084,958</b>	<b>8,347,000</b>	<b>-1,308,512</b>	<b>-1,340,000</b>	<b>0</b>	<b>0</b>	<b>-2,648,512</b>
<b>Total</b>	<b>143,841,180</b>	<b>4,765,120</b>	<b>148,606,300</b>	<b>142,901,811</b>	<b>10,412,521</b>	<b>4,708,032</b>	<b>-4,170,000</b>	<b>-1,441,588</b>	<b>1,671,869</b>	<b>768,313</b>

## Appendix Aii – Quarter Four position

Gross Performance							
Expenditure			Income			Net	
Annual Expenditure Budget £	Actual Expenditure £	Expenditure Variance £	Annual Income Budget £	Actual Income £	Income Variance £	Net Variance £	
Adult Social Care	75,258,330	84,853,763	9,595,433	-20,083,140	-25,782,091	-5,698,951	3,896,482
Children & Family Services	21,274,170	24,634,481	3,360,311	-2,177,670	-2,974,940	-797,270	2,563,041
Executive Director - People	343,440	326,319	-17,121	0	-13,021	-13,021	-30,142
Education (DSG Funded)	120,510,600	125,268,860	4,758,260	-120,954,600	-123,916,381	-2,961,781	1,796,479
Education	13,902,750	16,121,249	2,218,499	-4,018,410	-5,047,560	-1,029,150	1,189,349
Public Health & Wellbeing	7,946,390	7,509,921	-436,469	-6,196,680	-6,446,080	-249,400	-685,869
Communities & Wellbeing	4,263,360	4,240,625	-22,735	-1,428,060	-1,111,908	316,152	293,416
<b>People</b>	<b>243,499,040</b>	<b>262,955,218</b>	<b>19,456,178</b>	<b>-154,858,560</b>	<b>-165,291,981</b>	<b>-10,433,421</b>	<b>9,022,757</b>
Development & Regulation	13,823,990	19,199,655	5,375,665	-6,881,010	-16,099,441	-9,218,431	-3,842,766
Executive Director – Place Environment	214,610	215,490	880	0	0	0	880
<b>Place</b>	<b>50,427,900</b>	<b>55,642,941</b>	<b>5,215,041</b>	<b>-18,375,660</b>	<b>-27,307,822</b>	<b>-8,932,162</b>	<b>-3,717,120</b>
ICT	3,172,190	3,240,559	68,369	-873,600	-851,252	22,348	90,717
Executive Director - Resources	299,430	331,706	32,276	0	-38,365	-38,365	-6,089
Commissioning & Procurement	10,452,150	11,846,073	1,393,923	-9,561,740	-11,468,279	-1,906,539	-512,615
Finance & Property	33,227,530	32,242,102	-985,428	-31,543,520	-31,134,597	408,923	-576,505
Strategy & Governance	8,555,410	8,278,942	-276,468	-1,088,710	-1,155,050	-66,340	-342,808
<b>Resources</b>	<b>55,706,710</b>	<b>55,939,382</b>	<b>232,672</b>	<b>-43,067,570</b>	<b>-44,647,543</b>	<b>-1,579,973</b>	<b>-1,347,300</b>
Chief Executive	533,970	569,192	35,222	0	-42,535	-42,535	-7,313
<b>Chief Executive</b>	<b>533,970</b>	<b>569,192</b>	<b>35,222</b>	<b>0</b>	<b>-42,535</b>	<b>-42,535</b>	<b>-7,313</b>
Capital Financing & Management	14,730,470	7,723,563	-7,006,907	-120,000	-2,008,263	-1,888,263	-8,895,170
Risk Management	130,000	-630,342	-760,342	0	0	0	-760,342
<b>Capital Financing and Management</b>	<b>14,860,470</b>	<b>7,093,221</b>	<b>-7,767,249</b>	<b>-120,000</b>	<b>-2,008,263</b>	<b>-1,888,263</b>	<b>-9,655,512</b>
<b>Total</b>	<b>365,028,090</b>	<b>382,199,955</b>	<b>17,171,865</b>	<b>-216,421,790</b>	<b>-239,298,144</b>	<b>-22,876,354</b>	<b>-5,704,489</b>

## Appendix B – Budget Changes

Service	Original Net Budget £000	Approved Budget B/F from 2022-23 £000	Budget changes not requiring approval £000	Grants/funding released from reserves £000	FAGG approved release from reserves £000	Approved by S151 & Portfolio Holder £000	Approved by Executive £000	Budget C/F to 2023-24 £000	Final Net Budget £000
Adult Social Care	55,120			56					55,175
Children and Family Services	17,973	44	1,080						19,097
Executive Director	331					13			343
Education DSG funded	(444)								(444)
Education	9,892		(161)	154					9,884
Public Health & Wellbeing	(80)			1,829					1,750
Communities & Wellbeing	2,428	76	38	284					2,826
<b>People</b>	<b>85,219</b>	<b>120</b>	<b>957</b>	<b>2,323</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>88,631</b>
Development & Regulation	6,584	274	12	166				(93)	6,943
Executive Director	215								215
Environment	24,208	60	(1)	628					24,895
<b>Place</b>	<b>31,007</b>	<b>334</b>	<b>11</b>	<b>794</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(93)</b>	<b>32,052</b>
ICT	2,223		8	68					2,299
Executive Director	313		(14)						299
Commissioning & Procurement	745	111	34						890
Finance & Property	1,340	106	(39)	286					1,693
Strategy & Governance	7,000	447	(38)	58					7,467
<b>Resources</b>	<b>11,621</b>	<b>663</b>	<b>(49)</b>	<b>412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,648</b>
Chief Executive	534								534
<b>Capital Financing &amp; Risk</b>	<b>15,460</b>		<b>(850)</b>		<b>130</b>				<b>14,740</b>
<b>Total</b>	<b>143,841</b>	<b>1,117</b>	<b>69</b>	<b>3,529</b>	<b>130</b>	<b>13</b>	<b>0</b>	<b>(93)</b>	<b>148,606</b>
Quarter One	143,841	129		465					144,435
Quarter Two	143,841	177		245	130				144,987
Quarter Three	143,841	80	69	470		13			145,619
Quarter Four	143,841	731	0	2,349	0	0	0	(93)	148,606
<b>Total</b>	<b>143,841</b>	<b>1,117</b>	<b>69</b>	<b>3,529</b>	<b>130</b>	<b>13</b>	<b>0</b>	<b>(93)</b>	<b>148,606</b>

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# 2022/23 Performance Report Quarter Four/Year end

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	8 June 2023
<b>Portfolio Member:</b>	Councillor Jeff Brooks
<b>Date Portfolio Member agreed report:</b>	25 May 2023
<b>Report Author:</b>	Jenny Legge/Catalin Bogos
<b>Forward Plan Ref:</b>	EX4292

## 1 Purpose of the Report

- 1.1 To provide assurance that the core business and council priorities for improvement measures in the [Council Strategy 2019-2023](#) are being managed effectively, and where performance has fallen below the expected level, present information on the remedial action taken and the impact of that action.

## 2 Recommendation

- 2.1 To note the progress made in delivering the Council Strategy Delivery Plan 2019-2023, a maintained strong performance for the core business areas, good results for the majority of the measures relating to the council's priorities for improvement, and remedial actions taken where performance is below target.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	To be highlighted and managed by individual services.
<b>Human Resource:</b>	To be highlighted and managed by individual services.
<b>Legal:</b>	To be highlighted and managed by individual services.
<b>Risk Management:</b>	To be highlighted and managed by individual services.
<b>Property:</b>	To be highlighted and managed by individual services.
<b>Policy:</b>	To be highlighted and managed by individual services.

	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
<b>Environmental Impact:</b>		x		
<b>Health Impact:</b>		x		
<b>ICT or Digital Services Impact:</b>		x		
<b>Council Strategy Priorities or Business as Usual:</b>	x x			Supports all priorities and core business of the Council Strategy 2019-2023.
<b>Data Impact:</b>		x		
<b>Consultation and Engagement:</b>	The information provided for this report, has been signed off by the relevant Head of Service/Service Director and Portfolio Holder.			

## 4 Executive Summary

4.1 This paper provides updates for each component of the Council Strategy Delivery Plan 2019-2023:

- Non-targeted influencer measures for context.
- Targeted measures for each core business area.
- Targeted measures for each priority for improvement.
- Corporate health measures for internal context.

- 4.2 The **Influencer measures** indicated that the district continued to fare well. The high demand on our services remained elevated due to Covid-19 pressures. In some cases demand started to decrease compared to the previous quarters, but the main social care demand measures are still increasing.
- 4.3 The economic indicators show strong resilience, with footfall in Newbury Town Centre faring well, and the number of empty business rated properties continuing to fall.
- 4.4 The social care measures highlight increasing pressures and demand on services such as Children Social Care, Adult Social Care, Domestic Abuse, and housing.
- 4.5 Delivering our **Core Business activities** remains strong despite some challenges relating to staff retention and recruitment evident across all areas of work. Particularly strong performance was achieved in relation to: countryside and open spaces, timeliness of providing benefits, our culture, leisure and library services, economic development support for businesses, allocation of school places according to parents' preferences, waste management (including recycling) and the collection of business rates.
- 4.6 Of the measures rated Amber or Red, a number of areas to highlight include:
- Social care visits – high demand on staff can results in recording issues. Staffing challenges impacted our social care services' ability to achieve visit compliance to child protection plan cases. Assurance is provided by the service that managers are checking and authorising situations when visits have to go over timescales.
  - Planning applications determined on time – impacted by local ambitious targets, staff recruitment challenges, additional process requirements and consultation responses' timescales.
  - Keeping streets clean – impacted by an increase in litter dropped from vehicles and resource prioritisation.
- 4.7 Improvement activity through the Council Strategy **priorities for improvement** continued to progress, with the majority of measures targeted for this year being achieved. Areas of achievement to note include: people who feel safe and had their concerns met after having used our Adult Social Care Services, successful outcomes from early response support for parents and children and number of young people (including with special needs) involved in work experience.
- 4.8 Of the measures rated Amber or Red, a number of areas to highlight include:
- Educational attainment (provisional) – Local performance mirrors the national picture, with results being impacted by high levels of staff and pupil absence due to Covid and flu, a higher level of demand for support for pupils with Special Educational Needs, an increase in the number of exclusions, and difficulties in retaining and recruiting teaching assistants.
- 4.9 The council's **corporate health indicators** highlight focus on resource management, a controlled approach to manage service demand and inflation pressures on the Council's funding, resulting in an £0.77m budget overspend (after deployment of reserves set

aside to support these pressures which amounted to £4.71m) and an decreasing in workforce turnover.

## 5 Supporting Information

### Influencer measures

*The detailed information on the measures mentioned in this report can be found online in the Performance Portal here: <https://westberksperformance.inphase.com/>*

- 5.1 Non-targeted measures of influence are monitored to provide context to the work being carried out across Council services.
- 5.2 The major focus for the district remained responding to a number of international and national challenges, e.g. supporting displaced people due to conflict, and economic challenges which impact at local level too.
- 5.3 Overall, the local **economy has remained strong**. Empty business rated industrial properties remained at consistent level and the number of empty non-industrial units continued to reduce. People visited Newbury Town Centre at a better level compared to the same quarters of previous years (impacted by the Covid-19 restrictions at that time). The number of planning applications rose from last quarter, and remained relatively stable over the longer term trend.
- 5.4 Within the local **social care indicators**, on the background of low crime rates, compared to last year, criminal activity increased slightly in all categories. Thames Valley Police are exploring the rise in Domestic Abuse reporting. In January 2023 their analyst noted that the role of the Local Police Authority Domestic Abuse Champion (DAC), introduced in 2022 was to re-engage on an ongoing basis with victims of domestic abuse post initial reports, supporting Medium Risk and vulnerable victims. Evidence was showing that victims felt much more supported and confident to report further incidents/crimes, and further reports had been made directly to the DAC. This was contributing to improved confidence in reporting crimes.
- 5.5 As of December 2022, crimes of harassment, nuisance and intimidation are no longer reported as part of the Anti-social behaviour dataset. The data reported is therefore lower, but the level is consistent.
- 5.6 Children social care referral and enquiry numbers remain very high. Whilst there are clearly relevant social factors, e.g. increased financial pressures on families, children being less visible during Covid, it is unclear why West Berkshire are now seeing referral/Section 47 investigations (when a child is suffering or likely to suffer abuse) rates that exceed those of statistical neighbours. The number of child protection plans has reached record high levels. The service has commissioned a review by SESLIP (The South East Sector Led Improvement Partnership) to explore these issues further.
- 5.7 The increase in number of Adult Safeguarding S42s enquiries opened (when an adult may be at risk of abuse or neglect) was reflective of the increase in concerns received during the period. Ongoing audits during quarter four continued to support the findings in quarter three that the statutory decision making was both consistent and appropriate.



- 5.8 The service continued to monitor abuse types reflected in S42 enquiries. Examination of information relating to categories of abuse submitted for a S42 enquiry during this reporting period continued to illustrate a complex and variable web of situations that existed across the community with no specific dominant cause or type.
- 5.9 The number of Adult Social Care clients requiring Long Term support has steadily increased since September 2020, and continues to be monitored by the service. This quarters figure was reflective of the demand pressures for Adult Social Care, predominantly in the population aged 65 and over.
- 5.10 The number of households prevented from being homeless, although higher than previous quarter was consistent with this time last year. The number of households in temporary accommodation, although not huge numbers, was the highest it has been since September 2019.
- 5.11 We repaired 779 pothole/edge of road repairs this quarter. This winter was particularly challenging and a huge undertaking for both the Council's Highway Maintenance team and our contractor Volker Highways. Wet weather ahead of the Christmas break followed by freezing weather in the New Year accelerated the deterioration of many sections of road, causing a significant amount of potholes and an increase in highways related claims. However, these conditions are not unique to this district and are affecting roads nationally. In recognition of this issue, the Government made an additional £200m available for pothole repairs in its spring statement, £950k of which was allocated to West Berkshire Council. In addition, the Council also committed an additional £7m over the next 3 years to highway maintenance and we will use this funding to ensure the resilience of our road network going forward.
- 5.12 Borrowing from libraries continued to rise, being 14.5% higher than at the end of December 2021. This shows that people are returning to libraries after the pandemic. The popularity of the Summer Reading Challenge is apparent in the peak of usage during quarter two. West Berkshire had the highest percentage participation of 4-11 year olds in South East England.

## **Core Business and Priorities for Improvement Performance**

*The detailed information on the measures mentioned in this report can be found online in the Performance Portal here: <https://westberksperformance.inphase.com/>*

*Please note:*

*Red, Amber, Green ratings are based on a 5% tolerance from target.*

*Planned – are tasks/milestones in progress*

*Completed with a green star – are measures/tasks which are completed and on or ahead of schedule*

*Completed with a red triangle – are measures/tasks which are completed later than scheduled*

*? - means no actual value for the current period has been recorded*

*n/r - means actual value for the current period is not expected to be reported e.g. annual measure*

## Core Business Activities

5.13 Four of the eleven core business areas have achieved strong (Green) performance results against challenging targets and on a background of increasing demand on most of the Council's services.

- **Countryside and open spaces** – as part of the wildlife verges project, the verge network has been surveyed.
- **Providing benefits** – timely decisions on new benefits claims
- **Culture, Leisure and libraries** – delivery of digital and physical events across Leisure and Culture Services and attendance to these, visits to libraries, Museum, Shaw House and West Berkshire's sports and leisure centres above targets.
- **Economic Development** – delivered the quarterly business engagement events to provide advice and guidance.

5.14 A further six areas have achieved good performance, within the Amber threshold:

- **Protecting our children** – Children and Family Services is rated by Ofsted as "Good" and maintained very strong performance in relation to the timeliness of assessments. There is assurance that the visits to children in care are taking place in a timely manner with any exceptions being authorised by management. Increasing demand regarding the number of Child Protection Plans, and staff turnover impacted on staff workloads in particular on being able to conduct timely one group meetings and visits to children with a child protection plan. The service is focusing on recruitment and on recording training.
- **Supporting Education** – at 93.8% (76/81), the percentage of schools judged good or better is just below the target of 95%. Improvements plans are in place and have been implemented, but the service is dependent on re-inspection by Ofsted to be able to show any change to this data. The number of children being allocated one of their preferred schools, both primary and secondary, is above target.
- **Collecting bins and keeping streets clean** – better than target recycling levels. The level of litter in the district increased, often due to drivers dropping items from their vehicles. The reduction in the resource level available to the street-cleansing contract, the need for prioritising the Covid response and shortages of HGV drivers has constrained the contractor's ability to sustain an ambitious level of cleansing all over the district. However, the Council has been stepped up cleansing of roadsides.
- **Ensuring the Wellbeing of Older People and Vulnerable Adults** – Only four out of our five adult social care provider services was rated good or better by the CQC (Care Quality Commission). The fifth one, Birchwood care home was inspected in February 2023, and although the overall rating continued to be Requires Improvement, overall the final report was very positive and showed significant improvements across all areas (e.g. responsiveness, caring and effectiveness areas of inspection were all rated as "Good").
- **Maintaining our roads** – % of A roads in need of repair achieved the target of maximum 3%.
- **Council Tax and Business Rates collection** – better than target collection of Business Rates, but Council Tax collection is just 1% under the target, impacted by Covid, Cost of Living crisis and other additional workload, such as the service distributing the energy support scheme to 1,200 households.

5.15 The remaining area has been rated overall Red:

- **Planning and Housing** – timeliness of planning application determination remained below local ambitious targets (Red), even if better than national standards. Performance continued to be impacted by vacancies in the service, consultations responses and additional processing requirements. The service is progressing an improvement plan to ensure the customers' aspirations are met. The % of planning appeals won is below target, however with 44 appeals made in total for the year, the numbers are very low.

### **Council Strategy Priorities for Improvement:**

5.16 Results at the end of quarter four show that progress continued to be made to deliver the Council Strategy priorities for improvement with five of the six being RAG rated Green.

- **Ensure our vulnerable children and adults achieve better outcomes** – Strong results have been achieved regarding, people who feel safe and had their concerns met after having used our Adult Care Services, parents feeling well supported by our Early Response Hub, care leavers in education, employment and training and young people who have got involved in work experience and project work experiences.

The percentage of repeat referrals to Children's Services, although slightly off target, is in line with the England average, and better than the regional average.

Supporting more vulnerable young adults into employment resulted 66% of our care leavers aged 19 to 21 benefiting of employment, education or training, compared to the national figure of 52%, and better than our target of 60%.

Government figures show that the number of people sleeping rough nationally rose by more than a quarter last year. The rise follows four years of decreases in rough sleeping, partly due to initiatives during the pandemic. The figures suggest the number of people sleeping rough is 35 per cent lower than the peak in 2017, but 74 per cent higher than in 2010. Locally, the latest available data shows a reduction of rough sleepers from 6 at the end of Sep 2022 to 4 at the end of Dec 2022.

Data about the Rough sleepers offered accommodation was not available at the time of writing this report.

West Berkshire's Youth Offending Team (YOT) received an overall rating of 'Outstanding' following an inspection by His Majesty's Inspectorate of Probation. Inspectors commended West Berkshire YOT for creating 'a culture where everyone feels they belong and have a part to play' - involving children and their parents/carers in every aspect of supervision, and continually looking for ways to improve.

- **Support everyone to reach their full potential** – our educational attainment targets were set higher than the national and regional average as the impact of the pandemic was not known. Local performance mirrors the national picture, with results being impacted by high levels of staff and pupil absence due to Covid and flu, a higher level of demand for support for pupils with Special Educational Needs, an increase in the number of exclusions, and difficulties in retaining and recruiting

teaching assistants. Targets have been exceeded for attainment results at the end of KS2 (primary school).

An innovative pilot project to teach children that being healthy can also help the natural world called 'Wild West Berkshire' was launched. The pilot is a joint initiative with the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT). It is designed to show how health connects to nature and includes talks about eating healthier food, taking more exercise and how that helps wildlife and tackling climate change.

Final works on the Newbury Lido refurbishment, including the installation of the new pool tank, interactive splash pad and slides will be completed by the end of June 2023. The Lido will be open to the public this summer.

West Berkshire offers 16 free regular walks taking place either monthly, twice a month or weekly from various locations across the district to promote physical and mental wellbeing. A new limited series of Creative Wellbeing Walks were launched in partnership with Rambler's Wellbeing Walks in Hungerford and Mortimer led by experienced artist Simon Jardine. Each walk included short stops to paint, draw or photograph areas of interest and ends with a creative class, tea and coffee

- **Support businesses to start develop and thrive in West Berkshire -** Placemaking Strategies for Thatcham and Hungerford Town centres were developed by a consultant team led by Hemingway Design, commissioned by the Council in 2022. The Strategies were developed in collaboration with residents, stakeholders and Thatcham and Hungerford Town Councils and endorsed at a meeting of the Executive on 23 March 2023.
- **Develop local infrastructure including housing to support and grow the local economy** – The end of year target for premises that are able to access Gigabit capable broadband has been achieved. Data about the number of affordable homes granted planning permission and the actual number of completions was not available for inclusion in this paper.

Work began to look at options for delivering housing for Ukrainian and Afghan families. A new £6m project, including a £2.5m contribution from central Government, will see a mix of flats and houses purchased. Seventeen residential properties will be delivered as part of our ongoing support for Ukrainian and Afghan families settling in the district.

- **Maintain a green district** - EV charging infrastructure was available in 32% of WBC public car parks. The need to procure a new supplier for EV charging points meant that the 50% target could not be achieved.

Only one landowner committed to the pilot to facilitate increased biodiversity and carbon sequestration project this year. Feedback from landowners indicate that the lack of commitment is a result of unclear guidance from Central Government of Biodiversity Net Gain which includes being unable to formally register their sites. A temporary solution is being investigated by the Council's Planning Policy team with support from the Environment Delivery Team in relation to the one firm pilot project.

Once a temporary solution is in place it is hoped that this will provide reassurance to other landowners and additional pilot projects will come forward.

Liftshare, a car sharing platform, was launched as a pilot scheme for local residents in East Garston, Chaddleworth, Great Shefford and Hungerford. Using Liftshare saves money on travel, reduces our carbon emissions and helps to ensure our communities have access to the places they need to visit.

- **Ensure sustainable services through innovation and partnerships** - By encouraging clients to use assistive technology and telecare, we increased the number of people who feel able to remain in their homes, but know that they can let others know when they need help.

## Corporate Health

5.17 At outturn the variance to budget is an overspend of £4.71m. After using the reserves that were set aside to support this, the overspend totals £0.77m.

5.18 Absence levels are more consistent with pre-Covid quarters, with the majority of occurrences being in the People Directorate. Short term sickness levels have risen steadily throughout the year. Days lost to mental health sickness have lessened since their highest in March 2021, and have settled at a consistent level, with work related stress absence at around 3% of all stress, depression and mental health illness days taken.

5.19 Staff turnover dipped from 19.0% last quarter to 15.9%, but continued to be well above the WBC average rate.

## Proposals

5.20 To note the progress made in delivering the Council Strategy Delivery Plan, a maintained strong performance for the core business areas (in particularly challenging circumstances primarily due to recruitment difficulties in a number of areas), good results for the majority of the measures relating to the Council's priorities for improvement and remedial actions taken where performance was below target.

## 6 Other options considered

None considered.

## 7 Conclusion

7.1 Quarter four results show that strong performance levels have been maintained and key services delivered to residents as part of the activities in the Core Business category.

7.2 Action plans are in place to address performance measures rated "Amber" and "Red" and the Executive is asked to note these actions and the overall performance reported.

## 8 Appendices

8.1 Appendix A – Red and amber measures

## 8.2 Appendix B – Influencer measures dashboard

### Subject to Call-In:

Yes:  No:

- 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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

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### Document Control

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Author:			
Owning Service			

### Change History

Version	Date	Description	Change ID
1			
2			

## Core Business Area

### Protecting our children

Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
CFS-KPI-039	Executive	% of CiC where child has been visited in the past 6 weeks (or 12 weeks if agreed visiting schedule)	▲ Red	86.3%	95.0%	The performance has fallen below the target, but the service is satisfied that children are being seen within timescales. There is sometimes a recording issue with workers, due to high demand currently. We have regular meetings to ensure compliance with visiting timescales and recording of visits. On the rare occasion when a visit needs to go over timescale, the service manager is informed and approves it if the reason is valid.

### Supporting education

Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ES-KPI-023	Executive	% of all schools (inc. Academies and iCollege) judged good or better by Ofsted	● Amber	93.8%	95.0%	At 93.8% (76 schools) this is only fractionally below the target of 95%, representing 1 school out of 81 below target. Performance and improvements on this measure are dependent on the timings of inspections. Speenhamland were inspected in March and we are predicting that this went well. An improvement in grading will increase the total to 77 schools, meeting the target. Aldermaston are also due an inspection this academic year. We are working intensively with the school to support them in pre-inspection work towards improving their grading.

Ensuring the wellbeing of older people and vulnerable adults						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ASC-KPI-004	Executive	% of WBC provider services inspected by Care Quality Commission (CQC) and rated as good or better	▲ Red	80.0%	100%	<p>Birchwood Nursing Home was re-inspected in February 2023. Although the overall rating continued to be Requires Improvement overall the final report was very positive and showed significant improvements across all areas. Responsive, Caring and Effective were all rated as GOOD. The inspection team consisted of 5 individuals; clinical nurse, pharmacist, expert by experience for residents and families, expert by experience for staffing and a lead inspector.</p> <p>No additional enforcement action was taken by the CQC as a result of this inspection.</p> <p>The home remains compliant with all health and safety issues and has been rated as GOOD by the internal health and safety team at their recent inspection.</p> <p>New admissions are ongoing and have been successfully undertaken. We are still experiencing a delay in the procurement process for the Electronic Medication Administration Record System (eMAR) which will help to reduce the number of medication errors within the home. The contract has been with our legal team since the beginning of Dec. We have received a draft contract from the legal team which is being reviewed.</p>



Collecting your bins and keeping the streets clean						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
TCl-KPI-074	Executive	Maintain a "Good" level of litter, detritus and graffiti (YTD)	▲ Red	Satisfactory	Good	<p>The contractual target for street cleanliness is 'satisfactory', however the Waste Team aspires to a 'good' level of street cleanliness, hence this stretching target. Prior to the pandemic the Council was regularly achieving this target, however the stretch on resources during the pandemic and caused by the subsequent shortage of HGV staff has left this target unattainable for a number of years.</p> <p>The Council has been stepping up cleansing of roadsides in recent months, particularly on our major routes and will continue throughout the summer, from which point BAU (business as usual) will be maintained. Anti-littering and fly-tipping comms campaign has also been launched by the Waste Team around the district, with posters erected at selected bus stop displays and livery updates on waste collection trucks. It is therefore anticipated that performance against this indicator will improve going forward.</p>
Collecting Council Tax and Business rates						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
FP-KPI-026	Executive	Council Tax collected as a % of Council Tax due	● Amber	97.9%	98.8%	<p>Despite this being just under 1% below target, I believe that this is still a good result and the best collection over the past 5 years. We are still recovering from COVID and going through a cost of living crisis. We are currently distributing a further energy support scheme to 1200 households within the area.</p> <p>The number of recovery documents issued last year was substantial, over 7500 reminders were issued and over 3800 summons were sent to customers who did not pay in accordance with their bills. I see this continuing well into 2023/24.</p>

Planning and housing						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
PLS-KPI-001	Executive	% of 'major' planning applications determined within 13 weeks or the agreed extended time	▲ Red	81.1%	90.0%	<p><b>REASON FOR RED:</b></p> <p>As set out in previous Quarters, the Service has, throughout the Year, been carrying a number of vacant posts and that, together with sustained application numbers overall, has resulted in officers carrying high individual workloads. There have also been issues with the timeliness of consultation responses, including those from internal consultees, which has also affected the throughput of applications. Furthermore, the introduction earlier in the year of nutrient neutrality considerations into the application process has affected progress on a number of applications. In addition to affecting the timely throughput of applications, these issues have also led to a backlog of planning applications developing in the Service. The backlog has been sufficiently large for us to have to advertise the issue publicly on our website. There has been an impact through the teams at all Officer and Team Leader levels.</p> <p>Following on from previous Quarters, these issues have together led to an impact of not meeting locally set performance targets for the Year.</p> <p>For completeness, when looking at the national picture for performance, and having regard to designation of authorities, on the basis of applications determined in the 24 month period to the end of December 2022 (latest data available), performance is recorded as 85.1% on 'Majors' and 86.7% on 'Non-Majors' against the respective national thresholds of 60% and 70%. There is therefore no risk at present of the authority being designated for poor performance.</p> <p>Whilst we are not currently meeting the targets set at a local level, the national thresholds for 'Majors' and 'Non-Majors' are being</p>

					<p>exceeded and thus the Service is continuing to perform well and this should be recognised.</p> <p><b>REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:</b></p> <p>The remedial actions presented in previous Quarters are in place and remain necessary at this time. In order to manage issues going forward, performance will continue to be monitored. We are seeking to recruit to permanent posts to fill some of the vacant posts in the Service to deal with planning applications. With regard to the backlog of planning applications in the Service, we are already taking a range of actions to address this. The approach we are taking is publicised on the website to ensure that customers are aware of the situation and about what we are doing to address the issue which includes a new negotiations strategy, working with our internal consultees to address delays in consultation responses and also reviewing our processes to increase the effectiveness and efficiency of our Service. We have also implemented a process of holding applications until a case officer becomes available to take it forward, yet with much of the consultation work being front loaded within the process to ensure timely progression of the application once it reaches an officer. We are currently employing temporary planning consultants to assist with dealing with planning applications (we currently have 3 FTE agency workers dealing with such applications) and are in the middle of a recruitment programme seeking permanent replacement planning officers for these agency staff. Other measures are also being prioritised and explored to improve the Service and minimise the risk of repeated backlogs in the future.</p> <p>As set out previously, a Service Improvement Plan consisting of a number of priorities and other tasks has recently been developed and work on this is continuing. As part of this we are intending to review many of our processes and the way we work across the</p>
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					<p>Planning Service and with other parts of the Council. Through that work we plan to identify and make adjustments where these can improve the efficiency and effectiveness of the way we work, the quality and consistency of our work and also providing clarity as to the level of service we deliver to our customers.</p> <p>One important action to note is that a review of internal targets, as part of the Service Improvement Plan, has been undertaken and the result of this is that it has been agreed that going forward from Q1 2023/2024, the categories and targets to be used locally to measure performance on district matter planning applications are:</p> <p>% of 'Major' planning applications determined within time (within the statutory determination period or within an agreed extended period). Target 66%.</p> <p>% of 'Non-Major' planning applications determined within time (within the statutory determination period or within an agreed extended period). Target 77%.</p> <p>These will replace the current local targets measuring performance on 'Majors', 'Minors' and 'Others'. This will ensure that our local performance targets on district matter planning applications are changed so as to be more aligned, in terms of categories and targets, to how performance is measured nationally on the speed of determining planning applications. It has however been considered appropriate to add a 10% increase on top of the national thresholds to use as our local targets. This approach to targets will also help with the work being done towards rebalancing the customer experience.</p>
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Planning and housing						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
PLS-KPI-004	Executive	% of 'minor' planning applications determined within 8 weeks or the agreed extended time	▲ Red	80.5%	86.0%	Comment as for 'major' planning applications KPI above
Planning and housing						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
PLS-KPI-007	Executive	% of 'other' planning applications determined within 8 weeks or the agreed extended time	▲ Red	82.9%	90.0%	Comment as for 'major' planning applications KPI above

Planning and housing						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
PLS-KPI-010	Executive	% of planning appeals won	▲ Red	60.2%	65.0%	<p>There is no particular change in circumstances within the Service that has caused this outcome for the year. Which appeals are submitted, when those appeals are made, and also when those appeals are determined, are entirely outside the control of the Service.</p> <p>Throughout the year, the number of appeals is relatively low overall and therefore greater percentage swings are likely over the short Quarterly reporting periods as opposed to the full Year End outcome. Normally it is anticipated that appeal decisions can balance out over the Year, however, on this occasion the Service has fallen slightly short of the target but as indicated this is by less than 5%.</p> <p>In order to provide some context and accountability for the appeal decisions for the Year:</p> <p>Of the 26 appeals won (appeals dismissed): 25 were following a delegated decision of refusal and 1 was following a recommendation of approval which was overturned to refusal at Committee.</p> <p>Of the 18 appeals lost (appeals allowed, including one split decision): 13 were following a delegated decision of refusal and 5 were following recommendations of approval which were overturned to refusal at Committee (including one decision related to a non-determination appeal).</p> <p>The appeal decisions have been justified in all cases by the relative Inspectors having looked at the specific merits of the particular cases. Decisions are monitored within the Service <b>and no repetitive or predominant aspects to the decisions at this time have been found.</b></p>

					<p><b>REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:</b></p> <p>Monitoring of the Planning Inspectorate's appeal decisions and the comments made in them about the original decisions that were made by the LPA (which led to the need to appeal) are monitored in the Service after the receipt of each decision. There is currently no identifiable adverse pattern in respect of appeal decisions. If such a pattern were to emerge, any necessary remedial management action would be identified and implemented.</p> <p>As set out previously, a Service Improvement Plan consisting of a number of priorities and other tasks has recently been developed and work on this is continuing. As part of this we are intending to review many of our processes and the way we work across the Planning Service and with other parts of the Council. Through that work we plan to identify and make adjustments where these can improve the efficiency and effectiveness of the way we work, the quality and consistency of our work and also providing clarity as to the level of service we deliver to our customers.</p> <p>One important action to note is that a review of internal targets, as part of the Service Improvement Plan, has been undertaken and the result of this is that it has been agreed that going forward from Q1 2023/2024, the categories and targets to be used locally to measure performance on district matter planning applications are:</p> <p>% of 'Major' planning applications determined within time (within the statutory determination period or within an agreed extended period). Target 66%.</p> <p>% of 'Non-Major' planning applications determined within time (within the statutory determination period or within an agreed extended period). Target 77%.</p>
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						<p>These will replace the current local targets measuring performance on 'Majors', 'Minors' and 'Others'. This will ensure that our local performance targets on district matter planning applications are changed so as to be more aligned, in terms of categories and targets, to how performance is measured nationally on the speed of determining planning applications. It has however been considered appropriate to add a 10% increase on top of the national thresholds to use as our local targets. This approach to targets will also help with the work being done towards rebalancing the customer experience.</p>
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## Priorities for Improvement

### Ensure our vulnerable children and adults achieve better outcomes

Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
CFS-KPI-012	Executive	% of repeat referrals to Children's Services within 12 months of a previous referral	▲ Red	21.4%	20.0%	The percentage of repeat referrals is in line with the England average which is between 21% and 22%. It is below the South East average which is 26% to 28%. It has been agreed that the current target set at 20% will be changed to 22% however this change cannot be facilitated until the reporting period for 24/25 begins.

### Support everyone to reach their full potential

Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ED-KPI-003	Executive	% of major developments that incl. skills & employment plan as a condition of planning permission	▲ Red	50.0%	70.0%	<p>There was one major application which received approval in this quarter - however we had provided a consultation response to it in February 2022. This was prior to this KPI to include ESPs in major developments had been set, and hence we did not include this in the comments.</p> <p>Economic Development consultation responses to major developments now include a recommendation to include an ESP as a condition of approval, where appropriate.</p>

### Support everyone to reach their full potential

Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ES-KPI-029	Executive	% of 16-17 year olds who are not in education, employment or training or whose status is not known	▲ Red	2.7%	2.0%	We still remain in Quintile 1 for combined NEET/Not Known figure. We have also had a surge in leavers - primarily from College - who have left for a range of reasons. Some of these are NEET, some remain unknown as we are trying to establish contact.

ES-KPI-077	Executive	% achieving the national standard for reading, writing and maths combined (KS2)	▲ Red	56.0%	65.0%	<p>Although not meeting our target, there is good evidence of positive performance.</p> <p>The target of 65% would appear to be ambitious. At 56% we are just behind the national and regional average (both at 59%). This places us in the 4th quartile nationally for 2021/22 but, as with other areas, the difference between quartiles is small. It would only take a fractional improvement to move into the 3rd quartile.</p> <p>As in other Key Stages, the drop in performance from 2019 mirrors the national picture.</p> <p>Prior to this performance was higher, and at or just below the national average.</p> <p>WBC % achieving national standard for RWM (KS2): 2017/18 = 64%, 2018/19 = 64%, 2021/22 = 56%</p> <p>National % achieving national standard for RWM (KS2): 2017/18 = 64%, 2018/19 = 65%, 2021/22 = 59% 2021/22</p> <p>WBC % achieving national standard: Reading = 75%, Writing = 67%, Maths = 71%, RWM = 56% 2021/22</p> <p>National % achieving national standard: Reading = 75%, Writing = 69%, Maths = 71%, RWM = 59%</p> <p>There are 27 schools above the national average, and 27 schools below the LA average. This implies a significant variance in performance (low of 33.3%, high of 100%), though this is sometimes based on small numbers of pupils.</p> <p>Contributing Factors:</p>
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					<p>Setting targets last year was extremely difficult. We did not know the full impact that the pandemic would have on figures. We were not able to set targets lower than 2018/2019 due to it looking as if we did not have ambition. This however has impacted on our figures, when not reaching those targets.</p> <p>Writing is the one subject that is a key issue and focus, impacting on the combined RWM rate. Writing has seen a national dip, due to the difficulties in teaching writing remotely. The pandemic caused significant difficulties in getting sufficient evidence of standards in Writing. When looking at the individual subjects, only Writing is below the national average (67%, compared with 69% nationally). This highlights improvements in Maths and Reading from previous years. During a return to the moderation cycle, we have seen evidence that schools have still been setting shorter grammar related pieces of writing and this has impacted on the levels that have been able to be awarded. Schools are very aware of this.</p> <p>West Berkshire participated in Operation Warm Welcome and still continues to this day. Schools have welcomed many children over the year and have been delighted to do so. These children have contributed to the school community and the schools have seen the many benefits of a community coming together to support and care for families from war torn countries. These children are all EAL and have significant trauma which is surfacing the longer they are in our schools.</p> <p>Actions Being Taken and Alternative Plans:</p> <p>Courses and guidance at Primary Headteacher meetings have highlighted this issue. An extensive range of courses are being run this year, including significant support being given for Writing e.g. Diminishing the Difference, Closing the Gap to Raising Attainment.</p>
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						<p>There is also a KS2 Moderation Day scheduled for 18/04/2023 to support with borderline pupils with writing. Being back in class means better modelling and scaffolding is possible.</p> <p>There is bespoke work under way, including a new English Advisor working with numerous schools for specific English assistance. Strategies are in place supporting Teachers and ECT's having lower confidence after disrupted years teaching.</p>
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Support everyone to reach their full potential						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ES-KPI-096	Executive	% of pupils eligible for Free School Meals achieving a Good Level of Development at Foundation Stage	▲ Red	35.2%	40.0%	<p>At 35.2% for 2021/22 the target of 40% has not been met. This is noticeably below the national average and in the 4 quartile nationally. This reflects the pre-COVID-19 position, where performance has been dropping since 2016.</p> <p>However, the FSM cohort at Foundation Stage is very small in West Berkshire, with just 178 pupils across the whole LA (currently 9.9% compared to 17.8% nationally). The number of schools with only 1 and with 5 or fewer FSM pupils at FS has increased compared to previous years.</p> <p>Overall performance for all children is significantly better at 64.8% (3 quartile), very close to the national average of 65.2%.</p> <p>Not including Brookfields and The Castle, there are 12 schools where no FSM children achieved GLD. However, these all only represent 4 or fewer children per school. Two schools have been identified as having a noticeably larger number of FSM pupils but lower rate achieving GLD.</p> <p>Though a concern, the gap in performance for FSM pupils at FS has narrowed over the last three available years, particularly this year. This is opposed to the national average, where the gap for FSM pupils has widened in 2021/22.</p> <p>WBC % of FSM Pupils achieving GLD: 2017/18 = 42.1% (32% gap), 2018/19 = 40.3% (34.3% gap), 2021/22 = 36% (28% gap)</p> <p>WBC % of all pupils achieving GLD: 2017/18 = 74.1%, 2018/19 = 74.6%, 2021/22 = 64.8%</p> <p>National % of FSM Pupils achieving GLD: 2017/18 = 56.5%, 2018/19 = 56.4%, 2021/22 = 49.1%</p> <p>National % of all pupils achieving GLD: 2017/18 = 71.5%, 2018/19 = 71.8%, 2021/22 = 65.2%</p> <p><b>Contributing Factors:</b></p>

					<p>Setting targets last year was extremely difficult. We did not know the full impact that the pandemic would have on figures. We were not able to set targets lower than 2018/2019 due to it looking as if we did not have ambition. This however has impacted on our figures, when not reaching those targets.</p> <p>Speech and Language delays for children in EYFS, due to the pandemic – not being in a setting and having the language stimulus and also having to learn to speak during mask wearing has contributed to their delays. There have been long delays getting Speech and Language support in schools.</p> <p>Research on school readiness has found that children are not in the same place as they were pre-pandemic. They are catching up throughout the Key stage.</p> <p>High levels of staff and pupil absence – COVID, flu, new strains – Omicron which was very infectious. The second year was harder than the first, safety measures were being withdrawn but COVID levels were very high and staff and pupil absence impacts on the progress that can be made.</p> <p>West Berkshire participated in Operation Warm Welcome and still continues to this day. Schools have welcomed many children over the year and have been delighted to do so. These children have contributed to the school community and the schools have seen the many benefits of a community coming together to support and care for families from war torn countries. These children are all EAL and have significant trauma which is surfacing the longer they are in our schools. This situation will affect our figures.</p> <p><b>Actions Being Taken and Alternative Plans:</b></p> <p>EYFS adviser works across the authority supporting settings with their provision.</p> <p>EMTAS support team work with EAL and refugee children.</p> <p>FSM/PPG advisers work with every school to write and implement their PPG strategy. Emphasis on the very highest ambition that we have for all our children and particularly our Disadvantaged children. We run termly meetings and every school in the authority</p>
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						<p>has had support with ensuring that their strategy targets the areas affected most.</p> <p>A Flying Start to letters and sounds has been validated by the DFE and is being trialed in a number of our schools. The impact that is being tracked shows that children are more secure with phase 1 than in previous years with different schemes.</p>
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Support everyone to reach their full potential						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ES-KPI-107	Executive	% of pupils eligible for FSM achieving expected standard in combined reading writing and maths	▲ Red	30.3%	45.0%	<p>This will be affected by overall performance where the drop in performance from 2019 mirrors the national picture. As with disadvantaged RWM attainment, at 30.3% WBC are noticeably below the national average of 45.3% and regional average of 35.2% (4 quartile). Prior to this, a significant improvement was made in 2019.</p> <p>As with disadvantaged pupils, the FSM cohort in WB has also always been proportionally much smaller than nationally and regionally (currently 15.4% compared with 24.8% nationally). Only 11 schools have 10 or more FSM pupils at KS2.</p> <p>WBC No. of FSM pupils at KS2: 2017/18 = 109, 2018/19 = 166, 2021/22 = 297</p> <p>WBC % of FSM pupils at KS2: 2017/18 = 6.1%, 2018/19 = 8.5%, 2021/22 = 15.1%</p> <p>National % of FSM pupils at KS2: 2017/18 = 14.1%, 2018/19 = 16.1%, 2021/22 = 24.8%</p> <p>WBC Number of schools with only 1 FSM children at KS2 = 8</p> <p>WBC Number of schools with 5 or fewer FSM children at KS2 = 33</p> <p>WBC Number of schools with 10 or more FSM children at KS2 = 11</p> <p>Though a concern, the gap in performance for FSM pupils at KS2 has improved, narrowing over the last three available years, as with disadvantaged pupils. Whereas nationally, the gap for FSM pupils has remained roughly the same.</p> <p>WBC % FSM pupils achieving national standard for RWM (KS2): 2017/18 = 26% (38% gap), 2018/19 = 37% (27% gap), 2021/22 = 30.3% (26% gap)</p> <p>WBC % of all pupils achieving national standard for RWM (KS2): 2017/18 = 64%, 2018/19 = 64%, 2021/22 = 56%</p>



					<p>National % of FSM pupils achieving national standard for RW (KS2): 2017/18 = 46%, 2018/19 = 47%, 2021/22 = 42%</p> <p>National % of all disadvantaged <b>pupils achieving national standard for RW (KS2): 2017/18 = 64%, 2018/19 = 65%, 2021/22 = 59%</b></p> <p><b>Contributing Factors:</b></p> <p>Setting targets last year was extremely difficult. We did not know the full impact that the pandemic would have on figures. We were not able to set targets lower than 2018/2019 due to it looking as if we did not have ambition. This however has impacted on our figures, when not reaching those targets.</p> <p>As with the overall rate for all pupils and also with Disadvantaged pupils, Writing is the one subject that is a key issue and focus, impacting on the combined RWM rate. Writing has seen a national dip, due to the difficulties in teaching writing remotely. The pandemic caused significant difficulties in getting sufficient evidence of standards in Writing. When looking at the individual subjects, only Writing is below the national average (67%, compared with 69% nationally). This highlights improvements in Maths and Reading from previous years.</p> <p>During a return to the moderation cycle, we have seen evidence that schools have still been setting shorter grammar related pieces of writing and this has impacted on the levels that have been able to be awarded. Schools are very aware of this.</p> <p>West Berkshire participated in Operation Warm Welcome and still continues to this day. Schools have welcomed many children over the year and have been delighted to do so. These children have contributed to the school community and the schools have seen the many benefits of a community coming together to support and care for families from war torn countries. These children are all EAL and have significant trauma which is surfacing the longer they are in our schools.</p> <p><b>Actions Being Taken and Alternative Plans:</b></p> <p>Courses and guidance at Primary Headteacher meetings have</p>
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						<p>highlighted this issue.</p> <p>An extensive range of courses are being run this year, including significant support being given for Writing.</p> <p>There is also a KS2 Moderation Day scheduled for 18/04/2023 to support with borderline pupils with writing.</p> <p>Being back in class means better modelling and scaffolding is possible.</p> <p>There is bespoke work under way, including a new English Advisor working with numerous schools for specific English assistance.</p> <p>Strategies are in place supporting Teachers and NQT having lower confidence after disrupted years teaching.</p>
ES-KPI-114	Executive	% of CiC on track to achieve their targets in GCSE or equivalent examinations (Y11)	▲ Red	35.7%	80.0%	<p>There are fewer than 20 young people in the cohort, and fewer than 10 of the group are currently able to access GCSE qualifications and should achieve in line with their PEP targets (Personal Education Plan). Fewer than 10 are unaccompanied asylum seeking children or have significant learning difficulties meaning that they cannot access GCSE exams. The majority of those able to access GCSEs have a good chance of achieving their targets (62%). Those who are not able to achieve their targets include young people with emotional based school avoidance (EBSA) or who have not had a school place for most of year their current year due to EHCP reassessment (Education, Health and Care Plan). The Virtual School has provided direct support through its Educational Psychologist and Emotional Health Worker and has funded 1:1 tuition, where this has been required.</p>

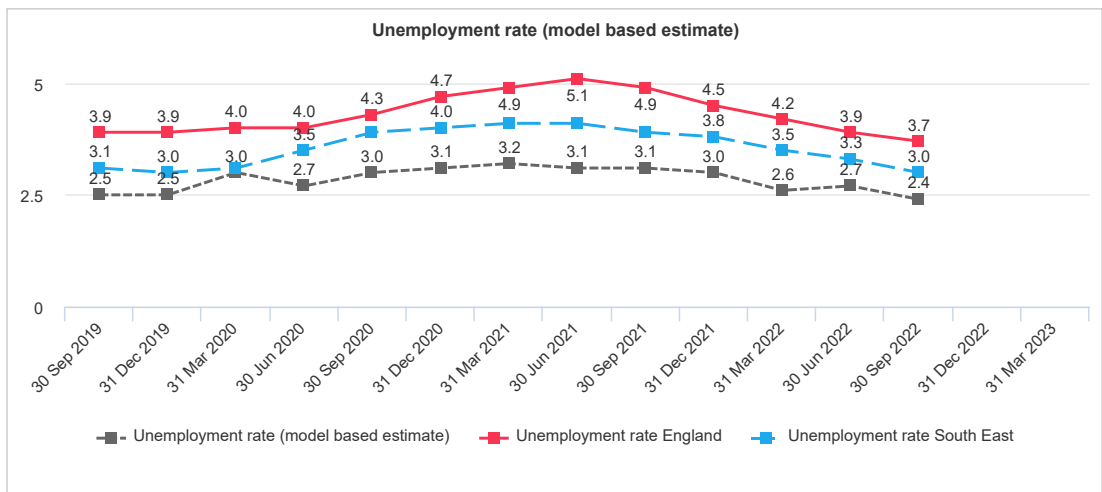
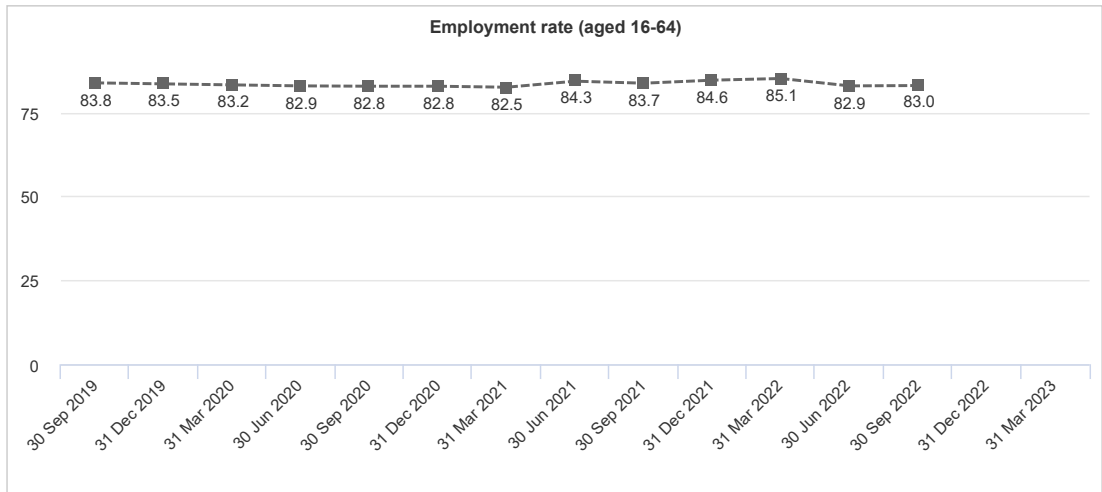
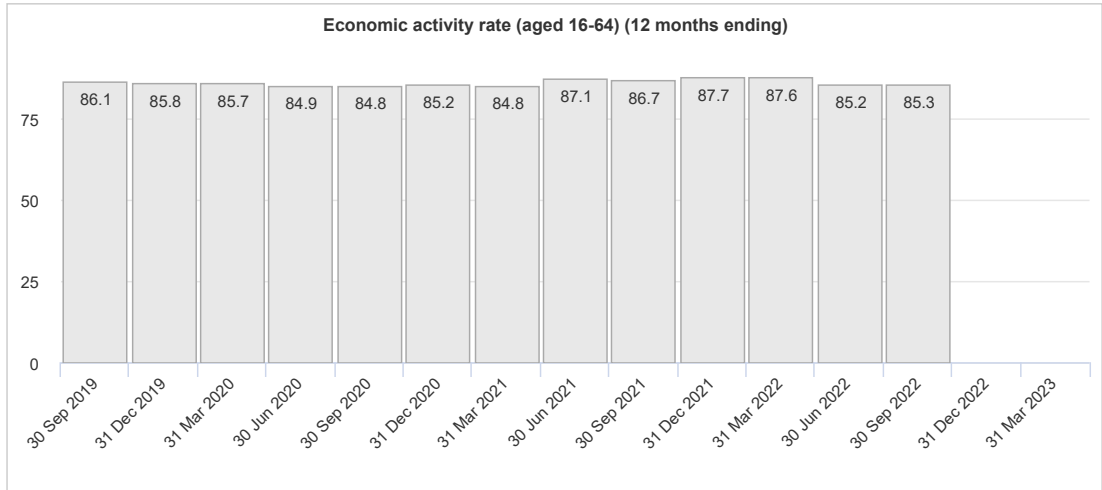
Support everyone to reach their full potential						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
ES-KPI-118	Executive	Average attainment 8 score for pupils eligible for Free School Meal (FSM) (KS4)	● Amber	33.6	34	<p>At 33.6, performance was fractionally below the target of 34. However, this is noticeably below the national average of 37. This reflects the pre-COVID-19 position.</p> <p>Five schools in West Berkshire are above the national average Attainment 8 score with seven schools, including Brookfields and The Castle, below the LA average Attainment 8 score.</p> <p>The gap in attainment 8 scores for FSM pupils, as with disadvantaged pupils, has been increasing. The improvement in Attainment 8 scores in 2021/22 overall is not reflected in disadvantaged pupils and FSM pupils.</p> <p>As with disadvantaged, the FSM cohort in WB has always been proportionally much smaller than nationally and regionally (currently 11.2% compared with 19.2% nationally). This only represents 211 FSM pupils at KS4 in West Berkshire schools.</p> <p>Overall Attainment 8 performance is better, well above the national average.</p> <p><b>Contributing Factors</b></p> <p>Setting targets last year was extremely difficult. We did not know the full impact that the pandemic would have on figures. We were not able to set targets lower than 2018/2019 due to it looking as if we did not have ambition. This however has impacted on our figures, when not reaching those targets.</p> <p>School led tutoring, a national grant scheme forming part of the DfE's education recovery plan to support catch-up for lost</p>

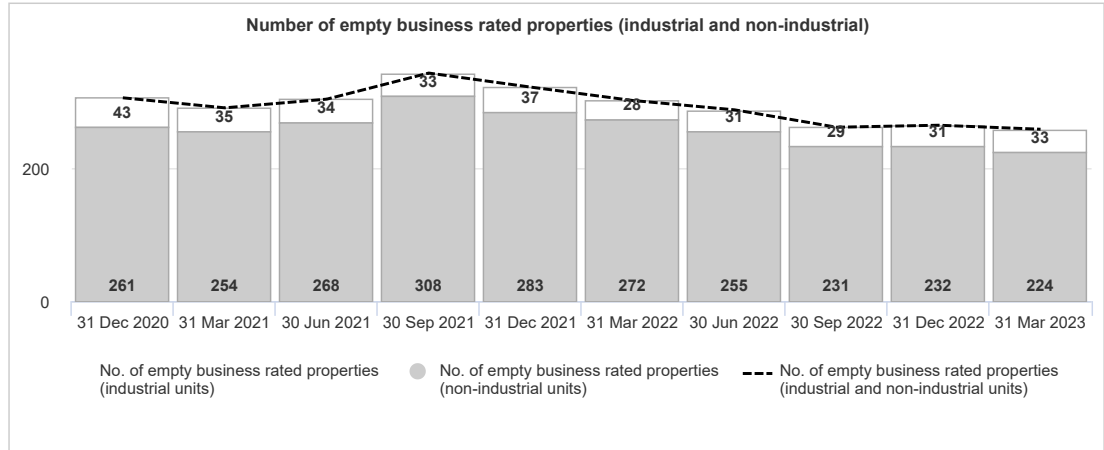
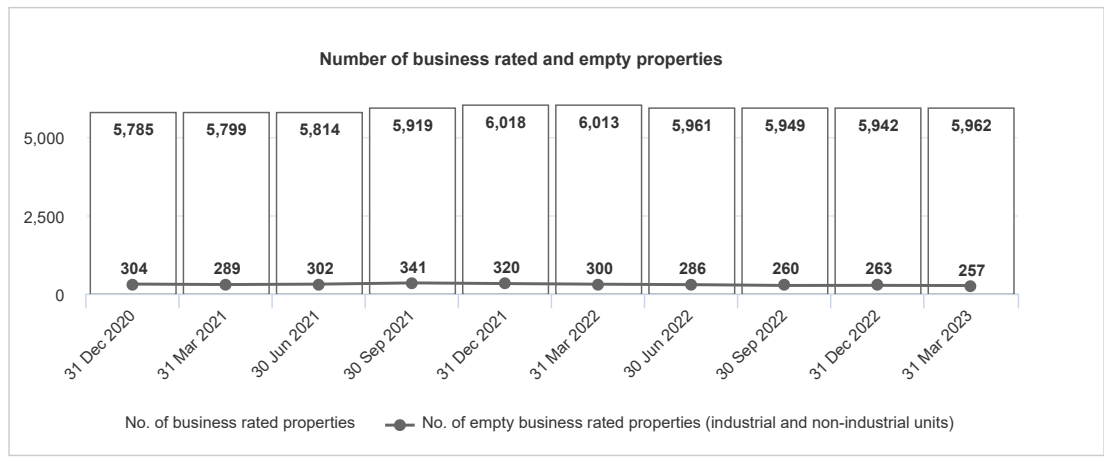
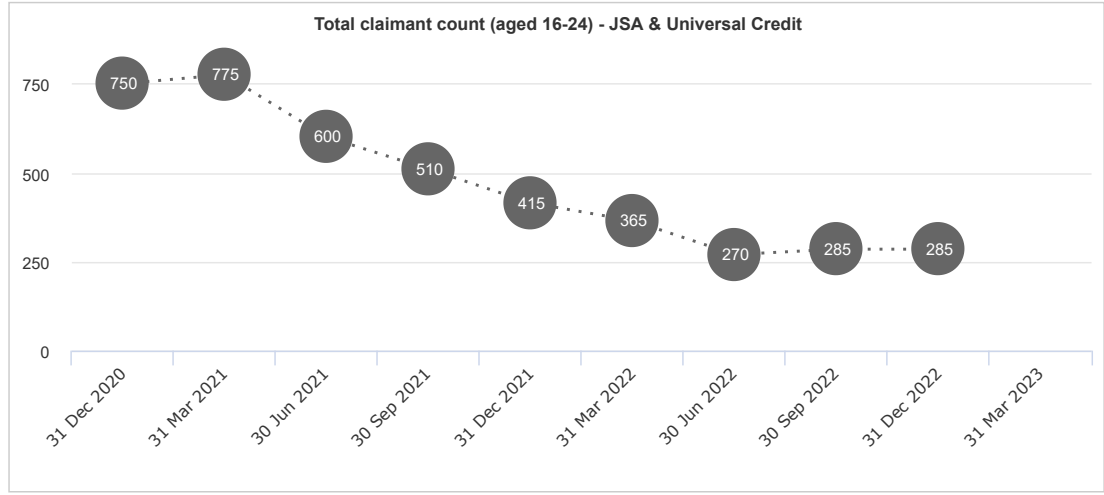
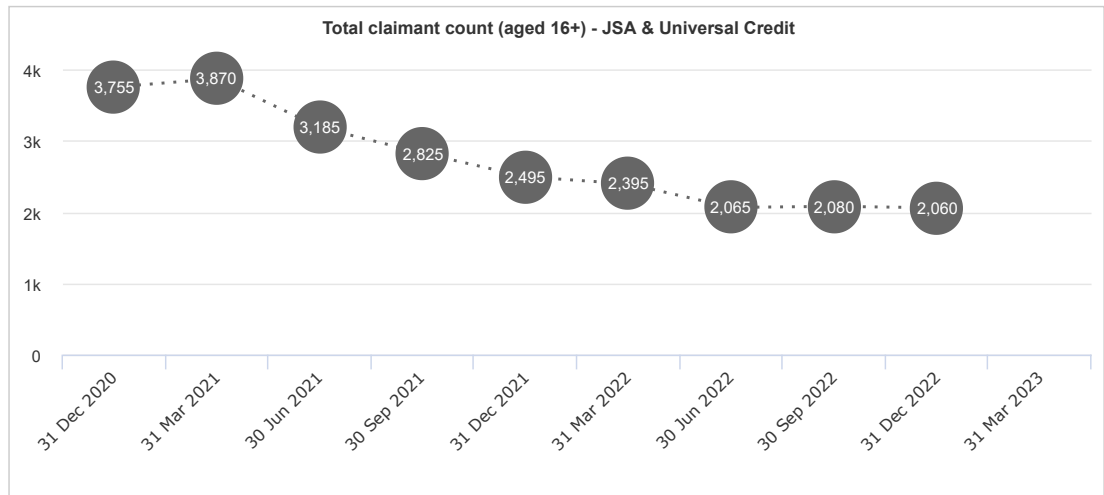
					<p>education due to the pandemic, has not always been easy for schools to implement. Some schools have struggled to spend the grant due to staff absence. However, it is anticipated that this should improve in time.</p> <p>Of the ten secondary schools in West Berkshire, seven are Academies. As such, engagement with the schools is limited. Of the schools below the LA average, Park House, rated as Inadequate, are now expected to show improvements quite quickly. John O'Gaunt is part of the Excalibur Trust, and not connected to Authority. So engagement and impact is also limited.</p> <p>Actions Being Taken and Alternative Plans</p> <p>FSM/PPG advisers work with every school to write and implement their PPG strategy. Emphasis on the very highest ambition that we have for all our children and particularly our FSM and Disadvantaged children. We run termly meetings and every school in the authority has had support with ensuring that their strategy targets the areas affected most.</p>
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Maintain a green district						
Measure Ref	Reporting Destination	Measure Name	YTD RAG	YTD Actual	YTD Target	Comments
TC-KPI-022	Executive	% of all WBC public car parks with 20 or more spaces to have EV charging available	▲ Red	32.0%	50.0%	Target not achieved due to the need to procure a new supplier for Electric Vehicle Charge Points.
TC-KPI-050	Executive	Commence pilot projects to help inform the best way for the Natural Solutions Development (NSD) Partnership to support projects	▲ Red	1	2	Currently only one landowner has fully committed to a pilot project, however there has been interest from a number of others. Feedback from landowners indicate that the lack of commitment is a result of unclear guidance from Central Government of Biodiversity Net Gain which includes being unable to formally register their sites. A temporary solution is being investigated by the Council's Planning Policy team with support from the Environment Delivery Team in relation to the one firm pilot project. Once a temporary solution is in place it is hoped that this will provide reassurance to other landowners and additional pilot projects will come forward.

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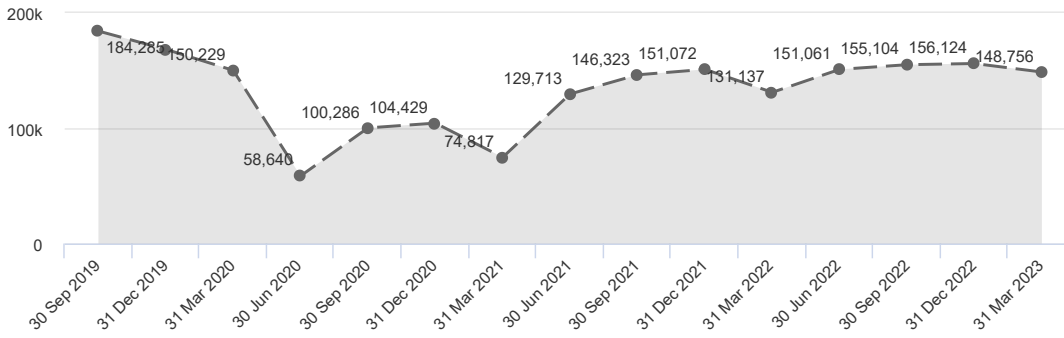
Economy



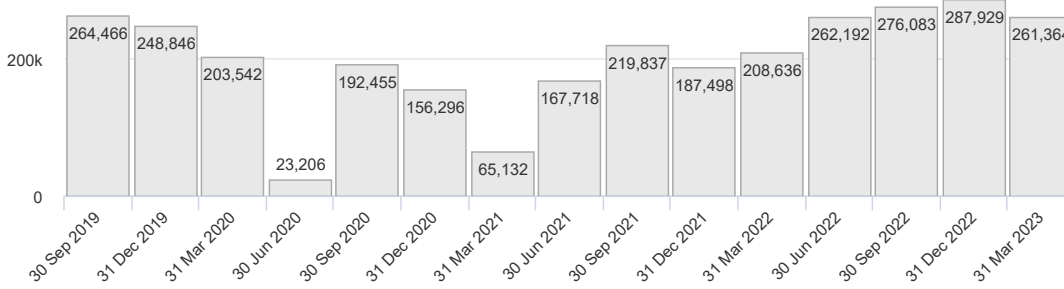




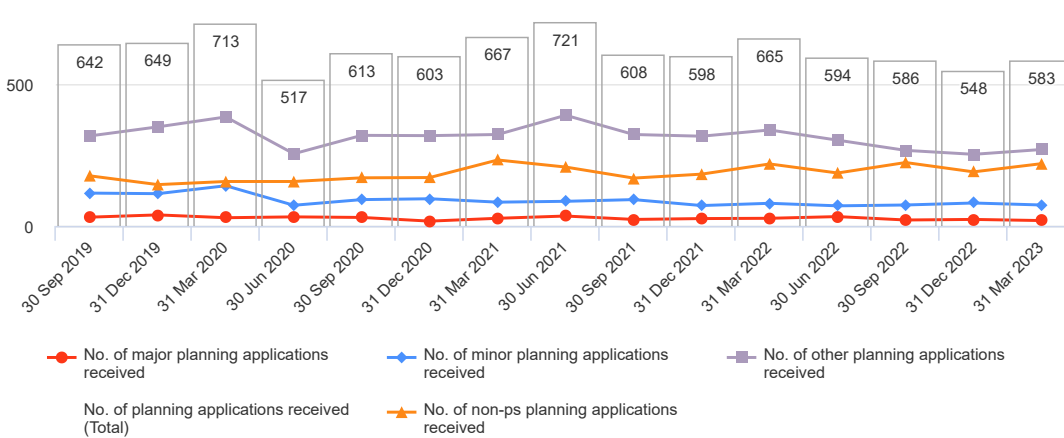
Newbury Town Centre footfall (weekly average)



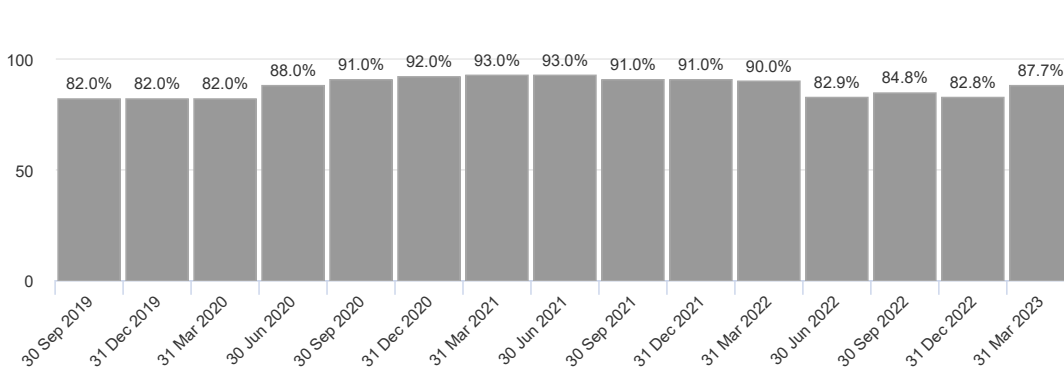
Number of parking tickets sold in WBC managed parking spaces (includes PaybyPhone ticket sales from 2020/21 onwards)

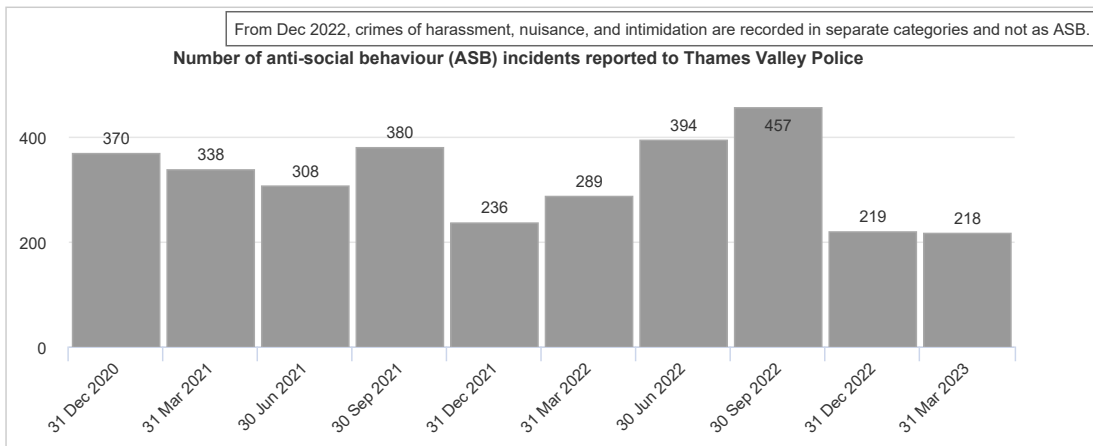
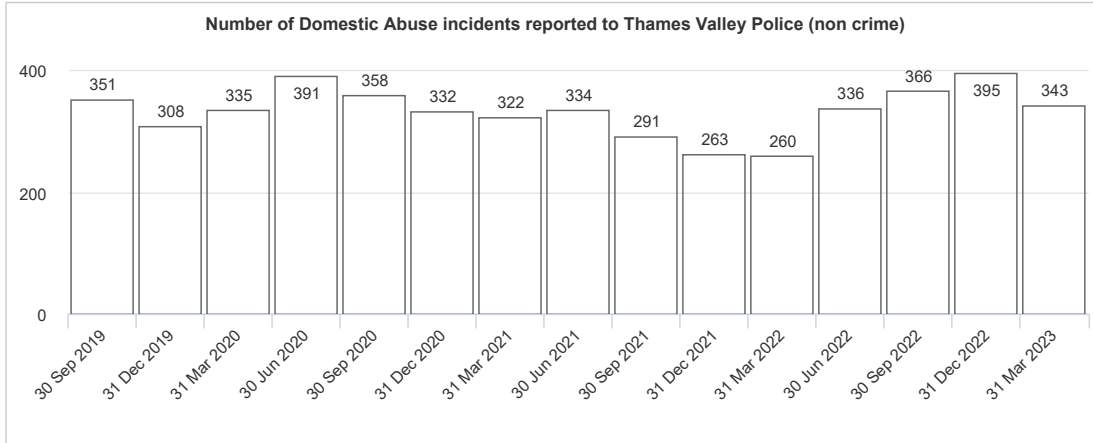
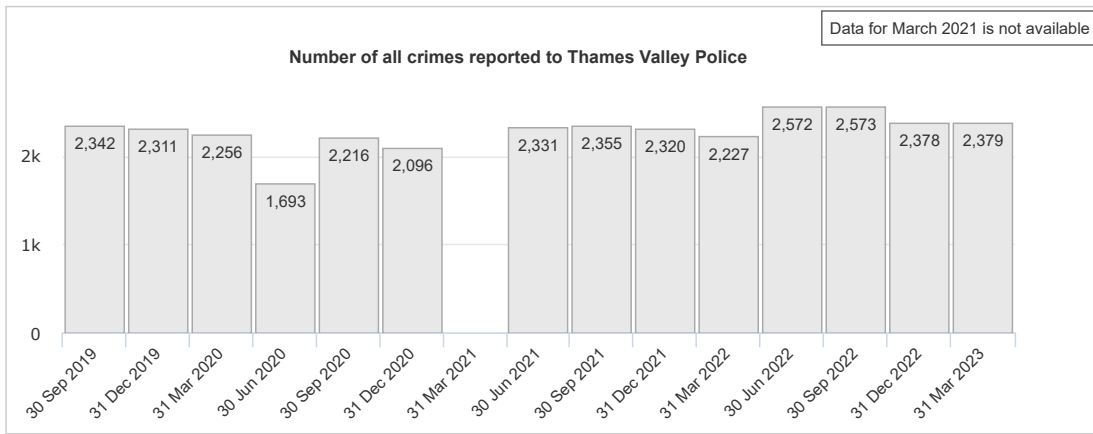


Number of planning applications received

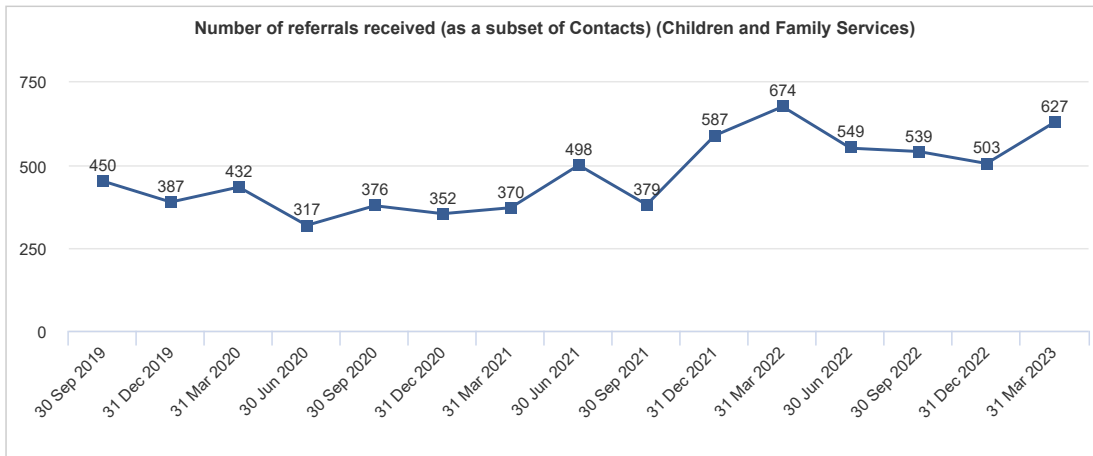


% Approval Rate (Planning Permissions)

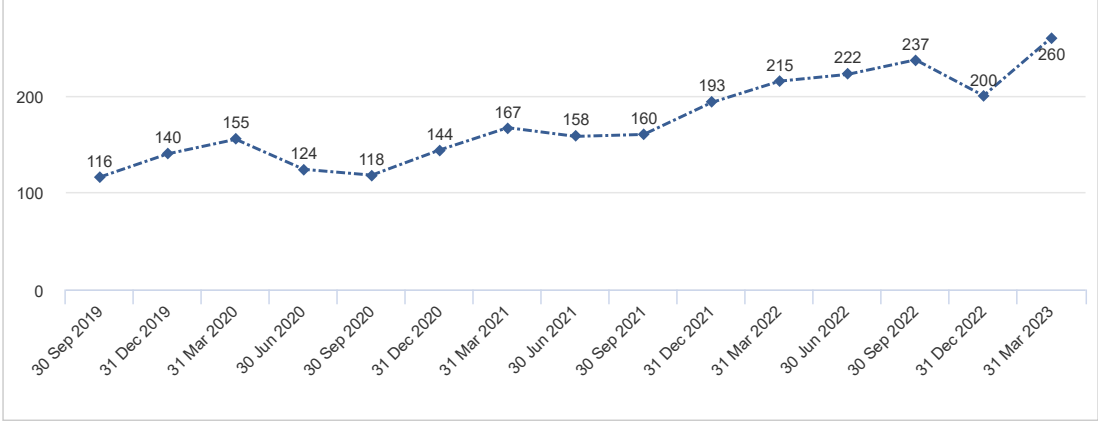




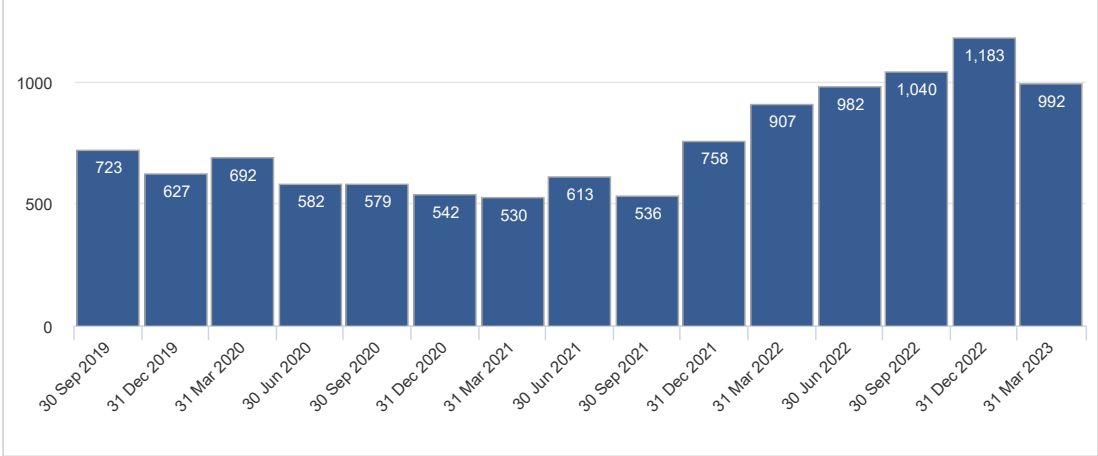
## Social Care



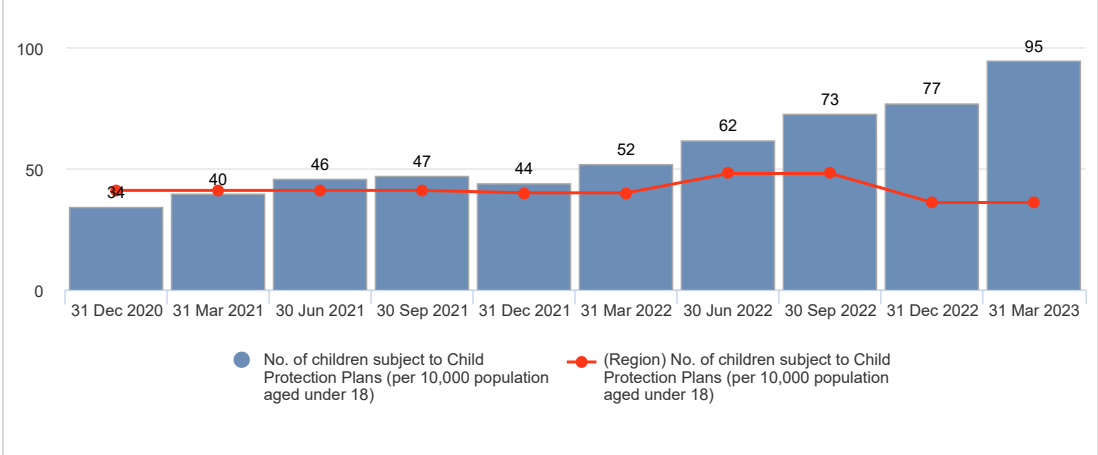
Number of S47 (Child Protection) enquiries initiated



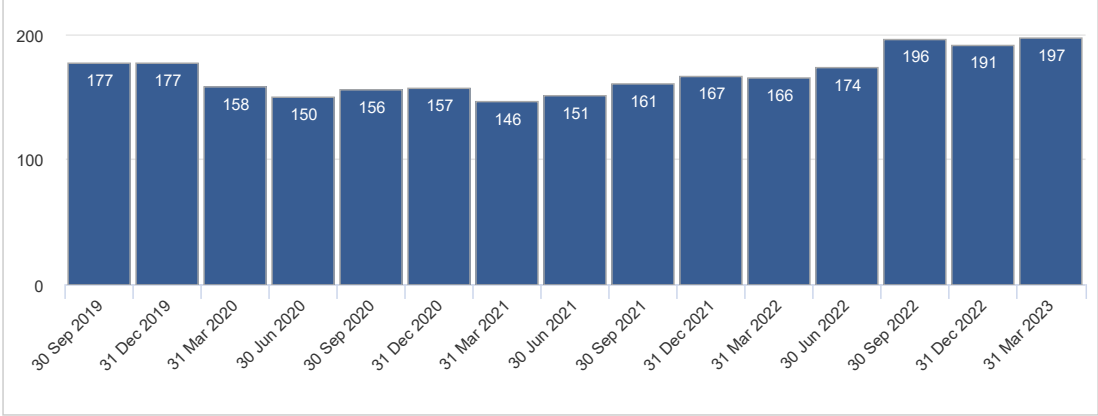
Number of Children in Need (CIN) (excluding CiC and CP)



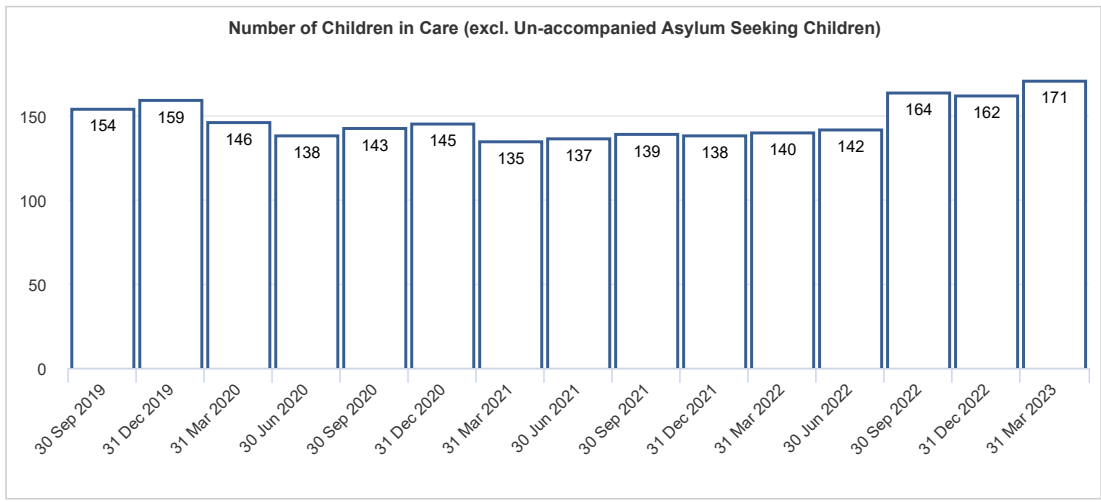
Number of children subject to Child Protection Plans (per 10,000 population aged under 18)



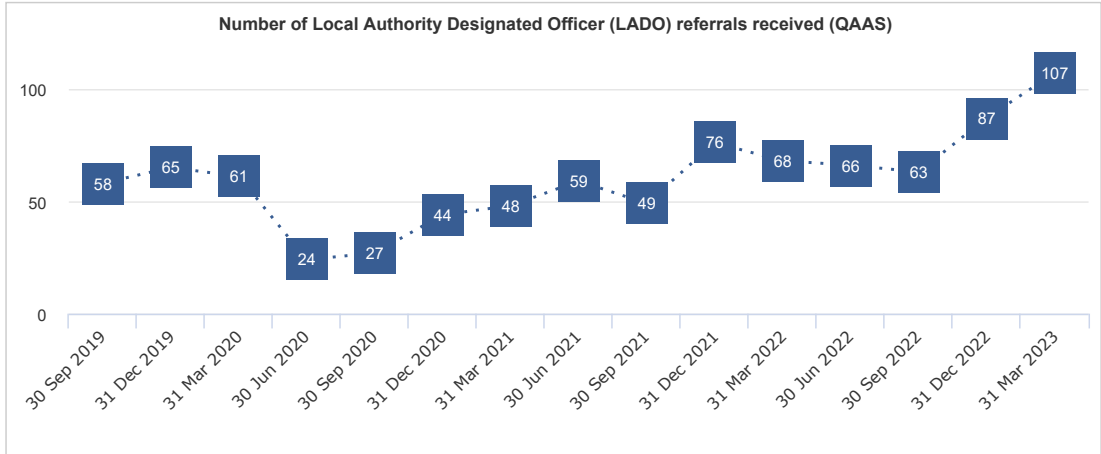
Number of Children in Care cases



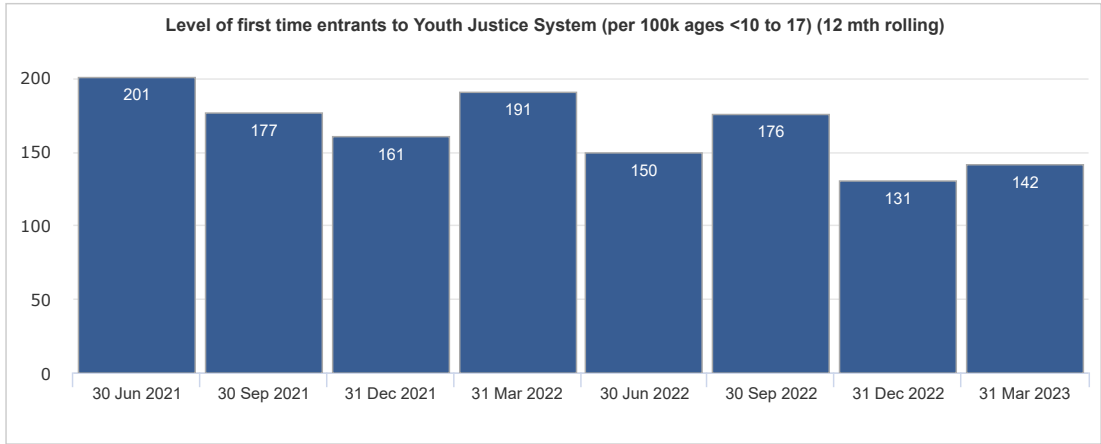
Number of Children in Care (excl. Un-accompanied Asylum Seeking Children)



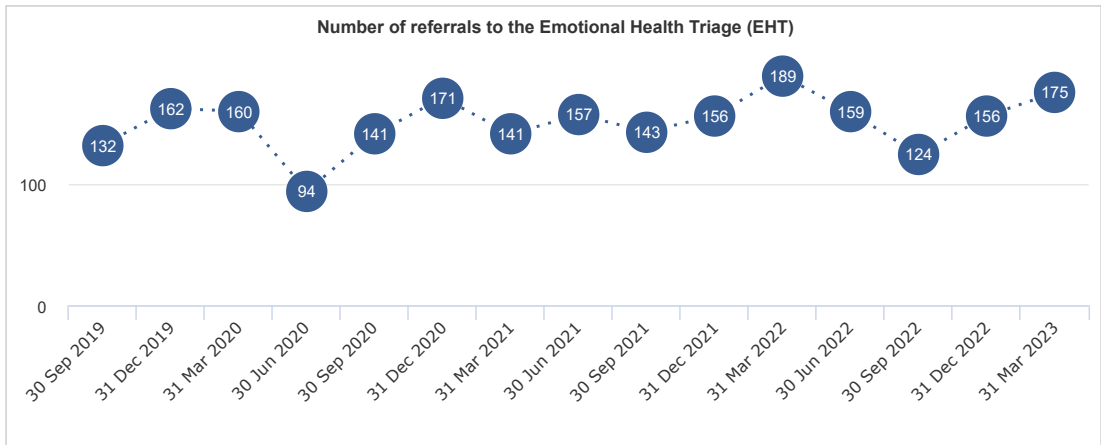
Number of Local Authority Designated Officer (LADO) referrals received (QAAS)

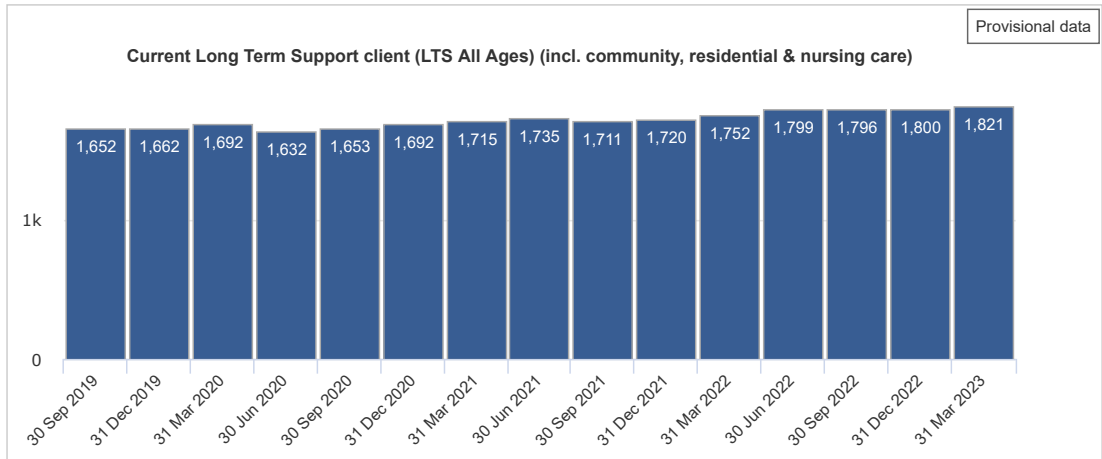
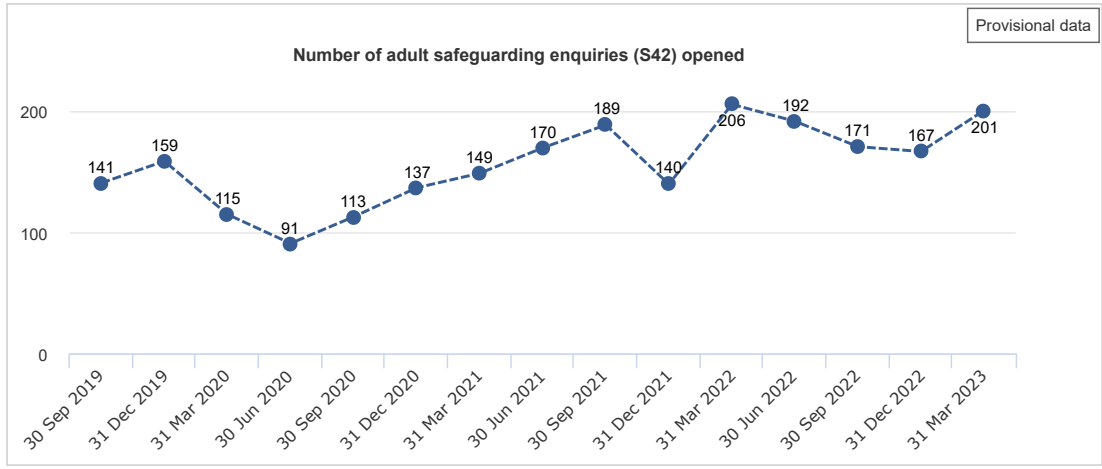
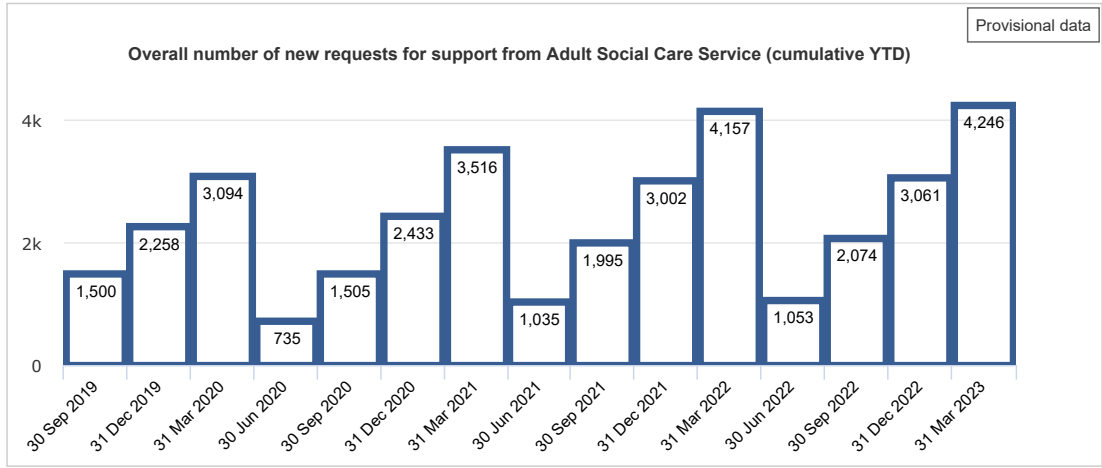
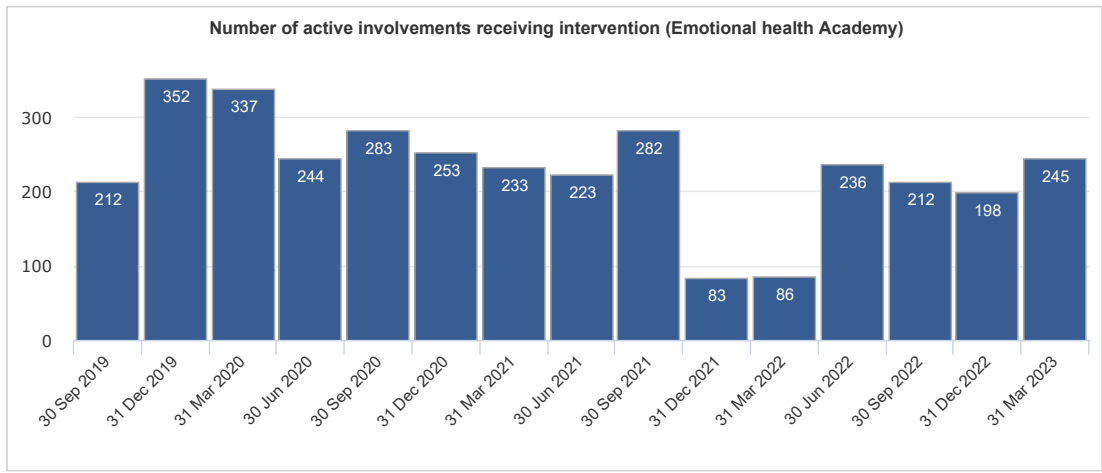


Level of first time entrants to Youth Justice System (per 100k ages <10 to 17) (12 mth rolling)

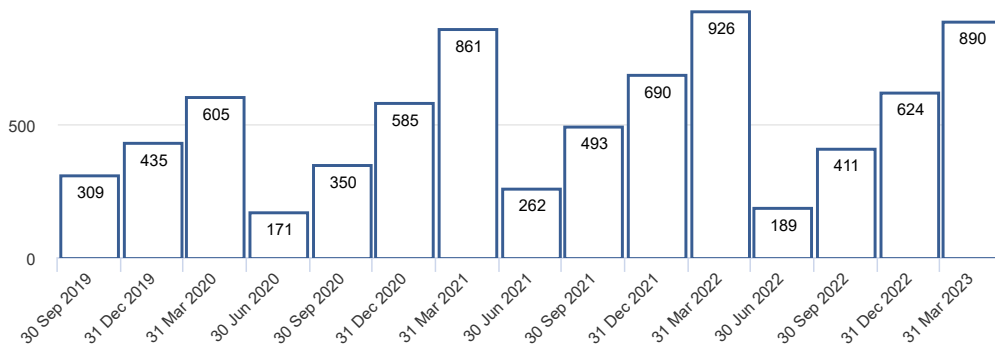


Number of referrals to the Emotional Health Triage (EHT)

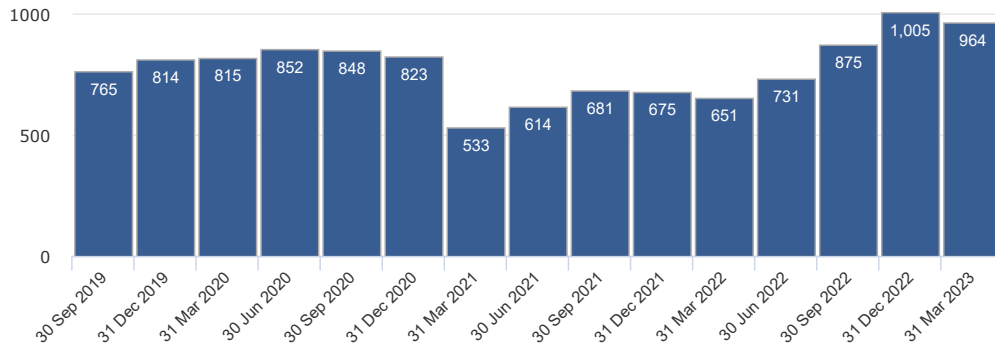




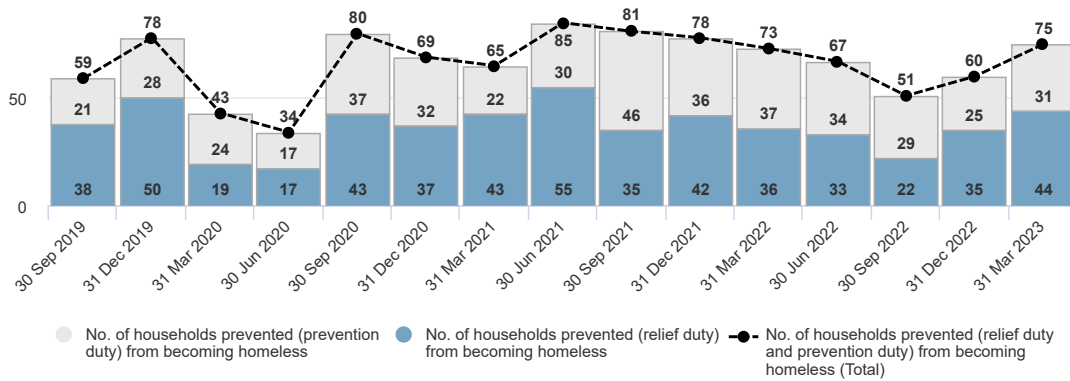
Number of people accessing reablement (Short Term support to maximise independence) (cumulative ytd)



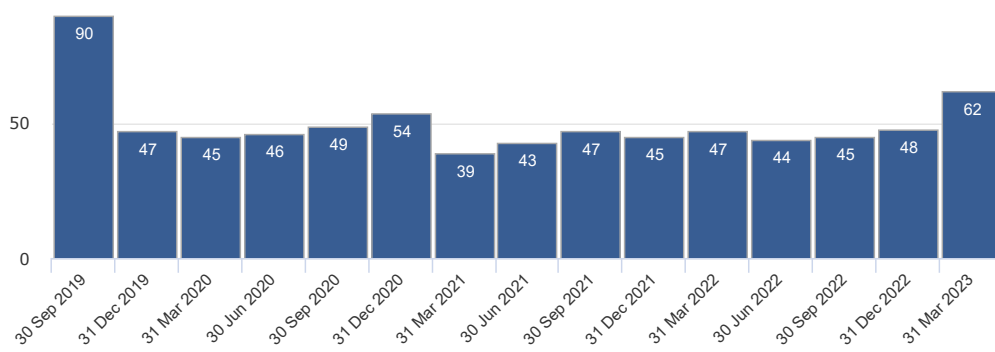
Number of active (qualifying) households on the Housing Register



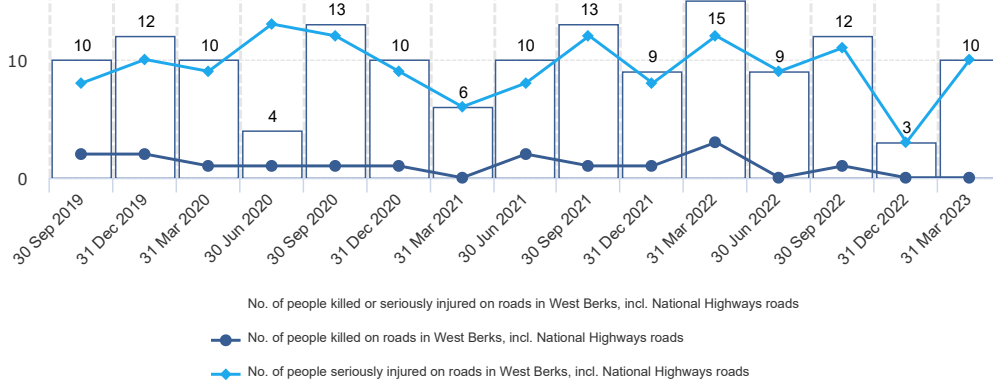
Number of households prevented (relief duty and prevention duty) from becoming homeless (TOTAL)



Number of households in temporary accommodation at the end of the quarter

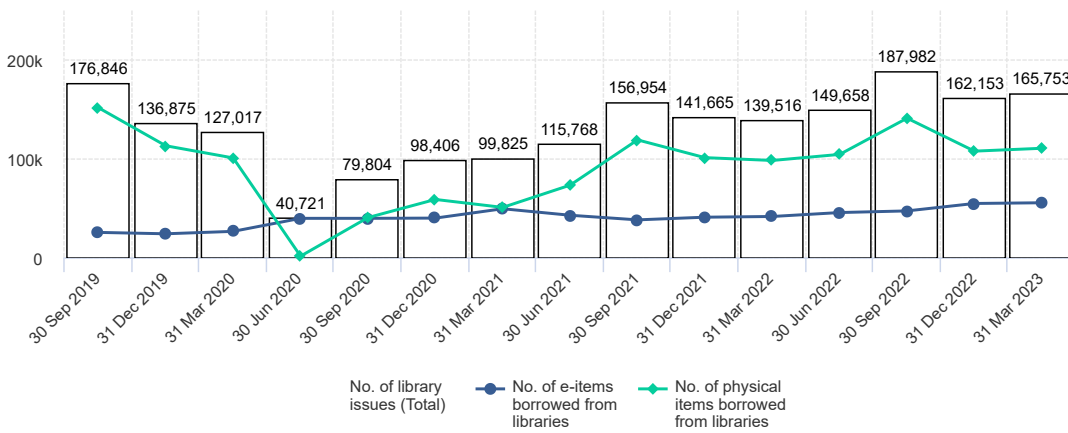


Number of people killed or seriously injured on roads in West Berkshire, incl. Highway Agency roads (Total)

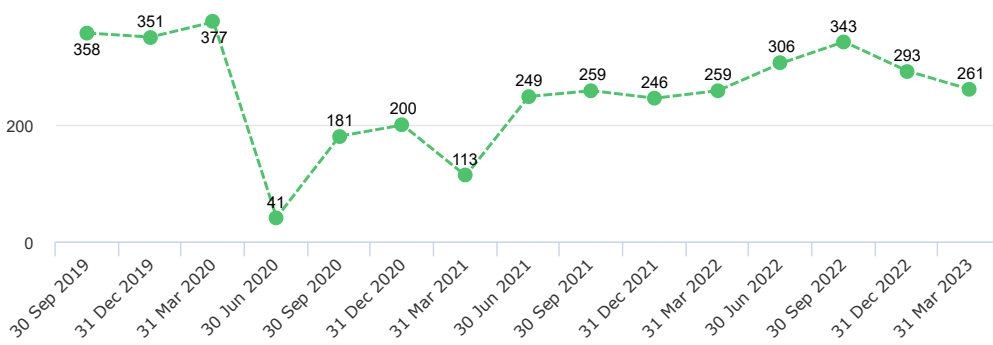


Environment

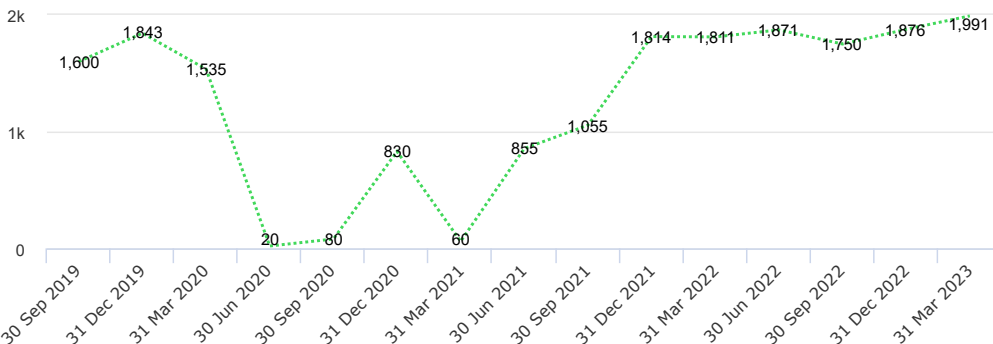
Number of library issues (Total)

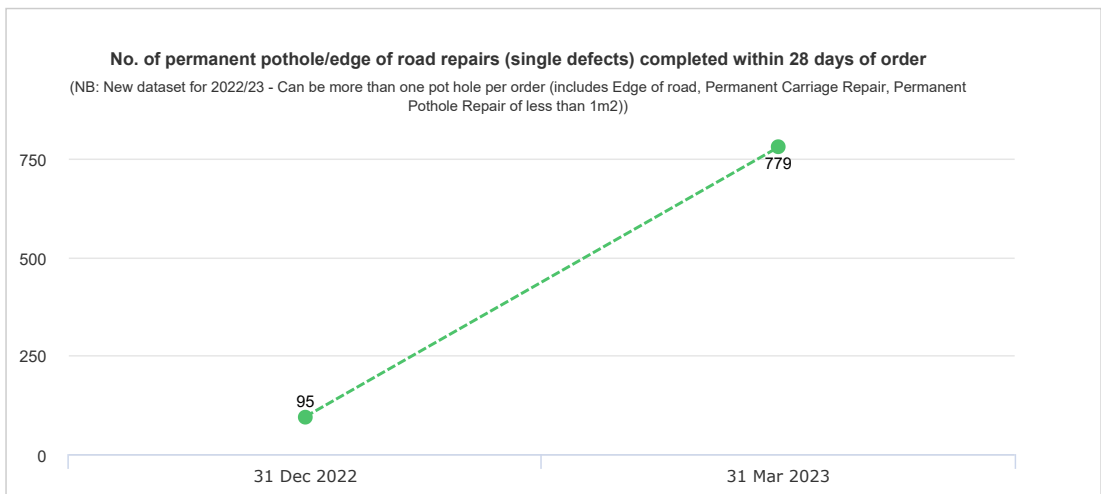
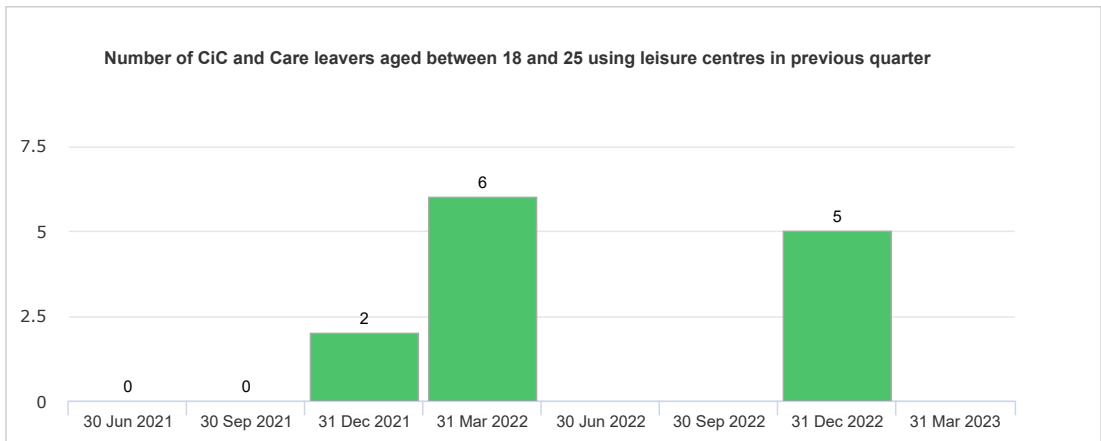
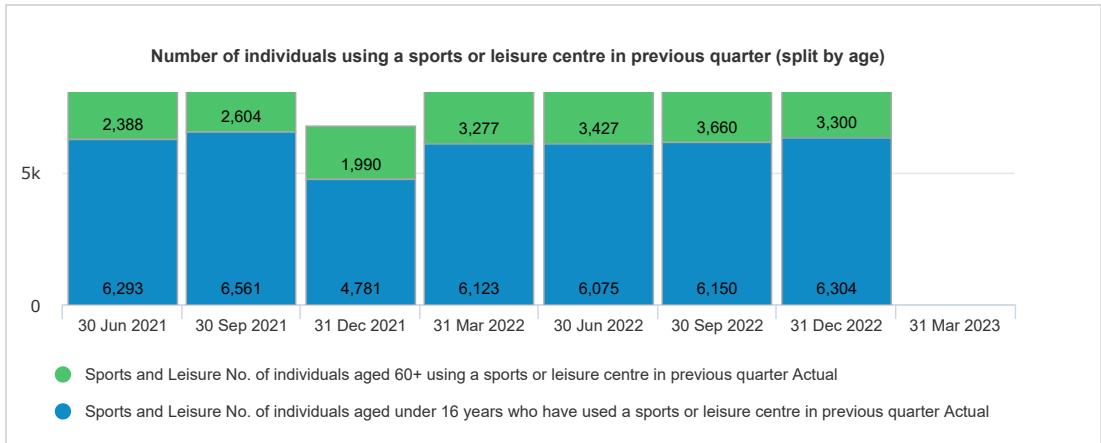
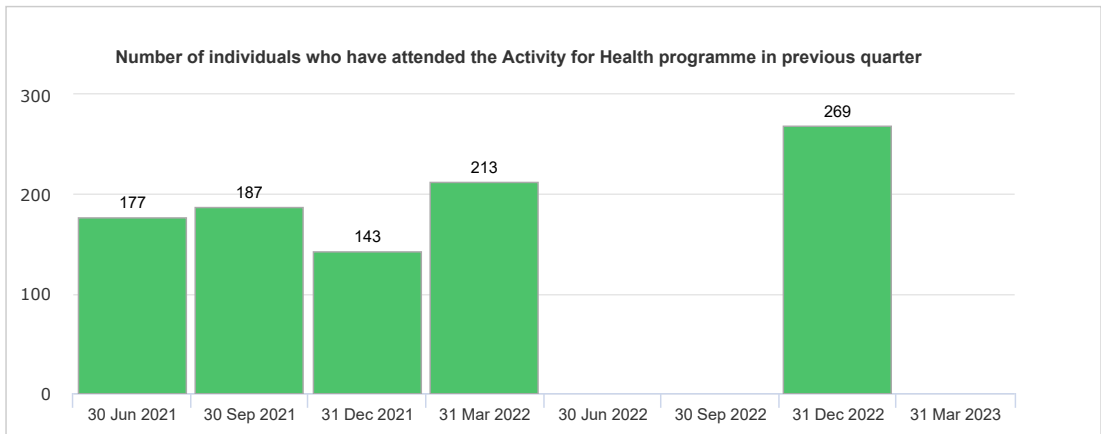


Number of volunteers across Culture and Library Services (Total)

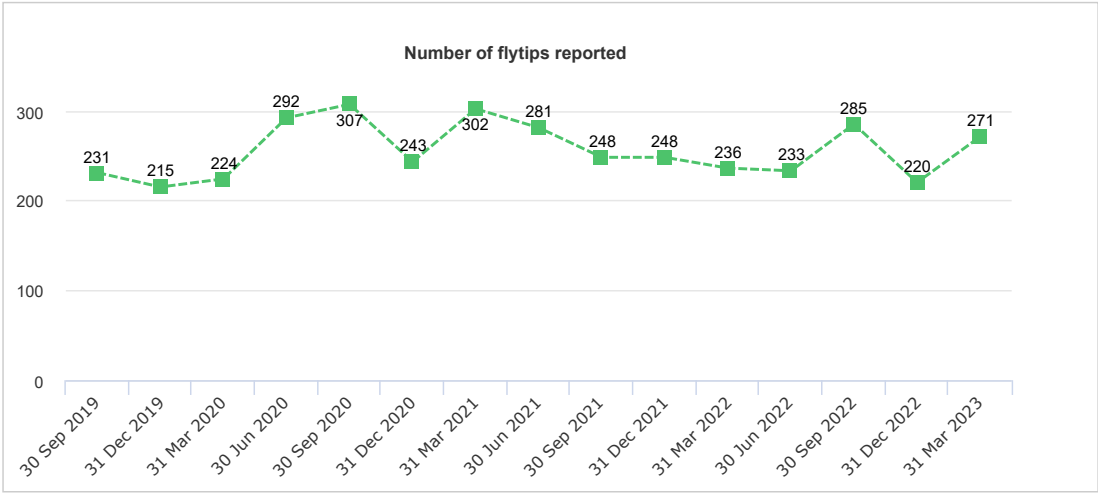
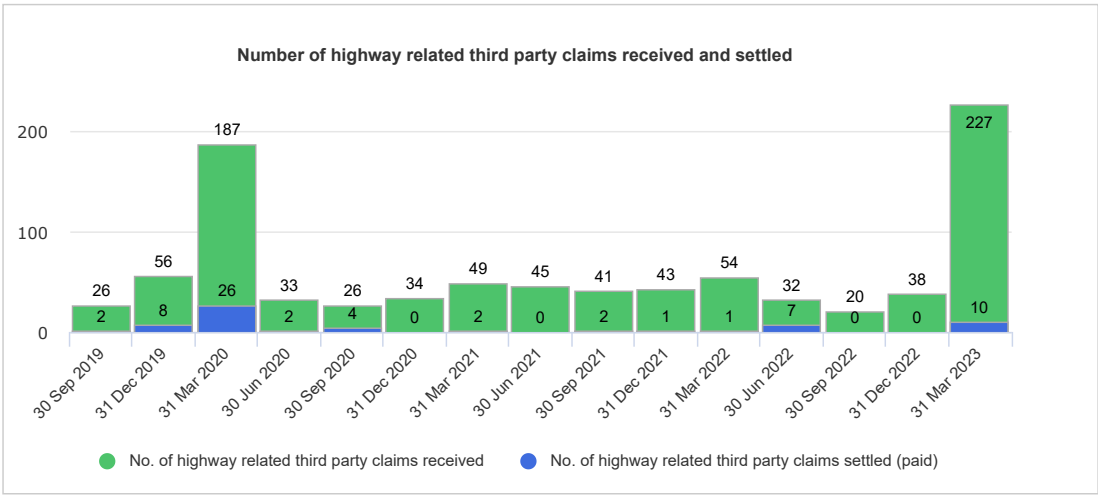


Number of volunteer hours dedicated to countryside activities









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Scrutiny Commission – 20 June 2023

## **Item 11 – Appointment of Task and Finish Groups**

Verbal Item

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## Overview and Scrutiny Review Matrix

**Review Topic: Covid and Recovery**

**Timescale**

**Start: July 2023**

**Finish: January 2024**

### Review Rationale:

The Overview and Scrutiny Management Commission has agreed to set up a Task and Finish Group to look at lessons learned from the local response to Covid and the subsequent recovery. This will consider the perspectives of residents, service users and businesses.

The scope of the review will include:

- Local resilience and preparedness for the pandemic
- The Council's role in delivering public health and emergency support
- The Council's role in supporting local businesses
- The Council's role in supporting the education sector
- The Council's role in supporting the care sector

The scope specifically excludes the response at the national level.

### Terms of Reference:

The Task and Finish Group will consider the following:

- **Part 1:** Resilience and Preparedness for the Pandemic

*The Council's risk management and emergency planning, and general preparedness for a pandemic, including structures, governance, processes and protocols, as well as local stocks of personal protective equipment.*

- **Part 2:** Public Health and Emergency Community Support

*The Council's role in relation to:*

- *Disseminating Covid-related information and advice to residents*
- *Identification and containment of local outbreaks*
- *Supporting the local vaccination programme*
- *Implementing the test and trace system*
- *Identifying vulnerable residents*
- *Delivering practical support to residents*
- *Safeguarding and providing support for victims of domestic abuse*
- *Provision of voluntary sector support*

- **Part 3: Supporting Local Businesses**

*The Council's role in relation to:*

- *Disseminating Covid-related information and advice to businesses*
- *Undertaking enforcement of Covid regulations*
- *Providing business rates relief*
- *Distributing grants*
- *Preventing fraud*
- *Undertaking checks / enforcement activity*
- *Advising on plans for local events*
- *Supporting economic recovery*

- **Part 4: Supporting the Education Sector**

*The Council's role in relation to:*

- *Disseminating Covid-related information and advice to schools*
- *Providing mental health support to staff and pupils*
- *Supporting the switch to online learning*
- *Assessing the impact on academic attainment*
- *Providing support to help pupils catch up on lost learning*

- **Part 5: Supporting the Care Sector**

*The Council's role in relation to:*

- *Providing infection control training*
- *Disseminating Covid-related information and advice to children's homes, care homes, and domiciliary care staff*
- *Distributing PPE*
- *Supporting hospital discharge*
- *Providing mental health support to staff and residents*
- *Providing support to help isolated residents reintegrate*

**Review Membership:**

5 Members (TBC)

**Chairman:** TBC

**Vice-Chairman:** TBC

**Scrutiny Officer:** Gordon Oliver

**Information Required:**

Governance arrangements  
 Information flows and blockers  
 Provision of advice, guidance, practical support and financial support  
 Effectiveness of measures implemented  
 Lessons learned and changes put in place  
 Experience of residents, businesses and service users

**Documents/Evidence:**

Residents Surveys  
 Covid Community Support Hub Evaluation Report

## Berkshire Observatory Recovery Report

### **Witnesses:**

Chief Executive  
Interim Executive Director – People  
Executive Director - Resources  
Acting Service Director - Communities and Wellbeing  
Acting Service Director – Adult Social Care  
Economy Manager  
Acting Head of Children and Family Services  
Emergency Planning Manager  
Public Protection Manager  
Economy Team  
Town / Parish Councils  
Chris Boulton (Greenham Trust)  
Garry Poulson (Volunteer Centre West Berkshire)  
James Wilcox (Fair Close)

### **Metrics:**

Levels of PPE  
Covid infections (vs Berkshire and England)  
Number of outbreaks  
Number of care home deaths  
Excess deaths during the pandemic  
GCSE and A-Level grades  
Demand and waiting lists for CAMHS  
Number of furlough scheme payments processed  
Number of business support grants processed  
Number of business closures / new businesses created  
Town centre footfall

### **Desired Outcomes:**

Members will collate their recommendations which will then form the basis of a report to be considered by the Overview and Scrutiny Management Commission.

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Scrutiny Commission – 20 June 2023

## **Item 12 – Health Scrutiny Committee Update**

Verbal Item

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## WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 APRIL 2023 - 31 JULY 2023

### The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. This document gives 28 clear days notice of key decisions which the Executive and Individual Executive Members or Officers expect to take.
2. The document is updated as required and is available to the public on the Council's website.
3. The Executive is made up of the Executive Leader, Deputy Leader and eight Executive Members with the following portfolios:

Executive Leader of the Council Strategy, Communications and Public Safety	Councillor Lee Dillon
Deputy Leader and Executive Member for Governance and Transformation	Councillor Jeff Brooks
Finance and Corporate Services	Councillor Iain Cottingham
Regeneration, Growth and Strategy Development	Councillor Martin Colston
Adult Social Care and Health Integration	Councillor Alan Macro
Children, Education and Young People's Services	Councillor Heather Codling
Public Health, Culture, Leisure, Sport and Countryside	Councillor Janine Lewis
Climate Action, Recycling and Biodiversity	Councillor Adrian Abbs
Highways, Housing and Sustainable Travel	Councillor Denise Gaines
Planning and Community Engagement	Councillor Tony Vickers

4. Key decisions are those executive decisions which are likely to result in spending or savings which are "significant" in relation to the budget for the service or function in question, or in terms of the effect on communities living or working in two or more wards or electoral divisions. All contracts above £500,000 require a key decision in accordance with the Constitution.
5. The Regulations and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

6. The Forward Plan will also contain details of intended review activity by the Scrutiny Commission and its Sub-Committee(s) or another body e.g. Task and Finish Group associated with Scrutiny Commission.
7. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website.
8. For copies of reports or other documents, and for detailed information regarding specific issues to be considered by the Executive, individual Member or officer, please contact the named Lead Officer for the item concerned.
9. For further details on the time of meetings and general information about the Plan please email [executivecycle@westberkshire.gov.uk](mailto:executivecycle@westberkshire.gov.uk) or by writing to the address below.

Publication Date: 1 April 2023

Nicola Thomas  
Service Lead  
Legal & Democratic Services  
West Berkshire Council, Council Offices  
Market Street  
Newbury  
RG14 5LD

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
27 Apr 2023	Household Support Fund	To determine the local policy for distribution of the Household Support Fund.	Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			Sean Murphy	Open
8 Jun 2023	Proposals for developing the Housing Fund for displaced persons.	To approve the purchase of properties and note the proposals to develop WBC owned properties where appropriate, to deliver housing for displaced persons following the Housing Fund allocations to West Berkshire Council.	Yes	Executive			Joseph Holmes	Open
8 Jun 2023	Capital Financial Performance Report Q4	To present the Q4 capital financial performance for	No	Executive			Shannon Coleman-Slaughter	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
	2022/23	Members to note.						
8 Jun 2023	Hackney Carriage Tariffs	To consider any objections and whether or not to modify the hackney carriage fare scale in light of the objections received (and not withdrawn) during the consultation period.	Yes	Executive			Moira Fraser	Open
8 Jun 2023	Revenue Financial Performance Report Q4 2022/23	To report on the financial performance of the Council's revenue budgets.	No	Executive			Melanie Ellis	Open
8 Jun 2023	2022/23 Performance Report Quarter Four/Year End		No	Executive			Catalin Bogos	Open
26 Jun 2023	Local Code of		No	Governance			Joseph	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
	<b>Governance</b>			Committee			Holmes	
26 Jun 2023	Annual Governance Statement 2022-2023	To provide members with an overview of the Council's compliance with the CIPFA/SOLAC E code of corporate governance and to summarise overall governance in a statement for the year. The Annual Governance Statement (AGS) provides both a summary of the activities and an action plan for the year ahead on how to continually improve	No	Governance Committee			Joseph Holmes	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		governance.						
26 Jun 2023	Financial Year 2022/23 Going Concern Assessment		No	Governance Committee			Shannon Coleman-Slaughter	Open
26 Jun 2023	Financial Statements 2022-23 Highlight Report		No	Governance Committee			Shannon Coleman-Slaughter	Open
30 Jun 2023	Beech Hill Parish Plan		No	Portfolio Holder: Deputy Leader and Executive Member for Governance and Transformation			Jo Naylor	Open
30 Jun 2023	Shaw Cum Donnington Refreshed Parish Plan		No	Portfolio Holder: Deputy Leader and Executive			Jo Naylor	Open



Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
				Member for Governance and Transformation				
30 Jun 2023	2023-24 Network Management Works Programme	To seek approval of the proposed Network Management Works Programme for 2023-24.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Neil Stacey	Open
6 Jul 2023	Contract Award - ASC Advocacy Services	Contract award	Yes	Executive			Karen Felgate	Open
6 Jul 2023	Response to petition to Full Council on the 1st December 2022	To provide a response to the petition presented to the Council meeting on the 1st December.	No	Executive			Joseph Holmes	Open
6 Jul 2023	Save the Readibus petition	To report on the receipt of a 1208 signature petition entitled	No	Executive			Jon Winstanley	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		'Save the Readibus', which calls on the Council to 'review their decision on funding the Readibus service'						
6 Jul 2023	Contract Award - ASC Advocacy Services	Contract award	Yes	Executive			Karen Felgate	Open
6 Jul 2023	Contract Award - Baily Thomas House Learning Disability Respite Service	Contract Award	Yes	Executive			Rebecca Braithwaite	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
6 Jul 2023	Treasury Outturn report		No	Executive			Shannon Coleman-Slaughter	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
6 Jul 2023	Contract Award - Extra Care Housing	Contract award	Yes	Executive			Rebecca Braithwaite	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
6 Jul 2023	Council Strategy Delivery Plan	To inform the Executive and ask for the approval of the proposed performance measures and associated targets to be used as part of the Council Strategy Delivery Plan in order to monitor the progress of the Council Strategy 2023/27	Yes	Executive			Catalin Bogos	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		delivery.						
6 Jul 2023	Contracts for Award Under Delegated Authority from Executive Board		Yes	Executive			Vicki Murphy	Open
6 Jul 2023	Updated Procurement Strategy	To seek approval for the updated strategy.	Yes	Executive			Kate Pearson	Open
6 Jul 2023	Community Infrastructure Levy- Customer Journey Independent Review	Response to motion to Council March 2023 by Councillor Brooks	No	Executive			Bryan Lyttle	Open
12 Jul 2023	Parking Review Amendment 32	To consider the responses received during statutory consultation	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
12 Jul 2023	Parking Review Amendment	To consider the responses received during	No	Portfolio Holder: Highways,			Gareth Dowding	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
	33	statutory consultation		Housing and Sustainable Travel				
21 Sep 2023	Parking Strategy 2023-2033	To consider and approve the draft West Berkshire Council Parking Strategy 2023-2033 before it is distributed for public consultation.	Yes	Executive			Ian Martinez	Open
21 Sep 2023	Corporate Complaints Review	To approve a new Corporate Complaints policy	Yes	Executive			Leigh Hogan	Open
21 Sep 2023	2023/24 Performance Report Quarter One	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact	Yes	Executive			Catalin Bogos	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		of that action.						
21 Sep 2023	Revenue Financial Performance Report - Q1 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	No	Executive			Melanie Ellis	Open
21 Sep 2023	Contract Award – Supported Living Schemes and Floating Support for Adults with Learning Disabilities	Contract Award	Yes	Executive			Sadie Owen	Open
21 Sep 2023	Review of Libraries Service	To evaluate the impact of the transformation of the library service which took place in 2017-18 and put forward any additional	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups		Felicity Harrison	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		options for improving the service for residents.			Public Survey including library users and non-users Parish and Town Council engagement sessions			
21 Sep 2023	LRIE lease acquisitions	To seek Executive sign-off to make an offer to buy-back the leases on plots 13U and 13T on the LRIE, subject to a satisfactory price being agreed at negotiations which are currently underway with the leaseholders on the sites.	Yes	Executive			Sam Robins	Open
21 Sep 2023	Capital Financial	To present the Q1 capital financial	Yes	Executive			Shannon Coleman-	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
	Performance Report - Q1 of 2023/24	performance for Members to note.					Slaughter	
2 Nov 2023	Equality, Diversity and Inclusion Framework	The purpose of the report is to propose a new EDI Framework for West Berkshire Council.	Yes	Executive			Susan Powell	Open
2 Nov 2023	Property Investment Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Asset Management Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
14 Dec 2023	2023/24 Performance Report Quarter Two	To highlight successes and where performance has fallen below the expected level, to present information on the remedial	Yes	Executive			Catalin Bogos	Open



Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		action taken, and the impact of that action.						
14 Dec 2023	Capital Financial Performance Report - Q2 of 2023/24	To present the Q2 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
14 Dec 2023	Revenue Financial Performance Report - Q2 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	Yes	Executive			Melanie Ellis	Open
14 Dec 2023	The Retender of the Council's Network of Contracted Local Bus Services	To ensure contract award approval from Corporate Board, Operations Board and Executive is given to the successful bidder to operate the	Yes	Executive			Matthew Metcalfe	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		Council's retender of our network of contracted local bus services.						
14 Dec 2023	Parking Strategy 2023-2033	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Executive			Ian Martinez	Open
6 Jun 2023	Parking Review Amendment 34	Experimental parking amendment for Sterling Gardens, Newbury. To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
31 Jan 2024	Parking Review Amendment 35	Relates to various experimental EV charging bays in Newbury and Hungerford. To consider	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		responses received during statutory consultation.						
31 Jan 2024	Experimental Prohibition of Driving Order	Kings Road Newbury. To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
8 Feb 2024	Capital Financial Performance Report - Q3 of 2023/24	To present the Q3 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Financial Performance Report - Q3 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Hackney Carriage Tariffs - 2024	To consider proposals for adjustments to the tariffs and the proposed	Yes	Executive			Moira Fraser	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		consultation process.						
1 May 2024	School Streets Francis Baily School - Experimental Traffic Order	To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
16 May 2024	2023/24 Performance Report Quarter Three	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
16 May 2024	Waste Strategy	Information and Approval for Publication	Yes	Executive			Kofi Adu-Gyamfi	Open
12 Sep 2024	2023/24 Performance Report Quarter Four	To highlight successes and where performance has fallen	Yes	Executive			Catalin Bogos	Open

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		below the expected level, to present information on the remedial action taken, and the impact of that action.						
	Customer Journey Task and Finish Group Report	Scrutiny Commission task and finish group's final report.	No	Executive			Gordon Oliver	Open
	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Jim Sweeting	Open
	Fees and Charges Task and Finish Group Report	OSMC final report	No	Executive			Gordon Oliver	Open
	Joint Legal team (JLT) Review	To agree a revised Heads of Term Agreement and to delegate authority to the Service Lead,	Yes	Executive			Leigh Hogan	Fully exempt Information relating to the financial or business affairs of any

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
		Legal and Democratic Services to finalise the same.						particular person (including the authority holding that information) Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person Information which reveals that the authority proposes to make an order or direction under any

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
								enactment.
	Contract Award report for West Point House Refurbishment Project	Contract value estimated to be £990k therefore included on the Forward Plan for information	No	Joseph Holmes - Executive Director			Vickie Collins	Open

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## Scrutiny Commission Work Programme

The following items will be considered in addition to Standing Items (Capital and Revenue Financial Performance Reports (Quarterly), Performance Report (Annual))

Last Updated:  
6 June 2023

Item	Scrutiny Theme	Purpose	Lead Officer	Portfolio Holder/ Lead Member	Pre or post decision?
<b>14 September 2023</b>					
Community Safety	<i>Partnership Effectiveness</i>	Meeting as the Crime and Disorder Committee, to receive presentations on and consider the performance of the Building Communities Together Partnership in 2022/23, and their priorities for 2023/24	Nigel Lynn / Supt Zahid Aziz	Internal Governance and Strategic Partnerships	N/A
Equalities Diversity and Inclusion Framework	<i>Policy Effectiveness</i>	To review the draft Equalities Diversity and inclusion Framework	Sarah Clarke / Pamela Voss	Applies to all portfolios	Pre-decision
Cultural Heritage Strategy Delivery Plan	<i>Policy Effectiveness</i>	To review progress in implementing the Cultural Heritage Strategy Delivery Plan	April Peberdy / Felicity Harrison	Housing, Leisure and Culture	Post-decision
<b>28 November 2023</b>					
<b>21 May 2024</b>					
<b>Standing Items</b>					
Quarterly Capital Financial Performance Report	<i>Corporate Effectiveness</i>	Reports on the under or over spends against the Council's approved capital budget.	Joseph Holmes / Shannon Coleman- Slaughter	Finance and Economic Development	Pre-decision
Quarterly Revenue Financial Performance Report	<i>Corporate Effectiveness</i>	To report on the financial performance of the Council's revenue budgets.	Joseph Holmes / Melanie Ellis	Finance and Economic Development	Pre-decision
Performance Report (Annual)	<i>Corporate Effectiveness</i>	To provide assurance that the core business and council priorities for improvement measures in the Council Strategy 2019-23 are being managed effectively. To highlight successes and where performance has fallen below the expected level, present information on remedial action taken, and the impact of that action	Joseph Holmes / Catalin Bogos	Internal Governance and Strategic Partnerships	Pre-decision

Key:

- Ensure our vulnerable children and adults achieve better outcomes
- Support everyone to reach their full potential
- Support businesses to start, develop and thrive in West Berkshire
- Develop local infrastructure including housing to support and grow the local economy
- Maintain a green district
- Ensure sustainable services through innovation and partnership
- Crime and Disorder Committee

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## Potential Scrutiny Topics

The following have been identified as possible topics for future scrutiny reviews.

Topic
<p><b>Sewage discharges to watercourses</b></p> <ul style="list-style-type: none"><li>• To confirm what progress has been made in tackling concerns previously highlighted by Scrutiny to Thames Water.</li><li>• To investigate the reasons for recent sewage discharges by Thames Water into West Berkshire's water courses.</li><li>• To understand what enforcement action has been taken in response to illegal discharges.</li><li>• To understand what investment is planned for water supply and sewage systems in West Berkshire to tackle existing problems and accommodate new development.</li></ul>
<p><b>Percentage of children on free school meals who achieve a good level of development</b></p> <ul style="list-style-type: none"><li>• To investigate the reasons why the percentage of children on free school meals who achieve a good level of development are consistently amongst the lowest of any local authority in England.</li><li>• To understand what approaches have already been explored in West Berkshire in order to close the outcome gap.</li><li>• To explore how other local authorities have successfully closed the outcome gap and identify if there is any learning that could be applied in West Berkshire.</li></ul>
<p><b>Early Years Capacity</b></p> <ul style="list-style-type: none"><li>• To investigate the impacts for schools in West Berkshire of the Government's ambition for all schools to provide wraparound care between 8am and 6pm for school-age children by September 2026.</li></ul>
<p><b>Environment Strategy - Operational Review</b></p> <ul style="list-style-type: none"><li>• To review progress in implementing the Council's Environment Strategy, including the agreed Delivery Plan.</li></ul>
<p><b>Budget Scrutiny</b></p> <ul style="list-style-type: none"><li>• To review the Executive's Budget proposals and make recommendations in respect of those proposals.</li></ul>

Members of the public may also suggest a topic for scrutiny using the [online form](#) on the West Berkshire Council website.

In developing the scrutiny work programme, it is recommended that scrutiny topics be prioritised using the PAPER methodology shown overleaf.

## PAPER Scrutiny Topic Prioritisation Methodology

Criteria	Aspects	Scoring
<b><u>P</u>ublic Interest</b>	<ul style="list-style-type: none"> <li>Is the topic of concern to local residents?</li> <li>What is the level of interest amongst particular communities / groups?</li> <li>Has the topic been identified by Members / officers / external partners?</li> <li>Has there been negative press about the topic?</li> </ul>	3 = high public interest 2 = medium public interest 1 = low public interest
<b><u>A</u>rea Affected</b>	<ul style="list-style-type: none"> <li>Does the topic affect all parts of the district or only selected areas / communities?</li> </ul>	3 = entire district 2 = multiple wards 1 = single ward
<b><u>P</u>erformance / <u>P</u>riority</b>	<ul style="list-style-type: none"> <li>Is there / has there been a high level of dissatisfaction amongst service users?</li> <li>Is there evidence of poor performance in this service?</li> <li>Do we understand why performance is poor?</li> <li>Is the service costly to run relative to other areas?</li> <li>Does this relate to a priority in the Council Strategy and / or the Joint Health and Wellbeing Strategy?</li> </ul>	3 = poor performance / high priority 2 = fair performance / medium priority 1 = good performance / low priority
<b><u>E</u>ffectiveness</b>	<ul style="list-style-type: none"> <li>Is the issue one where the committee can exert influence and add value?</li> <li>Are changes to policy and / or legislation planned that will affect the service?</li> <li>Is work already underway or planned to investigate the issue?</li> <li>Are changes already planned for the service?</li> </ul>	3 = good chance to deliver change 2 = fair chance to deliver change 1 = little chance to deliver change
<b><u>R</u>esources</b>	<ul style="list-style-type: none"> <li>Can the review be delivered with existing resources and in a timely fashion?</li> </ul>	3 = good availability of resources 2 = some resource constraints 1 = poor resource availability