

Notice of Meeting



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Scrutiny Commission

Thursday, 14 September 2023 at 6.30pm
in Council Chamber Council Offices
Market Street Newbury

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Date of despatch of Agenda: Wednesday, 6 September 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
e-mail: gordon.oliver1@westberks.gov.uk

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Agenda - Scrutiny Commission to be held on Thursday, 14 September 2023 (continued)

- To:** Councillors Carolyne Culver (Chairman), Dominic Boeck (Vice-Chairman), Antony Amirtharaj, Paul Dick, Ross Mackinnon, Geoff Mayes, Erik Pattenden, Justin Pemberton, Christopher Read
- Substitutes:** Councillors Jeremy Cottam, Billy Drummond, Stuart Gourley, David Marsh, Richard Somner, Joanne Stewart and Howard Woollaston
- Other Officers & Members invited:** Councillors Lee Dillon, Iain Cottingham and Vicky Poole, and Supt. Helen Kenny, Nigel Lynn and Joseph Holmes

Agenda

Part I

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2. Minutes To approve as a correct record the Minutes of the meeting of the Commission held on 20 June 2023 and 17 July 2023.	7 - 22
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4. Declarations of Interest To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' Code of Conduct .	25 - 26
5. Petitions Purpose: To consider any petitions requiring an Officer response.	27 - 28
6. Crime and Disorder Committee - Community Safety Update Purpose: Meeting in its capacity as West Berkshire Council's Crime and Disorder Committee, to receive a presentation from the Building Communities Together Partnership.	29 - 48
7. Revenue Financial Performance Report - Quarter One 2023/24 Purpose: To report on the financial performance of the Council's revenue budgets. This report is Quarter One for the 2023/24 financial year.	49 - 76



Agenda - Scrutiny Commission to be held on Thursday, 14 September 2023 (continued)

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| 8. | Capital Financial Performance Report - Quarter One 2023/24
Purpose: The capital financing performance report provided to Members reports on the under or over spends against the Council's approved capital programme and associated capital financing implications. This report presents the provisional outturn position for financial year 2023/24 as forecast at quarter one, and future borrowing requirement for financial year 2024/25 which is funded from the Council's revenue budget. | 77 - 96 |
| 9. | Appointment of Task and Finish Groups
Purpose: To agree the terms of reference and membership for any task and finish groups that the Scrutiny Commission may wish to appoint to undertake in-depth scrutiny reviews. | 97 - 98 |
| 10. | Health Scrutiny Committee Update
Purpose: To receive an update from the Chairman of the Health Scrutiny Committee. | 99 - 100 |
| 11. | West Berkshire Council Executive Forward Plan 1 August 2023 to 30 November 2023
Purpose: To advise the Commission of items to be considered by West Berkshire Council's Executive and to decide whether to review any of these items prior to the meeting indicated in the Forward Plan. | 101 - 120 |
| 12. | Overview and Scrutiny Management Commission Work Programme
Purpose: To receive new items and agree and prioritise the work programme of the Commission. | 121 - 124 |

Sarah Clarke
Service Director Strategy and Commissioning

If you require this information in a different format or translation, please contact Stephen Chard on telephone (01635) 519462.



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Agenda Item 1.

Scrutiny Commission –14 September 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

SCRUTINY COMMISSION**MINUTES OF THE MEETING HELD ON
TUESDAY, 20 JUNE 2023**

Councillors Present: Carolyne Culver (Chairman), Antony Amirtharaj, Ross Mackinnon, Erik Pattenden, Justin Pemberton, Christopher Read, Stuart Gourley (Substitute) (In place of Geoff Mayes), Richard Somner (Substitute) (In place of Paul Dick) and Howard Woollaston (Substitute) (In place of Dominic Boeck).

Also Present: Councillor Adrian Abbs (Executive Portfolio Holder: Climate Action, Recycling and Biodiversity), Councillor Denise Gaines (Executive Portfolio Holder: Highways, Housing and Sustainable Travel), Councillor Janine Lewis (Executive Portfolio Holder: Public Health, Culture, Leisure, Sport and Country), and Councillor Alan Macro (Executive Portfolio Holder: Adult Social Care and Health Integration),

Officers Present: Nigel Lynn (Chief Executive), Paul Coe (Interim Executive Director – People), Joseph Holmes (Executive Director - Resources), Sarah Clarke (Service Director (Strategy and Governance)), April Peberdy (Acting Service Director - Communities and Wellbeing), Catalin Bogos (Performance Research Consultation Manager), Neil Stacey (Network Manager (Highways)), Paul Martindill (Interim Consultant – Leisure), Gordon Oliver (Principal Policy Officer – Scrutiny and Democratic Services) and Vicky Phoenix (Principal Policy Officer – Scrutiny)

Apologies for inability to attend the meeting: Councillor Dominic Boeck, Councillor Paul Dick, Councillor Geoff Mayes and Councillor Iain Cottingham

PART I**3. Minutes**

The Minutes of the meetings held on 7 March 2023 and 25 May 2023 were approved as a true and correct record and signed by the Chairman.

4. Actions from previous Minutes

Members noted the updates on actions from the previous Minutes.

For Action 70, Councillor Somner noted that he had been unable to find a mutually convenient date to meet with Thames Water.

5. Declarations of Interest

Councillor Richard Somner declared an interest in Agenda Items 6 and 7 by virtue of the fact that he had been involved in the decisions being scrutinised. He reported that, as his interest was personal and prejudicial, he would be leaving the meeting during the course of consideration of the matter.

Councillor Ross Mackinnon declared an interest in Agenda Item 7 by virtue of the fact that he had been involved in the development of the Sports Hub proposal. He reported that, as his interest was personal and prejudicial, he would be leaving the meeting during the course of consideration of the matter.

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Councillor Howard Woollaston declared an interest in Agenda Item 7 by virtue of the fact that he had been the Executive Portfolio Holder for Leisure. He reported that, as his interest was personal and prejudicial, he would be leaving the meeting during the course of consideration of the matter.

Councillor Carlyne Culver declared an interest in Agenda Item 7 by virtue of the fact that she had been part of the Planning Committee that had previously considered the Sports Hub application. She reported that, as her interest was personal but not prejudicial, she would remain to take part in the debate and vote on the matter.

Councillor Christopher Read declared an interest in Agenda Item 7 by virtue of the fact that he had been a member of Newbury Rugby Club. He reported that, as his interest was personal but not prejudicial, he would remain to take part in the debate and vote on the matter.

6. **Petitions**

There were no petitions to be received at the meeting.

7. **Items called-in following the Individual Executive Member Decisions on 16 March 2023**

The Commission considered the call-in of the Individual Executive Member Decision (ID4317) of 16 March 2023 related to Active Travel Experimental Road Closures and Prohibition of Motor Vehicles on Deadmans Lane (Agenda Item 6).

It was noted that the circumstances related to both call-ins being considered at this meeting were unusual in that the decisions had been called in by Liberal Democrat Members prior to the election when they were in opposition, but they were now in the administration. Also, neither of the current Executive Portfolio Holders were part of the Council when the original decisions had been made.

Councillor Denise Gaines (Executive Portfolio Holder for Highways, Housing and Sustainable Travel) and Neil Stacey (Network Manager (Highways)) presented the background and rationale for the Individual Executive Member's Decision not to progress this scheme. Key points from the presentation were:

- Government funding had been secured from the Department for Transport in 2020/21 for Active Travel initiatives, including several 'quiet street' schemes.
- An Experimental Traffic Order was brought into force in July 2022 for a maximum duration of 18 months, the effect of which was to prohibit motor vehicles from Deadmans Lane and two other streets in the District.
- During the first six months of the operation of such orders, affected road users are able to make representations to the Council supporting or objecting to the restriction. In light of the representations received, the Council then makes a decision as to whether to make the restriction permanent, to abandon it or to modify it.
- Although Deadman's Lane was included within the Experimental Traffic Order, the restriction was never implemented on site due to unresolved issues around an access to Theale Green School and operational issues affecting the Network Management Team at the time.
- Because members of the public were unable to comment on the operation of the restriction during the initial six month period, it was not possible to make the Order permanent.

Councillor Alan Macro presented the reasons why the decision had been called in and the alternative course of action proposed. Key points from the presentation were:

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- Deadman's Lane was very narrow with a double bend and it was not possible for vehicles to pass other vehicles or even pedestrians with pushchairs.
- If two vehicles met, one would have to reverse up to 200m onto Englefield Road or round the double bend – neither option was considered safe.
- Deadman's Lane was well used by pedestrians, cyclists and equestrians as a recreational route and also as a route to Theale Green School.
- The school was located to the east of the lane, with playing fields and a bus park on the west side, which resulted in significant numbers of people needing to cross the road.
- There was very little use of the lane by motor vehicles, since it did not serve any houses or businesses – occasionally, delivery vehicles were routed along the lane by sat-navs.
- The small car park to the rear of the school was accessed from the lane, but it was suggested that the road could be closed to the north of the car park to prevent use of the narrow section.
- It was suggested that advanced signage may would help to prevent vehicular access and drivers having to reverse to Spring Lane to turn round.

The following points were raised as part of the debate:

- Members agreed that the Individual Executive Member decision had been sensible, since a delay could have affected the other schemes covered on the same Experimental Traffic Order.
- Technically, the original decision could not be referred back for reconsideration, because the six month consultation period of the traffic order had expired. However, the Deadmans Lane project could be revived and a new traffic order made as part of the Network Management Team's works programme.
- Members asked about where the proposed closure would start – it was suggested that it should start just after the access to the rear car park for Theale Green School. Traffic ignoring the signs would only have to reverse a short way to Spring Gardens to turn round.
- Officers considered that in addition to prominent signage, physical barriers would be essential to enforce the closure – otherwise, active travel users would have a false sense of security.
- It was noted that the school would need to be consulted on any new proposal to close the road before the restriction came into force.

RESOLVED that the Individual Executive Member Decision (ID4317) should stand, but that the proposal for a road closure and active travel scheme on Deadman's Lane be referred to Councillor Denise Gaines as the new Executive Portfolio Holder for Highways, Housing and Sustainable Travel for consideration as part of a separate scheme.

8. **Items called-in following the Meeting of Executive on 23 March 2023**

The Commission considered the call-in of the Executive Decision (EX4332) of 23 March regarding revised costs and permission to sign the development management agreement for Newbury Sports Hub (Agenda Item 7).

Councillor Janine Lewis (Executive Portfolio Holder for Public Health, Culture, Leisure and Sport) and Paul Martindill (Interim Consultant – Leisure) presented the background to the Sports Hub and the reasons for the decision. Key points from their presentation included:

- It was proposed that the Sports Hub would be located at Newbury Rugby Club.

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- This would be a Step 4 Ground, with capacity for 1,300 spectators, a 3G artificial pitch, a pavilion and 50 parking spaces.
- The proposal was the top priority for the Playing Pitch Strategy and was needed to meet unmet demand - it would provide for 80 hours of community football and rugby per week.
- The scheme was originally costed at £3.51 million in December 2022.
- Although planning approval was given, it was subsequently the subject of a claim for a judicial review. Although the case was rejected, this led to a significant delay resulting in increased costs due to inflation.
- A further appeal to the Court of Appeal in relation to the judicial review was rejected, thus avoiding further delay.
- A revised cost of £3.878 million was approved by Executive on 23 March 2023, but the scheme had been put on hold because the decision had been called in.

Councillors Erik Pattenden and Adrian Abbs presented the reasons why the decision had been called in and the alternative course of action proposed. Key points from the presentation were:

- While they recognised the need to meet the demand identified in the Playing Pitch Strategy, the Liberal Democrats did not feel that the Rugby Club was the correct place for the Sports Hub.
- It was felt that the reasons for the call-in remained valid post-election.
- It was recommended that the decision be referred back to the Executive for further consideration to look again at the scheme in detail.

In debating the item, Members raised the following points:

- The Conservative Members had a different view about the Sports Hub.
- The change in political administration effectively rendered the call-in moot.
- Only the Executive could reverse the previous Executive decision, and the Conservative Members would have much to say when the matter was next discussed.
- It was recognised that there was a great deal of public interest in the Sports Hub.
- Given that the Sports Hub was the top priority in the Playing Pitch Strategy, the Strategy may need to be revisited if the scheme was not progressed.
- Members were reminded that the Commission could let the original decision stand or refer it back to Executive to ask them to reconsider the matter. While the Commission could highlight particular aspects where Members had concerns, they could not compel the Executive to act on these concerns.

RESOLVED to refer the matter back to the Executive for further consideration, particularly in respect of the following aspects: legal costs incurred by the Council; costs incurred by the Rugby Club; any penalty fees associated with not proceeding as planned; implications for the new Leisure Contract; and the need to revisit the Playing Pitch Strategy.

9. Capital Financial Performance Report: Quarter Four 2022/23

Joseph Holmes (Executive Director – Resources) presented the Capital Financial Performance Report for Quarter Four 2022/23 (Agenda Item 8).

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The following points were raised in the debate:

- It was explained that the financial reports would usually come to Scrutiny Commission before going to Executive, but this had not been possible for the Quarter Four reports due to the election.
- Members asked if the Council might miss out on external funding as a result of budget reprofiling and whether internal funds would have to be found to replace any external funding that had been lost. It was explained that this was not an issue, since capital grants usually had longer time frames in which they could be spent (often several years). This was in contrast to revenue grants usually had much tighter timeframes.
- Members asked about Care Director. It was explained that this was the case management system for social care, which was one of the Council's largest and most crucial IT systems.
- Members asked about the difference in the interest rates charged by the Public Works Loan Board (PWLB) compared to those charged for short-term borrowing. It was explained that short-term borrowing rates were slightly below that the PWLB rate and close to what the Council could achieve by investing through the Debt Management Office. Also, there was an established market for local authorities to lend to each other to cover in-year cash flow variations.
- It was noted that the Prudential Code prohibited borrowing to fund commercial investment. Members asked how the Council had been able to borrow to fund its investments in Sector 4 and the petrol station. It was confirmed that this had taken place prior to the change in the regulations and that the Council would not be permitted to undertake further borrowing to extend its commercial portfolio.
- Members noted that the budget had been reprofiled downwards and asked if this was commonplace. It was confirmed that the Council had not achieved 100% budget spend historically, but the amount of reprofiling fluctuated. Reasons for the latest reprofiling included the delay to the Sports Hub as a result of the call-in. Other common reasons were: supply chain issues; unexpected utility diversion costs; resourcing challenges; project management issues; etc. However, where projects were progressing ahead of schedule, funding could be brought forward from future years.

RESOLVED that the report be noted.

10. **Revenue Financial Performance Report: Quarter Four 2022/23**

Joseph Holmes (Executive Director – Resources) presented the Revenue Financial Performance Report for Quarter Four 2022/23 (Agenda Item 9).

The following points were raised in the debate:

- Members highlighted the overspend on staffing costs, and asked how this was expected to change, and what mitigation measures were being put in place to address the issue. It was confirmed that this was one of the most significant pressures facing the Council, particularly in the People Directorate. There were some early signs of success in reducing agency costs and increasing the number of staff employed directly by the Council. Additional funding had been allocated for recruitment and retention support for social care workers. Also, greater use was being made of talent attraction officers within HR. However, it was acknowledged that it would take time for changes to take effect. It was noted that problems with recruitment of social care staff was a national challenge. There was a particular

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shortage of adult social care workers, but there were also challenges in sourcing staff within other professions such as occupational therapists.

- Members asked what plans there were to increase the Council's reserves. It was explained that this would be addressed through the next budget, which would be prepared by the new administration and brought to Council for approval in February 2024. The current Medium Term Financial Strategy recognised that the Council needed to build up its reserves and £1m had been allocated to do this. The Council was also looking to increase specific risk reserves (e.g. Education and Social Care). It was stressed that the Council had to break even in the current year.
- Members asked if Home to School Transport budgets were sustainable in the long-term and highlighted challenges faced by parents trying to secure places on services. It was confirmed that there were pressures on the budget, which was in line with the national picture. Last year, there had been significant increases in fuel costs. Significant investment had been made in the 2023/24 budget for this purpose. Fuel prices had since fallen back, which may support lower contract prices in future. It was highlighted that an external review had been commissioned, which was due to report shortly. Officers were also reviewing what other local authorities were doing to identify any best practice that the Council could apply.
- Members asked why expected levels of solar energy income had not been achieved. It was explained that the solar power scheme had been delayed, but there was a big push to ensure this would be delivered in 2023/24.

RESOLVED to note the report.

11. **Quarterly Performance Report 2022/23: Quarter Four**

Catalin Bogos (Performance, Consultation and Risk Manager) presented the Quarterly Performance Report for Quarter Four 2022/23 (Agenda Item 10).

The following points were raised in the debate:

- Members asked about difficulties in recording visits to children in care. It was acknowledged that there were issues around recruitment and retention of staff. It took time to train agency staff, so the priority was to ensure that visits took place, with recordings completed later. Members were assured that efforts were being made to improve performance in this area.
- A question was asked around the number of metrics overall and the proportion that were red / amber. Officers did not have the precise number, but stressed that the reports showed how the Council was performing across core business areas rather than focusing on the percentage of metrics that were red / amber. Overall, four core business areas were rated as green based on a basket of measures, six areas were rated as amber and just one was red, which related to planning application determination. It was noted that the new Council Strategy was coming to Council for approval in October 2023, which would have a more focused set of KPIs
- Members noted that many of the targets were aligned to national averages and queried whether the Council should be more aspirational and look more to authorities that were similar to West Berkshire. It was explained that targets were set with reference to a range of intelligence, including national averages, statistical neighbours, the level of resources allocated to particular functions, etc. It was suggested that targets were aspirational in many areas.
- Members highlighted the poor performance in relation to average attainment for children on free school meals. It was explained that this was a difficult target for the

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Council to achieve. Funding was allocated on a per pupil basis and smaller schools may only have two or three eligible pupils, which made it harder to provide additional support than in schools with larger numbers of eligible pupils, where funding could be pooled to pay for additional resources. It was confirmed that officers were looking at this and considering how additional resources could be allocated. Although the overall number of affected pupils was small, they were not achieving their potential. Members suggested that this should be considered for inclusion in the Commission's work programme.

- Members observed lots of variation in the extent to which targets were not achieved and suggested that there should be an additional category for large variances (e.g. a black rating). It was confirmed that the categories referred to percentage difference relative to the thresholds - up to 5% variance was classified as amber and more than 5% variance was classified as red. Exceptions could be made for KPIs where numbers were very small.
- There was some discussion about ES-KPI-118. It was noted that this was an average attainment score rather than a percentage of pupils reaching an expected level.
- Members expressed concern at the lack of progress in securing landowner commitment to nature recovery and indicated that they would like to hear more about how this was progressing. It was stressed that Members needed to be mindful about weighting for indicators where numbers were low. In this case, the target was two and one scheme had been delivered, which resulted in a 50% variance. The need for ongoing conversations with landowners was recognised. It was suggested that the Environment Advisory Group should discuss this.
- Members highlighted areas where there was good performance, including the Youth Offending Team, which had maintained its 'outstanding' rating by Ofsted, and the refurbished lido, which was on schedule to open soon. Members thanked the officers involved.

RESOLVED to note the report.

12. Appointment of Task and Finish Groups

The Commission considered appointments to task and finish groups and any associated terms of reference (Agenda Item 11).

The Chairman invited comments on the terms of reference for the Covid and Recovery Task and Finish Group. Proposed amendments included:

- Part 2 – consideration of impacts on loneliness and mental health;
- Part 4 – consideration of school attendance during and after the pandemic and the impacts of absences on academic attainment.
- The Chairman had recently met with Carolyn Richardson (Service Manager – Joint Emergency Planning Unit) who had suggested some minor amendments to the Terms of Reference.

It was proposed that the Task and Finish Group should have no more than six meetings.

In terms of witnesses, it was noted that several key officers had left the Council. While they could be invited to attend, they were not obliged to do so. It was proposed to add Newbury Racecourse and Newbury Rugby Club as witnesses.

The Chairman invited nominations for membership of the Task and Finish Group. It was confirmed that the Task Group Chairman did not have to be a Member of the Scrutiny

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Commission. The Monitoring Officer confirmed that previous Executive Members would be eligible to sit on the Task Group, but it may be preferable for them to give evidence instead. It was suggested that the Task Group should consist of five Members.

Action: The Liberal Democrat and Conservative Groups to nominate Members to sit on the Task Group by 20 July 2023.

13. Health Scrutiny Committee Update

Councillor Martha Vickers provided an update on the work of the Health Scrutiny Committee (Agenda Item 12) as follows:

- The Committee had met on 13 June.
- The main scrutiny topics were around dementia and diabetes.
- Rates for dementia diagnosis were lower than the national average and waiting times for diagnosis were double those in other parts of Berkshire West. Early diagnosis was important in order to get treatment as early as possible.
- West Berkshire had a high number of people aged under 40 who were diagnosed with Type 2 diabetes. This was preventable and could be put into remission.
- Updates were also provided by the Integrated Care Board and Healthwatch West Berkshire.
- Members had raised a number of issues that had been taken on board by NHS representatives.
- Workforce issues were acknowledged as a challenge for health partners.
- It was proposed to have follow up sessions to get updates on progress made in tackling the highlighted issues.

Members asked about the Healthcare in New Developments Task Group, which had started its review prior to the election. It was confirmed that new Members were being appointed to the Task Group and it was expected to start work again shortly. It was confirmed that the Task Group sat under the Health Scrutiny Committee.

Scrutiny Commission Members were encouraged to contact the Health Scrutiny Committee Chairman with any potential topics. Maternal mental health had been put forward as a possible topic by Councillor Jo Stewart.

It was noted that Adult Social Care was not within the remit of the Health Scrutiny Committee, which made it difficult to review certain topics. Other local authorities had Health and Adult Social Care Scrutiny Committees. It was confirmed that changing the terms of reference of the Health Scrutiny Committee would require a change to the Council's Constitution. This would need to be considered by the Governance Committee before going to Council for approval.

RESOLVED to note the report.

14. West Berkshire Council Forward Plan 1 April 2023 to 31 July 2023

The Commission considered the West Berkshire Forward Plan for the period covering 1 April 2023 to 31 July 2023 (Agenda Item 13).

The following items were discussed:

- **Shaw-cum-Donnington Parish Plan** - officers indicated it this may be classed as a Development Plan Document and therefore may not be eligible for scrutiny. Also, depending on whether final approval was via full Council, the may also preclude it

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from being subjected to scrutiny. In any case, it would have been the subject of considerable public engagement.

Action: Officers to confirm if Parish Plans were part of the Local Plan and how they are approved.

- **Response to petition to Full Council on the 1st December 2022** – Members asked what petition this related to. It was noted that there were two petition responses outstanding – one related to Community Infrastructure Levy payments and one related to hedgehogs.

Action: Officers to confirm the details of the petition.

- **LRIE Lease Acquisitions** – It was noted that the new administration had plans for this site, so the scheme may not go ahead as originally planned.
- **Parking Strategy** – This was felt to be a suitable subject for scrutiny.
- **Council Strategy Delivery Plan** – It was noted that Members were yet to see the new Council Strategy, so the Delivery Plan may slip. Members noted that there may be some changes made to the Forward Plan by the new administration in coming weeks.

Action: Councillor Carolyne Culver undertook to meet with the Leader of the Council to discuss the Forward Plan and what changes are planned.

- **Hackney Carriage Tariffs** – It was not clear from previous reports what Members were being asked to approve. Officers confirmed that the report had been approved by the Executive and the decision had not been called-in. Members were asked what value there would be in reviewing the decision at this stage, since it could not be reversed. Assurance was provided that officers would seek to make changes to the way future reports were presented in response to comments received.
- **Equality and Diversity and Inclusion Framework** - This was felt to be of interest to Members and the public, and would be a suitable subject for scrutiny. It was confirmed that this was already on the work programme.
- **Waste Strategy** – While development of the strategy was a long-term process, it was noted that officers were working on this now and may benefit from early consideration by the Commission.
- **Retendering of Bus Services** – This was considered to be a key decisions that would affect residents across the District.
- It was noted that some items on the Forward Plan mentioned officers who had recently left the Council.

Action: Democratic Services Team to review and update officer details on the Forward Plan.

15. Scrutiny Commission Work Programme

The Commission considered its work programme for the 2023/24 municipal year (Agenda Item 14).

Members noted the following:

- Items included on the work programme for the September meeting included: the annual Community Safety Report; the Equalities Diversity and Inclusion Framework; and the Cultural Heritage Strategy Delivery Plan.

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- The PAPER prioritisation tool, which had been adopted by the Health Scrutiny Committee.
- A list of potential scrutiny topics that had been identified through early discussion with officers and Members.

In the course of the debate, the following points were discussed:

- Members queried whether the scope of the Early Years Capacity item should be widened to consider provision by charities, including those that provided care during school hours rather than solely wrap-around care. Officers indicated that this could be included, but it would be a significant extension of the scope of the review. It was noted that West Berkshire Council was amongst the poorest performing local authorities. Members asked about the criteria on which this performance was assessed. Officers highlighted that a Childcare Sufficiency report was being prepared, which would give a rounded view of current situation.
- Members noted that there were numerous education related grants and indicated that it may be useful to consider which had / had not been applied for and what funding had been secured. It was suggested that Members speak to officers in Finance initially to understand the current situation and if there were any resourcing constraints that affected the Council's ability to apply for grants.

Action: Councillor Christopher Read to have an initial discussion with Joseph Holmes around grants.

- Members welcomed the proposal to undertake scrutiny of the Budget. This could be done via a Sub-Committee or at a special meeting of the Commission. Members asked how a sub-committee would be set up. It was confirmed this would require a formal proposal, and the Commission would vote on the matter. Members would need to decide which of its powers to delegate to the new body. A date of 6 February was proposed for a special meeting of the whole Commission. This would allow scrutiny to take place before the draft Budget was considered by Executive on 8 February.

Action: Gordon Oliver to set up a special meeting of the Scrutiny Commission on 6 February 2024 to consider the draft Budget.

- It was noted that Thames Water had given evidence to a previous meeting of the Commission. The Chairman was keen to invite them back and proposed a special meeting in October / November. Sewage issues were of concern to the public and there were infrastructure issues related to new development. Also, the Commission could explore reasons why opportunities for developers to pay reduced connection charges for developments designed to minimise water consumption were not being taken up. It was suggested that there was a need for joined up working between Council services on this issue. It was agreed that other stakeholders such as the Environment Agency and Action for the River Kennet be invited to attend. Members suggested that Thames Water should be asked to provide more regular updates, but it was noted that they could not be compelled to do so. Members noted that developers no longer had an automatic right to connect to the public sewage network and could potentially seek to use other providers. It was suggested that the Commission should review this. Officers stated that planning conditions were beyond the remit of the Commission. However, as an initial step, it was suggested that relevant officers be consulted to understand the current legislation and the position in West Berkshire, and what value the Commission could add.

Action: Gordon Oliver to liaise with Thames Water and other external stakeholders over a suitable date for an additional meeting if the Commission in October / November.

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Action: Gordon Oliver to liaise with colleagues in Highways and Planning regarding the impacts of changes to developers’ rights of connection to water and sewage networks.

- It was noted that the Council did not perform well in terms of the percentage of children on free school meals who achieved a good level of development and officers had suggested that the Commission look at this in more detail. This was agreed.
- It was proposed that the Commission should consider the Council’s Environment Strategy Delivery Plan. The Chairman suggested that Members may wish to look at particular aspects, such as how the Council was measuring its carbon footprint, preparations for dealing with the effects of climate change, and whether warm weather advice was being followed in schools and care homes.
- A further topic was suggested around dementia care, which would be complementary to the recent review of dementia diagnosis. Such a review would need to be undertaken in partnership with the Health Scrutiny Committee. Pressures on adult social care were noted and it was recognised that dementia cases would increase with an ageing population.
- It was suggested that a half-day scrutiny work programme planning event could be held with Members of the Executive and senior officers. This was supported.

Action: Councillor Carlyne Culver to consult with the Leader of the Council regarding a scrutiny work planning event.

- Members were directed to the supplementary agenda pack, which referred to a recent Local Government and Social Care Ombudsman ruling in relation to a Housing case. The ruling required the Ombudsman’s report to be reviewed by a decision making body made up of elected Members to ensure that lessons learned are embedded in service delivery models. Due to the time constraints imposed by the Ombudsman, this would have to be carried out as soon as possible. Members noted that another local authority had been involved in this case and asked if they could be invited to attend the meeting. It was confirmed that they could be invited, but the ruling was against West Berkshire Council, and the Council had been instructed to review its own processes. Councillor Gaines provided an overview of the case for the benefit of the Members present.

Action: Gordon Oliver to arrange an additional meeting of the Scrutiny Commission to review the Ombudsman ruling.

(The meeting commenced at 6.33 pm and closed at 8.47 pm)

CHAIRMAN

Date of Signature

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DRAFT

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

SCRUTINY COMMISSION

MINUTES OF THE MEETING HELD ON MONDAY, 17 JULY 2023

Councillors Present: Carolyne Culver (Chairman), Antony Amirtharaj, Paul Dick, Erik Pattenden, Justin Pemberton, Christopher Read, Stuart Gourley (Substitute) (In place of Geoff Mayes) and Howard Woollaston (Substitute) (In place of Ross Mackinnon)

Also Present: Eric Owens (Service Director - Development & Regulation), Nick Caprara (Housing Strategy Development & Review Manager) and Clare Lawrence (Executive Director - Place), Councillor Denise Gaines (Executive Portfolio Holder: Highways, Housing and Sustainable Travel) and Gordon Oliver (Democratic Services)

Apologies for inability to attend the meeting: Councillor Dominic Boeck, Councillor Ross Mackinnon and Councillor Geoff Mayes

PART I

16. Declarations of Interest

Councillor Howard Woollaston declared an interest in Agenda Item 3 by virtue of the fact that he had previously been the Executive Portfolio Holder for Housing, but this did not coincide with the period when the relevant housing application had been determined. He reported that, as his interest was personal but not prejudicial, he would remain to take part in the debate and vote on the matter.

17. Local Government and Social Care Ombudsman Report Decision Review

Nick Caprara (Service Lead – Housing) presented the report on the Local Government and Social Care Ombudsman Report Decision Review (Agenda Item 3).

Eric Owens (Service Director – Development and Regulation) made the following comments:

- The situation was hugely regrettable.
- Mitigation had been put in place and he was confident that the risk of a future incident happening again would be minimised.

The following points were raised in the debate:

- Members asked if other clients could have suffered a similar experience, but had not registered formal complaints. Officers felt this would be unlikely – they had analysed their data, looking for presentations involving both homelessness and domestic abuse, and were comfortable that both their own processes and the Council's complaints process were robust.
- Clarification was sought as to what changes had been made to processes by the Housing Service. It was explained that as part of the Service Improvement Plan, a fundamental review of the training programme had been carried out. All of the documentation that homelessness prevention relief officers used had been

SCRUTINY COMMISSION - 17 JULY 2023 - MINUTES

reassessed. All cases that had been to the Local Government and Social Care Ombudsman in the last three years had been discussed with front line staff to ensure that lessons were learned, even when the Council was not found to be at fault. This helped to improve the customer experience. On the back of this case, further detailed training had been carried out with front line staff and documentation had been discussed with teams and individuals. As such, officers were comfortable that there should not be a repeat incident in future.

- A question was asked about any open actions still to be implemented in response to lessons learned from this case. It was confirmed that there were no outstanding actions.
- Members noted that a client had been failed while at their lowest ebb and asked if this was due to the failure of an individual officer, a lack of understanding of the legislation by the wider team. Officers suggested that it would be unfair to blame an individual, but lessons had been learned. What should have happened was that West Berkshire Council should have opened the homelessness case, rather than leaving it to another local authority.
- The question regarding whether the fault was with the individual or the wider team was repeated. It was confirmed that the process was the issue. The service had been in the process of implementing a Service Improvement Plan and the training and support for staff had not been in place when this application had been made.
- Members acknowledged that not only had the service been going through a period of change, but there had been a lack of resources within the team. Clarification was sought as to whether this situation could be repeated. Officers explained that the service had experienced a significant churn in staff and had been running with a 40% reduction in front line staff. The current situation was much better, with just one fixed term vacancy in the service. Members observed that clients could not plan their crises to match periods when the service was fully staffed.
- Reassurance was sought that the Council had sufficient budget and facilities for interim housing. Officers recognised that this was a challenge, since demand tended to fluctuate. The Council had a stock of temporary accommodation to cater for families in emergency need. These included self-contained properties owned by the Council or leased from Sovereign Housing and other landlords. However, hotels also had to be used due to the level of presentations in the last 12 months. Discussions were ongoing with the Executive Portfolio Holder as to how the Council could reduce reliance on expensive hotel accommodation, which did not provide the appropriate level of accommodation.
- Members asked about what had been done to improve communication with other local authorities. Officers explained that there were regular Berkshire-wide meetings on topics such as rough sleeping, homelessness, delivery of affordable housing, migration, etc. This had led to improved working relationships and it was felt that previous tensions should not reoccur.
- It was noted that the Council had refused to provide assistance in this case because the circumstances were not exceptional, but this did not seem to fit with the description of the incident. Members sought reassurance that if a similar case occurred in future, support would be provided. Officers confirmed that this was the fundamental lesson that had been learned from this case and that in future, the Council would put the needs of the individual first, putting accommodation in place before having the conversations with the other local authorities regarding who would pay for it.

SCRUTINY COMMISSION - 17 JULY 2023 - MINUTES

- It was advised that a previous Executive Portfolio Holder for Housing had recognised that there had been a significant issue with the Housing Service and had put in place a revolutionary change programme with around 80 action points, which had a dramatic impact on service quality and the current service was praised as outstanding.
- Members noted that this case involved domestic abuse as well as homelessness and asked if the case should have been referred to Social Services. Officers confirmed that if a similar case presented today, then there would be engagement by Adult Social Care and Children's Services as a matter of course. It was noted that there were three other elements related to this case where the Ombudsman found that the Council had no case to answer, which related to the complaints process, payment of discretionary housing payments and the housing allocation.

The Chairman invited members to consider what additional recommendations should be made – the following aspects were discussed:

- It was suggested that consideration be given to how the service should be audited. Officers confirmed that the service undertook regular serious case reviews with the Legal Team. Also, quality assurance reviews were undertaken for homelessness and housing register applications. The Housing Register processes were audited last year and a further audit was planned for the Homelessness and Temporary Accommodation process.
- Another suggestion was made in relation to operational resilience, where issues commonly occurred around the interface with suppliers. It was recommended that the service should take an assumption of responsibility and ownership of any case / issue until written confirmation had been received from the other party that they had taken ownership. Officers confirmed that this mirrored their own thinking.
- Further suggestions were made for training programmes to include contributions from clients or charities representing people who had experienced homelessness. It was confirmed that the Council had set up a Homelessness Strategy Group, which included Members, officers and representatives from charities and registered providers. Clients from a homeless hostel had attended previous meetings to provide lived experience context, but officers were happy to ensure that this was done in future.

Councillor Howard Woollaston proposed that the Housing Service should:

- (1) take an assumption of responsibility and ownership of any case / issue until written confirmation had been received from the other party that they had taken ownership; and
- (2) include contributions from clients or charities representing people who had experienced homelessness within its training programmes.

The motion was seconded by Councillor Erik Pattenden.

At the vote, the motion was approved.

Resolved that: the Housing Service should:

- (1) take an assumption of responsibility and ownership of any case / issue until written confirmation had been received from the other party that they had taken ownership; and
- (2) include contributions from clients or charities representing people who had experienced homelessness within its training programmes.

SCRUTINY COMMISSION - 17 JULY 2023 - MINUTES

(The meeting commenced at 6.30 pm and closed at 7.00 pm)

CHAIRMAN

Date of Signature

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
79	06/09/2022	Economic Development Strategy - Operational Review Investigate the KPI for engagement with the top 10 employers in the district.	Katharine Makant	Complete (04/09/2023) - The Council's Business Engagement Officer is actively engaging with the top employers in the district and setting up regular catch-ups to understand their plans, needs, employment issues and any opportunities to work more closely with the Council
88	07/03/2023	Thames Valley Berkshire LEP Review Consider what KPIs would be appropriate for the Thames Valley Berkshire LEP	Katharine Makant	Complete (04/09/2023) - There was an announcement on 4th August that LEPs would stop receiving central government funding from the 2024/25 financial year, and LEP functions will be brought in-house to Local Authorities. We are waiting on central government to confirm what the local level funding arrangements will be, and how exactly these functions will be delivered across Berkshire.
89	07/03/2023	Libraries Review Consult with town / parish councils to understand what they wanted from the service	Felicity Harrison	In progress - Report has been updated and is programmed to go to Executive on 21 September 2023.
90	07/03/2023	Libraires Review Ensure that 'priorities', 'review recommendations' and 'opportunities for future investment are aligned and that targets are set	Felicity Harrison	In progress - Sections aligned in revised report. Report scheduled to go to Executive on 21 September 2023.
91	07/03/2023	Libraires Review Libraries report to be updated before submitting it to the Executive	Felicity Harrison	In progress - Report has been updated and is programmed to go to Executive on 21 September 2023.
99	20/06/2023	Appointment of Task and Finish Groups Nominate Members to sit on the Covid and Recovery Task Group by 20 July 2023	Lib Dem and Conservative Groups	Complete (07/08/23) - See Item 9 of the agenda.
100	20/06/2023	West Berkshire Council Forward Plan Officers to confirm if Parish Plans are part of the Local Plan and how they are approved.	Gordon Oliver	Complete (12/07/23) - Confirmed that Parish Plans do not form part of the Development Plan, as they are not subject to independent examination. However, they can be adopted by Council and become a material consideration. As such, they can be subjected to scrutiny.
101	20/06/2023	West Berkshire Council Forward Plan Officers to confirm details of the petition to come to the next Executive	Gordon Oliver	Complete (12/07/23) - There were two petitions discussed at Executive on 8 July 2022 : one related to Charges for Council Services and the other related to 'Save the Readibus'.
102	20/06/2023	West Berkshire Council Forward Plan Meet with the Leader of the Council to discuss the Forward Plan and what changes are planned	Cllr Carlyne Culver	Complete (10/08/2023) - Met with the Leader of the Council on 10 August, where some possible topics were discussed. The Forward Plan will be a key element of the Scrutiny Commission Work Programme Event on 19 September.
103	20/06/2023	West Berkshire Council Forward Plan Review and update officer details on the Forward Plan.	Gordon Oliver	Complete (16/08/2023) Details have been amended for officers who have left. This will be reviewed for future updates.

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
104	20/06/2023	Scrutiny Commission Work Programme Have an initial discussion with Joseph Holmes around grants.	Cllr Christopher Read	Complete (04/09/2023) Confirmed that a certain revenue grants are allocated automatically. Some of these require reporting, others do not. Some require the Council to submit a bid - recent successes include: Transforming Digital Services, Planning Software Improvement Fund, and the Swimming Pool Fund. Capital grants often feature a bidding system - sometimes these are weighted to government objectives (e.g. levelling up). Unfortunately, there is no central system for notifications of bidding opportunities. While it would be good to have dedicated resources to support bid-writing, this would be subject to what bidding opportunities were coming up, which is not always known in advance.
105	20/06/2023	Scrutiny Commission Work Programme Set up a special meeting of the Scrutiny Commission on 6 February 2024 to consider the draft Budget.	Gordon Oliver	Complete (12/07/2023) - Meeting confirmed in the corporate diary.
106	20/06/2023	Scrutiny Commission Work Programme Liaise with colleagues in Highways and Planning regarding the impacts of changes to developers' rights of connection to water and sewage networks	Gordon Oliver	Complete (31/08/2023) - The Highways and Planning Departments do not have any influence over connections to the water and sewage networks. This is determined by national legislation. There is a policy within the recent Local Plan Review encouraging new homes to aim for a water consumption of 120 litres per person per day. Based on the Water Strategy and the Local Plan evidence base, there is not currently a case to adopt a target of 80 litres per person per day across West Berkshire as a whole. However, this may change in future.
107	20/06/2023	Scrutiny Commission Work Programme Consult with the Leader of the Council regarding a scrutiny work planning event.	Cllr Carlyne Culver	Complete (10/08/2023) A date has been proposed for 19 September 2023.
108	20/06/2023	Scrutiny Commission Work Programme Arrange an additional meeting of the Scrutiny Commission to review the Ombudsman ruling.	Gordon Oliver	Complete (17/07/2023) Meeting took place on 17 July 2023.

Last updated: 4 September 2023

Agenda Item 4.

Scrutiny Commission – 14 September 2023

Item 4 – Declarations of interest

Verbal Item

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Agenda Item 5.

Scrutiny Commission – 14 September 2023

Item 5 – Petitions

Verbal Item

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Building Communities Together Partnership



Overview and Scrutiny Management Commission
14th September 2023

Nigel Lynn (WBC Chief Executive and Partnership Chair)
Supt. Helen Kenny (Area Commander and Partnership Vice-Chair)

Agenda Item 6.

Building Communities Together Partnership



- The Partnership – role and responsibilities
- Annual Strategic Assessment
- Crime Overview
- Partnership working

Building Communities Together Partnership



The BCT Partnership is the **Community Safety Partnership** for West Berkshire

Ensuring West Berkshire is a safe place to live, learn, work and visit

Legislation

Crime and Disorder Act 1998

Counter Terrorism and Security Act 2005

Crime and Policing Act 2014

Domestic Abuse and Safe Accommodation Act 2021

Police, Crime, Sentencing and Courts Act 2022

Statutory Partners

West Berkshire Council, Thames Valley Police, Royal Berkshire Fire and Rescue Service, Probation and Health (Public Health and Integrated Care Board)

Building Communities Together Partnership



- Terms of Reference – reviewed April 2023
- Focus on Core Community Safety Partnership duties
- New Serious Violence Duties
- Partnership also fulfils the role of:
 - West Berkshire Prevent Partnership Board
 - Youth Offending Team Steering Group

In addition to Statutory Partners the BCT Partnership also has representatives from:

Community and Voluntary Sector, Healthwatch, Registered Housing Providers, Education, Faith Sector and the Office of the Police and Crime Commissioner

Building Communities Together Partnership



The BCT Partnership is accountable to:

The Communities of West Berkshire - in respect of Community Safety

The Home Secretary - for all areas of planning and performance in relation to crime, anti-social behaviour, substance misuse, reoffending

The Home Office – in respect of statutory duties under the Contest Strategy (e.g. Prevent and ‘Channel’)

The Ministry of Justice – in relation to the work of the Youth Offending Team

Safeguarding Partnerships for Children and Adults – in respect of the functions of a Community Safety Partnership

Building Communities Together Partnership



Partnership Objectives

1. Reduce and Prevent Crime
2. Ensure that Statutory responsibilities are fulfilled
3. Identify and respond to changes in the nature, incidence and severity of crime within West Berkshire
4. Safeguard those who are vulnerable
5. Help people and communities to help each other and to engage with community safety related initiatives

Building Communities Together Partnership

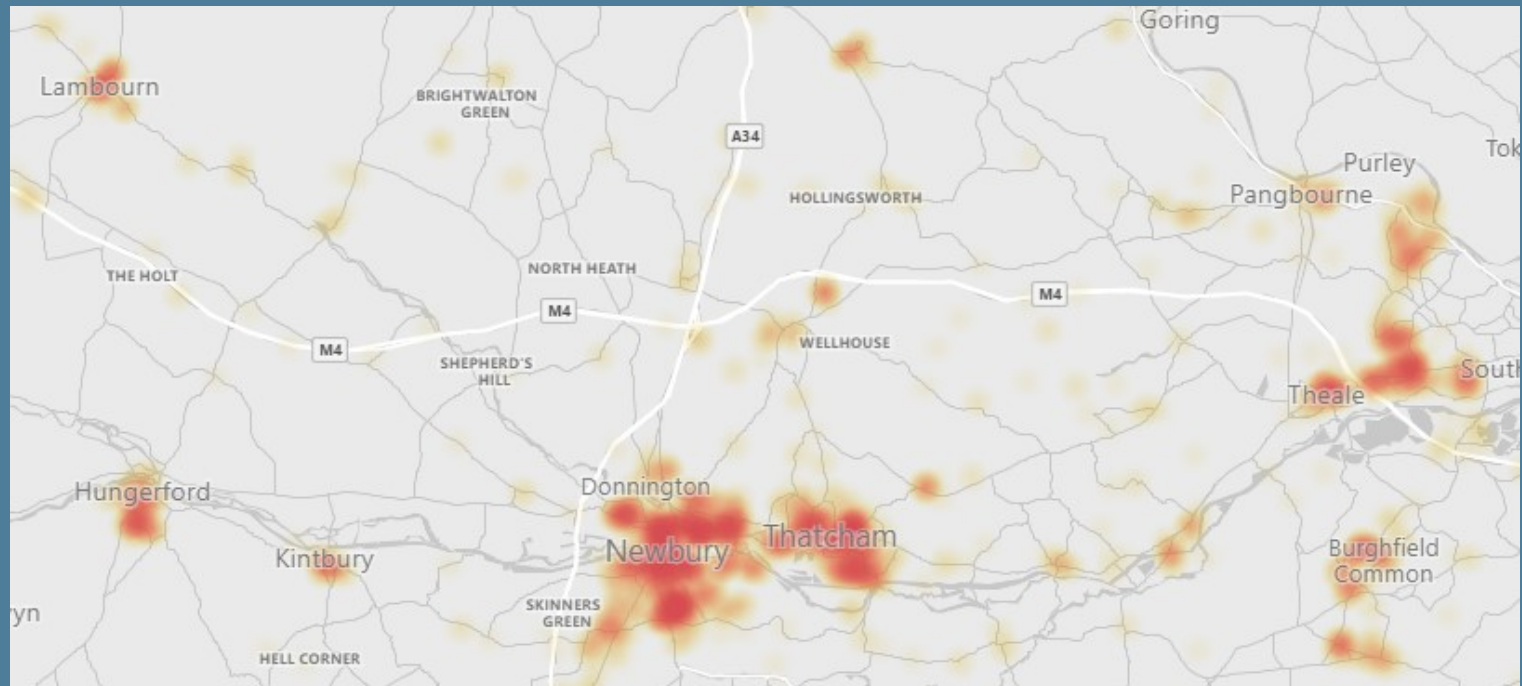
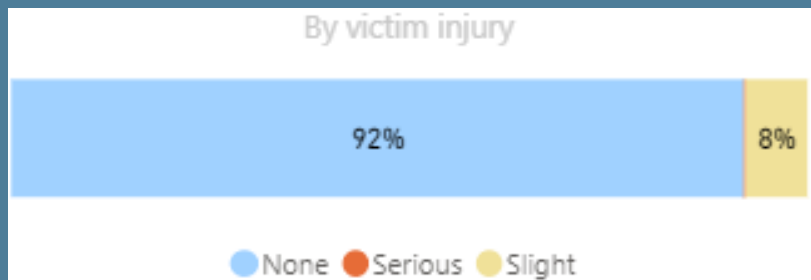
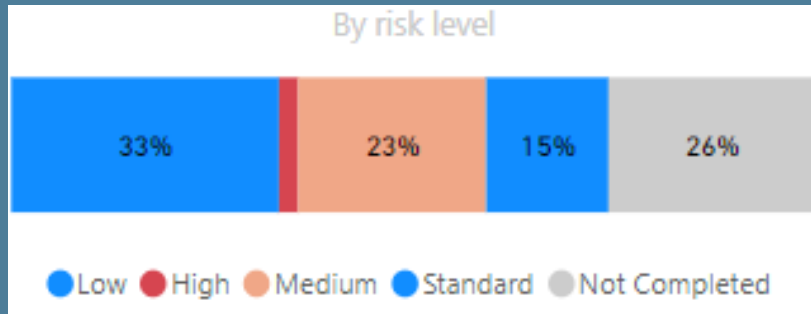
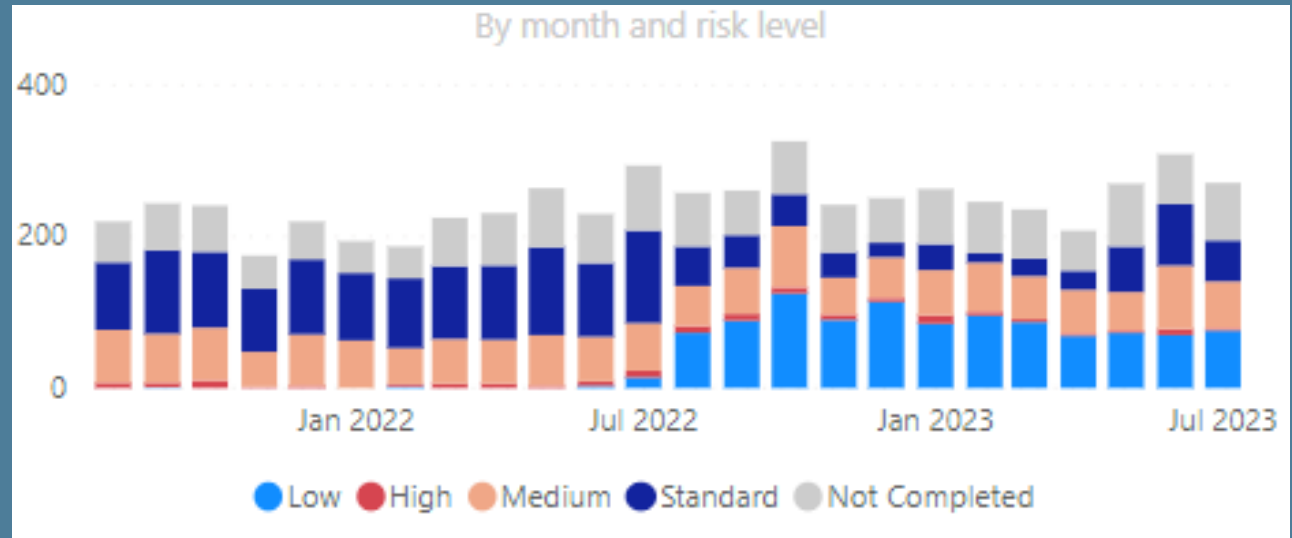


Annual Strategic Assessment

- Wide range of partnership data and supporting narratives on:
‘what has changed, what is emerging, issues of concern’
- Data period – 1st September 2021 – 31st August 2022
- Analysis – November/December 2022
- Partnership Diagnostic Conversation – January 2023
- Analysis and Conversation informed the setting of Partnership Priorities
- Partnership Plan refreshed
- Partnership Plan needs to take into account other Local Strategies and Plans

Domestic Abuse

- As an LPA we have seen an increase in DA Offences.
- In the last 12 months we have seen a 15% increase in DA Occurrences, 62% of which are crimes. (Crime DA reports have only gone up by 9%)



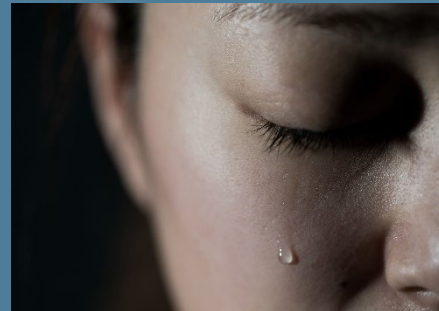
Violence against Women and Girls (VAWG)

**TACKLING
VIOLENCE
AGAINST
WOMEN & GIRLS**

Produced by C3817 25/08/2023



The local VAWG partnership has recently conducted a Street Safe survey with the aim of identifying vulnerable locations within the community. 456 people responded to the survey. The team are now reviewing the responses to target harden the locations of most concern.



Officers and partners have been engaged in a summer campaign of engagements with communities in Newbury, Thatcham, Hungerford and Pangbourne. Events have been focused on education, awareness and seeking feedback.

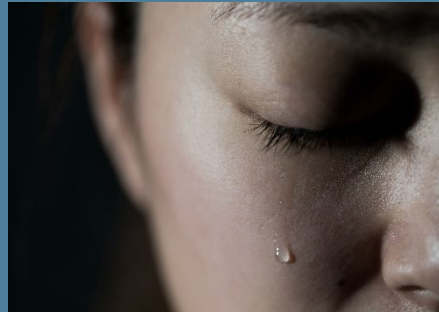


Ask for Angela testing has taken place within the local Nighttime economy. Ask for Angela is a code word to seek immediate support whilst in licensed premises. Testing has shown a good compliance rate in West Berkshire.

Violence against Women and Girls (VAWG)

TACKLING VIOLENCE AGAINST WOMEN & GIRLS

Produced by C3817 25/08/2023



- We are scrutinising our Investigative processes for VAWG offences
- Through better Crime Management we are prioritising and responding to precursor offences
- Identifying and managing prolific perpetrators
- Seeking to improve our utilisation of Domestic Violence protection Orders
- Engaging with local advocate groups and stakeholders to identify victim needs
- Using partnership data to direct police resources to public spaces and offenders

Violence against Woman & Girls:

VAWG plan pillars:

- The TVP 2022/2023 VAWG delivery plan is focussed on the four pillars, in line with the NPCC strategy. Each pillar has a senior lead.
- Internal Trust and Confidence: Det. C/Supt Ailsa Kent, Head of Professional Standards
- External Trust and Confidence: T/C/Supt Emma Garside, Local Policing
- Pursuit of Perpetrators: Det. C/Supt Ian Hunter, Head of Force Crime
- Safer Spaces: Det. C/Supt Jim Weems, Head of Force Intelligence & Special Operations
- Each LPA has developed their own action plan based on the force delivery plan. Our local lead is DCI Emily Evans.

County Drug Lines (CDL)



CURRENTLY NO ACTIVE SCORED CDLS IN WEST BERKSHIRE. LOCAL DRUGS LINES REGULARLY INTERCEPTED BY STRONGHOLD AND TARGETED OPS.



OP FIDES ARREST OF THREE SUSPECTS, ONE WHO WAS PART OF A COUNTY DRUGS LINE. ENQUIRIES LEAD TO MULTIPLE OTHER OFFENDERS WITHIN WEST BERKSHIRE, HOUNSLOW AND SLOUGH. OPERATIONS WERE CARRIED OUT WHICH LED TO THE ARREST OF 19 PEOPLE. TWO OF THESE HAVE BEEN SENTENCED AND ARE IN PRISON, FOUR ARE ON REMAND, SEVERAL CHARGED AND A COUPLE STILL UNDER INVESTIGATION. FIDES WAS GRADED TO BE IN THE TOP 10 CDLS OF TVP AT THE TIME OF RESOLUTION.



NEWBURY TASKING TEAM ENSURE THAT HOTSPOTS OF CDL ACTIVITY ARE IDENTIFIED AND TARGETED. THESE AREAS ARE MONITORED AND PATROLLED WITH THE EMPHASIS ON STOP AND SEARCH AND INTELLIGENCE DEVELOPMENT IN ORDER TO BUILD A PICTURE OF A CDL INFLUENCE IN THE AREA. THIS IS THEN CARRIED FORTH TO AN INVESTIGATIVE STAGE WHEREBY OFFENDERS ARE PURSED.

Knife Crime



WE ARE NOW THE LPA WITH THE LOWEST KNIFE CRIME IN THE FORCE, HAVING HAD THE BIGGEST REDUCTION IN THE LAST 12 MONTHS.



KNIFE CRIME MEETINGS ARE NOW ONLY EVERY TWO WEEKS DUE TO A LACK OF KNIFE CRIME IN THE AREA AND REDUCTION OF NOMINAL MONITORED.



WE HAVE HAD A 22% REDUCTION IN KNIFE ENABLED CRIME, 40 IN THE LAST 12 MONTHS, WITH 51 IN THE 12 MONTHS PRECEDING THAT.

SVRO: SERIOUS VIOLENCE REDUCTION ORDERS

Introduced – 19th April 2023 and apply for any relevant offences from this date forwards, cannot be applied for retrospectively. TVP are one of 4 forces undertaking a 2 year pilot.

Civil order – offender aged 18 or over, convicted of offence involving bladed weapon or offensive weapon. Order is applied for by police but granted by the court.

Police – gives a power to search a person subject to SVRO to ascertain if in possession of a bladed article or offensive weapon. Can detain so long as in public place. Power to seize items reasonably believed to be bladed article or off weapon.

SVRO – last between 6 months and 2 years, takes effect the day made or if offender on remand or sentenced then court can determine that order will not take effect until released.

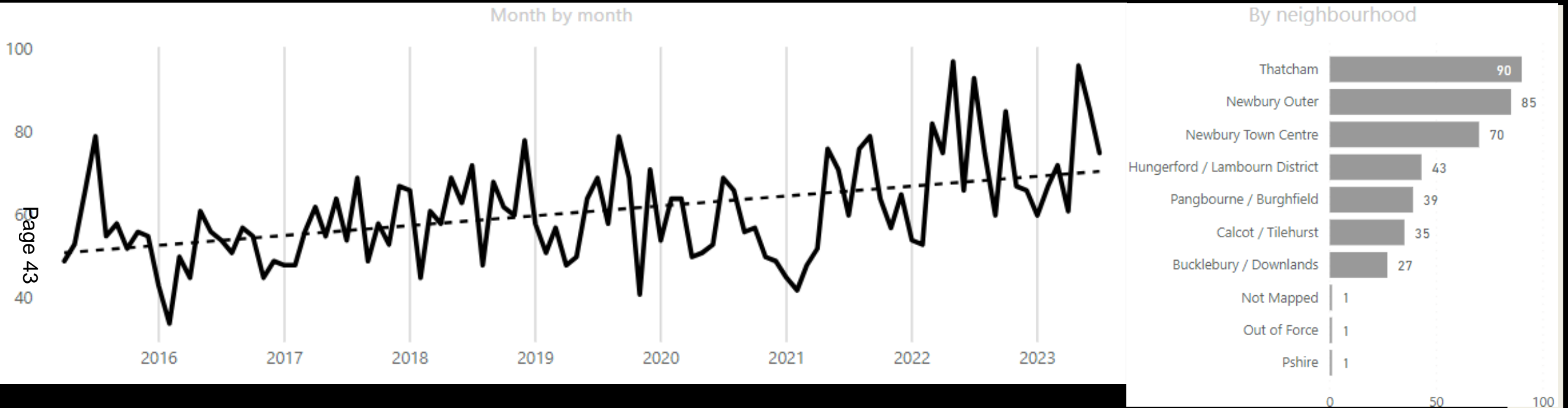
Court has to consider it necessary to

- Protect the public from risk of harm (in physical or psychological) involving a bladed article or off weapon or
- Protect particular members of the public (inc offender) from such risk or
- Prevent the offender from committing an offence involving a bladed article or off weapon



West Berkshire LPA have been one of the first to successfully secure an SVRO.

VIOLENCE OFFENCES



We have had a 1% reduction in violence with injury in the last 12 months, however the majority of this is low-level injury with 713 of the 870 being ABH level. This is in line with the overall trend for the force. We as an LPA have had the lowest number of assaults in the force.

VIOLENCE OFFENCES



VIOLENCE WITHOUT INJURY HAS GONE UP BY 16% IN THE LAST 12 MONTHS. THIS SHOWS THERE HAS BEEN AN INCREASE IN VIOLENCE, BUT THE HARM CAUSED HAS REDUCED SLIGHTLY WITH INJURIES AND SIGNIFICANTLY WITH GBH/SERIOUS INJURY.



WE REVIEW VIOLENCE OFFENCES EVERY TWO WEEKS AT OUR TACTICAL TASKING COORDINATION GROUP (TTCG) MEETINGS AND SET PRIORITIES FOR DISRUPTION ACTIVITIES.



WE HAVE HAD A 30% REDUCTION IN SERIOUS VIOLENCE IN THE LAST 12 MONTHS (ALL WOUNDING WITH INTENT AND GBH OFFENCES)

Neighbourhood Action

We are expecting a number of extra officers to be allocated to the Neighbourhood Policing Team as the force has recognised the importance of the NHPT and the part it plays in proactive and preventative policing.

The Nightingales estate is a priority for the LPA and there have been multiple partnership working initiatives to tackle violence and ASB in that area. A bid has been put in for funding from Safer Streets 5 to support the work in the Nightingales.

PCSOs continue to conduct community engagement across West Berkshire.



Produced by C3817 25/08/2023



↑ Have your say events, crime prevention advice and working with partners from trading standards.

We have also completed throw-line and water safety events with Royal Berkshire Fire and Rescue Service.

Our teams make themselves available to engage with the public by a number of avenues, such as this local open day in Trindledown. ↓



Antisocial behaviour

Public Spaces Protection Orders

During the last year we, along with the BCT, managed to implement a PSPO in Thatcham, which means as an LPA we currently now have three active (including Newbury town centre and Speen lodge).

There have only been 3 breaches in the last 12 months of these PSPOs.

LPA	Count Previous	Count Current	Count Change	% Change
West Berkshire	1,347	1,196	-151	-11%
Bucklebury / Downlands	66	90	24	36%
Neighbourhood not recorded		1	1	0%
Pangbourne		1	1	0%
Thatcham	227	209	-18	-8%
Calcot / Tilehurst	149	133	-16	-11%
Newbury Town Centre	138	123	-15	-11%
Newbury Outer	422	376	-46	-11%
Hungerford / Lambourn District	108	88	-20	-19%
Pangbourne / Burghfield	237	175	-62	-26%

Anti-Social Behaviour



HOUSE CLOSURES – WE HAVE HAD 6 HOUSE CLOSURE ORDERS ON THE AREA IN THE LAST 12 MONTHS,



CRIMINAL BEHAVIOUR ORDERS – WE HAVE HAD NO CRIMINAL BEHAVIOUR ORDERS (CBO) ISSUED IN THE LAST 12 MONTHS.



COMMUNITY PROTECTION WARNING / NOTICES – THESE ARE WARNINGS FOR PERSISTENT, ONGOING ANTISOCIAL BEHAVIOUR. IN WEST BERKSHIRE WE HAVE ISSUED 5 OF THESE IN THE LAST 12 MONTHS

Building Communities Together Partnership



Partnership Working

Domestic Abuse Reduction

Campaigns/Awareness Raising, Training (inc. Champions)

County Drugs Lines

Need To Know Sessions, intelligence submissions, MAPS

Community Conversations

Engaging with those who are 'Seldom Heard', community solutions

Enforcement

House Closures, PSPOs, CPWNs

2023/24 Revenue Financial Performance Quarter One

Committee considering report:	Executive
Date of Committee:	21 September 2023
Portfolio Member:	Councillor Iain Cottingham
Date Portfolio Member agreed report:	
Report Author:	Melanie Ellis
Forward Plan Ref:	EX4380

1 Purpose of the Report

- 1.1 To report on the financial performance of the Council's revenue budgets. This report is Quarter One for the 2023/24 financial year. The report is highlighting the financial position at each quarter of the financial year and impact on the Council's General Fund position. This allows the Executive and Scrutiny Commission to consider the implications and the actions being taken to mitigate and manage the position.
- 1.2 The Council is forecasting a significant overspend across many services, especially in the People Directorate, in Quarter One. This is due to increasing demand on services, continued inflationary cost pressures and additional staffing costs through the use of agency workers.
- 1.3 To mitigate the financial pressures, the Council has immediately implemented measures from July 2023 to provide greater oversight and scrutiny of financial decisions and financial commitments, as well as additional approval mechanisms for staffing and agency arrangements across the Council. It is anticipated that the rapid deployment of these measures will reduce the overspend forecast for Quarter Two.

2 Recommendation(s)

- 2.1 To note the £6.3m overspend.
- 2.2 To note the implementation of measures included in the report around recruitment, staffing and agency.
- 2.3 To note the establishment of a Financial Review Panel (FRP) to meet weekly to ensure the spending limits are being adhered to.
- 2.4 To request that opportunities for raising in year capital receipts are brought forward to a future Executive meeting

3 Implications and Impact Assessment

Implication	Commentary			
Financial:	<p>The forecast position at Q1 of a £6.3m overspend has significant financial implications. The General Fund is at £7.2m, with a minimum recommended level of £7m. If the £6.3m overspend remains at year end, it would leave a General Fund of £0.9m. There is a low level of earmarked reserves. This is a very low level of general fund balance and actions in place will be closely monitored to ensure that the in-year financial position improves.</p> <p>The minimum level of general fund balance recommended by the s151 officer is £7m and this would put the Council at significantly below this for future budget setting; this would mean an increase in future year's budget savings over and above initial forecasts for 2024-25 to replenish the level of reserves in the future.</p>			
Human Resource:	The FRP (Financial Review Panel) implications have been reviewed by Service Lead (HR) as a member of the panel.			
Legal:	The FRP (Financial Review Panel) implications have been reviewed by the Monitoring Officer.			
Risk Management:	Measures have been included in the report to provide greater levels of scrutiny on much lower levels of expenditure and recruitment costs.			
Property:	Review of assets to be undertaken with a view to possible sales that could be utilised for reduced capital financing costs and / or funding for a range of transformational activity across the Council to reduce costs.			
Policy:	None directly			
	Positive	Neutral	Negative	Commentary

Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		y		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		y		The proposal aims to continue to protect those characteristics
Environmental Impact:		y		Unlikely to have any long term environmental impact.
Health Impact:		y		
ICT Impact:		y		N/A
Digital Services Impact:		y		N/A
Council Strategy Priorities:			y	The proposal could reduce spend on some areas of council priority.
Core Business:		y		
Data Impact:				No impact
Consultation and Engagement:	Service Directors, Executive Directors.			

4 Executive Summary

4.1 The Quarter One forecast is showing a substantial financial pressure for the Council. Primarily driven through cost pressures in the People directorate, with growing demand for social care services, additional staffing costs through the use of agency staff and

inflationary pressures, the People directorate alone is forecasting an overspend in excess of £5.8m. There are other financial pressures, in the planning services, unachieved income and delayed additional planning income charges via Government changes mean a forecast overspend of £0.6m in the Place directorate.

4.2 The General Fund reserve is currently at £7.2m (per the 2022/23 Financial Statements), which is only £0.2m above the S151 officer's minimum recommended level, as set out in the 2023/24 budget papers. As a result, the Council cannot end 2023/24 with a significant overspend, without reserves being depleted far below the recommended minimum level.

4.3 There have been a large number of Councils in recent weeks and months highlighting significant financial pressures for the 2023/24 financial year. Though it is difficult to analyse every Council's in year position due to timing of respective committees across the country, as at early August 2023, the following Councils have reported significant in year financial difficulties;

- Medway Council
- Leeds City Council
- Hastings BC
- Guildford BC
- Shropshire Council
- Brighton & Hove
- Southampton Council
- Kent County Council
- Bradford Council
- Kirklees Council
- Birmingham City Council
- Stoke on Trent Council
- East Lothian Council

4.4 To reduce the financial pressure and forecasts, the Council has taken rapid pro-active steps to reduce the overspend position from July 2023, these steps include:

- Greater scrutiny and approval of expenditure over £1,000
- Greater scrutiny and approval of recruitment activity and agency expenditure
- Finance led reviews on reviewing accruals policies and capital financial expenditure
- Review of action plans by overspending services to provide further mitigations to reduce overspends
- Review of the flexible use of capital receipts and seek to raise funding through capital receipts to fund eligible transformation spend
- Greater in year budget monitoring review of overspending services

- 4.5 The purpose of these measures has been to reduce the overspend position as well as seek alternative options to reduce the overspend in future budget monitoring reports. The Council undertook a month 2 budget monitoring exercise to provide an early assessment of any financial pressures and so has been able to deploy these cost control measures early in the financial year and seek to achieve the greater possible benefit of these measures being in place. It is expected that these measures will lead to an improvement in the Quarter 2 forecasts. Some of the mitigations may have an impact on service delivery, though it is expected that these will be kept to a minimum as posts and expenditure that affect the most vulnerable are being prioritised and the Council is continuing to operate all services.
- 4.6 The implication of an overspend in excess of £0.2m in 2023/24, would be to take the general fund reserve below the s151 officer's minimum level. In order to replenish the general fund reserve, greater levels of savings than currently forecast for 2024/25 would be required, or Full Council would need to consider accepting a budget with even greater risk for future financial years with lower than recommended reserves.
- 4.7 If the Council was to overspend by more than £7.2m the Council would need to consider what options are available for exceptional financial support. Most likely, the Council would need to formally approach the Government for a capitalisation directive. A capitalisation directive would allow the Government to provide the Council with one off funding as capital, which could be used to fund revenue. To enable this, the Government would require a form of intervention through a formal review of the Council as a likely minimum. Other Councils have been provided with this funding by the Government in recent years.

<https://www.gov.uk/government/publications/exceptional-financial-support-for-local-authorities-capitalisation-directions>

This would provide short term financial relief, if approved, though the Council would remain with a challenging longer term financial position that would require additional savings, alongside the additional cost of repaying the capitalisation directive. At present, the Council is not proposing to request a capitalisation directive, but this cannot be ruled out in the current financial year until the in-year financial position is brought down to much closer to a break even position.

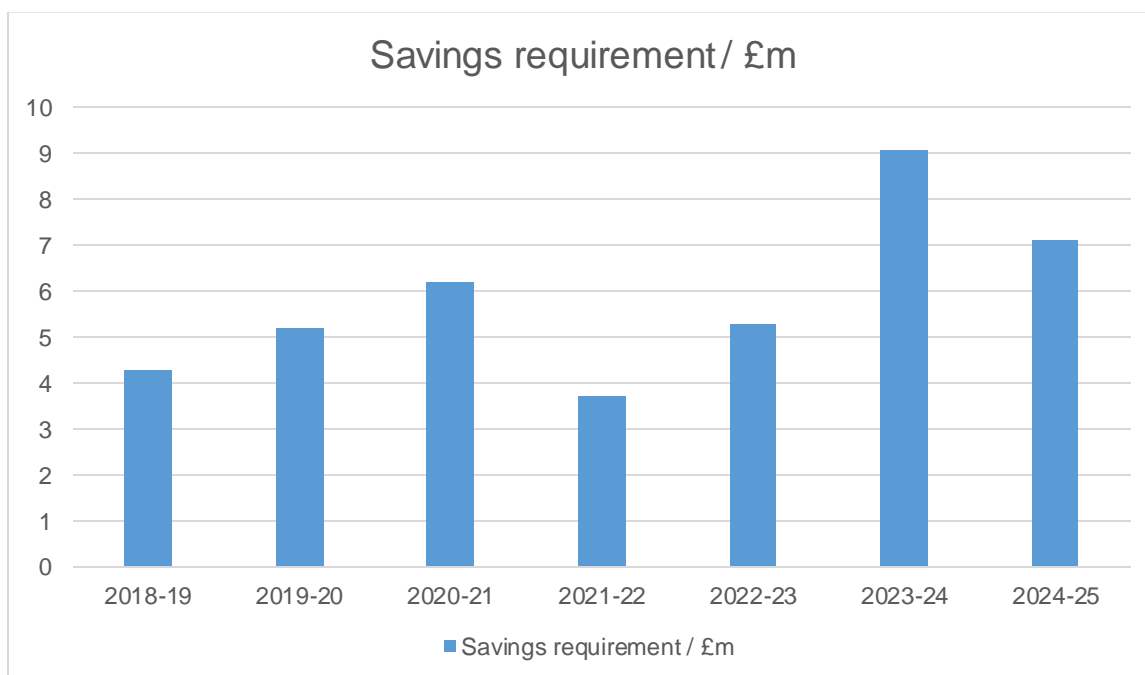
- 4.8 If in the longer term the financial pressure is not reduced, the Council's s151 Officer would need to consider issuing a section 114 notice; this is not being considered in the short term due to the mitigations being put in place at present in the 2023-24 financial year to mitigate the in year pressure. Any formal Section 114 notice would flow from the section of the Local Government Finance Act 1988 states:

“The chief finance officer of a relevant authority shall make a report under this section if it appears to him that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure”

- 4.9 The notice would need to go to Full Council who would have to respond within 21 days on what steps it will take. The issuance of a section 114 notice must be subject to consultation with the Head of Paid Service and Monitoring Officer. This still remains a

rare issuance in Local Government, and at present, the s151 is not seeking to issue one of these notices.

4.10 The background to the financial position of the Council is that the Council has historically had low levels of reserves, at approximately half of the average of similar Councils. The Council has a track record of strong financial control and stewardship, and though (the Covid-19 pandemic excepted) reserves have remained comparatively low, the Council has achieved financial balance as well as delivered significant financial savings programmes. The savings and investment programme over recent years is highlighted below; on top of this, the 2024/25 Medium Term Financial Strategy (MTFS) approved in March 2023 highlighted a savings requirement of over £11m over the next three years, heavily weighted to 2024/25 given uncertainties over future fair funding reviews – this totals £40m over a seven year period per the below:



4.11 The Council has also commenced its Transformation programme; this is referenced in the Executive report elsewhere on this agenda. This programme seeks to identify longer term financial savings, but will of course highlight any shorter term opportunities to help support the Council's in year financial position. There is a linked paper on the Executive agenda highlighting the key areas of focus for the Transformation Programme.

4.12 The Quarter One forecast is an overspend of £6.3m as summarised below:

2023/24 Revenue Financial Performance Quarter One

2022/23 Directorate Summary	Net Budget	Net Income/ Expenditure	Quarter One					
			Budget Manager Forecast Variance	Use of Earmarked Reserves	Use of General Fund	Forecast variance after Reserves	Mitigation	Year end forecast variance
			£000	£000	£000	£000	£000	£000
People	97,973	107,061	9,088	(238)	0	8,850	(3,010)	5,840
Place	33,733	34,933	1,200	(288)	0	912	(315)	597
Resources	12,170	12,876	706	(389)	0	317	(293)	24
Chief Executive	541	536	(5)	0	0	(5)	0	(5)
Capital Financing/Risk Mgt	14,537	14,380	(157)	0	0	(157)	0	(157)
Total	158,954	169,786	10,832	(916)	0	9,917	(3,618)	6,298

4.13 It is therefore vital that the Corporate Board and the Corporate Management Team (CMT) take immediate steps to reduce expenditure / increase income to reduce the forecast overspend. As a result a number of immediate measures have been put in place to help reduce the overspend as detailed above.

5 Supporting Information

Introduction

- 5.2 The 2023/24 net revenue budget of £159m was set in March 2023, using £157m revenue funding and £1.8m of reserves. During the 2023/24 budget build, inflationary pressures were identified in demand led services, but not all pressures were built into the budget, with some being held as a risk against the general reserve.
- 5.3 The Quarter One forecast is an overspend of £6.3m after use of £0.9m of specific earmarked reserves and £3.6m service mitigations that are being worked on.
- 5.4 As a result of the initial Q1 forecasts, a number of immediate measures have been put in place to help reduce the overspend. These are detailed elsewhere in the report. The level of overspend is very significant, and as highlighted above, the Council are putting in place measures to reduce the overspend as well as considering what options there are around Capitalisation directives. The Council has no residual capital receipts, but does have the opportunity to further reduce the overspend position by using the flexible use of capital receipts to fund transformational and cost reduction activity. There are teams across the Council, such as digital and project teams who would fit this definition and there is the opportunity to reduce the overspend by many hundreds of thousands of pounds by selling an asset (or assets) to fund this activity. This has been included as a recommendation to the Executive.
- 5.5 The Government will wish to consider the financial position of Councils facing significant financial pressures and in recent years have provided capitalisation directives to a small number of Councils, see the link

<https://www.gov.uk/government/publications/exceptional-financial-support-for-local-authorities-capitalisation-directions>.

In these cases, the Government have provided specific sums of funding to Councils through a capitalisation directive whereby the Council repays the Government (with

additional financial costs) and the Council will be required to have a formal external assurance review on their financial position. This will then be published by the DLUHC (Department of Levelling Up and Communities) and subject to progress and updates on improvement to the Council's financial position.

- 5.6 If the mitigations included in the current forecasts, *including* a capitalisation directive if it was sought, were not to come forward and be delivered, the Council would need to consider issuing a s114 report; this is not the current proposal. Very few Councils have issued section 114 notices (Woking BC, Birmingham City, Slough BC, Croydon and Thurrock being the most recent), and most of those have taken place where there have been significant commercial / property / company purchases with a lack of capital financing repayments, rather than from inflationary pressures. More information on the practicalities of a section 114 notice are included in this link from Woking BC <https://www.woking.gov.uk/section114>

or this from Thurrock Council

<https://www.thurrock.gov.uk/government-intervention/section-114-notice>,

or this link from Birmingham

https://www.birmingham.gov.uk/news/article/1381/statement_regarding_section_114_notice

Quarter One 2023/24

- 5.7 The Quarter One forecast is an overspend of £6.3m, representing 3% of the net revenue budget.

2023/24 Revenue Financial Performance Quarter One

2023/24	Net Budget	Net Income/Expenditure	Quarter One					
			Budget Manager Forecast Variance	Use of Earmarked Reserves	Use of General Fund	Forecast variance after Reserves	Mitigation	Year end forecast variance
			£000	£000	£000	£000	£000	£000
Adult Social Care	62,925	65,946	3,021	(151)	0	2,870	(2,079)	791
Children & Family Services	21,249	25,958	4,709	(87)	0	4,623	(901)	3,721
Executive Director	370	377	7	0	0	7	0	7
Education DSG funded	(444)	(444)	0	0	0	0	0	0
Education	10,708	12,059	1,351	0	0	1,351	(30)	1,321
Public Health & Wellbeing	(80)	(80)	0	0	0	0	0	0
Communities & Wellbeing	3,246	3,246	0	0	0	0	0	0
People	97,973	107,061	9,088	(238)	0	8,850	(3,010)	5,840
Executive Director	213	197	(16)	0	0	(16)	(5)	(21)
Development & Regulation	5,637	6,591	954	(26)	0	928	(310)	618
Environment	27,882	28,144	262	(262)	0	0	0	0
Place	33,733	34,933	1,200	(288)	0	912	(315)	597
ICT	2,437	2,524	88	(23)	0	65	(65)	(0)
Executive Director	317	275	(42)	0	0	(42)	(40)	(82)
Commissioning & Procurement	448	526	77	(143)	0	(65)	(10)	(75)
Finance & Property	1,479	1,762	283	0	0	283	(82)	201
Strategy & Governance	7,489	7,686	197	(121)	0	76	(96)	(20)
Transformation	0	103	103	(103)	0	0	0	0
Resources	12,170	12,876	706	(389)	0	317	(293)	24
Chief Executive	541	536	(5)	0	0	(5)	0	(5)
Capital Financing	14,851	14,694	(157)	0	0	(157)	0	(157)
Risk Management	-314	(314)	0	0	0	0	0	0
Capital Financing/Risk Mgt	14,537	14,380	(157)	0	0	(157)	0	(157)
Total	158,954	169,786	10,832	(916)	0	9,917	(3,618)	6,298

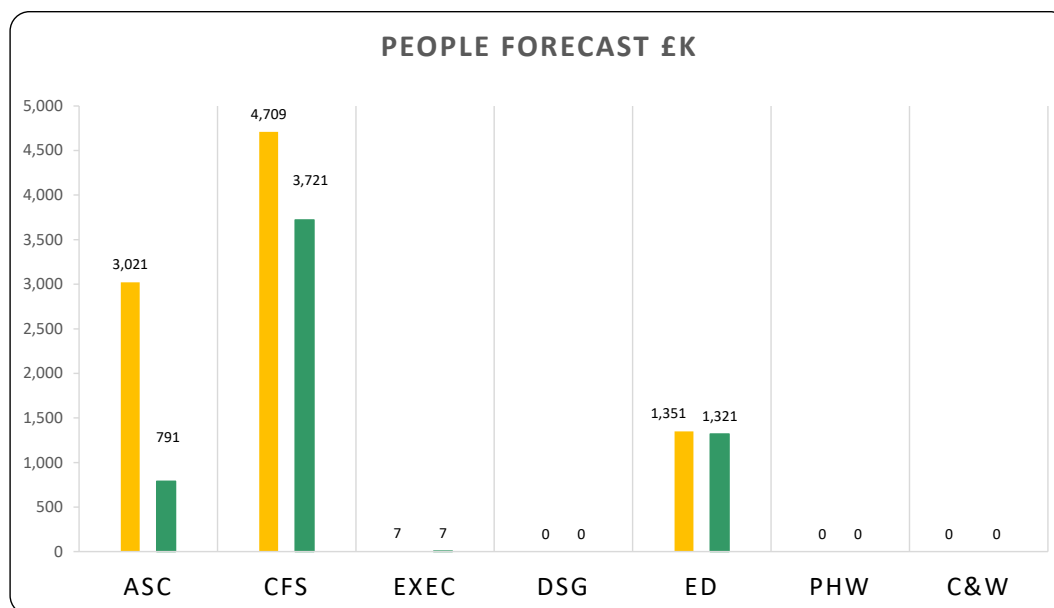
NB: Rounding differences may apply to the nearest £k.

Impact on Reserves

5.8 The general fund would be reduced to just £0.9m if the current forecast overspend remained at year end. This is significantly below the recommended level for future budget setting as outlined in the report.

People Directorate

5.9 The People Directorate forecast is an over spend of £5.8m against a budget of £98m, representing 6% of budget.



5.10 In ASC, the overspend is £0.8m, which is 1.3% of the net budget of £63m. This is after the use of Earmarked Reserves of £151k, and £2.1m of mitigations currently underway. The modelled investment request for Adult Social Care packages for 2023/24 was reduced by £1m and held as a risk. This has led to a higher level of overspend. The overspends before mitigations are outlined below.

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

- There are higher client numbers than modelled: 1850 compared to 1823. The rise in clients is attributable to higher levels of new requests for support. This includes high demand from hospital discharge.
- There is an increase in the cost of care packages, due to inflation, complexities and challenges in the external workforce market. This equates to an average increase of 8% per client package since 2022/23.
- There has been lower than modelled occupancy in our own three care homes due to refurbishment and admissions restrictions resulting in clients being placed in externally commissioned beds costing more.

5.12 Short term services are £0.63m under spent due to the additional funding for Hospital Discharge and changes to some clients packages moving onto long term services.

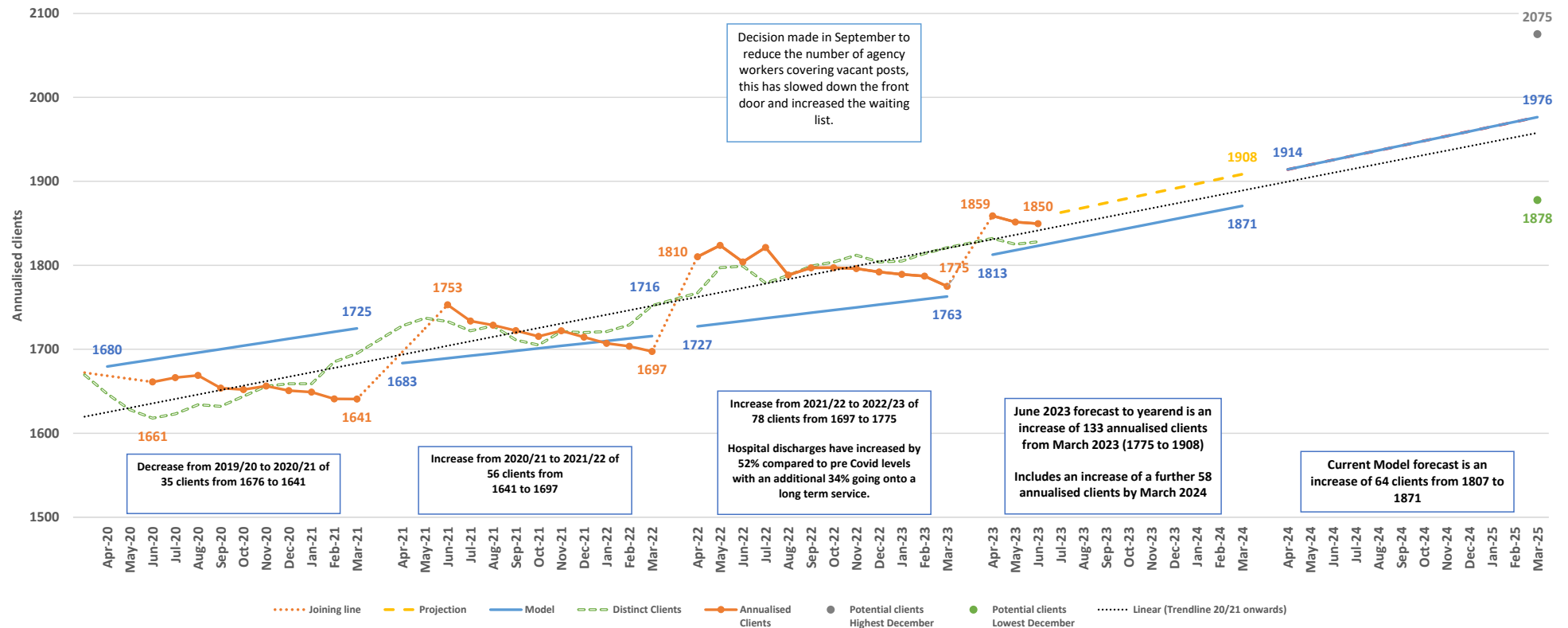
5.13 Other overspends is ASC total £1.1m.

- There is a £1.5m overspend in our own care homes due to a shortfall of income and agency staffing requirements from recruitment difficulties.
- Underspends have arisen in Shared Lives due to lack of carer availability and in Reablement due to vacancies.

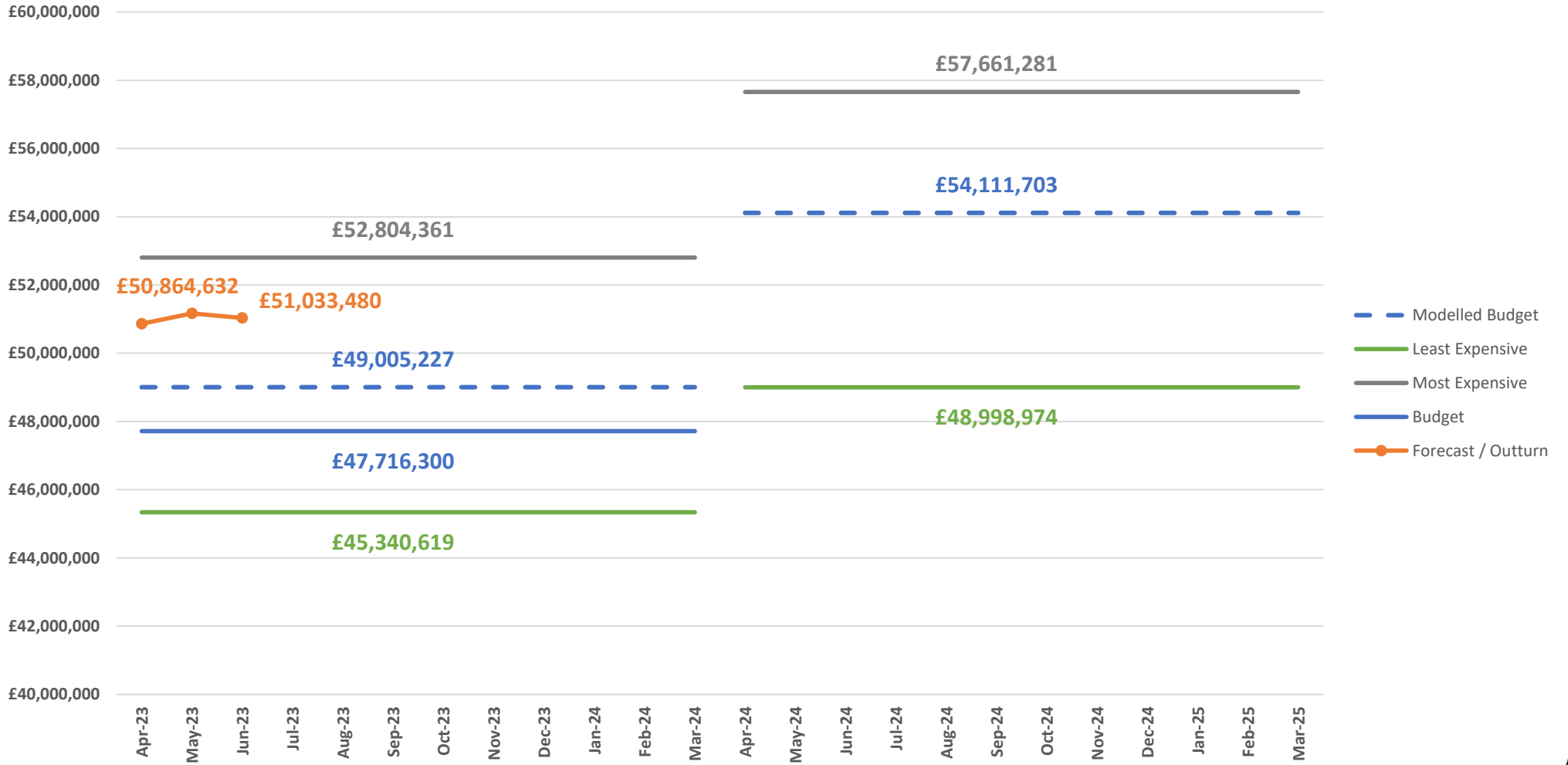
5.14 The 2023/24 savings target of £2.3m is £81k red, £1.6m amber and £0.6m green. The red is due to fee increases that require consultation before they can be implemented. The amber savings are on track to largely be achieved.

- 5.15 Mitigations of £2.1m are underway. Other actions include a review of 2024/25 savings proposals to see if they can be started early, stopping recruitment where possible, review of agency requirements, utilisation of external funding and a review of year end accruals. The service continues to take action to suppress market demand.
- 5.16 ASC are seeing an aging population as well as increased costs. 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.

Adult Social Care
Annualised client numbers for Long Term Services



LTS Net Expenditure
Model V Forecast



5.17 In CFS, the forecast is a £3.7m overspend, which is 17.5% of the net budget of £21m. This is after the use of Earmarked Reserves of £87k and £901k mitigations which are underway.

- There is a £2.5m over spend in placements before mitigation. The children in care population has increased by 20%. 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 and a national shortage of suitable residential placements.
- There has been an 83% increase in child protection plans. The Family Safeguarding teams are overspending by £1.6m due to agency costs. This has been required to cover vacancies and maternity leave and increased demand. Childcare lawyers had a £0.7m overspend due to an increase in the number of cases in court.
- Mitigations of £0.9m relate to reducing the placement costs and agency spend.

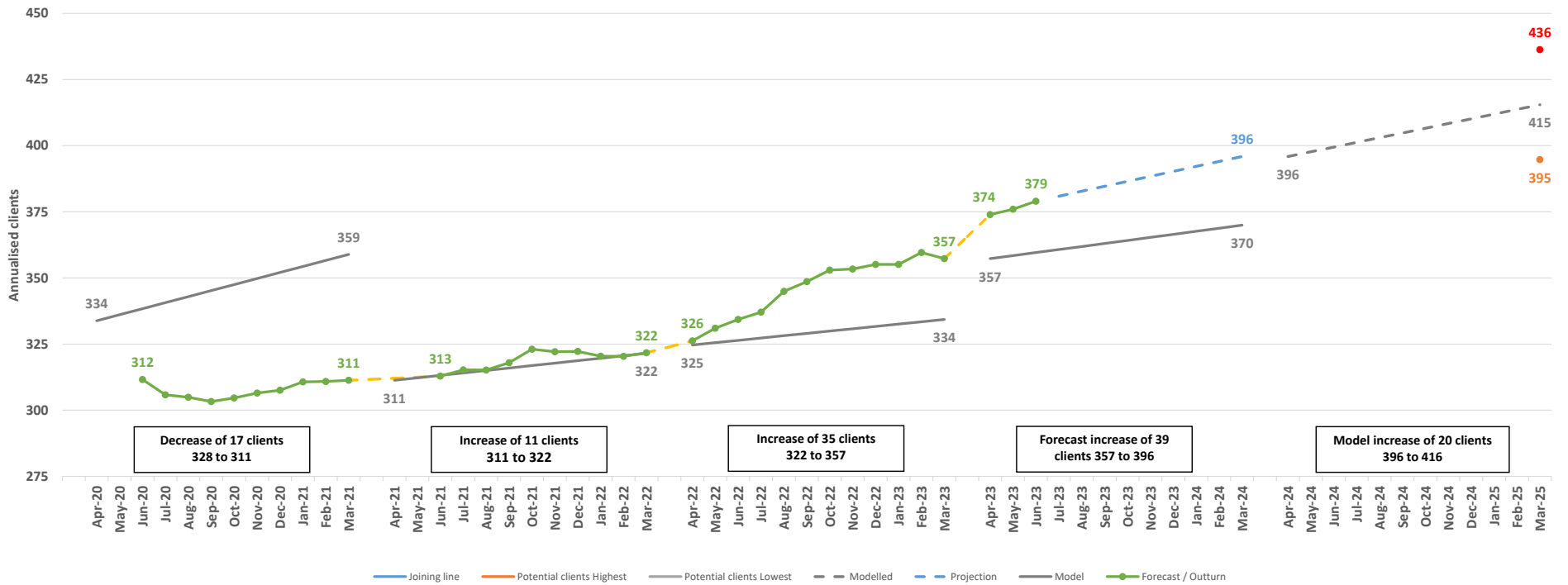
5.18 The 2023/24 savings target of £0.5m is £184k red, £154k amber and £196k green. The red is due to a target for not filling posts immediately upon becoming vacant not being met due to the level of demand for statutory intervention. The amber savings are for placement cost reductions which were planned at a point when a rise in the care population was not as great as now being seen.

5.19 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.

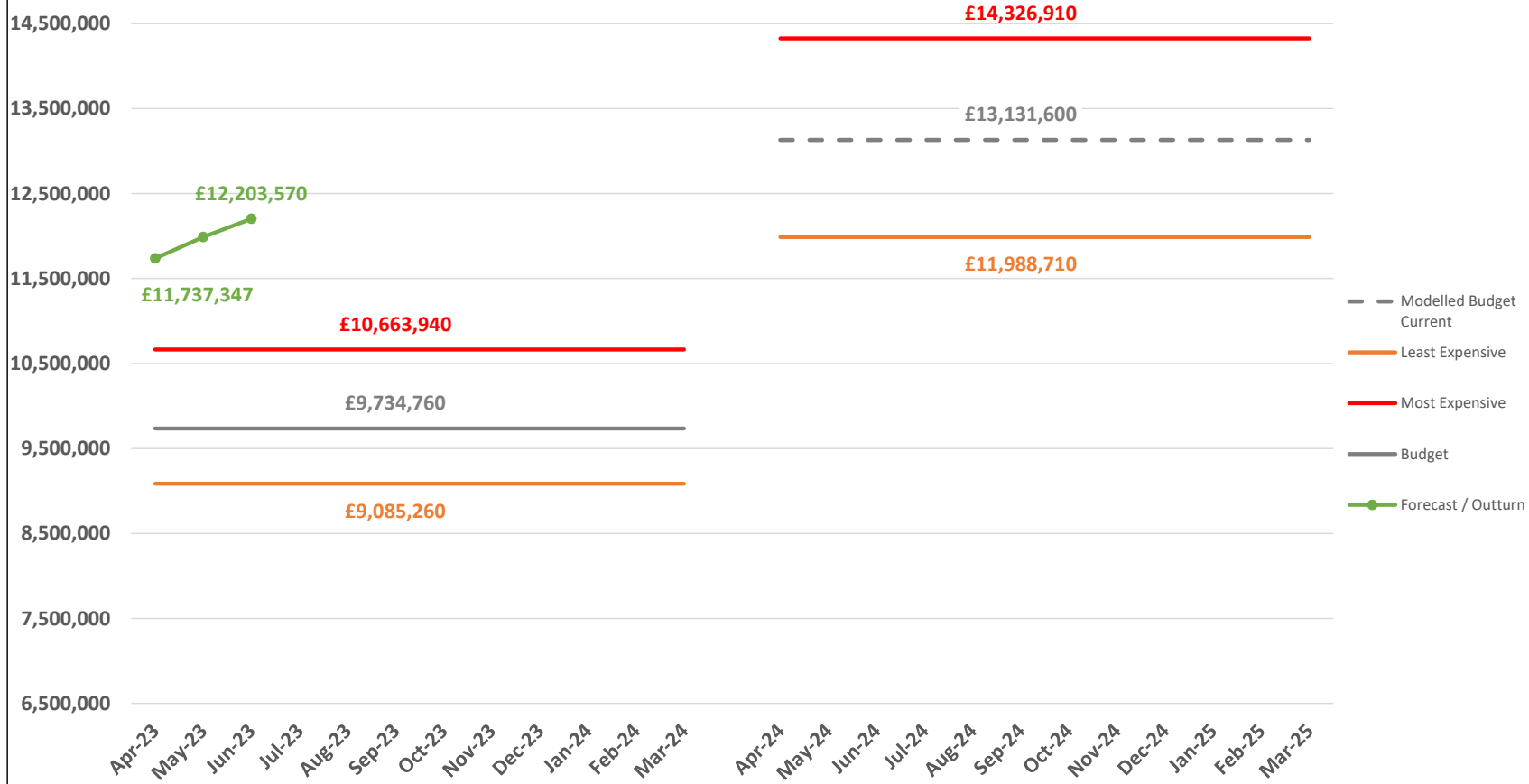
5.20 There is active recruitment taking place for qualified staff to fill vacancies. The national picture is one of acute shortage of social workers. The recruitment and retention package has been renewed.

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

Children & Family Services annualised client numbers
(includes UASC)



Children & Family Services Net Expenditure
(includes UASC)



2023/24 Revenue Financial Performance Quarter One

5.22 Education forecast is a £1.3m overspend, which is 13% of the £10.7m budget. £1.1m of this is in Home to School Transport (HTST). The service is engaged in looking for ways to reduce HTST costs.

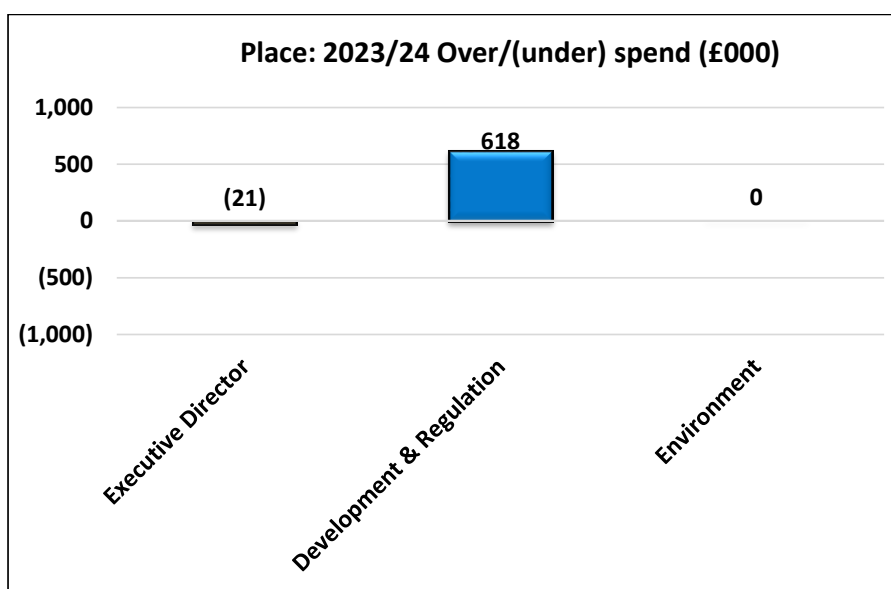
5.23 Other pressures are from agency costs and disability support packages residential.

5.24 Public Health forecast is a £143k underspend which will transfer to the Public Health Reserve at year end.

5.25 Communities and Wellbeing is reporting online. There are pressures in library income due to Parishes not contributing, but there are savings in leisure offsetting this.

Place Directorate

5.26 The Place Directorate forecast is a £0.6m overspend, representing 1.8% against a budget of £34m. This is after use of reserves of £0.3m and mitigations of £0.3m. The overspend is entirely within Development and Regulation.



5.27 In Development and Regulation, the £0.6m overspend represents 11% of the £5.6m budget.

- There is a £0.6m pressure on Planning Application fee income, of which £0.4m is from a national fee uplift which was anticipated to start at the beginning of this financial year, but has yet to be introduced.
- There is a £0.3m pressure on Bio-Diversity Net Gain income, where income was expected to be generated through activity linked to developments delivering a 10% uplift in Bio-Diversity Net Gain. This is now expected to be introduced in November 2023 but there is no opportunity to generate income from the scheme.

5.28 The 2023/24 savings target of £1.5m is £0.9m red, £0.3m amber and £0.3m green. The red is due to the income targets outlined above not being achievable. The amber savings are for fees and charges increases and holding posts vacant.

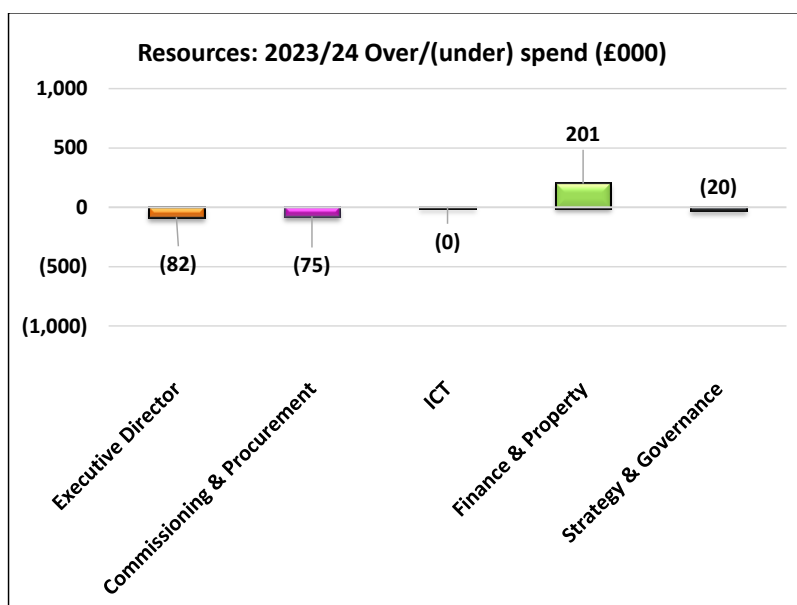
5.29 The implementation of the Planning Restructure should help realise some in year reductions to the current forecast. Activity to maximise income generation is being prioritised across the Planning Service. Further work is to be undertaken to review the utilisation of grant income to ensure all staff time for working on the projects is being captured, and funded from grant income.

5.30 In Environment, the forecast is online.

5.31 The 2023/24 savings target of £1.2m is £50k red, £30k amber and £1.1m green. The red is from biodiversity and carbon credits as legislation has not been forthcoming. The amber is for pre-application income.

Resources Directorate/Chief Executive

5.32 The Resources Directorate forecast is an overspend of £24k. This is after use of reserves of £0.4m and mitigations of £0.3m. The Chief Executive Service is an underspend of £5k. The combined forecast overspend of £19k represents 0.1% of the net budget of £12.7m.



5.33 In Commissioning & Procurement, the £75k surplus is largely due to income from the agency contract rebate, as a result of the increased agency usage. The £350k savings are forecast as green.

5.34 In ICT is forecast online. The £110k savings target is £35k amber and £75k green.

5.35 In Finance and Property, the £201k overspend has arisen from unachieved savings from the accommodation review project, delayed property disposals and recruitment difficulties necessitating the use of agency. The £1.1m savings target is £96k red, £50k amber and £1.1m green.

5.36 Strategy and Governance is £20k underspent. The £420k savings programme is £101k red, £50k amber and £269k green. The red is from grant funding that is not available.

5.37 The Transformation Service is forecast online after use of transformation funding.

5.38 Mitigations for overspends include review of vacant posts and agency arrangements, limiting printing and postage usage and review of vacant properties.

Capital Financing and Risk Management

5.39 Capital Financing has an underspend of £157k. The position is the result of the Council seeking to mitigate interest rate 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 helps keep interest costs low. The Investment and Borrowing Strategy for financial year 2023/24 has been set with the same underlying principles. The high interest rate environment has on a positive side yielded treasury returns on cash balances held by the authority. Capital financing is also dependant on the delivery of the Council's capital programme. The capital programme is currently forecasting a delivery level of approximately 83% with 16% of planned expenditure re-profiled into financial year 2024/25.

Employee and Agency Spend

5.40 At Quarter One, total employee spend including agency was £17.7m against a budget of £17.1m, an overspend of £0.5m. The overspend is largely as a result of the use of agency in demand led services.

5.41 The chart shows the profiled budget to 30 June 2023. It should be noted that invoices will often be received in the month after the cost is incurred, so not all costs to date will be captured. Outstanding invoices are only accrued for at year end.

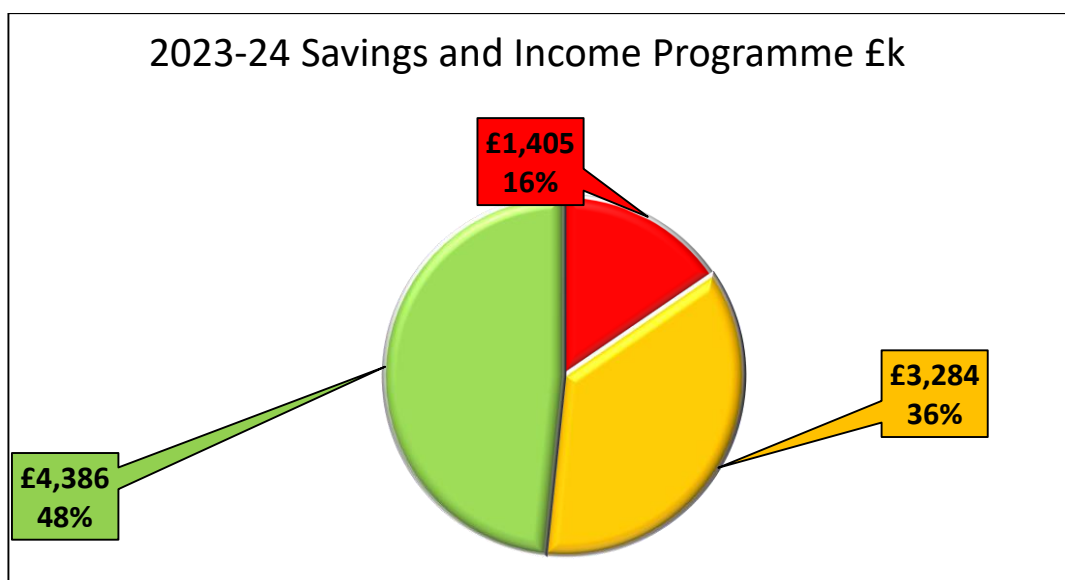
5.42 Within employee costs, agency spend to Quarter One was £2.6m. Agency is 15% as a percentage of employee budgets.

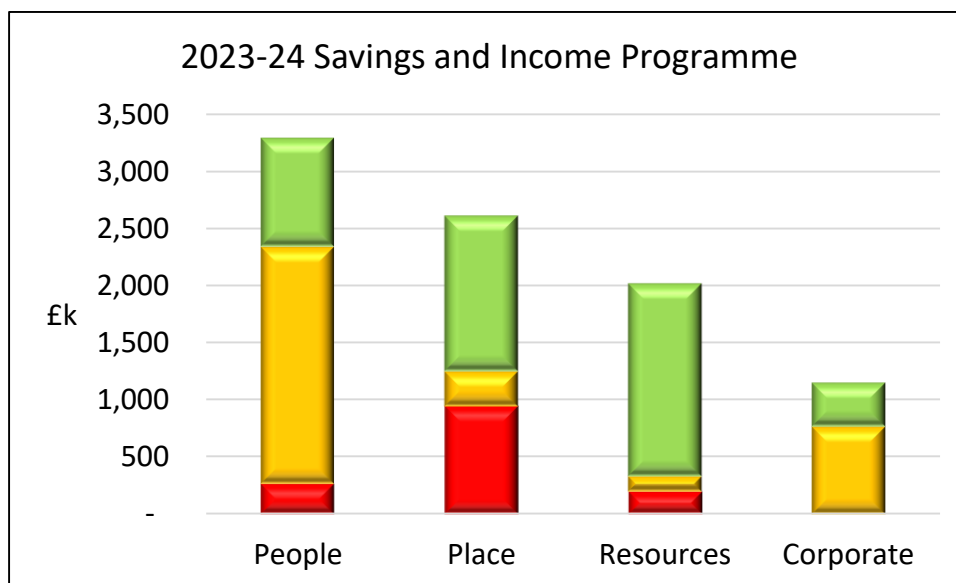
2023/24 Revenue Financial Performance Quarter One

Service	Employee Budget to Q1	Employee Spend to Q1 (including agency)	Over/ (under) spend	Agency spend to Q1	Agency spend as a % of Employee budgets
Chief Executive	123,530	141,004	17,474	-	-
Adult Social Care	4,514,875	4,900,972	386,097	1,101,964	24%
Children & Family Services	2,445,570	2,436,995	(8,575)	805,261	33%
Communities & Wellbeing	553,145	536,901	(16,244)	2,608	0%
Executive Director - People	79,853	66,534	(13,319)	-	0%
Education	1,677,708	1,773,103	95,396	230,573	14%
Public Health & Wellbeing	146,890	110,779	(36,111)	-	0%
Executive Director – Place	43,295	40,748	(2,547)	-	0%
Development & Regulation	2,436,410	2,536,378	99,968	269,596	11%
Environment	1,401,880	1,370,288	(31,592)	34,529	2%
Commissioning & Procurement	333,805	358,700	24,895	917	0%
Executive Director - Resources	48,808	40,161	(8,647)	-	0%
Finance & Property	1,143,690	1,197,445	53,755	103,186	9%
ICT	544,200	553,716	9,516	17,132	3%
Strategy & Governance	1,653,160	1,634,094	(19,066)	27,957	2%
Total	17,146,818	17,697,818	551,001	2,593,723	15%

2023/24 Savings and income generation programme

5.43 In order to meet the funding available, the 2022/23 revenue budget was built with a £9m 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
ASC	£81k fees and charges increase.	Unable to increase fees above 11.1% without consultation. Consultation recommended for setting of the fees for 2024/25.
CFS	£184k recruitment lag on new posts.	With the unprecedented level of demand for statutory intervention it is unsafe to not fill social work posts given the caseloads already exceeding safe levels.
D&R	£265k place shaping and delivery.	Income was originally expected to be generated through activity linked to Biodiversity Net Gain and Conservation Area Appraisals. The requirement for developments to deliver a 10% uplift in Biodiversity Net Gain is set to be introduced on 1 November 2023, however, it is now clear there is no opportunity to generate income other than through cost recovery through pre-apps and PPAs or by the sale of BNG credits. The sale of credits is represented by a £50k income target in the Environmental Delivery team
D&R	£63k premium service for pre application advice and determination of householder applications.	A trial of the Premium Service took place in October 2022. This service is currently not being offered, therefore the income target is not currently being realised.

2023/24 Revenue Financial Performance Quarter One

D&R	£390k uplift in planning fees	Planning fees are set nationally. DLUHC carried out a consultation from February to April 23 regarding the increase but no announcement has been made on the timeline as to when higher fees could be introduced. Current Planning Fee income forecasts are based on them being introduced in Quarter 3.
D&R	£25k financial contribution from registered providers for use of Council's choice based letting system	There is currently a £55k income target for choice based lettings, of which only £26k is forecasted to be achieved. Currently there has not been the anticipated uptake in demand for providers to advertise through the letting system - this is linked with issues in the current demands on in the rental market.
D&R	£100k review of systems processes and resources	<p>This savings is linked with the implementation of the Planning Service Staffing Restructure which is due to go through consultation over the Summer with plans for it to be implemented later this year. Although there is an in year pressure on achieving this, once the new structure is implemented then the saving will be achieved for future years.</p> <p>In year there are posts being held vacant in Minerals & Waste and Planning Policy which are helping offset / mitigate this pressure</p>
D&R	£50k planning white paper/levelling up and regeneration bill service efficiencies	<p>This savings is linked with the implementation of the Planning Service Staffing Restructure which is due to go through consultation over the Summer with plans for it to be implemented later this year. Although there is an in year pressure on achieving this, once the new structure is implemented then the saving will be achieved for future years.</p> <p>In year there are posts being held vacant in Minerals & Waste and Planning Policy which are helping offset / mitigate this pressure</p>
Env	£50k for biodiversity and carbon credits	Q1 Forecast that income target will not be achieved.

F&P	£96k from savings on surplus accommodation	<p>At Q1 Budget Monitoring there is a forecasted pressure on West Street House as the property remains vacant, and is forecasted to remain vacant and in our possession for the remainder of the current year.</p> <p>An investment bid is to be put forward for 24/25 to reinstate the removed budget until the property is disposed or re-allocated for different use.</p>
S&G	£101k grant funding of elections staff	<p>There is no grant funding for the restructure of the Elections Team. An investment bid is to be submitted for 24/25 to adjust for this.</p>

Expenditure Guidance from 24.7.23

5.44 The Quarter One level of overspend means that we need to immediately introduce additional controls on all revenue spend within the Council. Agresso authorisation limits have been changed accordingly. Non Agresso systems will have alternative restrictions put in place.

5.45 Spending controls will need to remain in place for the foreseeable future. Any circumnavigation of the rules will be a disciplinary matter per the financial rules of procedure.

5.46 Spending controls will be overseen by the Financial Review Panel (FRP) consisting of the Chief Executive, Executive Director Resources, Service Director Transformation, Heads of Finance & Property, Legal and HR representatives plus the Leader, Deputy Leader and Portfolio Holder for Finance.

Measures for All Services

5.47 All services will need to do the following:

- (a) All spend up to £500 to be approved by Service Director/Head of Service, and only to be approved if statutory or unavoidable.
- (b) Spend between £501 and £1000 to be approved by Executive Director, and only to be approved if statutory or unavoidable.
- (c) Spend over £1000 to go to Spending Review Panel (SRP) members to approve. The SRP consists of Chief Executive, Executive Director Resources and the Heads of Finance & Property.
- (d) Recruitment pause with exceptions submitted for consideration by the FRP. Any jobs currently out to advert will be reviewed by the FRP to consider whether recruitment should proceed.

- (e) Reduction in the use of agency staff. All current agency to be reviewed and terminated where possible. Any new agency requests to continue to use the current request forms, but these will come to FRP for approval.
- (f) Overtime to be stopped, and only paid if approved in advance by the FRP with a supporting business case.
- (g) Review of honorariums. These should cease unless linked to specific acting up arrangements.
- (h) All job re-evaluations for existing roles will cease (unless the request forms part of a department restructure or is directly linked to a savings proposal).

5.48 All services to attend an FRP to review the following:

- (a) Statutory/discretionary areas of spend.
- (b) Unachieved savings and mitigation plans.

Measures for Overspending Services

- (c) Spend over £1000 to be approved by the FRP from the week commencing 24th July. Purchase orders over £1000 will need to have an Expenditure Request Form emailed to the FRP in order to be approved (see attached).
- (d) The FRP will review every Thursday morning:
 - Purchase Orders (POs) and other expenditure requests approved in the preceding week by Service.
 - Expenditure Request Forms for outstanding POs over £1000.
- (e) A recovery plan will be required to demonstrate the action being taken to deliver a breakeven position by year end.

Allowable expenditure

5.49 We will continue to spend on the following:

- Existing staff payroll and pension costs
- Goods and services that have already been received
- Provision of statutory services at a minimum possible level
- Urgent need to safeguard vulnerable citizens
- Existing legal agreements and contracts where the spend is within the agreed and existing budget AND the spend is necessary to meet a statutory service OR a contractual obligation.

- Areas funded by ring-fenced grants (although these will need to be reviewed to ascertain where these are being fully utilised to cover costs/rebadging of expenditure).

Actions Underway

- 5.50 Finance Service to review 2022/23 year end accruals and make recommendations about the accrual policy for 2023/24.
- 5.51 Minimum Revenue Provision review: the Council's external treasury advisors have been commissioned to review the MRP policy. The Finance Service are leading on this.
- 5.52 Review of the opportunities for the flexible use of capital receipts funded through the sale of assets; the Council has little funding left for further transformational activity via the flexible use of capital receipts, though the opportunity to fund a range of work at the Council is there if asset sales occur e.g. digital, projects teams etc
- 5.53 The S151 Officer has contacted DLUHC for an informal discussion setting out the financial position.

Proposals

- 5.54 To note the £6.3m overspend.
- 5.55 To note the implementation of measures included in the report around recruitment, staffing and agency.
- 5.56 To note the establishment of a Financial Review Panel (FRP) to meet weekly to ensure the spending limits are being adhered to.

6 Other options considered

- 6.1 None

7 Conclusion

- 7.1 The Council is facing an unprecedented level of financial pressures due a range of factors. The Council is taking proactive steps to reduce this expenditure as highlighted in this report, but the Quarter One position is placing a significant pressure on the Council's financial resilience. This position will be monitored very closely in the coming days, weeks and months to measure progress on reducing expenditure whilst mitigating the impact on frontline services.

8 Appendices

- 8.1 Appendix A – Quarter One position
- 8.2 Appendix B – Budget Changes

Background Papers:

None

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

Wards affected: All

Officer details:

Name: Melanie Ellis
 Job Title: Acting Head of Finance & Property
 Tel No: 01635 519142
 E-mail: melanie.ellis@westberks.gov.uk

Document Control

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

Change History

Version	Date	Description	Change ID
1			
2			

	Budget				Forecasted Performance										
	Original Budget 2023/24 £	Changes in year 2023/24 £	Funding Released from Reserves 2023/24 £	Revised Budget 2023/24 £	Expenditure			Income			Net				
					Annual Expenditure Budget for 2023/24 £	Annual Expenditure Forecast for 2023/24 £	Expenditure Variance for 2023/24 £	Annual Income Budget for 2023/24 £	Annual Income Forecast for 2023/24 £	Income Variance for 2023/24 £	Net Variance £	Use of Earmarked Reserves £	Mitigation £	Year end forecast variance £	Net Exp/Inc after adjustments £
Adult Social Care	62,898,690	26,090	0	62,924,780	85,225,890	90,795,540	5,569,650	-22,301,110	-24,849,490	-2,548,380	3,021,270	-151,480	-2,079,000	790,790	63,715,570
Children & Family Services	21,222,570	26,090	0	21,248,660	24,181,650	29,148,160	4,966,510	-2,932,990	-3,190,160	-257,170	4,709,340	-87,000	-901,000	3,721,340	24,970,000
Executive Director - People	369,810	0	0	369,810	369,810	376,590	6,780	0	0	0	6,780			6,780	376,590
Education (DSG Funded)	-444,000	0	0	-444,000	126,348,550	129,564,030	3,215,480	-126,792,550	-130,008,030	-3,215,480	0			0	-444,000
Education	10,687,990	0	20,000	10,707,990	14,756,930	15,852,540	1,095,610	-4,048,940	-3,794,000	254,940	1,350,550		-30,000	1,320,550	12,028,540
Public Health & Wellbeing	-80,000	0	0	-80,000	6,448,470	6,093,470	-355,000	-6,448,470	-6,173,470	355,000	0			0	-80,000
Communities & Wellbeing	3,256,850	0	0	3,256,850	4,641,800	4,513,850	-127,950	-1,384,950	-1,257,000	127,950	0			0	3,256,850
People	97,911,910	52,180	20,000	97,984,090	261,973,100	276,344,180	14,371,080	-163,989,010	-169,272,150	-5,283,140	9,087,940	-238,480	-3,010,000	5,839,460	103,823,550
Development & Regulation	5,343,890	0	293,520	5,637,410	13,201,600	16,108,860	2,907,260	-7,564,190	-9,517,450	-1,953,260	954,000	-26,000	-310,000	618,000	6,255,410
Executive Director – Place	213,130	0	0	213,130	213,130	197,350	-15,780	0	0	0	-15,780		-5,000	-20,780	192,350
Environment	27,942,440	-60,000	0	27,882,440	38,852,350	38,909,010	56,660	-10,969,910	-10,764,570	205,340	262,000	-262,000		0	27,882,440
Place	33,499,460	-60,000	293,520	33,732,980	52,267,080	55,215,220	2,948,140	-18,534,100	-20,282,020	-1,747,920	1,200,220	-288,000	-315,000	597,220	34,330,200
ICT	2,436,570	0	0	2,436,570	3,169,610	3,186,400	16,790	-733,040	-662,280	70,760	87,550	-22,600	-64,950	0	2,436,570
Executive Director - Resources	317,170	0	0	317,170	317,170	314,190	-2,980	0	-38,700	-38,700	-41,680		-40,000	-81,680	235,490
Commissioning & Procurement	448,480	0	0	448,480	14,529,810	15,034,870	505,060	-14,081,330	-14,509,000	-427,670	77,390	-142,810	-10,000	-75,420	373,060
Finance & Property	1,468,220	0	0	1,468,220	33,264,520	33,525,480	260,960	-31,796,300	-31,774,310	21,990	282,950		-82,000	200,950	1,669,170
Strategy & Governance	7,288,880	7,820	191,910	7,488,610	8,551,810	9,131,110	579,300	-1,063,200	-1,445,360	-382,160	197,140	-121,200	-95,910	-19,970	7,468,640
Transformation	0	0	0	0	0	102,620	102,620	0	0	0	102,620	-102,620		0	0
Resources	11,959,320	7,820	191,910	12,159,050	59,832,920	61,294,670	1,461,750	-47,673,870	-48,429,650	-755,780	705,970	-389,230	-292,860	23,880	12,182,930
Chief Executive	540,710	0	0	540,710	540,710	535,710	-5,000	0	0	0	-5,000			-5,000	535,710
Chief Executive	540,710	0	0	540,710	540,710	535,710	-5,000	0	0	0	-5,000	0	0	-5,000	535,710
Capital Financing and Management	14,850,640	0	-313,520	14,537,120	15,047,120	15,099,910	52,790	-510,000	-719,770	-209,770	-156,980	0	0	-156,980	14,380,140
Total	158,762,040	0	191,910	158,953,950	389,660,930	408,489,690	18,828,760	-230,706,980	-238,703,590	-7,996,610	10,832,150	-915,710	-3,617,860	6,298,580	165,252,530

Service	Original Net Budget	Budget B/F from 22-23 released from reserves	Grants/ funding released from reserves	FAGG approved release from reserves	Budget changes not requiring approval	Approved by S151 & Portfolio Holder	Approved by Executive	Budget C/F to 2023-24	Final Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Adult Social Care	62,899				26				62,925
Children and Family Services	21,223				26				21,249
Executive Director	370								370
Education DSG funded	(444)								(444)
Education	10,688	20							10,708
Public Health & Wellbeing	(80)								(80)
Communities & Wellbeing	3,246								3,246
People	97,901	20	0	0	52	0	0	0	97,973
Executive Director	213								213
Development & Regulation	5,344	294							5,637
Environment	27,942				(60)				27,882
Place	33,499	294	0	0	(60)	0	0	0	33,733
ICT	2,437								2,437
Executive Director	317								317
Commissioning & Procurement	448								448
Finance & Property	1,479								1,479
Strategy & Governance	7,289	192			8				7,489
Resources	11,970	192	0	0	8	0	0	0	12,170
Chief Executive	541								541
Capital Financing & Risk	14,851	(314)							14,537
Total	158,762	191	0	0	0	0	0	0	158,954

Capital Financing Report Financial Year 2023/24 Quarter One

Committee considering report:	Executive
Date of Committee:	21 September 2023
Portfolio Member:	Councillor Iain Cottingham
Date Portfolio Member sent to/agreed report:	10 August 2023
Report Author:	Shannon Coleman-Slaughter
Forward Plan Ref:	EX4381

1 Purpose of the Report

The capital financing performance report provided to Members reports on the under or over spends against the Council's approved capital programme and associated capital financing implications. This report presents the provisional outturn position for financial year 2023/24 as forecast at quarter one, and future borrowing requirement for financial year 2024/25 which is funded from the Council's revenue budget.

2 Recommendation(s)

2.1 Members are asked:

- (a) To note the quarter one underspend position of £15.1 million and reprofiling proposals of £14.1 million. Reprofiling proposals are included in appendix D.
- (b) To note the budget changes included in the quarter one position detailed in appendix A, and proposed external funding changes in appendix B. The proposed external funding changes result in a net increase in expenditure budgets of £1.9 million and a reduction in the Council funded element of the programme of £4.4 million.

2.2 Members are asked to approve the following recommendations:

- (a) A new Council funded project for the procurement of a new Adult Social Care client management system (£224k) is added to the 2023/24 capital programme (appendix C). The current contract is due for retender and procurement activity is due to commence in the current financial year with full implementation of a software solution in financial year 2025/26.
- (b) A new Council funded project for installation of CCTV cameras at Market Street (£18k) to be added to the 2023/24 capital programme, as per Appendix C. This is to provide coverage of external areas not presently benefiting from CCTV, in

response to an upward trend in theft of bicycles and vandalism to the plant room fencing and nearby street lighting.

- (c) A new Council funded project to acquire polling booths to be added to the 2023/24 capital programme (£40.5k), as per Appendix C. This is to replace existing equipment in poor condition, and which will then incorporate an accessible level for ease of use by disabled voters.
- (d) A new Council funded project to acquire accounting software to be added to the 2023/24 capital programme (£22.5k), as per Appendix C. This is required to support mandatory compliance with accounting requirements on adoption of the International Financial Reporting Standard 16 on lease accounting (IFRS16). Fees for future years licence costs will be included as part of the 2024/25 capital build process.

3 Implications and Impact Assessment

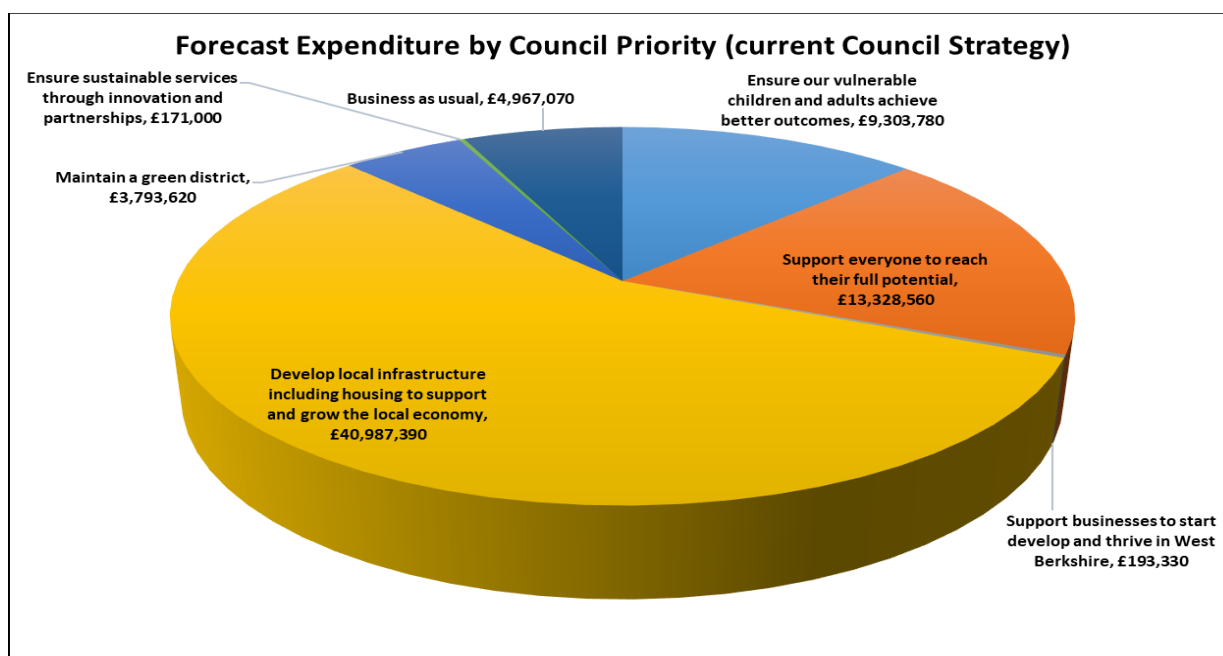
Implication	Commentary
Financial:	<p>The forecast outturn position is expenditure of £72.7 million against a planned programme budget of £87.8 million, an overall forecast underspend of £15.1 million. £14.1 million of future expenditure is proposed to be reprofiled into financial year 2024/25.</p> <p>PWLB rates remain in excess of 5% compared to a recent historic borrowing average of 2 - 3%. In a rising interest environment, the Council will face risks of increased cost on any new external borrowing undertaken. The Council has sought to mitigate risk and keep interest costs low through a strategy of internal borrowing (utilisation of own resources and short term borrowing). The Investment and Borrowing Strategy for financial year 2023/24 which supports delivery of the capital programme has been set with the same underlying principles.</p>
Human Resource:	Not applicable
Legal:	<p>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</p>

	Act 2003. The Council's capital programme is a key driver of the treasury management activity.			
Risk Management:	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.			
Property:	Not applicable			
Policy:	Not applicable			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		

ICT Impact:		X		
Digital Services Impact:		X		
Council Strategy Priorities:		X		
Core Business:		X		
Data Impact:		X		
Consultation and Engagement:	Joseph Holmes – Executive Director for Resources and s151 Officer. Capital Strategy Group (CSG).			

4 Executive Summary

4.1 The capital programme enables delivery of key Council schemes focused on supporting the approved Council Strategy. As at quarter one £72.7 million of expenditure has been forecast across capital schemes for financial year 2023/24.



4.2 As part of the forecast outturn position £14.1 million of future planned expenditure is proposed to be reprofiled into financial year 2024/25, a detailed breakdown of which is included in Appendix D. This is comprised of £8.5 million of Council funded expenditure

(i.e. to be financed through external borrowing) and £5.6 million of externally funded expenditure.

- 4.3 In respect of financing the capital programme, as at 31st March 2023, the Council's total level of long term borrowing to fund capital spend stood at £181.9 million.
- 4.4 With regard to the wider economic outlook, at the June meeting of its Monetary Policy Committee, the Bank of England (BoE) increased Bank Rate by 0.5% to 5%. This was the 13th 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 over 5% compared to a recent historic borrowing average of 2 - 3%. 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 as inflation remains high. The headline rate of Consumer Prices Index (CPI) inflation was 7.9% in the year to June 2023, and the rate of 'core inflation' (i.e. adjusted to exclude energy and food products) was 6.8%. Whilst lower than the position reported in May, the Bank of England is forecasting inflation will still be around 5% by the end of 2023. It currently sits at 6.8% ahead of our European¹ neighbours. Inflation is a "global phenomenon," due to high energy costs, shortage of goods and materials. Additionally UK's exit from the EU has been a factor in our higher rate. Low unemployment is driving inflation upwards, caused by older workers leaving the workforce during the pandemic and EU workers leaving the UK.
- 4.5 The capital programme approved by Council Committee in March 2023 was set with the expectation to undertake new external borrowing to support delivery. Currently the Council has 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 helps keep interest costs low. The Investment and Borrowing Strategy for financial year 2023/24 has been set with the same underlying principles.
- 4.6 Capital financing costs are incurred a year in arrears hence the cost of financing 2023/24 capital expenditure will fall into financial year 2024/25. Capital expenditure in the current financial year will result in an increased borrowing requirement of £37.8 million. This assumes a requirement to maintain minimum investment balances of £10 million.

5 Supporting Information

Introduction

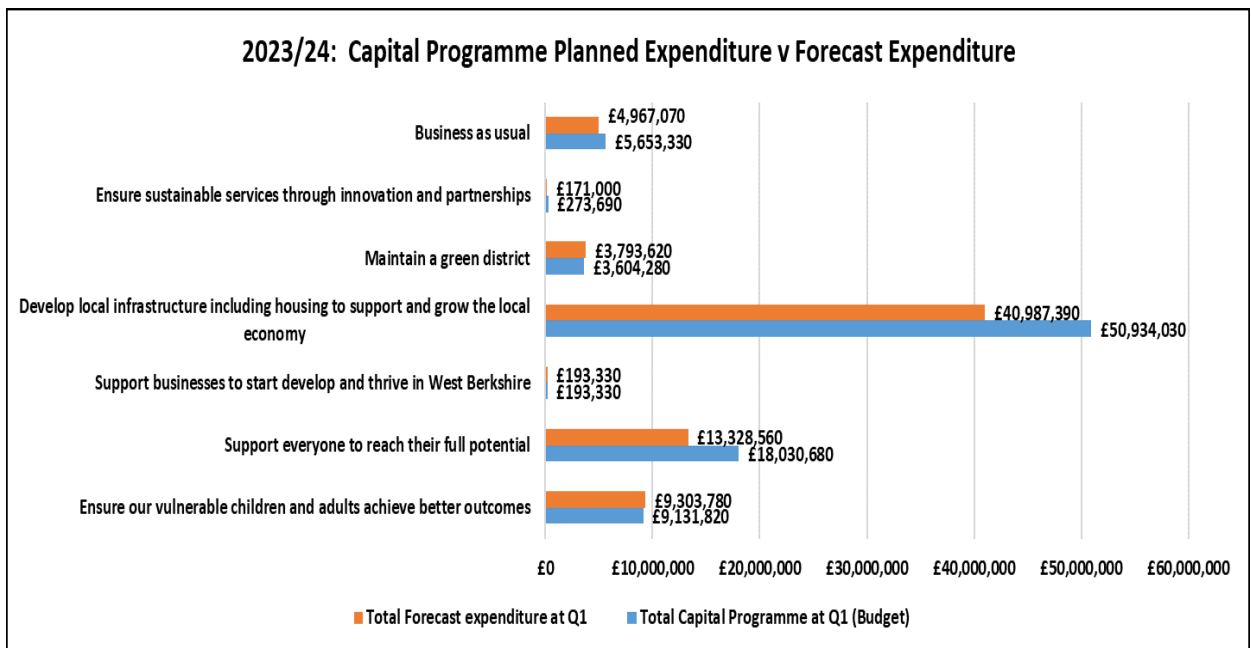
- 5.1 Capital expenditure and its supporting financing have financial consequences for the Council for many years into the future. Expenditure is therefore subject to both a national regulatory framework and to local policy framework.

¹ 2.6% in Spain, 4.8% in France, Italy 5.3%, 5.8% in Ireland and 6.1% in Germany per July / August 2023

Background

5.2 The 2023/24 capital programme was agreed by Council in March 2023 with a gross expenditure budget of £69.5 million split between externally funded expenditure of £38.8 million and £30.7 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 2023/24 was £22.8 million of expenditure reprofiled from the 2022/23 approved capital programme, with an additional £16.4 million of expenditure subsequently reprofiled into 2023/24 at the end of 2022/23. 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 reprofiled 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. As at quarter one the revised capital programme budget pre proposed expenditure reprofiling into financial year 2024/25 is £87.8 million. A detailed breakdown of budget changes is included in appendix A.

5.3 The capital programme is planned and mapped against the Council’s currently approved Council Strategy. At quarter one expenditure of £72.7 million has been forecast to be incurred against the revised capital programme of £87.8 million, generating a forecast underspend of £15.1 million.



5.4 Forecast expenditure indicates an overall programme delivery of 85%, with reprofiling proposals of £14.1 million (16.4% of the revised programme), a minor underspend (post reprofiling), is forecast of £1.0m (1.2%). From a directorate and service level perspective the forecast position is as follows:

Capital Financing Report Financial Year 2023/24 Quarter One

Directorate	Approved Programme (inc reprofiling from 2022/23)	Quarter One Budget	Quarter One Forecast Expenditure	Forecast (Under)/Overspend	Expenditure Reprofiling Requested	Revised Budget	Adjusted Outturn Position
People	£31,283,590	£33,004,480	£24,079,640	(£8,924,840)	£7,891,940	£25,112,540	(£1,032,900)
Place	£43,674,230	£43,949,230	£38,564,850	(£5,384,380)	£5,662,500	£38,286,730	£278,120
Resources	£10,867,450	£10,867,450	£10,100,260	(£767,190)	£498,540	£10,368,910	(£268,650)
Total Council	£85,825,270	£87,821,160	£72,744,750	(£15,076,410)	£14,052,980	£73,768,180	(£1,023,430)

The People Directorate

5.5 The directorate is forecasting total expenditure of £24.0 million against a budget of £33.0 million, creating an underspend of £8.9 million at outturn. £7.9 million of future anticipated expenditure is proposed to be reprofiled into financial year 2024/25 of which £2.5 million is funded externally and £5.4 million is proposed funding through Council borrowing.

People Directorate	Approved Programme (Including Reprofiling from 2022/23)	Quarter One Budget	Quarter One Forecast Expenditure	Forecast (Under)/Overspend	Expenditure Reprofiling Requested at Quarter One	Revised Budget post Requested Reprofiling	Forecast (Under)/Over spend adjusted for Re-Profiling
Adult Social Care	£5,117,630	£5,117,630	£4,284,630	(£833,000)	£	£5,117,630	(£833,000)
Childrens & Family Services	£30,000	£30,000	£	(£30,000)	£	£30,000	(£30,000)
Education	£14,224,770	£14,632,800	£12,080,820	(£2,551,980)	£2,481,320	£12,151,480	(£70,660)
Communities & Wellbeing	£11,911,190	£13,224,050	£7,714,190	(£5,509,860)	£5,410,620	£7,813,430	(£99,240)
Total Directorate	£31,283,590	£33,004,480	£24,079,640	(£8,924,840)	£7,891,940	£25,112,540	(£1,032,900)

5.6 In respect of Adult Social Care, the approved programme is forecast to be delivered with the exception of two projects: Modernising Adult Social Care (£83k) and Learning Disability Supported Living, Walnut Close Transformation (£750k). No reprofiling of expenditure into later financial years has been requested by the service in relation to these two projects.

5.7 Children & Family Services have in year provision of £30k budgeted for potential adaptations/building works to foster homes. This is a demand led budget and currently is forecast to not be spent in year, no reprofiling request has been made by the service.

5.8 Education services are forecasting variances across several schemes. This includes underspends on the remodelling of Calcot School (£1.1 million – due to delay in completion of initial feasibility study) and Brookfields Expansion (£0.6 million). The service has requested aggregate reprofiling adjustments at quarter one totalling £2.5 million, which includes changes in relation to these two continuing schemes.

5.9 Communities & Wellbeing have forecast a quarter one underspend of £5.5 million. The main underspends are on the Expansion of the Berkshire Records Office (£1.4 million, understood to be attributable to tendering delays) and the Newbury Sports Hub (£2.3 million due to project freeze). The service has requested budget for both schemes be reprofiled at this stage.

The Place Directorate

5.10 The directorate is forecasting total expenditure of £38.6 million against a budget of £43.9 million, creating an underspend of £5.3 million. £5.6 million of future anticipated expenditure is proposed to be reprofiled into financial year 2024/25 of which £3.0 million is externally funded and £2.6 million is proposed funding through Council borrowing. Post reprofiling the directorate will be forecasting an overspend position of £278k, however external funding adjustments are expected which will fund/remove the overspend position (appendix B).

Place Directorate	Approved Programme (inc reprofiling from 2022/23)	Q1 Budget	Q1 Forecast Expenditure	Forecast (Under)/Overspend	Expenditure Reprofiling Requested	Revised Budget	Forecast (Under)/Overspend adjusted for Re-Profiling
Development & Regulation	£13,893,310	£13,893,310	£10,090,770	(£3,802,540)	£2,572,940	£11,320,370	(£1,229,600)
Environment	£29,780,920	£30,055,920	£28,474,080	(£1,581,840)	£3,089,560	£26,966,360	£1,507,720
Directorate Totals	£43,674,230	£43,949,230	£38,564,850	(£5,384,380)	£5,662,500	£38,286,730	£278,120

5.11 In respect of the Development & Regulation Service, five projects are forecast to underspend, including three projects subject to reprofiling proposals: Four Houses Corner (£2.2 million), the joint venture with Sovereign (£334.5k), and Temporary Accommodation Refurbishments (£38k), all projects with proposed reprofiling are Council funded. The remaining underspend post reprofiling relates London Road Industrial Estate (£330k), the Home Assistance Grant (£20k) and a forecast unutilised balance against Four Houses Corner (£877k).

5.12 In respect of the Environment Service a number of over and under spends have been forecast across a multitude of projects. The bulk of the forecast overspends have been identified against open space improvement, access and cycleway projects. The projects are externally funded and funding adjustments are required to remove the forecast overspends (appendix B). The Newbury Rail Station improvement project is forecasting a £1 million overspend, the project is externally funded (LEP) and a funding adjustment is expected to remove the overspend position (appendix B). Key underspending projects include the Robinhood & A4 improvement project (£1 million) and the LEP funded Theale Rail Station improvement project (£1.97 million). Three projects have reprofiling proposals: Theale Rail Station (£1.97 million), Robinhood & A4 (£1 million), and the Diamond Greenham changing facilities improvement project (£120k). All proposed reprofiling is externally funded.

The Resources Directorate

5.13 The directorate is forecasting total expenditure of £10.1 million against a budget of £10.9 million generating a forecast underspend position of £767k. Reprofiling of expenditure totalling £499k has been proposed. Post proposed reprofiling the directorate will be forecasting a £268k underspend position.

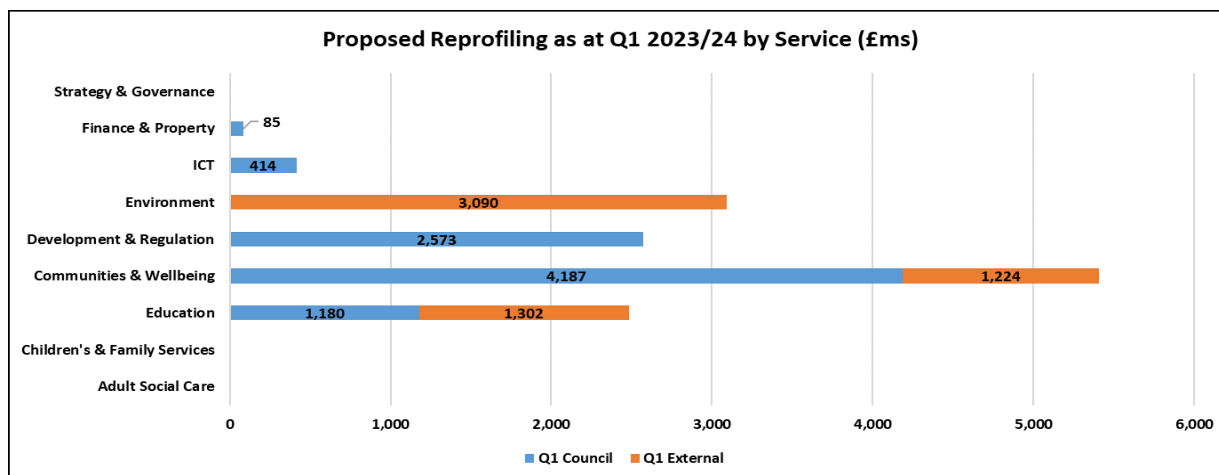
Capital Financing Report Financial Year 2023/24 Quarter One

Directorate	Approved Programme (inc reprofiling from 2022/23)	Q1 Budget	Q1 Forecast Expenditure	Forecast (Under)/Over spend	Expenditure Reprofiling Requested	Revised Budget	Forecast (Under)/Over spend adjusted for Re-Profiling
ICT	£7,573,600	£7,573,600	£7,004,430	(£569,170)	£413,540	£7,160,060	(£155,630)
Finance & Property	£2,073,860	£2,073,860	£2,021,410	(£52,450)	£85,000	£1,988,860	£32,550
Strategy & Governance	£1,219,990	£1,219,990	£1,074,420	(£145,570)	£	£1,219,990	(£145,570)
Directorate Totals	£10,867,450	£10,867,450	£10,100,260	(£767,190)	£498,540	£10,368,910	(£268,650)

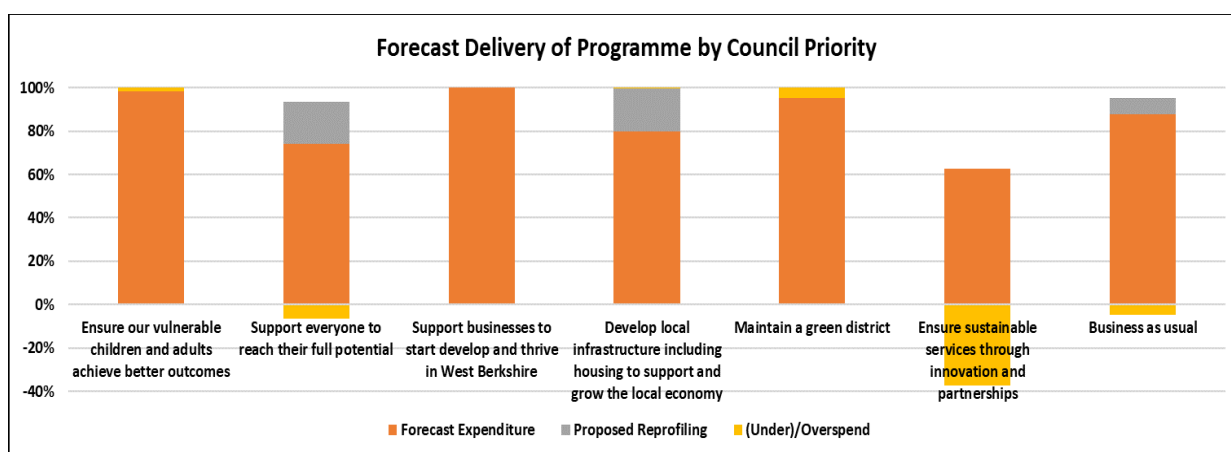
- 5.14 In respect of ICT, significantly underspending projects include: Network infrastructure – core switches (£90k), Hardware Refresh project (£79k), Disaster Recovery Maintenance (£93k), Telephony Infrastructure (£100k) and the Generator Refresh project (£100k). Key project overspends include: Corporate IT Replacement (£75k), and Server Windows Licencing costs (£90k). £414k of future expenditure is proposed to be reprofiled into 2024/25 including forecast in year underspends against: Hardware Refresh, Network Infrastructure, and the Corporate Database Server Replacement project full details of proposed reprofiling is included in appendix D. All proposed reprofiling for the ICT Service is Council funded.
- 5.15 In respect of the Finance & Property Service, delivery of the Moorside Community Sports Centre is proposed to be reprofiled into 2024/25 generating an in year underspend of £85k. Post proposed reprofiling the service will be forecasting a £32k overspend due to additional security costs for Chestnut Walk (£14k), and additional expenditure on non-corporate unallocated buildings, i.e. not allocated to a specific service (£10k).
- 5.16 The Strategy & Governance Service is forecasting a £146k underspend against two projects: Education Management System (£136k) and the Schools Participatory Budget Exercise (10k). No reprofiling has been proposed by the service.

Proposals

- 5.17 The Council finances capital a year in arrears in accordance with the approved Investment & Borrowing Strategy. The Investment & Borrowing Strategy for financial year 2023/24 was approved by Council in March 2023. Expenditure against the capital programme incurred in 2023/24 will be financed in financial year 2024/25.
- 5.18 Appendix D details all reprofiling proposals as at quarter one. Total reprofiling proposals of £14.1 million will adjust the currently forecast underspend position from £15.1 million to a revised underspend of just over £1.0 million. Proposed reprofiling is split between external funding of £5.6 million and Council funding of £8.5 million. The graphic below details proposed reprofiling by service split between external and Council funding.



5.19 In respect of overall programme delivery, 85% of the programme is forecast to be delivered, 16.4% of planned expenditure reprofiled into financial year 2024/25. 1.2% of the programme relates to projects that are forecast to be underspent at the year end and do not require reprofiling. The graphic below details percentage delivery on a Council priority basis.



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

6 Other options considered

Not applicable.

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 in 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. At quarter one £14.1 million of expenditure is proposed to be reprofiled into 2024/25 which equated to 16.4% of the 2023/24 capital programme.

- 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 in March 2023, at £378.9 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.
- 7.3 As at 31st March 2024, the Council's total level of long term borrowing to fund capital spend stood at £181.9 million. During financial year 2022/23 a strategy of not undertaking long term borrowing in respect of Public Works and Loan Board (PWLB) financing was 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. This strategy has continued in the first quarter of 2023/24.
- 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. The 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 2023/24 capital programme is expected to increase the Council's CFR to £302.2 million.

FY ending	2023 Actual £'000	2024 Projection £'000	2025 Projection £'000	2026 Projection £'000
Capital Financing requirement	279,896	302,190	340,751	358,194
Less other debt liabilities	-10,670	-9,807	-8,892	-7,920
Loans Capital Financing Req.	269,226	292,383	331,859	350,273
Less: Existing External Borrowing	-189,890	-181,973	-177,241	-172,732
Internal (Over) Borrowing	79,336	110,411	154,618	177,542
Less: Balance Sheet Resources	-100,006	-82,646	-83,646	-84,646
Investments / (New Borrowing) *	20,670	-27,765	-70,972	-92,896

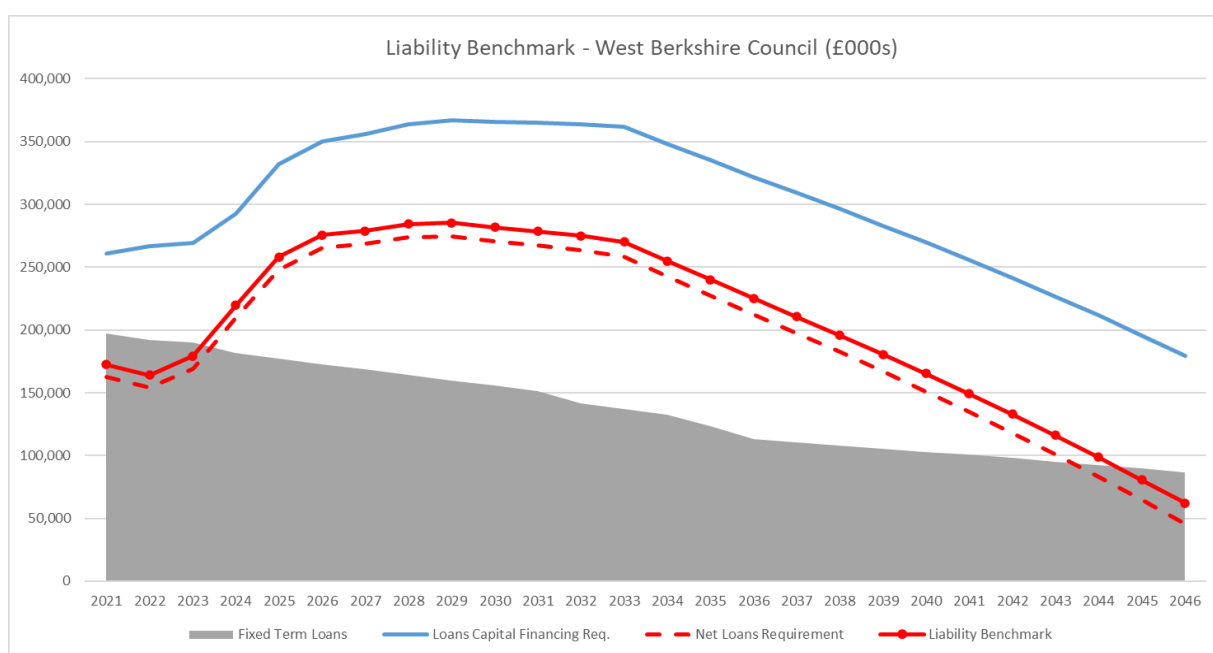
* Note: estimates exclude £10m liquidity allowance

- 7.5 Capital financing costs are incurred a year in arrears hence the cost of financing 2023/24 capital expenditure will fall into financial year 2024/25. Based on the outturn position, the Council's Balance Sheet forecast indicates that further borrowing will be required in financial year 2024/25 and current planning indicates a £37.8 million borrowing requirement in 2023/24. 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 (£47.6 million) and working capital (debtors and creditors of £52.4 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.

FY ending	2023 Actual £'000	2024 Projection £'000	2025 Projection £'000	2026 Projection £'000
Loans Capital Financing Req.	269,226	292,383	331,859	350,273
Less: Balance Sheet Resources	-100,006	-82,646	-83,646	-84,646
Net Loans Requirement	169,220	209,737	248,213	265,627
Preferred Year-end Position	10,000	10,000	10,000	10,000
Liability Benchmark	179,220	219,737	258,213	275,627



7.7 Based on the Council's CFR and the liability benchmark, the Council is a 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.

FY ending	2023 Actual £'000	2024 Projection £'000	2025 Projection £'000	2026 Projection £'000
Existing External Borrowing	189,890	181,973	177,241	172,732
Liability Benchmark	179,220	219,737	258,213	275,627

7.8 Based on the outturn position, the Council, currently is in an over borrowed position. However, 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

- 8.1 Appendix A – Budget Changes as at Quarter One
- 8.2 Appendix B – Budget Changes – External Funding Adjustments
- 8.3 Appendix C – New Council Funded Projects
- 8.4 Appendix D – Proposed Reprofiling

Background Papers:

None

Subject to Call-In:

Yes: No: X

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

Wards affected: All

Officer details:

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

Document Control

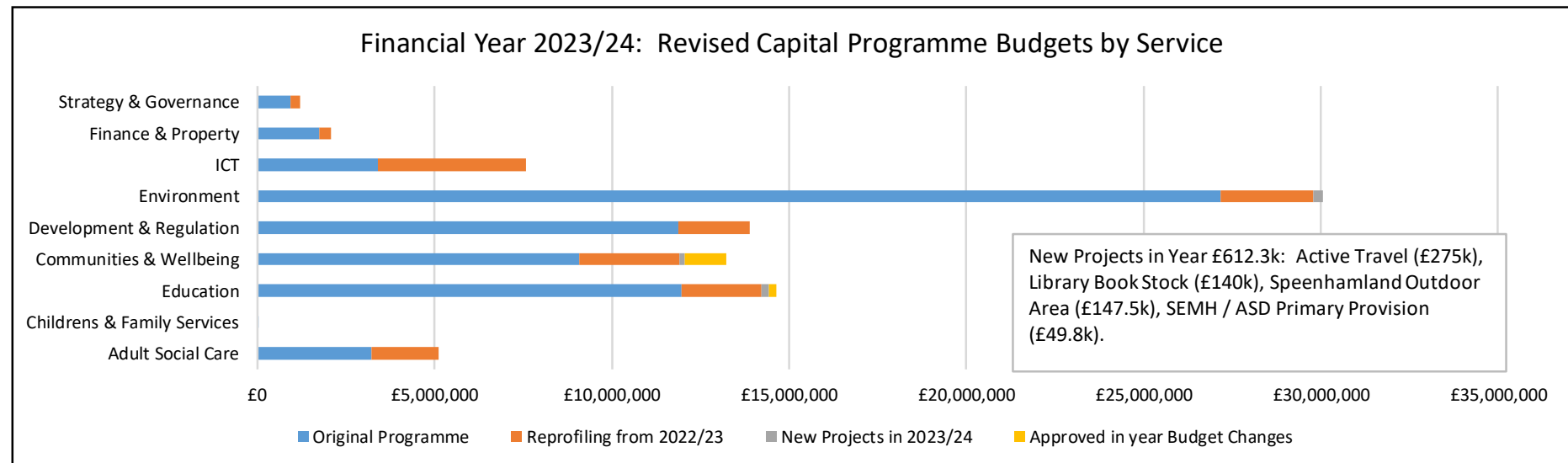
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Version:		Date Modified:	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
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Budget Changes as at Quarter One

	Original Programme	Reprofiling from 2022/23	New Projects in 2023/24	Approved in year Budget Changes	Revised Service Budget
Adult Social Care	£3,227,530	£1,890,100	£0	£0	£5,117,630
Childrens & Family Services	£30,000	£0	£0	£0	£30,000
Education	£11,966,010	£2,258,760	£197,300	£210,730	£14,632,800
Communities & Wellbeing	£9,085,160	£2,826,030	£140,000	£1,172,860	£13,224,050
Development & Regulation	£11,867,160	£2,026,150	£0	£0	£13,893,310
Environment	£27,162,380	£2,618,540	£275,000	£0	£30,055,920
ICT	£3,415,630	£4,157,970	£0	£0	£7,573,600
Finance & Property	£1,755,850	£318,010	£0	£0	£2,073,860
Strategy & Governance	£938,320	£281,670	£0	£0	£1,219,990
Total Council	£69,448,040	£16,377,230	£612,300	£1,383,590	£87,821,160



Capital Financing Report Financial Year 2023/24 Quarter One

Cost Centre Description / Project Name	Original Budget	Additional Expenditure Budget	Revised Expenditure Budget	Original External Funding	Additional External Funding	Revised External Funding Budget	Capital Strategy Group (CSG) Approvals
Speenhamland Outdoor Area	£0	£147,540	£147,540	£0	£0	£0	New project approved at CSG 23/03/23
Additional Places - Secondary Basic Need	£278,990	£60,620	£339,610	-£205,420	-£60,620	-£266,040	Budget & Funding bought forward from 24/25 agreed J Holmes email 01/03/23
SEMH/ASD Resourced Provision - Primary	£1,428,470	£49,760	£1,478,230	-£1,376,670	-£49,760	-£1,426,430	Budget Adjustment Agreed CSG June
The Castle School - Basic need Expansion	£0	£150,110	£150,110	£0	-£150,110	-£150,110	Budget adjustment agreed CSG March
Active Travel Infrastructure	£754,420	£275,000	£1,029,420	-£620,000	-£275,000	-£895,000	Additional Grant funded budget approved CSG 22/06/23
Hungerford LC - Modular exercise studio	£284,390	£104,170	£388,560	£0		£0	Additional Budget agreed CSG 23/03/23
Libraries Book Stock	£0	£273,690	£273,690	£0		£0	£133,690 bought forward from 24/25 agreed S151 31/03 a further £140k agreed CSG 22/06/23
Newbury Sports Hub (PPS)	£3,190,000	£935,000	£4,125,000	£0		£0	Additional Budget approved Exec 23/03/23
Total Changes at Quarter One	£5,936,270	£1,995,890	£7,932,160	-£2,202,090	-£535,490	-£2,737,580	

Budget Changes: External Funding Adjustments

Service	Project Name	Original gross expenditure budget	Additional Expenditure Budget	New gross expenditure Budget	Original Council Funding	Changes to Council Funding (Reduction) / Increase	Revised Council Funding Budget	Original External Funding	Additional External Funding	Revised External Funding Budget	Comment
		£	£	£	£	£	£	£	£	£	
Communities & Wellbeing	Libraries Public PC Replacement	2,080	0	2,080	2,080	(2,080)	0	0	2,080	2,080	22/23 outturn external funding adjustment
Education	Theale Primary Basic Need Project	164,030	0	164,030	164,030	(164,030)	0	0	164,030	164,030	22/23 outturn external funding adjustment
Education	Highwood Copse	467,420	0	467,420	326,690	(185,960)	140,730	140,730	185,960	326,690	22/23 outturn external funding adjustment
Education	The Winchcombe Primary - Basic Need Bulge	1,360	0	1,360	1,360	(1,360)	0	0	1,360	1,360	22/23 outturn external funding adjustment
Education	i-college Alternative Education - East of Area	714,300	0	714,300	399,790	(76,820)	322,970	314,510	76,820	391,330	22/23 outturn external funding adjustment
Education	Special Provision Fund Allocation - Intervention	2,530	0	2,530	2,530	(2,530)	0	0	2,530	2,530	22/23 outturn external funding adjustment
Education	SEMH/ASD Resourced Provision - Secondary	3,486,830	0	3,486,830	1,852,300	(29,840)	1,822,460	1,634,530	29,840	1,664,370	22/23 outturn external funding adjustment
Education	Downlands Sport Centre - replacement and expansion	27,090	0	27,090	27,090	(27,090)	0	0	27,090	27,090	22/23 outturn external funding adjustment
Education	Falkland Primary School - Classroom Replacement	262,030	0	262,030	66,430	(20,000)	46,430	195,600	20,000	215,600	22/23 outturn external funding adjustment
Education	Additional Places - Secondary Basic Need	339,610	0	339,610	73,570	(73,570)	0	266,040	73,570	339,610	22/23 outturn external funding adjustment
Education	North Newbury - New primary school	290,970	0	290,970	290,970	(290,970)	0	0	290,970	290,970	22/23 outturn external funding adjustment
Education	Thatcham Park Early Years Accomodation	64,330	0	64,330	10,000	(10,000)	0	54,330	10,000	64,330	22/23 outturn external funding adjustment
Education	Castle School Ways of Working Facility	577,080	0	577,080	10,000	(10,000)	0	567,080	10,000	577,080	22/23 outturn external funding adjustment
Education	Engaging Potential	207,850	0	207,850	5,000	(5,000)	0	202,850	5,000	207,850	22/23 outturn external funding adjustment
Education	Mortimer St John's Infants School - relocation	148,000	0	148,000	5,000	(5,000)	0	143,000	5,000	148,000	22/23 outturn external funding adjustment
Education	Kennet School Physical Disability Resource	50,000	0	50,000	50,000	(50,000)	0	0	50,000	50,000	22/23 outturn external funding adjustment
Education	Brookfields Expansion	790,740	0	790,740	97,000	(97,000)	0	693,740	97,000	790,740	22/23 outturn external funding adjustment
Environment	Village Speed Limits	62,760	0	62,760	32,760	(32,760)	0	30,000	32,760	62,760	22/23 outturn external funding adjustment
Environment	Local Sfty Acc Reduct	117,970	0	117,970	42,970	(42,970)	0	75,000	42,970	117,970	22/23 outturn external funding adjustment
Environment	Ftwy Imp Existing &New	480,000	0	480,000	235,000	(235,000)	0	245,000	235,000	480,000	22/23 outturn external funding adjustment
Environment	Recreational Walk Rout	42,240	51,300	93,540	0	0	0	42,240	51,300	93,540	22/23 outturn external funding adjustment
Environment	Signing Improvements	62,490	0	62,490	32,490	(32,490)	0	30,000	32,490	62,490	22/23 outturn external funding adjustment
Environment	Traffic Signal Upgrades	411,790	0	411,790	341,790	(341,790)	0	70,000	341,790	411,790	22/23 outturn external funding adjustment
Environment	Active Travel Infrastructure	1,029,420	0	1,029,420	114,420	(114,420)	0	915,000	114,420	1,029,420	22/23 outturn external funding adjustment
Environment	Rights Of Way Volunter	2,500	1,970	4,470	0	0	0	2,500	1,970	4,470	22/23 outturn external funding adjustment
Environment	Disabled Access To Cty	7,000	20,000	27,000	0	0	0	7,000	20,000	27,000	22/23 outturn external funding adjustment
Environment	Bridleway Imp Ped	32,070	8,140	40,210	18,180	8,140	26,320	13,890	0	13,890	22/23 outturn external funding adjustment
Environment	Recreational Cycleways	13,880	14,530	28,410	0	0	0	13,880	14,530	28,410	22/23 outturn external funding adjustment

Capital Financing Report Financial Year 2023/24 Quarter One

		Original gross expenditure budget	Additional Expenditure Budget	New gross expenditure Budget	Original Council Funding	Changes to Council Funding (Reduction) / Increase	Revised Council Funding Budget	Original External Funding	Additional External Funding	Revised External Funding Budget	Comment
		£	£	£	£	£	£	£	£	£	
Environment	Rural Signing	0	5,270	5,270	0	5,270	5,270	0	0	0	22/23 outturn external funding adjustment
Environment	Land Drainage	441,700	0	441,700	141,700	(141,700)	0	300,000	141,700	441,700	22/23 outturn external funding adjustment
Environment	Future Programme Development	109,460	0	109,460	9,460	(9,460)	0	100,000	9,460	109,460	22/23 outturn external funding adjustment
Environment	Robin Hood Roundabout & A4	1,489,160	0	1,489,160	89,160	(89,160)	0	1,400,000	89,160	1,489,160	22/23 outturn external funding adjustment
Environment	Public Transport Infrastructure	118,500	0	118,500	68,500	(68,500)	0	50,000	68,500	118,500	22/23 outturn external funding adjustment
Environment	Kings Road Link, Newbury	562,800	0	562,800	562,800	(562,800)	0	0	562,800	562,800	22/23 outturn external funding adjustment
Environment	Aldermaston Footways	230,300	0	230,300	230,300	(230,300)	0	0	230,300	230,300	22/23 outturn external funding adjustment
Environment	Newbury Town Centre Paving	56,290	0	56,290	56,290	(56,290)	0	0	56,290	56,290	22/23 outturn external funding adjustment
Environment	Newbury Rail Station Road Improvements	2,555,500	1,053,000	3,608,500	0	0	0	2,555,500	1,053,000	3,608,500	22/23 outturn external funding adjustment
Environment	On Street Electrical Charge Point	474,800	0	474,800	324,800	(324,800)	0	150,000	324,800	474,800	22/23 outturn external funding adjustment
Environment	Reactive Maintenance	146,010	0	146,010	14,010	(14,010)	0	132,000	14,010	146,010	22/23 outturn external funding adjustment
Environment	Environment Strategy - Minor Projects and Improvements	150,000	29,000	179,000	0	29,000	29,000	150,000	0	150,000	22/23 outturn external funding adjustment
Environment	Hampstead Norreys Flood Alleviation Scheme	40,000	0	40,000	40,000	(40,000)	0	0	40,000	40,000	22/23 outturn external funding adjustment
Environment	Pavement to St Mary's School	14,210	0	14,210	14,210	(14,210)	0	0	14,210	14,210	22/23 outturn external funding adjustment
Environment	Theale Station Improvements	3,469,560	400,000	3,869,560	0	0	0	3,469,560	400,000	3,869,560	22/23 outturn external funding adjustment
Environment	Phoenix Centre Access Improvements	255,900	0	255,900	255,900	(255,900)	0	0	255,900	255,900	22/23 outturn external funding adjustment
Environment	Bus Services Improvement Plan (BSIP)	993,800	0	993,800	324,750	(324,750)	0	669,050	324,750	993,800	22/23 outturn external funding adjustment
Environment	Open Space Improvements	92,000	138,210	230,210	0	50,000	50,000	92,000	88,210	180,210	22/23 outturn external funding adjustment
Environment	Council Carbon Management Plan	142,780	18,760	161,540	142,780	18,760	161,540	0	0	0	22/23 outturn external funding adjustment
Environment	Urban tree fund	25,000	6,990	31,990	25,000	6,990	31,990	0	0	0	22/23 outturn external funding adjustment
Environment	Henwick Sports Pavillion	0	10,240	10,240	0	0	0	0	10,240	10,240	22/23 outturn external funding adjustment
Environment	Natural Carbon Reduction Measures	0	190,070	190,070	0	190,070	190,070	0	0	0	22/23 outturn external funding adjustment
Environment	Wildflower verge treatment	50,000	31,970	81,970	0	25,000	25,000	50,000	6,970	56,970	22/23 outturn external funding adjustment
ICT	MHCLG Full Fibre to Schools Project	1,679,470	0	1,679,470	754,330	(714,330)	40,000	925,140	714,330	1,639,470	22/23 outturn external funding adjustment
		22,955,610	1,979,450	24,935,060	7,255,440	(4,363,660)	2,891,780	15,700,170	6,343,110	22,043,280	

Overall impact of external funding changes is a reduction in the Council funded requirement of £4.4 million and a total expenditure increase in the programme of £1.9 million.

Appendix C

Budget Changes: New Council Funded Projects

Service	Cost Centre Description / Project Name	Original gross expenditure budget	Additional Expenditure Budget	New gross expenditure Budget	Original Council Funding	Additional Council Funding	New Council Funding Budget	Original External Funding	Additional External Funding	New External Funding Budget	Comment
Adult Social Care	Social Care Case Management System Replacement	0	223,590	223,590	0	223,590	223,590	0	0	0	New project for 27/07/23 CSG
Elections & Land Charges	Elections Equipment Purchase - Voting Booths	0	40,550	40,550	0	40,550	40,550	0	0	0	New project for 27/07/23 CSG
Finance & Property	Market Street External CCTV Installation	0	18,000	18,000	0	18,000	18,000	0	0	0	New project for 27/07/23 CSG
Finance & Property	IFRS16 Software	0	22,500	22,500	0	22,500	22,500	0	0	0	New project for 27/07/23 CSG
		0	304,640	304,640	0	304,640	304,640	0	0	0	

Proposed Reprofiling

Directorate	Service	Project Title	Gross 2023/24 Expenditure Budget	Forecast Outturn at Q1	Underspend at Q1	Re-profiling Request	Externally Funded Re-profiling	Council Funded Value	Approved 2024/25 Budget	2024/25 Budget inc Re-profiling	
			£	£	£	£	£	£	£	£	£
People	Education	Highwood Copse	467,420	223,670	(243,750)	100,000	0	(100,000)	0	100,000	
People	Education	i-college Alternative Education - East of Area	714,300	599,600	(114,700)	3,990	0	(3,990)	43,490	47,480	
People	Education	Calcot Schools Remodelling	1,351,980	225,940	(1,126,040)	1,126,040	(80,440)	(1,045,600)	4,205,120	5,331,160	
People	Education	North Newbury - New primary school	290,970	50,000	(240,970)	240,970	(240,970)	0	4,280,740	4,521,710	
People	Education	Thatcham Park Early Years Accomodation	64,330	20,000	(44,330)	44,330	(44,330)	0	54,330	98,660	
People	Education	Engaging Potential	207,850	20,000	(187,850)	187,850	(187,850)	0	601,430	789,280	
People	Education	Mortimer St John's Infants School - relocation	148,000	-	(148,000)	148,000	(148,000)	0	3,450	151,450	
People	Education	Brookfields Expansion	790,740	190,600	(600,140)	600,140	(600,140)	0	37,260	637,400	
People	Education	SEND Strategy Infrastructure Delivery	30,000	30,000	0	30,000	0	(30,000)	535,160	565,160	
Education Total			4,065,590	1,359,810	(2,705,780)	2,481,320	(1,301,730)	(1,179,590)	0	9,760,980	12,242,300
People	Communities & Wellbeing	Leisure Centre Compliance & Modernisation	393,500	130,000	(263,500)	263,500	0	(263,500)	307,000	570,500	
People	Communities & Wellbeing	Expansion of Berkshire Records Office. Reading	1,447,450	5,000	(1,442,450)	1,442,450	(1,183,000)	(259,450)	550,000	1,992,450	
People	Communities & Wellbeing	Playing Pitch Action Plan	734,670	426,000	(308,670)	308,670	0	(308,670)	836,570	1,145,240	
People	Communities & Wellbeing	Planned maintenance of library buildings	141,000	70,000	(71,000)	71,000	(41,000)	(30,000)	100,000	171,000	
People	Communities & Wellbeing	Northcroft Leisure Centre (Dryside Refurbishment)	2,000,000	1,000,000	(1,000,000)	1,000,000	0	(1,000,000)	2,500,000	3,500,000	
People	Communities & Wellbeing	Newbury Sports Hub (PPS)	4,125,000	1,800,000	(2,325,000)	2,325,000	0	(2,325,000)	836,575	3,161,575	
Communities & Wellbeing Total			8,841,620	3,431,000	(5,410,620)	5,410,620	(1,224,000)	(4,186,620)	0	5,130,145	10,540,765
Place	Development & Regulation	Four Houses Corner	4,777,350	1,700,000	(3,077,350)	2,200,000	0	(2,200,000)	66,000	2,266,000	
Place	Development & Regulation	Sovereign Joint Venture	334,500	-	(334,500)	334,500	0	(334,500)	0	334,500	
Place	Development & Regulation	Temp Accommodation Refurbishment	55,440	15,000	(40,440)	38,440	0	(38,440)	17,940	56,380	
Development & Regulation Total			5,167,290	1,715,000	(3,452,290)	2,572,940	0	(2,572,940)	0	83,940	2,656,880
Place	Environment	Theale Station Improvements	3,469,560	1,500,000	(1,969,560)	1,969,560	(1,969,560)	0	0	1,969,560	
Place	Environment	Robin Hood Roundabout & A4	1,489,160	489,160	(1,000,000)	1,000,000	(1,000,000)	0	0	1,000,000	
Place	Environment	The Diamond Greenham - Changing facilities improvement.	120,000	-	(120,000)	120,000	(120,000)	0	0	120,000	
Environment Total			5,078,720	1,989,160	(3,089,560)	3,089,560	(3,089,560)	0	0	3,089,560	
Resources	ICT	VMWare Hardware Refresh	108,540	30,000	(78,540)	78,540	0	(78,540)	10,000	88,540	
Resources	ICT	Network Infrastructure (Core Switches)	90,000	-	(90,000)	90,000	0	(90,000)	0	90,000	
Resources	ICT	Refresh MFD Fleet	200,000	30,000	(170,000)	170,000	0	(170,000)	0	170,000	
Resources	ICT	Corporate Database Server Replacement	82,000	20,000	(62,000)	30,000	0	(30,000)	40,000	70,000	
Resources	ICT	Network/ App Performance Monitoring	20,000	-	(20,000)	20,000	0	(20,000)	5,000	25,000	
Resources	ICT	Backup / Security products for O365 data	25,000	-	(25,000)	25,000	0	(25,000)	0	25,000	
Resources Total Total			525,540	80,000	(445,540)	413,540	0	(413,540)	55,000	468,540	
Resources	Finance & Property	Moorside Community Centre Sports Hall	100,000	15,000	(85,000)	85,000	0	(85,000)	0	85,000	
Resources Total Total			100,000	15,000	(85,000)	85,000	0	(85,000)	0	85,000	
Q1 - Council Total			23,778,760	8,589,970	(15,188,790)	14,052,980	(5,615,290)	(8,437,690)	15,030,065	29,083,045	

Agenda Item 9.

Scrutiny Commission – 14 September 2023

Item 9 – Appointment of Task and Finish Groups

Verbal Item

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Scrutiny Commission – 14 September 2023

Item 10 – Health Scrutiny Committee Update

Verbal Item

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WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 AUGUST 2023 - 30 NOVEMBER 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 Officer 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 Overview and Scrutiny Management Commission and its Sub-Committee(s) or another body e.g. Task Group associated with the Overview and Scrutiny Management 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 or by writing to the address below.

Publication Date: 1 August 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)
31 Aug 2023	Outside Bodies Appointments	To make amendments and further appointments to Outside Bodies	Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			David Cook	Open
21 Sep 2023	Community Infrastructure Levy- Customer Journey Independent Review	Response to motion to Council March 2023 by Councillor Brooks	No	Executive			Bryan Lyttle	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 of that action.	Yes	Executive			Catalin Bogos	Open
21 Sep 2023	Establishment	To provide a	Yes	Executive			Sarah Clarke	Open

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	of Community Forums	range of options to establish Community Forums						
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	Amendments to Public Protection Partnership's Inter Authority	To amend the IAA to reflect the changes to the constitution in respect of the Joint Public	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)
	Agreement	Protection Committee approved by Council on 20 July 2023						
21 Sep 2023	Fees and Charges Task and Finish Group Report	OSMC final report	No	Executive			Gordon Oliver	Open
21 Sep 2023	Consultation summary for the development of a sports pitch at Manor Park, and proposal as to how to progress	To inform Members of the findings from the consultation exercise with regard to the development of a sports pitch at Manor Park and whether to progress with a planning application.	Yes	Executive			Paul Martindill	Open
21 Sep 2023	Corporate Transformation Programme 2023-25	To outline the projects to be included in the Council's corporate Transformation	No	Executive			Gabrielle Mancini	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)
		Programme						
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 options for improving the service for residents.	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups Public Survey including library users and non-users Parish and Town Council engagement sessions		Felicity Harrison	Open
21 Sep 2023	Customer Journey Task and Finish Group Report	Scrutiny Commission task and finish group's final report.	No	Executive			Gordon Oliver	Open
21 Sep 2023	Capital Financial Performance Report - Q1 of 2023/24	To present the Q1 capital financial performance for Members to	Yes	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)
		note.						
21 Sep 2023	Parking Strategy 2024-2034	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Individual Executive Member Decisions			Ian Martinez	Open
	Winter Service Plan 2023/24	To approve the Winter Service Plan 2023/24	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel	Consultation with Town/Parish Councils, Ward Members and consideration of the comments received, including from members of the public during the previous winter service season.		Andrew Reynolds	Open
2 Nov 2023	Updated Procurement Strategy	To seek approval for the updated strategy.	Yes	Executive			Kate Pearson	Open
2 Nov 2023	Windmill Court and Stafford	To enable a decision on whether to lift	Yes	Executive			Martin Syrett	Fully exempt Information relating to the

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)
	House-restrictive covenants	the restrictions and restrictive covenants on the titles of property to permit redevelopment of the site by Sovereign Housing Association.						financial or business affairs of any particular person (including the authority holding that information)
2 Nov 2023	Response to the "20 is Plenty" Motion	To respond to a Motion to Council raised by Councillor Abbs at its meeting on 16th March 2023 in respect of 20mph speed limits.	Yes	Executive	Discussion at TAG in July 2023.		Neil Stacey	Open
2 Nov 2023	Bond Riverside Regeneration Programme Review	To approve revised strategic objectives and delivery strategy for the Bond Riverside Regeneration Programme in order to take	Yes	Executive			Sam Robins	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)
		account of the change of direction for Football on Faraday Road. The report will be a revision and replacement for the London Road Industrial Estate Project Refresh report that was approved by Executive on 9 June 2022.						
2 Nov 2023	Property Investment Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Corporate Complaints Review	To approve a new Corporate Complaints policy	Yes	Executive			Leigh Hogan	Open
2 Nov 2023	Review of the Newbury Sports Hub development	To review the Executive Committee decision taken on March 23	Yes	Executive			Paul Martindill	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)
		2023, titled 'Newbury Sports Hub – revised costs and seeking permission to sign the Development Management Agreement'.						
2 Nov 2023	Environment Strategy Annual Progress Report	To inform the Executive of the progress in delivering the Environment Strategy for the period July 2022 - July 2023	No	Executive	The following groups / people will have been consulted / briefed on the progress report by the time it goes to Executive: Environment Advisory Group (25th September) Environment Delivery Project Board Environment Department Managers Service Lead - Climate Change		Jenny Graham	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)
					Service Director, Environment Executive Director Place Parish Climate Forum			
2 Nov 2023	Asset Management Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Medium Term Financial Planning	To provide Executive with an overview of the financial planning position for 2023-24 and beyond	Yes	Executive			Joseph Holmes	Open
30 Nov 2023	West Berkshire SEND Strategy	The publication of the West Berks SEND Strategy.	Yes	Portfolio Holder: Children, Education and Young People's Services			Jack Caine	Open
14 Dec 2023	2023/24 Performance	To highlight successes and	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)
	Report Quarter Two	where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.						
14 Dec 2023	Equality, Diversity and Inclusion Framework	The purpose of the report is to propose a new EDI Framework for West Berkshire Council.	Yes	Executive			Pamela Voss	Open
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	To report on the financial performance of the Council's revenue	Yes	Executive			Melanie Ellis	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)
	2023/24	budgets and provide a year-end forecast.						
14 Dec 2023	Hackney Carriage Tariffs - 2024	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Yes	Executive			Moira Fraser	Open
31 Jan 2024	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 responses	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)
		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 Strategy 2024-34	To inform Members of the latest capital financial performance of the Council.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Budget 2024-25	To inform Members of the latest revenue financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Medium Term Financial Strategy	To provide Executive with an overview of the financial planning strategy for 2023-24 and	Yes	Executive			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)
		beyond						
8 Feb 2024	Investment and Borrowing Strategy 2024/25	To review the Council's management of cash-flow, borrowing and investments in the financial year 2023/24.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	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 Council's retender of our network of contracted local bus services.	Yes	Executive			Matthew Metcalfe	Open
8 Feb 2024	Capital Financial	To present the Q3 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 - Q3 of 2023/24	performance for Members to note.					Slaughter	
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
14 Mar 2024	Rights of Way Improvement Plan	To present the revised plan following public consultation.	Yes	Executive			Elaine Cox	Open
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	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)
		expected level, to present information on the remedial action taken, and the impact of that action.						
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 below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
	Newbury Town Centre Pedestrianisation	To approve a trial extension of the pedestrianisation timing in Newbury Town	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel			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)
		Centre from 10am to 5pm, to 10am to 12 midnight						
	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Paul Martindill	Open
	Joint Legal team (JLT) Review	To agree a revised Heads of Term Agreement and to delegate authority to the Service Lead, Legal and Democratic Services to finalise the same.	Yes	Executive			Leigh Hogan	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information which reveals that the authority proposes to give under any enactment a notice under

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)
								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 enactment.
	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 negotiatiuons which are currently underway with	Yes	Executive			Sam Robins	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)
		the leaseholders on the sites.						
	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
	Kennet Valley Primary School SEMH Provision	Contract award report for the Kennet Valley expansion works following a full tender process. Contract value estimated at £1.8 million	Yes	Paul Coe - Interim Executive Director			Vicky Pearce	Open

Scrutiny Commission Work Programme

The following items will be considered as standing items: Capital and Revenue Financial Performance Reports (Quarterly), and Performance Report (Annually)

Last Updated:
31 August 2023

Item	Scrutiny Theme	Purpose	Lead Officer	Portfolio Holder/ Lead Member	Pre or post decision?
11 October 2023 (Special)					
Thames Water	<i>Partnership Effectiveness</i>	To understand how Thames Water is upgrading its water supply and foul water networks to support planned development and pollution incidents in West Berkshire and how the Environment Agency is holding the water company to account.	Richard Aylard (Thames Water) Dave Willis (Environment Agency)	Portfolio Holder: Planning and Community Engagement	Scrutiny Commission Decision
28 November 2023					
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	Public Health, Culture, Leisure, Sport and Countryside	Post-decision
6 February 2024 (Special)					
Investment and Borrowing Strategy 2024/25	<i>Corporate Effectiveness</i>	To review the Council's management of cash-flow, borrowing and investments in the financial year 2023/24.	Joseph Holmes / Shannon Coleman-Slaughter	Finance and Corporate Services	Pre-decision
Medium Term Financial Strategy	<i>Corporate Effectiveness</i>	To provide Executive with an overview of the financial planning strategy for 2023-24 and beyond	Joseph Holmes	Finance and Corporate Services	Pre-decision
Capital Strategy 2024-34	<i>Corporate Effectiveness</i>	To inform Members of the latest capital financial performance of the Council.	Joseph Holmes / Shannon Coleman-Slaughter	Finance and Corporate Services	Pre-decision
Revenue Budget 2024-25	<i>Corporate Effectiveness</i>	To inform Members of the latest revenue financial performance of the Council.	Joseph Hol	Finance and Corporate Services	Pre-decision
27 February 2024					
21 May 2024					
Standing Items					
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
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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

Potential Scrutiny Topics

The following has been identified as a possible topic for the Scrutiny Commission meeting on 28 November 2023.

Topic
<p>Recruitment of Foster Carers</p> <ul style="list-style-type: none">• To review West Berkshire Council's approach to the recruitment of in-house foster carers.• To understand the barriers to recruiting foster carers and placing children in foster care• In summary, proposals under consideration include:<ol style="list-style-type: none">1) Creating a dedicated staff resource in Children and Family Services to provide a focus on foster care recruitment.2) Introducing an Employee Supporting Foster Care Policy in West Berkshire Council.3) Reviewing the remuneration, allowances and council tax for foster carers.4) Expanding the Independent Fostering Agency market locally.5) Bidding to be part of a Regional Fostering Recruitment partnership.• To consider how effective the approach to recruitment of in-house foster carers has been in the past, what changes are proposed and whether further changes should be considered.

Note: A scrutiny work programme planning session is planned for 19 September 2023.

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