

# Notice of Meeting

---



Scan here to access the public documents for this meeting

# Executive

**Thursday 3 July 2025 at 6.00 pm**

**in the Council Chamber, Council Offices,  
Market Street, Newbury**

**Note:** This meeting can be streamed live here: <https://www.westberks.gov.uk/executivelive>

Date of despatch of Agenda: Wednesday 25 June 2025

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Sadie Owen (Principal Democratic Services Officer) on 01635 519052, e-mail: [sadie.owen1@westberks.gov.uk](mailto:sadie.owen1@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



**WestBerkshire**  
C O U N C I L

## Agenda - Executive to be held on Thursday 3 July 2025 (continued)

<b>To:</b>	Councillors Jeff Brooks (Chairman), Patrick Clark, Heather Codling, Iain Cottingham, Nigel Foot, Denise Gaines (Vice-Chairman), Stuart Gourley, Tom McCann, Justin Pemberton and Vicky Poole
------------	--

# Agenda

## Part I


	Pages
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	5 - 6
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Executive held on 22 May 2025.	7 - 10
3. <b>Declarations of Interest</b> 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' <a href="#">Code of Conduct</a> .	11 - 12
4. <b>Public Questions</b> Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.	13 - 14
5. <b>Petitions</b> Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.	15 - 16

## Items as timetabled in the Forward Plan

	Pages
6. <b>Capital Financing Report Outturn Financial Year 2024/25 (EX4694)</b> Purpose: the capital financing performance report provided to Members reports on the under or overspends against the Council's approved capital budget and proposed reprofiling of planned expenditure into subsequent financial years. The report presents the provisional outturn position for financial year 2024/25 and is subject to external audit scrutiny and review prior to finalisation.	17 - 28
7. <b>2024/25 Revenue Financial Performance: Provisional Outturn (EX4695)</b> Purpose: to report on the financial performance of the Council's revenue budgets. This report is Quarter Four, the provisional outturn for the	29 - 40

## **Agenda - Executive to be held on Thursday 3 July 2025 (continued)**

2024/25 financial year. The report highlights the financial position at outturn and the impact on the Council's General Fund position. This allows the Executive to consider the implications of the outturn on the 2025/26 financial year.

- 
- |    |  |         |
|----|--|---------|
| 8. | <b>2024/25 Performance Report Q4 (EX4542)</b><br>Purpose: to provide assurance that the priority areas in the Council Strategy 2023-2027 are being managed effectively, and where performance has fallen below the expected level, present information on the remedial action taken and the impact of that action. | 41 - 86 |
|----|--|---------|
- 
- |    |  |         |
|----|--|---------|
| 9. | <b>Voluntary and Charitable Sector Memorandum of Understanding (EX4653)</b><br>Purpose: the report provides an update on progress to develop a Memorandum of Understanding (MOU) between West Berkshire Council (WBC) and the Voluntary and Charitable Sector (VCS) and to recommend its adoption. | 87 - 96 |
|----|--|---------|
- 
- |     |  |          |
|-----|--|----------|
| 10. | <b>Motion Adopting Open Space in New Development (EX4686)</b><br>Purpose: to respond to the Motion from Cllr Amirtharaj which proposed to ensure that public open spaces on new developments are taken on by the Council (where possible). | 97 - 106 |
|-----|--|----------|
- 
- |     |  |           |
|-----|--|-----------|
| 11. | <b>Healthcare in New Developments (EX4687)</b><br>Purpose: to provide a response to the recommendations made in the report from the Health Scrutiny Committee Task and Finish Group Healthcare in New Developments, which was presented to Members at the Health Scrutiny Committee on 12 June 2024. | 107 - 132 |
|-----|--|-----------|
- 
- |     |  |           |
|-----|--|-----------|
| 12. | <b>Contract for Award: 9 Month Block Beds 'Bupa UK'(EX4685)</b><br>Purpose: to request approval to directly award a 9-month exception for 25 blocks beds from July 2025 to BUPA within 3 different Care (Nursing) Homes. | 133 - 138 |
|-----|--|-----------|
- 
- |     |   |           |
|-----|---|-----------|
| 13. | <b>Commercial Property Disposal - Units 1 and 2 Cleveland Gate Retail Park, Guisborough (EX4715)</b><br>Purpose: to seek approval for the disposal of the Council owned investment property, Units 1 and 2 Cleveland Gate Retail Park, Guisborough, TS14 7FE in accordance with the Property Investment Strategy. | 139 - 144 |
|-----|---|-----------|
- 
- |     |  |           |
|-----|--|-----------|
| 14. | <b>Members' Questions</b><br>Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution. | 145 - 146 |
|-----|--|-----------|
- 
- |     |  |  |
|-----|--|--|
| 15. | <b>Exclusion of Press and Public</b><br>RECOMMENDATION: That members of the press and public be excluded |  |
|-----|--|--|
- 
- 

**West Berkshire**  
C O U N C I L

from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Section 10 of Part 10 of the Constitution refers.](#)

## **Part II**

16. **Contract for Award: 9 Month Block Beds 'Bupa UK' (EX4685)** 147 - 152  
(Paragraph 3 – information relating to financial/business affairs of particular person)  
(Paragraph 5 – information relating to legal privilege)  
Purpose: to request approval to directly award a 9-month exception for 25 blocks beds from July 2025 to BUPA within 3 different Care (Nursing) Homes.
17. **Commercial Property Disposal - Units 1 and 2 Cleveland Gate Retail Park, Guisborough (EX4715)** 153 - 158  
(Paragraph 3 – information relating to financial/business affairs of particular person)  
Purpose: to seek approval for the disposal of the Council owned investment property, Units 1 and 2 Cleveland Gate Retail Park, Guisborough, TS14 7FE in accordance with the Property Investment Strategy.



Sarah Clarke  
Interim Executive Director: -Resources

If you require this information in a different format or translation, please contact Sadie Owen on telephone (01635) 519052.





Executive – 3 July 2025

## **Item 1 – Apologies for absence**

Verbal Item

This page is intentionally left blank

## DRAFT

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

## EXECUTIVE

### MINUTES OF THE MEETING HELD ON THURSDAY 22 MAY 2025

**Councillors Present:** Jeff Brooks (Chairman), Patrick Clark, Heather Codling, Nigel Foot, Denise Gaines (Vice-Chairman), Stuart Gourley, Tom McCann, Justin Pemberton and Vicky Poole

**Also Present:** Councillors Dominic Boeck, Richard Somner, David Marsh and Clive Hooker

**Officers Present:** Melanie Booth (Group Executive), Sam Chiverton (Democratic Services Officer Apprentice), Shannon Coleman-Slaughter (Service Director – Finance, Property & Procurement), AnnMarie Dodds (Executive Director – Children’s Services), Joseph Holmes (Chief Executive), Clare Lawrence (Executive Director – Place), Melanie O’Rourke (Service Director – Adult Social Care), Sadie Owen (Principal Democratic Services Officer) and Nicola Thomas (Service Lead – Legal and Democratic)

**Apologies for inability to attend the meeting:** Councillors Iain Cottingham and Ross Mackinnon, Sarah Clarke (Interim Executive Director - Resources)

#### 1. Minutes

The Minutes of the meeting held on 3 April 2025 were approved as a true and correct record and signed by the Leader.

#### 2. Declarations of Interest

There were no declarations of interest received.

#### 3. Public Questions

A full transcription of the public and Member question and answer sessions is available from the following link: [Transcription of Q&As.](#)

#### 4. Petitions

There were no petitions presented to the Executive.

#### 5. Environment Strategy Annual Progress Report and Environment Strategy 2025 Refresh (EX4649)

Councillor Stuart Gourley introduced and proposed a report (Agenda Item 6), which presented the Annual Progress Report on the Environment Strategy covering the fourth year of the delivery of the Strategy, and proposed for approval the Environment Strategy 2025 Refresh which aimed to focus on meeting the target of net zero emissions by 2030 for the Council.

Councillor Nigel Foot seconded the recommendations made within the report and commented that reaching net zero was a realistic possibility and that the Council had made good inroads into achieving it. Councillor Foot further emphasised the health in all policies aspect of the Strategy and applauded its aspirations.

Councillor Dominic Boeck was pleased to hear about the achievements made and requested clarification and assurance that carbon sequestration would be delivered. Councillor Gourley responded that the sequestration was based on a study undertaken by Future Nature, the consultancy aspect of the Berks, Bucks, Oxon Wildlife Trust

## EXECUTIVE - 22 MAY 2025 - MINUTES

(BBOWT), and was based on the total annual carbon sequestration across the whole of West Berkshire Council's land holdings for the existing established habitat.

Councillor Boeck queried who was undertaking the sequestration. Councillor Gourley explained that the land was owned by West Berkshire Council but leased to BBOWT to conduct and manage.

Councillor Richard Somner commended officers for their hard work and appreciated the acknowledgement of local volunteer groups within the Strategy. Councillor Somner suggested that Members should recognise the level of learning that officers had undertaken, and their creation of an exceptional department which was leading the way for other local authorities.

Councillor Somner commented that it was a shame to see the wildflower verges stop, as they had been well received in most areas. Councillor Gourley commented that a lot of data had been gathered in respect to verges and that there would be a review to see what else could be done with them. Councillor Gourley agreed with the praise for volunteers and commented that it would be impossible to achieve and deliver without them.

Councillor David Marsh commented that during 2023-24 he had successfully proposed funds for watering trees in drought conditions. Councillor Marsh suggested that there would almost certainly be a drought in the summer and queried whether the Council would continue to water trees.

Councillor Marsh agreed with Councillor Somner that the wildflower verges were important and appreciated by residents, and requested that they continue.

Councillor Marsh suggested that the current government had launched an attack on the natural world through the planning system and queried whether the Council had a robust plan to counter it.

Councillor Gourley responded that he would consult with officers in relation to the drought query.

Councillor Gourley commented that the draft Local Plan would be discussed at Council soon and that he supported the environmental aspects of the Plan which would help to protect the Council in relation to planning applications.

Councillor Nigel Foot commented that there were just over 1,200 km of rural roads within the district which would amount to a significant amount of carbon sequestration. Further Councillor Foot reported that he met regularly with the grounds maintenance contractors and that they were working to only cut the top layer of verges to allow for self-seeding and natural growth.

**RESOLVED that:** Executive

- Note the Annual Progress Report on the Environment Strategy (as included in Appendix C) and agree its publication on the Council's website, and;
- Approve the Environment Strategy 2025 Refresh (as included in Appendix D) and agree its publication on the Council's website including the associated Delivery Plan (Appendix E) and Carbon Definitions Report (Appendix F).

### 6. **Local Government Association Corporate Peer Challenge progress review 2025 (EX4689)**

Councillor Jeff Brooks introduced a report (Agenda Item 7), which published the results of the Local Government Association Corporate Peer Challenge progress review for West Berkshire Council.

## EXECUTIVE - 22 MAY 2025 - MINUTES

Councillor Brooks noted that two thirds of the actions had already been completed and that he was pleased with the progress that had been made against the findings.

Councillor Dominic Boeck referred to recommendation 2 within the progress review which required that the Council 'Ensure that there is traction on the delivery of the Delivering Better Value SEND programme and have a plan to resolve the High Needs Block Deficit'. Councillor Boeck suggested that the response in the Action Plan did not indicate that the Council was managing to reduce the deficit, and further suggested that following government policy changes, there may be an increase in movement of SEND children from private to mainstream schools. Councillor Boeck queried whether the Council was ready for such pressure. Councillor Heather Codling acknowledged that the High Needs Block continued to grow and that there was a struggle to make any impact, however there had been no perceived movement yet from private to state schools. Councillor Codling did however concede that such a trend may not be discernible until the new academic year.

**RESOLVED that:** Executive considered

- the Corporate Peer Challenge progress review report produced by the LGA following a visit in January 2025; and
- the progress made since the Council's Corporate Peer Challenge report was published in 2024.

### 7. **LGA Peer Review - Children's Safeguarding (EX4688)**

Councillor Heather Codling introduced and proposed a report (Agenda Item 8), which shared the feedback, findings and recommendation from a recent LGA Peer Review in Children's Services.

Councillor Codling reported that the Council had invited the LGA in to review the family safeguarding service and that the ensuing report highlighted strengths and improvements, particularly the strong leadership and enthusiastic work force, balanced by the financial uncertainty and high caseloads.

Councillor Patrick Clark seconded the recommendations within the report and commented that the LGA was an excellent resource to provide an objective view of the Council's work and to highlight where improvements could be made.

Councillor Dominic Boeck acknowledged that the findings were encouraging, however highlighted one which noted that the role of the virtual school was not fully developed. AnnMarie Dodds, Executive Director (Children's Services) explained that historically the virtual school had worked solely with children 'looked after' by the local authority, but recent requirements were also to work with children with a social worker. The peer reviewers had wanted to see a more developed approach to children with a social worker. AnnMarie Dodds clarified that this was a view held by the LGA but was not shared by Ofsted, who had liked the work of the virtual school.

**RESOLVED that:** Executive

- Review the report written by the LGA peer review team and give due consideration to areas for action (recommendations) whilst also acknowledging areas of strength in the Family safeguarding Service.
- Share the LGA Peer Review Report with the relevant scrutiny committee to explore next steps in the ongoing development of children's social care.
- Agree to the West Berkshire Council publication of the LGA report in line with the standing agreement with the LGA following the conclusion of a peer review.

## EXECUTIVE - 22 MAY 2025 - MINUTES

### 8. Carers Strategy 2025-2028 (EX4617)

Councillor Patrick Clark introduced and proposed a report (Agenda Item 9), which sought agreement to adopt the Carers Strategy. Councillor Clark endorsed the Strategy and noted the fundamental role that carers undertook. Councillor Clark further highlighted Carers Week which would commence on 9 June 2025.

Councillor Heather Codling seconded the recommendation within the report and praised the Strategy for recognising the important role provided by young carers.

Councillor Dominic Boeck thanked Councillor Clark for the Strategy.

Councillor Richard Somner reported that he had spoken to Councillor Jo Stewart who had commented that she was pleased with the corrections and amendments, and that the Strategy could now be adopted.

Councillor Jeff Brooks thanked Members of the Opposition for challenging the original Strategy and for highlighting the inaccuracies.

**RESOLVED that:** the attached Strategy is adopted.

### 9. Members' Questions

A full transcription of the public and Member question and answer sessions is available from the following link: [Transcription of Q&As](#).

*(The meeting commenced at 6.00 pm and closed at 7.30 pm)*

**CHAIRMAN** .....

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

Executive – 3 July 2025

## **Item 3 – Declarations of Interest**

Verbal Item



This page is intentionally left blank

Executive – 3 July 2025

## **Item 4 – Public Questions**

To follow

This page is intentionally left blank

Executive – 3 July 2025

## **Item 5 – Petitions**

Verbal Item

This page is intentionally left blank

---

# Capital Financing Report Outturn Financial Year 2024/25

---

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Iain Cottingham
<b>Report Author:</b>	Chris Dagnall
<b>Forward Plan Ref:</b>	EX4694

---

## 1 Purpose of the Report

The capital financing performance report provided to Members reports on the under or overspends against the Council's approved capital budget and proposed reprofiling of planned expenditure into subsequent financial years. This report presents the provisional outturn position for financial year 2024/25 and is subject to external audit scrutiny and review prior to finalisation.

## 2 Recommendations

### 2.1 Members are informed of:

- (a) The provisional outturn of £41.1 million against the 2024/25 capital programme of £59.2 million.
- (b) The impact of required capital financing on the Council's Capital Financing Requirement (CFR) and liability benchmark which identifies the Council as a long-term borrower of funding. (Appendix B).
- (c) £18.3m of planned expenditure to be reprofiled into financial year 2025/26 (Appendix A). (Slippage discussed in Asset and Capital Group 28.04.2025)
- (d) £1.6m of funding proposed to be brought forward from approved expenditure from financial year 2025/26 into financial year 2024/25 (Appendix A). (Slippage discussed in Asset and Capital Group 28.04.2025)
- (e) Members are informed of the following adjustments to the 2025/26 capital programme:
  - £150,000 of external funding for Bus Service Improvement plan,
  - £118,347 of external grant for Royal Berkshire Archives extension,

### 2.2 Members are asked to approve:

- £408k of additional Council funding relating to Social Care Case Management System, increasing the budget provision from £960k agreed as part of the 2025/26 capital programme, to £1.37 Million. The increase is required to fund additional technical consultancy support for implementation.
- £316k of external grant for the expansion of childcare and wraparound places,
- £2.3m of combined funding (£1.86 million external funds and £460k Council funding), for the Royal Berkshire Archives extension.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	The outturn position is expenditure of £41.1 million has been incurred against a revised budget of £59.2 million, an overall underspend of £18.1 million. £18.4 million of future expenditure is proposed to be reprofiled into financial year 2025/26. £1.6 million of funding is proposed to be brought forward from financial year 2025/26 into financial year 2024/25.
<b>Human Resource:</b>	Not applicable
<b>Legal:</b>	The CIPFA Prudential Code requires the Council to consider capital and investment opportunities alongside overall organisational strategy and be mindful of the need to ensure that decision-making is made having sufficient regard to the long-term financing implications and associated risks. To demonstrate that Local Authorities have satisfied these objectives, the Code specifies several indicators but does not define specific indicative limits or ratios. Local Authorities can set their own limits and ratios, subject to controls in Section 4 of the Local Government Act 2003. The capital programme is a key driver of the Council's treasury management activities.
<b>Risk Management:</b>	The Council is exposed to inflationary cost pressures across the capital programme. Furthermore, any rise in PWLB borrowing rates resulting from increases in bank rates will result in inflated interest costs on any new borrowing undertaken. Such external risks are largely outside of the Council's ability to influence. However, the Council will seek appropriate advice from its engaged external treasury

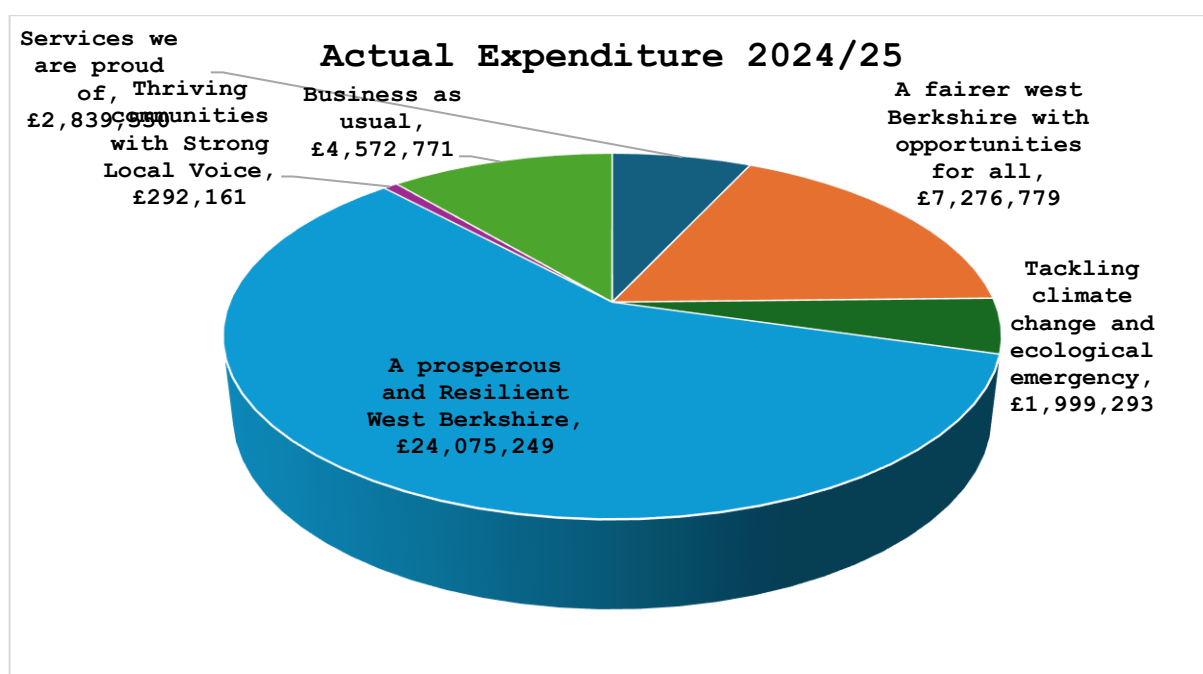


	specialist to determine the optimum time and structure for any new borrowings undertaken			
<b>Property:</b>	Not applicable			
<b>Policy:</b>	Not applicable			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		

<b>Core Business:</b>		X		
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	<b>Shannon Coleman-Slaughter (Service Director)</b> Finance, Property and Procurement (Section 151 Officer)			

## 4 Executive Summary

- 4.1 The capital programme facilitates the delivery of key Council schemes focused on supporting the approved Council Strategy. At the close of the financial year 2024/25 £41.1 million of expenditure across capital schemes had been incurred:



- 4.2 As part of the outturn position £18.4 million of future planned expenditure is proposed to be reprofiled into financial year 2025/26. This is comprised of £8.7million of Council funded expenditure (i.e. to be financed through external borrowing) and £9.6 million of externally funded expenditure. A further £1.6 million of funding is proposed to be brought forward from financial year 2025/26 to fund project expenditure incurred in 2024/25 where projects are ahead of schedule.
- 4.3 In respect of financing the capital programme, the Council's total long-term and short term borrowing to fund capital spend was £267 million as at 31 March 2025. Bank Rate reductions of 0.25% occurred in August, November and February, bringing the headline rate down from 5.25% to 4.5%. PWLB rates are roughly 5.8%. Although capital is not directly chargeable to revenue, financing costs of capital are (the capital financing

requirement) charged to comprehensive Income and Expenditure Statement. The Council will need to address the risk of financing costs arising from any new external borrowing undertaken to support the delivery of intended capital works. The capital programme approved by Council Committee in Feb 2025 was set with the expectation of undertaking new external borrowing to support such delivery. The Council has sought to mitigate the associated risks via a strategy of undertaking a combination of long-term borrowing from PWLB financing, short-term borrowing and utilising existing cash balances. The Investment and Borrowing Strategy for financial year 2024/25 has taken account of these same underlying accounting concepts. The Council's current weighted average cost of borrowing is approximately 3.94%, and this is considerably lower than current borrowing rates.

## 5 Supporting Information

### Background

- 5.1 Capital expenditure and its supporting financing have long-term financial consequences for the Council. Expenditure approval is therefore subject to both national regulatory and local policy frameworks.
- 5.2 The 2024/25 capital programme was agreed by Council in February 2024 with a gross expenditure budget of £53.8 million divided between externally funded expenditure of £28.3 million and £25.5 million of Council-funded spend. 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.
- 5.3 £12.3 million was included in the capital programme for 2024/25, this amount carried forward from the 2023/24 capital programme. During financial year 2024/25, £12.4m has been reprofiled from 2024/25 (Q1 and Q2 only) into 2025/26, mainly because of increase in capital programme due to budgets brought forward from previous financial year (2023/24). Other additions/adjustments in the table on the following page are in respect of additional grant sums received, Section 106 amounts and Community Infrastructure Levy (CIL) allocations received either in-year or in relation to expenditure reprofiled in future financial years. At Q4 the revised capital programme budget totalled:

Descriptions	Amounts
	£m
Budget as approved by Council -March 2024	53.8
Carried forward from year 2023/24	12.3
Reprofiled (Q1 &Q2) into year 2025/26	(12.4)
Other additions/adjustments to the capital programme	5.5
<b>Total</b>	<b>59.2</b>

### Background

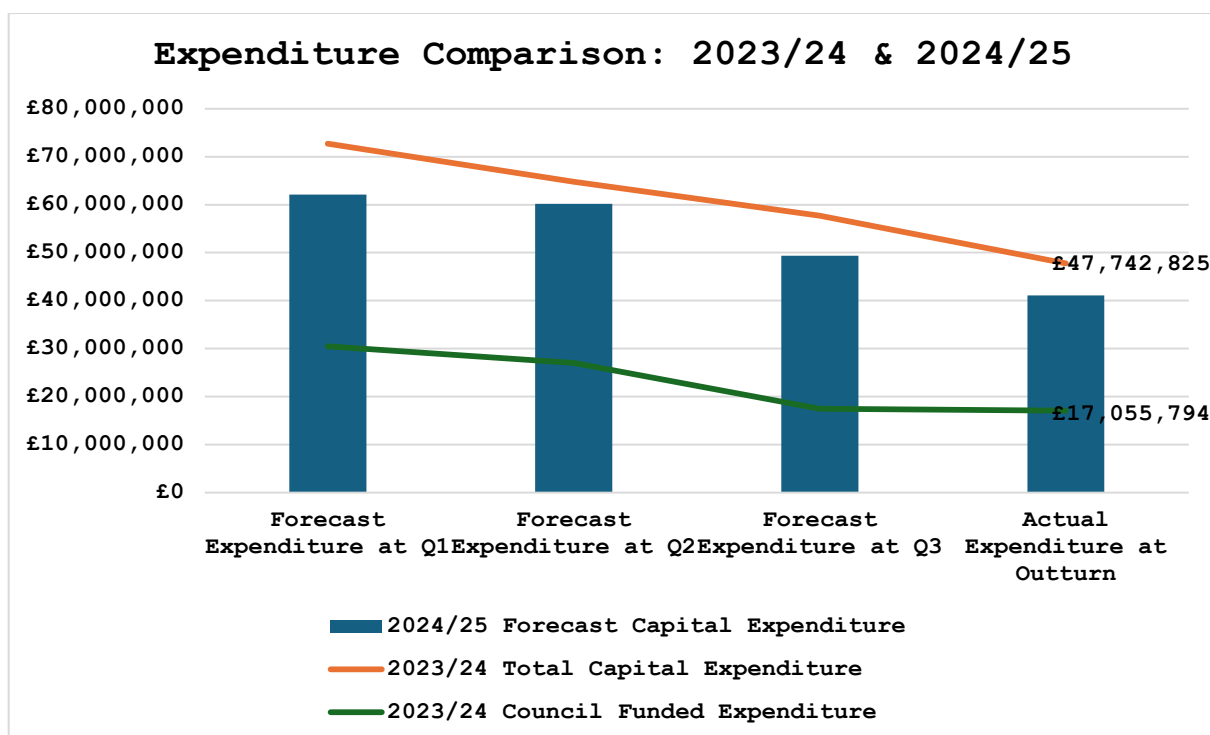
- 5.4 At outturn total expenditure of £41.1 million was incurred against the approved capital programme of £59.2 million generating a £18.1 million underspend. From a directorate perspective the outturn position is as follows:

## Capital Financing Report 2024/25 Outturn

Directorate	Budget	Actual	Variance	Carry Forward into 2025/ 26	Brought forward from 2025/ 26	Under/ (Over) spend
	£m	£m	£m	£m		£m
People	9.87	6.20	3.67	3.54	(0.21)	0.34
Place	42.68	30.20	12.48	13.19	(1.40)	0.69
Resources	6.63	4.66	1.98	1.62	0.00	0.35
<b>Total</b>	<b>59.19</b>	<b>41.06</b>	<b>18.13</b>	<b>18.36</b>	<b>(1.60)</b>	<b>1.38</b>

5.5 The Council invests heavily to ensure that West Berkshire remains an area that is prosperous, resilient and supportive of the most vulnerable residents. Key projects undertaken in-year include: -

Key projects 2024-25	Expenditure(Actual) million
Disabled Facilities Grant	1.28
Four Houses Corner	3.32
Temporary accommodation(Local Authority Housing fund)	1.20
Footway/ Active travel and other projects	2.91
Highway Improved Programme	6.61
Carriageway patching	1.35
Flood Risk Projects	1.47
Transport Services Fleet Upgrade	0.52
Bus Services Improvement Plan (BSIP)	0.66
Thatcham Memorial Fields FAS	1.49
Education Assets Project Management, Design & Delivery	3.13
Northcroft Leisure Centre (Dryside Refurbishment)	2.11
Occupational Therapy Equipment	0.98
Social Care Case Management System Replacement	0.26
Education Capital Enhancement Programme	1.26
Superfast Broadband Infrastructure	0.98
ICTInfrastructure Design & Delivery	3.15
Rural Business Capital Grants	0.29
Bond Riverside	0.44
Newbury Town Centre Masterplan	0.38
Others: Projects upto or below £250k	7.26
<b>Total</b>	<b>41.06</b>



- 5.6 The 24/25 expenditure indicates an overall delivery of planned expenditure of 69.4% in comparison to the annual budget, whereas the actual outturn is recorded at 83.2% in comparison to forecast as at the Quarter 3. From a directorate and service level perspective the forecast position is as follows:

Directorate	Service	Budget	Forecast Q3	Actual	Actual Variance to Forecast Q3
		£m	£m	£m	£m
People	Adult Social Care	2.08	2.10	1.36	0.74
People	Children's Social Care	0.04	0.03	0.05	(0.02)
People	Education & SEND	7.75	6.58	4.79	1.79
Place	Development & Housing	7.81	7.23	7.09	0.14
Place	Community Services	9.70	4.67	3.43	1.24
Place	Environment	25.17	23.54	19.68	3.85
Resources	Finance, Property & Procurement	2.22	1.54	1.09	0.45
Resources	Strategy, ICT & Governance	4.42	3.63	3.56	0.07
<b>Total</b>		<b>59.19</b>	<b>49.32</b>	<b>41.06</b>	<b>8.27</b>

- 5.8 The capital programme is aligned to the approved Council Strategy (2023-2027, adopted in October 2023) and its key themes

Strategy Theme	Revised Budget	Actual Expenditure including Commitments
Services we are proud of	£4,093,680	£2,839,550
A fairer west Berkshire with opportunities for all	£15,075,470	£7,276,779
Tackling climate change and ecological emergency	£5,623,390	£1,999,293
A prosperous and Resilient West Berkshire	£28,419,240	£24,075,249
Thriving communities with Strong Local Voice	£181,070	£292,161
<b>Total Planned and Actual Expenditure</b>	<b>£53,392,850</b>	<b>£36,483,032</b>
Business as usual	£5,794,620	£4,572,771
	£59,187,470	£41,055,803

## Proposals

- 5.9 At outturn £18.4 million of expenditure budget is proposed to be reprofiled into financial year 2025/26. As at the end of the financial year, £1.6 million of funding is proposed to be brought forward from approved expenditure from financial year 2025/26 into financial year 2024/25.

## 6 Conclusion

- 6.1 All capital expenditure must be financed. The Prudential Code requires authorities to look at capital and investment plans in the light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long-term financing implications and risks to the Council. A key indicator is the Council's Authorised Limit for external for debt, which was approved at Council on 28<sup>th</sup> February 2025, at £383.8 million for 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 up to a maximum of £8.9 million as at the end of March 2025). As at 31<sup>st</sup> March 2025, the Council's total level of long-term and Short-term borrowing to fund capital expenditure stood at £267 million (from the PWLB, splitting between £203m for long term and £64m short term).
- 6.2 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). At outturn the revised CFR is £310.3 million with a forecast to increase to £353.5 million during 2025/26.

- 6.3 Appendix B provides detail on the Council's CFR and liability benchmark.

## 7 Appendices

- 7.1 Appendix A –Summary of Financial Year 2024/25 Outturn position by Directorate and Key projects with slippage.
- 7.2 Appendix B – Capital Financing Requirement (CFR) and Liability Benchmark.

**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 ☐

**Officer details:**

Name: Shannon Coleman-Slaughter  
Job Title: Service Director, Finance, Property & Procurement, s151 Officer.  
Tel No: 01635 503225  
E-mail: [shannon.colemanslaughter@westberks.gov.uk](mailto:shannon.colemanslaughter@westberks.gov.uk)

---



## Appendix A

## Summary of Financial Year 2024/25 Outturn position by Directorate:

Directorate	Service	Budget	Actual	Variance	Carry Forward into 2025/26	Brought forward from 2025/26	Underspend/(Overspends)
		£m	£m	£m	£m	£m	£m
People	Adult Social Care	2.08	1.36	0.72	0.62	0.00	0.10
People	Children's Social Care	0.04	0.05	(0.01)	0.00	0.00	(0.01)
People	Education & SEND	7.75	4.79	2.96	2.93	(0.21)	0.25
Place	Development & Housing	7.81	7.09	0.73	1.49	(1.21)	0.44
Place	Community Services	9.70	3.43	6.27	5.44	(0.00)	0.84
Place	Environment	25.17	19.68	5.48	6.26	(0.18)	(0.59)
Resources	Finance, Property & Procurement	2.22	1.09	1.12	0.62	0.00	0.51
Resources	Strategy, ICT & Governance	4.42	3.56	0.85	0.96	0.00	(0.10)
<b>Total</b>		<b>59.19</b>	<b>41.06</b>	<b>18.13</b>	<b>18.31</b>	<b>(1.60)</b>	<b>1.43</b>

Slippage is incurred across a multitude of projects; a table below provides detail on **key projects** being slipped. Slippage occurs for several reasons, such as delays in procurement, delays from external parties, resourcing issues and a number of projects where finalisation invoices and snagging are to be resolved.

Capital Scheme Name	Amount proposed for Carry forward
Thatcham Library - New Build	1,200,000
Newbury Rail Station Road Improvements	1,656,820
Solar PV Initiative	573,740
Renewable Energy Provision (Solar Farm)	412,700
Playing Pitch Strategy (Action Plan)	493,517
Northcroft Refurbishment	2,697,062
Padworth Solar Pv	699,510
Special Education Mental Health & Autism Spectrum Disorder Resourced Provision - Primary	214,210
The Castle School - Basic Need Expansion	1,427,770
Social Care Case Management System Replacement	247,711
Canal Bank Restoration	429,610
Procurement & Implementation Of New Financial Management System	250,000

## Capital Financing Requirement (CFR) and Liability Benchmark

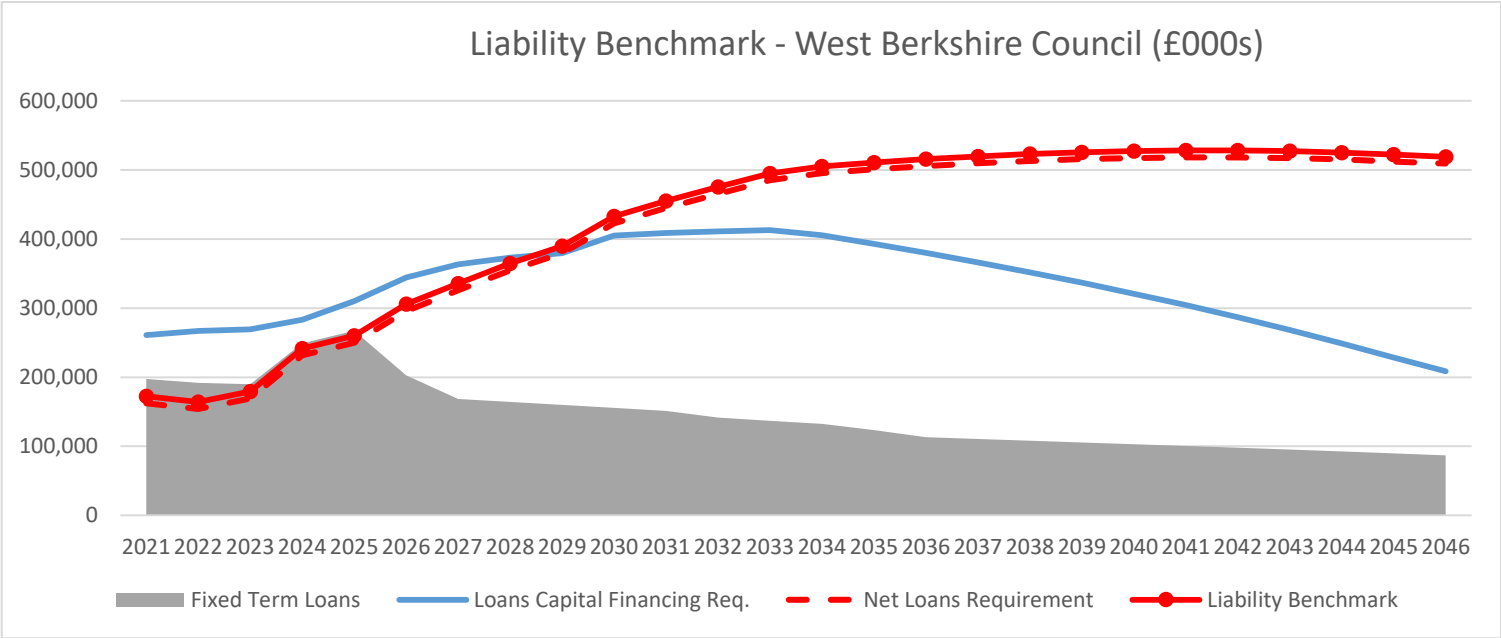
The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2024/25 unfinanced capital expenditure, and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Balance Sheet Summary	31/03/2025 Estimate £m
General Fund CFR	319.7
Less: Other Debt Liabilities (PFI and Other Lease Liability)	(9.4)
<b>Loans CFR</b>	<b>310.3</b>
External Borrowing	(267.2)
<b>Internal Borrowing</b>	<b>43.0</b>
Usable Reserves	41.7
Working Capital	18.6
<b>Net Investments</b>	<b>17.3</b>

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.

Capital Financing Report 2024/25 Outturn

Liability Benchmark	31.3.25 Estimate £000	31.3.26 Forecast £000	31.3.27 Forecast £000
Loans Capital Financing Requirement (CFR)	310,271	344,151	353,519
Less: Balance sheet resources	(60,335)	(47,835)	(32,835)
Net loans requirement	249,936	296,316	320,684
Plus: Liquidity allowance	10,000	10,000	10,000
Liability benchmark	259,936	306,316	330,684



---

## 2024/25 Revenue Financial Performance: Provisional Outturn

---

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Iain Cottingham
<b>Report Author:</b>	Elizabeth Griffiths
<b>Forward Plan Ref:</b>	EX4695

---

### 1 Purpose of the Report

- 1.1 To report on the financial performance of the Council's revenue budgets. This report is Quarter Four, the provisional outturn for the 2024/25 financial year. The report highlights the financial position at outturn and the impact on the Council's General Fund position. This allows the Executive and Scrutiny Commission to consider the implications of the outturn on the 2025/26 financial year.
- 1.2 The report builds on the budget monitoring already delivered throughout the year and where significant variances to Q3 reporting have been noted. The provisional outturn figures are subject to external audit scrutiny and hence maybe subject to change. Any changes will be reflected in the figures that will form the basis of the Council's financial statements for the 2024-25 financial year.
- 1.3 West Berkshire, like many councils nationally is facing rising costs in all areas, the most significant of these being social care where we have a statutory responsibility to provide support, but rising demand is pushing up market prices and outstripping our ability to fund it. This has been mitigated in previous years by the generation of savings and the use of reserves. In 2024/25 the opening reserve position of the Council was £4.2m, he in year forecast overspends were anticipated to reduce the General Fund further resulting in a request to central government for Exceptional Financial Support (EFS) to enable the reserve position to be bolstered.
- 1.4 EFS is a process whereby central government give a special dispensation to allow local authorities to borrow money to spend on providing what would otherwise be revenue funded services. This money comes in the form of a loan which has to be repaid with interest and therefore, the authority is not only required to prove to central government that requests are being kept to a minimum but it's clearly sensible in terms of our overall financial position to keep this borrowing as low as possible, not only in the current year, but in subsequent years. Central government have provisional agreed to a maximum EFS package of £13m for financial year 2024/25 (with a further £3m in 2025/26). The final determination of the Council's required EFS will be subject to external review (by central government) and is informed by the outturn and overall position of the draft financial statements for 2024/25.

## 2 The Executive are asked to note the following:

2.1 To note the provisional management accounting outturn of £15.9m overspend, this is prior to the following adjustments noted below, which result in an adjusted overspend position of £6.77m. Executive should also note that even with the adjustments, the outturn would have resulted in negative reserves without the application of EFS funding. The adjustments are as follows:

- (a) The Dedicated Schools Grant (DSG) overspend of £6.68m. The overspend is subject to a statutory override, enabling the Council to transfer the overspend to a separate reserve protecting the Council's General Fund. The overall cumulative deficit relating to the DSG held on the Council's Balance Sheet as at 31.3.2025 is approximately £16.5m. This is impacting the Council's revenue budget with a capital financing cost of £750k per annum. The deficit is projected to increase to £31-37m by the end of 2025/26, increasing the revenue impact to £1.4- £1.67m per annum.
- (b) The Public Health Grant underspend of £181k. Public Health funds are ringfenced and cannot be deployed in support of the Council's General Fund position. Unutilised Public Health funding is held in a separate reserve to the Council's General Fund. The overall cumulative reserve Public Health reserve held on the Council's Balance Sheet as at 31.3.2025 is approximately £1.19m.
- (c) The Council has limited ringfenced revenue reserves beyond the General Fund. The 2024/25 position utilises £17k from the Proceeds of Crime Act reserve and £428k from Commuted Sums earmarked reserves for open spaces, play equipment and highways. The overall cumulative non-General Fund reserves held on the Council's Balance Sheet as at 31.3.2025 is approximately £3.4m (provisional).
- (d) In accordance with the Council's policy on the use of flexible capital receipts, application of £2.868m of capital receipts in the form of transformation funding against the revenue outturn position. The remaining capital receipts balance held on the Council's Balance Sheet and committed against future transformation projects, as at 31.3.2025 is approximately £4.5m (provisional).
- (e) The annual Minimum Revenue Provision (MRP) adjustment of £4.36m. MRP is a capital financing adjustment between the General Fund and unusable reserves relating to the provision for the repayment of debt in accordance with the CIPFA Accounting Code of Practice and CIPFA Prudential Code for Capital Finance.

2.2 Members are informed:

- (a) That the provisional revenue deficit in the outturn is in excess of the Council's General Fund position as at 1.4.2024 (start of the 2024/25 financial year). The General Fund in essence is fully deployed in support of delivery of the Council's revenue budget, with a further £2.4m deficit created.
- (b) That it is anticipated as part of the finalisation of the Council's 2024/25 financial statements, that the provisional EFS allocation of £13m relating to 2024/25 will be fully deployed to mitigate the Council's outturn position and rebuild the Council's

General Fund to the minimum balance required to support the 2025/26 revenue budget, as detailed in the budget papers adopted by Full Council in February 2025.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	The revenue outturn position (which is provisional until finalised as part of the external audit of the Council's financial statements), is in excess of the Council's opening General Fund position (as at 1.4.2024). The EFS request provisionally agreed by central government of £13m will be fully deployed mitigating the impact of the outturn position on and bringing the General Fund balance to the minimum level recommended by the s151 Officer as part of the 2025/26 budget papers adopted by Council in February 2025.
<b>Human Resource:</b>	Not yet discussed in detail with HR
<b>Legal:</b>	None
<b>Risk Management:</b>	Financial Review Panel (FRP) continues to internally securitise all recruitment and agency expenditure. Social care expenditure is subject to individual panel review across Adult Social Care and Children's Social Care down to an individual package basis. The Property Investment Board (PIB) is assessing investment properties to determine the optimal strategy for disposal and retention. The Capital and Asset Group (CAG) are now reviewing all capital proposals and business cases, and the Finance and Governance Group (FAGG) will be reviewing all requests for Transformation spend going forward to ensure they are both deliverable and compliant.
<b>Property:</b>	Reviews of assets continue 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 but this must be balanced against the long-term loss of revenue that disposal of income generating assets would incur.
<b>Policy:</b>	

	Positive	Neutral	Negative	Commentary
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		The proposal aims to continue to protect those characteristics
<b>Environmental Impact:</b>		X		Unlikely to have any long-term environmental impact.
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		N/A
<b>Digital Services Impact:</b>		X		N/A
<b>Council Strategy Priorities:</b>		X		All expenditure is aligned to the delivery of Council priorities, this report provides detail on the level of expenditure incurred.
<b>Core Business:</b>		X		
<b>Data Impact:</b>		X		N/A



<b>Consultation and Engagement:</b>	Service Directors, Executive Directors.
-------------------------------------	---

## 4 Executive Summary

- 4.1 The provisional outturn position for 2024/25 is £181.2 million of net expenditure against a net budget of £165.2m.
- 4.2 The position continues to be driven primarily by social care demand pressures and capital financing costs attributable to financing the deficit position relating to the DSG and the High Needs Block.
- 4.3 The table below shows the revenue outturn position in service areas before movements to and from reserves which remove the surplus in Public Health of £181k and apply £6.77m of funding from the Dedicated Schools Grant, the former slightly worsening the position, the latter substantially improving it. It is before the accounting adjustment of £4.4m for MRP which would increase the deficit but before the application of £2.9m of transformation funding which would improve it.

		Annual Net Budget to 31/03/2025 £	Net Exp/Inc to 31/03/2025 £	Actual Variance to 31/03/2025 £
Executive Director People - Adult Social Care & Public Health		258,620	260,202	1,582
Adult Social Care		69,682,300	70,208,502	526,202
Public Health & Wellbeing		-80,000	-261,047	-181,047
<b>People - Adult Social Care &amp; Public Health</b>		<b>69,860,920</b>	<b>70,207,657</b>	<b>346,737</b>
Executive Director People - Children's Services		217,590	226,965	9,375
Children's Social Care		23,455,300	25,637,142	2,181,842
Education & SEND		11,653,280	14,021,273	2,367,993
Education (DSG Funded)	Overspend trfrd to reserves, see 2.1 (a)	-444,000	6,238,519	6,682,519
<b>People - Children's Services</b>		<b>34,882,170</b>	<b>46,123,899</b>	<b>11,241,729</b>
Executive Director – Place		81,850	239,903	158,053
Community Services		5,141,480	5,050,151	-91,329
Environment		27,001,320	27,299,215	297,895
Development & Housing		3,234,530	2,937,767	-296,763
<b>Place</b>		<b>35,459,180</b>	<b>35,527,037</b>	<b>67,857</b>
Executive Director - Resources		415,740	861,446	445,706
Finance, Property & Procurement		2,975,840	4,778,910	1,803,070
Strategy, ICT & Governance		9,121,790	9,021,487	-100,304
Transformation		0	348,934	348,934
<b>Resources</b>		<b>12,513,370</b>	<b>15,010,776</b>	<b>2,497,406</b>
Chief Executive		577,010	895,339	318,329
<b>Chief Executive</b>		<b>577,010</b>	<b>895,339</b>	<b>318,329</b>
Capital Financing & Management	Includes £4,363,560 MRP, see 2.1 (e)	11,316,460	13,430,498	2,114,038
<b>Capital Financing and Management</b>		<b>11,316,460</b>	<b>13,430,498</b>	<b>2,114,038</b>
<b>Total</b>		<b>164,609,110</b>	<b>181,195,205</b>	<b>16,586,095</b>
<b>Adjustments and mitigations:</b>				
See 2.1 (a)		Dedicated Schools Grant		-6,682,519
See 2.1 (b)		Public health underspend		181,047
See 2.1 (c)		POCA & Commuted sums		-445,250
		Transformation		-2,867,765
		<b>Adjusted outturn</b>		<b>6,771,608</b>

- 4.4 **Adult Social Care** has overspent by £526k. This is an improvement of £850k on the forecast position at Q3, mainly due to an agreed change in the calculation of accruals. With the main ASC system, Care Director, due to be replaced by Mosaic by the end of this financial year, we expect the 2025/26 accruals to be much more system driven and based on improved data which could lead to another shift in value at the 2025/26 year end.
- 4.5 During 2024/25, client numbers were lower than those modelled for the budget, but the cost of care was over 5% higher with more clients placed in externally commissioned beds outside of our care homes. The service currently carries a large risk of overspend in 2025/26 if discretionary increases cannot be held at the low level allowed for in the budget. With requests reaching 20% in some cases, the impact is potentially significant, and negotiations are underway with providers to try to reduce and mitigate this risk.
- 4.6 Our care homes showed an overspend of £1.3m driven by the need to supplement vacant posts with agency staff. There is a potentially significant revenue pressure for 2025/26 relating to achievability of £1.5m of budgeted savings through the planned transfer of two homes to a third-party provider. Although the contract went through an invitation to tender it was not able to be awarded.
- 4.7 **Children's Social Care** has overspent by £2.2m. While the number of children in our care has stabilised, the complexity of needs continues to increase with more children requiring specialist residential settings at significant cost.
- 4.8 There is a potential risk for the 2025/26 budget due to an increase in the number of residential placements since the budget was set. Children's services have secured transformation funding in 2025/26 for a dedicated Commissioning and Brokerage team to ensure placements are both appropriate and affordable. This initiative aims to save £3m over the period of the project.
- 4.9 The **Education and SEND** budget have an overspend of £2.37m. Almost a million pounds of this relates to home to school transport provision. The service are steadily improving the position through proactive contract management and continued savings in areas of discretionary spend have been identified. However, both the number of clients being supported by the service and the cost of delivering that support has risen, again, due to the increasing complexity of needs. The Education Service has also incurred significant agency costs as key posts have proved difficult to recruit to, primarily in relation to Educational Psychologists.
- 4.10 The DSG and within it the High Needs Block, funds the provision of SEND commissioned services, but it should be noted that this year's deficit (overspend) of almost £7m is forecast to increase in the short term to around £20m per year, quickly propelling this year's closing cumulative deficit of £17m to £73m by 2027/8 if all currently planned mitigations are realised and almost £95m without them. This is held as an unusable reserve on the Council's balance sheet. There is currently a statutory override in place for all Councils until March 2026 at which point, if nothing changes, the liability – which is projected at that point to be between £31-£37m, will fall to the Council. Removal of the statutory override (as with the majority of Councils nationally), could result in the immediate issue of a s114 notice.

- 4.11 The DSG is monitored quarterly and financial performance reported through the Heads Funding Group and West Berkshire Schools Forum. Unspent school balances are held in earmarked revenue reserves in the Council's Balance Sheet and cannot be applied in support of core Council activities.
- 4.12 The **Place Directorate** budget outturn showed an overall underspend of £68k. While parking and planning income underachieved, this was offset by several large underspends in other areas.
- 4.13 A notable overspend in Housing and Development was £933k on emergency accommodation. This is being mitigated in 2025/6 with Walnut Cose which opened its doors to families in March with 16 families being places in that month.
- 4.14 **Finance, Property and Procurement** overspent by £1.8m. This was largely down to the following areas.
- 4.15 A backdated adjustment was processed of housing benefit payments to housing rent accounts, resulting in an £654k rental pressure to the Council. This catchup adjustment has been the result of a yearend reconciliation between data held within the Council's main finance system and the Council's separate housing rent account software and brings both systems up to date and in line with each other.
- 4.16 Dependency on high cost agency/consultancy support to fill vacant senior finance roles. Three key roles are currently under recruitment with a view to mitigating the risk of further overspending in 2025/26.
- 4.17 There was a pressure of £390k in property management relating to delayed disposals of two former operational properties which were subject to rationalisation in prior financial years. One of these properties has now been disposed off, with the second property currently being marketed.
- 4.18 A loss of £477k of income due to the sale of a commercial property whose income had been included in the 2024/25 budget. The income loss demonstrates the significant revenue benefit that some of our investment buildings generate to support the delivery of our services. The Property and Investment board are currently reviewing assets to determine which ones should be offered for sale and which should be retained for the valuable yield they contribute to the Council's revenue budget.

## 5 Transformation

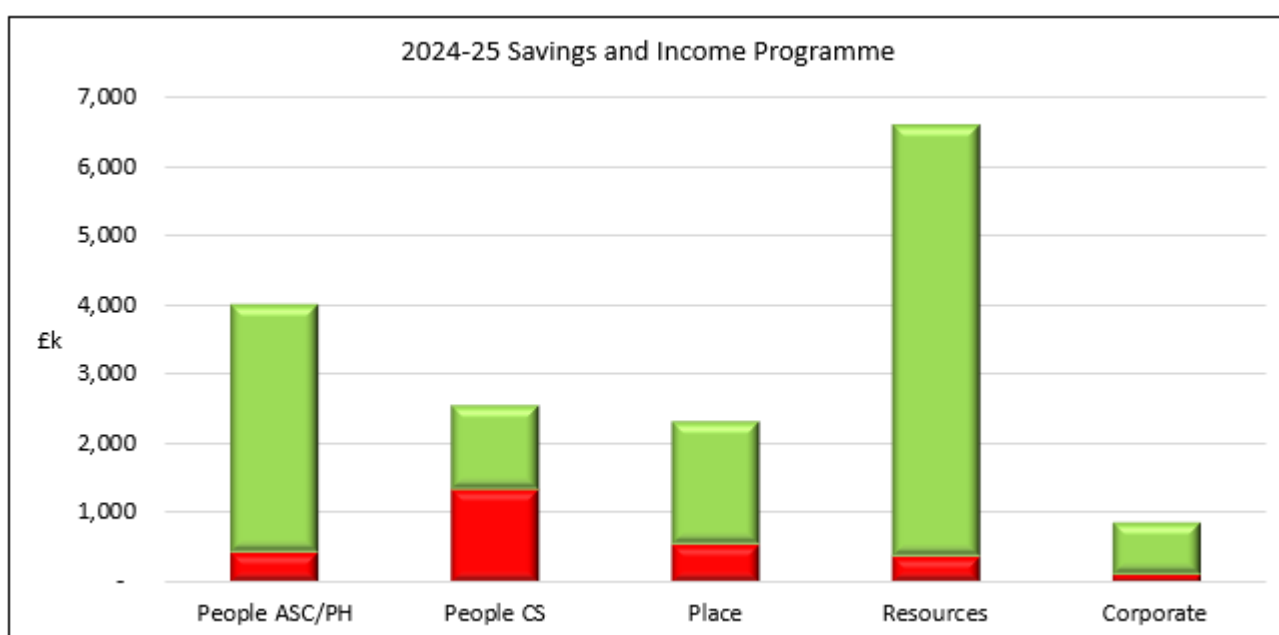
- 5.1 The **Transformation** cost centre which funds the transformation team is overspent by £349k and is funded through the application of capital receipts in accordance with the Council's flexible use of capital receipts policy.

## 6 Budgeted savings

- 6.1 Budgeted savings were largely achieved in the year with £13.5m out of a possible £16.4m (83%) ragged green as achieved. The breakdown of the value of the savings by Directorate can be seen below:

2024-25	Red	Amber	Yellow	Green	Total
	£k	£k	£k	£k	£k
People ASC/PH	441	-	-	3,562	4,002
People CS	1,348	-	-	1,222	2,569
Place	552	-	-	1,786	2,339
Resources	377	-	-	6,218	6,595
Corporate	125	-	-	750	875
<b>Total</b>	<b>2,842</b>	<b>0</b>	<b>0</b>	<b>13,538</b>	<b>16,381</b>
<b>%</b>	<b>17%</b>	<b>0%</b>	<b>0%</b>	<b>83%</b>	<b>100%</b>

6.2 The Resources Directorate and ASC / Public Health had the highest savings targets, and the proportion of savings delivered vs undelivered is shown below:



6.3 The highest value of undelivered savings relate to Children's Social Care (£1.35m) and were either unachieved due to the lack of a commissioning team – a situation which will be remedied by the receipt of transformation funding in 2025/26, the achievement of savings but insufficient to reverse the significant overspends incurred in some areas, or, in the case of the Foster Carer recruitment initiative, is still in its infancy but there is hope that this starts to deliver savings soon.

## 7 Conclusion

7.1 The financial situation of the Council remains extremely difficult. EFS funding has been secured to mitigate the impact of the 2024/25 outturn on the Council's General Fund and our previous forecasts have proved sufficiently accurate for the requested amount to be correct – however, this is a short-term fix, not a long-term solution. EFS funding must be repaid with interest, and savings must be found to close the projected gap in the budget and end our reliance on this additional borrowing.

- 7.2 Transformation funding will be an essential part of this, but it must meet the qualifying criteria and deliver ongoing savings to help close that budget gap.
- 7.3 Boards such as the Financial Review Panel, the Capital and Asset Group, the Property Investment Board and the Finance and Governance Group, all play an important role to review and assess proposals to ensure they are compliant and appropriate, affordable and deliver savings, or at the very least, good value for money.
- 7.4 The budget for 2025/26 will not have the capacity to absorb additional investment over and above pay inflation, contract inflation and modelled growth. The 2025/26 budget will be constrained; additional growth will be possible if Directorates are able to self-fund the cost of it from savings proposals over and above their savings targets. In order to protect the delivery of the service and the Council's workforce, no savings will be permitted to be offset between operational service delivery and establishment costs. The Finance and Governance Group will review and challenge these proposals.
- 7.5 All non ring-fenced grants without conditions will be held centrally and services will bring forward proposals for spend against them which will be considered by the Finance and Governance Group. All spend must still be compliant with the restrictions of the grant it relates to.
- 7.6 The Capital and Asset Group will consider the business cases and financial viability of all new capital proposals. Any capital project not yet started or undergoing a material change in scope or cost must also submit an up to date business case for consideration.
- 7.7 The Senior Leadership Team will consider all applications for Transformation funding prior to a final approval process by Corporate Programme Board, based on business cases demonstrating achievable long-term savings generated by the proposal.
- 7.8 The Property and Investment Board have the task of reviewing each asset to determine which investment properties should be sold and which retained. A balance must be struck between the lure of a one-off capital receipt which could potentially fund some additional transformation spend in the short term or reduce the impact of EFS borrowing – vs the long-term revenue streams we might be sacrificing which, under current PWLB restrictions, cannot be replaced. All rental income sacrificed will need to be replaced with income generation or savings proposals to offset the lost revenue stream.
- 7.9 All of these processes will require the whole organisation to be mindful of the financial situation and factor that into every decision made, to go further to find additional savings and to strive to mitigate risk and additional costs whenever and wherever they are identified.
- 7.10 The ongoing revenue budget shortfall which has depleted the Council's reserves over a number of financial years to the point the Council has been required to seek financial support from central government. The 2024/25 revenue outturn fully deploys the Council's existing General Fund and consumes a proportion of the provisionally agreed EFS. The balance of the EFS is required to bring the Council's General Fund to the level recommended by the S151 officer as part of the 2025/26 budget setting process. The position of the Council's General Fund effectively removes the safety net and erodes financial resilience. The only way to rebuild this is to continue to find and deliver savings and additional income from across the entire organisation.

## Proposals

None.

## 8 Other options considered

None

## 9 Appendices

None

---

### Background Papers:

Quarter One, Two and Three Revenue Reports

### 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 ☒

### Officer details:

Name: Shannon Coleman-Slaughter  
Job Title: Service Director – Finance, Property & Procurement, s151 Officer.  
Tel No: 01635 503225  
E-mail: Shannon.ColemanSlaughter@westberks.gov.uk

---

This page is intentionally left blank



---

## 2024/25 Performance Report Q4

---

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Jeff Brooks
<b>Report Author:</b>	Jenny Legge / Beatriz Teixeira
<b>Forward Plan Ref:</b>	EX4542

---

### 1 Purpose of the Report

- 1.1 To provide assurance that the priority areas in the [Council Strategy 2023-2027](#) are being managed effectively, and where performance has fallen below the expected level, present information on the remedial action taken and the impact of that action.

### 2 Recommendations

- 2.1 To note the progress made in delivering the Council Strategy Delivery Plan 2023-2027 priorities scheduled for this financial year.
- 2.2 To review those areas where performance is below target i.e., reporting as 'Red' or 'Amber', and note that the appropriate remedial action is in place.
- 2.3 To note that although the review of the measures by the Council had been approved by the time of reporting (deliberation on 15 May 2025), they are not applied to this report as the progress presented here predates said approval. The adopted changes will be reflected in the Q1 2025-2026 Performance Report whilst this presents results against the measures in place at the time of reporting.

### 3 Implications and Impact Assessment

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

	Positive	Neutral	Negative	Commentary
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>	x			Supports all priorities areas of the Council Strategy 2023-27.
<b>Core Business:</b>	x			
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	The information provided for this report, has been signed off by the relevant Service Directors, Executive Directors and Portfolio Holders.			

## 4 Executive Summary

- 4.1 This paper provides updates on performance for this financial quarter on measures used to monitor the [Council Strategy Delivery Plan 2023-2027](#).
- 4.2 Alongside our targeted measures, we monitor other datasets which provide context and demand on our services themed by economy, social care and the environment.

- 4.3 This report covers the progress made during Q4 2024-2025 against the measures in place during that specific time frame. The changes approved by the Council on 15 May 2025 will start to be implemented in the reporting for Q1 2025-2026.
- 4.4 However it should be noted that a previous version of this report, erroneously applying the modifications approved by the Council was presented to Corporate Board on 10 June 2025. That is reflected in the version control section at the end of this report.

## 5 Supporting Information

### Introduction

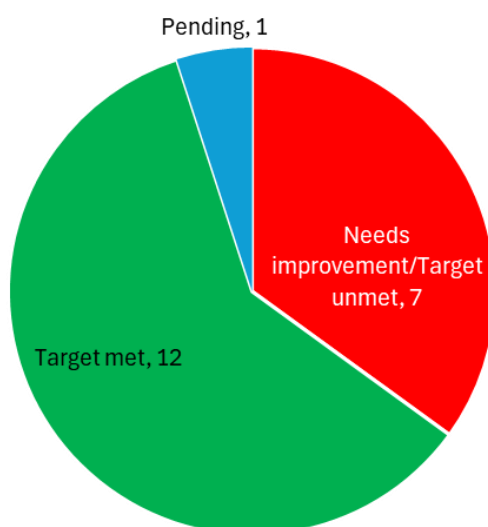
- 5.2 The Council Strategy 2023-27 was approved by Full Council in October 2023, and is a four-year strategy accompanied by a detailed Delivery Plan divided into the following five Priority Areas:

1. Services we are proud of
2. A fairer West Berkshire with opportunities for all
3. Tackling the climate and ecological emergency
4. A prosperous and resilient West Berkshire
5. Thriving communities with a strong local voice

### 5.3 Monitoring the achievement of our High Priority Measures

- 5.4 To monitor if we are achieving what we have set out to do, each Priority Area is monitored through a set of High Priority, and Business as Usual measures, which are reported quarterly.
- 5.5 High Priority measures are our key focus and will be monitored routinely each quarter, whereas Business as Usual measures are reported by exception, i.e. needs improvement (Red), not achieved by the deadline (Red), or is near target (Amber). Please note that a set of 12 areas of focus were approved at the [Full Council meeting on 15 May 2025](#), and in light of this the High Priority measures will be revised from Q1 2025/26 onwards.
- 5.6 Twelve of the High Priority measures indicate actions or outputs that have been successfully delivered, including activities that have been completed during the year. One measure, related to the development of the Newbury Masterplan is pending confirmation of the target date. Seven measures had a status of needs improvement (Red); one of which was completed, but after the target date and therefore still considered as “Red”.
- 5.7 Chart 1. Year-to-date (YTD) progress of 20 High Priority measures. Due to service reporting deadlines, card 7 had displayed the information ‘data unavailable’ on previous quarterly reports. The data for 2024/25 has now been reported and a quarterly breakdown is provided in the commentary box below.

Status of High Priority measures



5.8 The following cards show the progress of High Priority measures in each Priority Area.

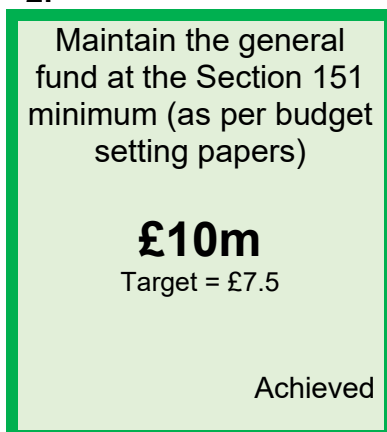


## Services we are proud of

1.



2.



3.



Commentary on measures needing requirement or near target

### 1. No. of Council services/functions digitised and/or transformed:

An earlier than expected move of the apprentice business analysts to the Transformation department and two vacancies to permanent posts has reduced the resource available in

Commentary on measures needing requirement or near target

the team to work on digital transformation. As a result, the number of transformed services is lower than expected this year.



## A fairer West Berkshire with opportunities for all

4.

CQC rating of at least Good for our Adult Social Care Service

**Good**

Last inspection May 2024

Achieved

5.

No. of children's social workers who have more than 18 cases allocated to them

**19**

Target = 0

Needs improvement

6.

No. of Children in Care aged under 16 placed in unregistered provision

**3**

Target = 0

Needs improvement

7.

No. of affordable homes completed and ready for occupation

**185**

Target = 150

Achieved

8.

Develop a strategy to bring back empty home into use

**Complete**

Target = 31 March 2025

Achieved

9.

Adopt a plan to close the attainment gap focussing on early years and deprivation

**Not achieved**

Target = 31 March 2025

Not achieved

Commentary on measures

### 5. No. of children's social workers who have more than 18 cases allocated to them:

Children's Services continues to review caseloads on a regular basis and where caseloads are high work is undertaken to address this. This is an improving picture, average caseloads over this last quarter have been between 19-22 in our safeguarding teams, Children in Care teams have stabilised at an average of 18 but our Children with Disability Team is higher and this is being addressed.

Council has invested in some additional Assistant Team Managers, this will enable better line of sight, improved support, advice and guidance to social workers to work and over

Commentary on measures
<p>the next quarter another the two safeguarding teams will be split into 3 teams to make them small, improve the support and ensure those with higher caseloads all have a plan to reduce.</p> <p><b>6. No. of Children in Care aged under 16 placed in unregistered provision:</b></p> <p>Two of these children are in placements that have applied for registration with Ofsted and the children are placed in their best interests. Ofsted have been informed. The other child is placed with a parent and subject to a Court Order not to move them whilst a parenting assessment takes place.</p> <p><b>7. No. of affordable homes completed and ready for occupation:</b></p> <p>Our target of 150 affordable homes built and ready for occupation was surpassed, with the following number of homes delivered per quarter: Q1 = 80; Q2 = 25; Q3 = 19; and Q4 = 61, with an end of year total of 185 homes.</p> <p><b>8. Develop a strategy to bring back empty home into use (31/03/25):</b></p> <p>Executive Members have approved the implementation of the Empty Homes Policy and grant. Financial modelling and implications of the scheme commenced but were paused due to year end.</p> <p><b>9. Adopt a plan to close the attainment gap focussing on early years and deprivation:</b></p> <p>The Delivering Better Value programme established a range of actions to improve the outcomes for children and young people with additional needs, as well as delivering savings of circa £500k in 2024/25. These actions have now been further developed into a SEND action plan, and this is being implemented at a system-wide level across West Berks. Further data analysis of cohorts where there is a demonstrable attainment gap is being undertaken by Public Health colleagues, and this will be used to drive the ongoing development of Early Year and Early Help strategies. These will be co-produced with stakeholders including schools and parents and young people in line with the recently approved SEND strategy.</p>



## Tackling the Climate and ecological emergency

10.

Commence trial of  
extended  
pedestrianisation hours  
Newbury Town Centre

**Delayed**

by end of March 2024

**Target to be modified**  
See commentary

### Commentary on measures needing requirement or near target

#### **10. Commence trial of extended pedestrianisation hours Newbury Town Centre (31/03/24):**

Measure presented as red as result had not been achieved by the target date set. However, it should be noted that this measure was among the ones reviewed by the Council on 15 May 2025, with its target date set to be amended to 31 May 2025 for Q1 reporting.

The Department for Transport (DfT) approved the application to trial extended pedestrianisation hours in Newbury Town Centre. That follows a pre-trial consultation between September and November 2024, where residents, businesses, and visitors shared their views on the proposal.

Starting on 19 May 2025, Newbury's pedestrianisation hours along Northbrook Street, Bridge Street, Bartholomew Street (north), Mansion House Street, Wharf Street, and Market Place were set to be extended until later in the evening from 10am to 11pm (currently 10am - 5pm) as a trial under an Experimental Traffic Regulation Order (ETRO).



## A prosperous and resilient West Berkshire

11.

% of the principal road network (A roads) in need of repair

**4%**

Target = 4%  
31 March 2025

Achieved

12.

% of non-principal road network (B and C roads) in need of repair

**3%**

Target = 4%  
31 March 2025

Achieved

13.

% of permanent pothole and edge of road repairs completed within 28 days of the order date

**87.2%**

Target = 95.0%

Needs improvement  
See commentary

14.

Adopt the West Berkshire Local Plan

**On track**

for 30 June 2025

Succeeding

15.

Develop and adopt a refreshed Newbury Masterplan delivery plan (tbc)

**Pending confirmation**

Target = tbc

Pending confirmation

### Commentary on measures needing requirement or near target

#### 13. % of permanent pothole and edge of road repairs completed within 28 days of the order date:

A change in depth to the investigatory level of a pothole, from 50mm to 40mm has resulted in an increase in the number of defects requiring repair through the winter season. This combined with a supply chain issue has inevitably resulted in some defects not being repaired within the 28 days. Supply chain issue to be raised at next Strategic Meeting with Volker Highways on 25 April 2025.

#### 15. Develop and adopt a refreshed Newbury Masterplan delivery plan (tbc)



Commentary on measures needing requirement or near target

At the time of reporting there was not set target date. As part of the delivery plan review process, it is proposed that starting on Q1 2025-2026, periodical updates be provided on the progress of the projects which fall under the scope of the Masterplan.



## Thriving Communities with a Strong Local Voice

16.

Set up a new fund in partnership with Greenham Trust for mental health support initiatives

**Complete**

by 30 October 2024

Achieved

17.

Refurbish Hungerford Leisure Centre

**Complete**

Target = 31 December 2024

**Achieved but delayed**  
See commentary

18.

Refurbish Northcroft Leisure Centre

**On track**

for 30 June 2025

Succeeding

19.

Refurbish Kennet Leisure Centre, Thatcham

**Complete**

by 31 March 2025

Achieved

20.

Refresh the Playing Pitch Strategy

**On track**

for 30 June 2025

Succeeding

### Commentary on measures

#### 17. Refurbish Hungerford Leisure Centre (31/12/24):

Completion was delayed by severe weather conditions, which meant that the modular unit could not be craned into position. This delay bridged the Christmas break and therefore was delayed by a further 2 weeks.

The new exercise studio officially opened at Hungerford Leisure Centre on Saturday, 29 March 2025.

#### 19. Refurbish Kennet Leisure Centre, Thatcham (31/03/25)

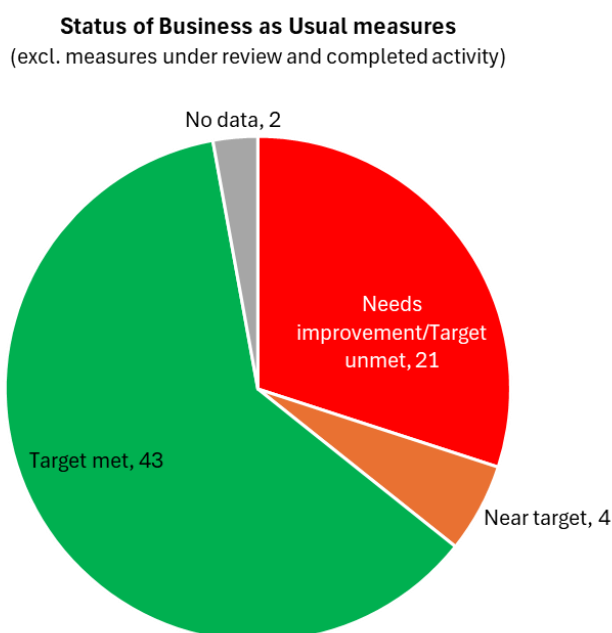
The original project scope has been completed, but further work has been identified within the existing budget.

### Business as Usual measures

5.9 The remaining measures are categorised as Business as Usual (BaU). In accordance with the methodology for performance reporting set by the council, these measures are reported by exception, i.e., only those measures categorised as needs improvement (Red), not achieved by the deadline (Red), or near target (Amber) are included in the body of this report. Measures that have been successfully met (Green), or for which data was not provided are included in Appendix A.

5.10 A list of all activities completed during the current strategy can be found in Appendix A.

5.11 The chart and tables below present the year to date (YTD) results for the BaU measures which are not under review or where activities have been completed.



5.12 Table 1: BaU measures rated as “Needs improvement” (Red) or “Target unmet” (Red).

BaU measures reporting as “Needs improvement” (Red) or “Target unmet” (Red)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
24	% of WBC provider services inspected by Care Quality Commission (CQC) and rated as good or better	80%	100%	<p>Four out of the five regulated services are currently rated as Good. Birchwood remains rated as Requires Improvement, as it has not had a CQC inspection since its last one in March 2023.</p> <p>A new management team took over at Birchwood in December 2024 and has made encouraging progress in embedding change and improving quality. Partner agencies have noted positive changes within the home.</p> <p>Admissions are progressing at a slow but steady pace, and a plan is in place to ensure that admissions continue safely as the number of weekly admissions gradually increases.</p>
26	% of parents receiving support from the Early Response Hub reporting that their concerns had reduced	61%	65%	<p>This area has shown improvement, with a strong focus on gathering feedback to better inform practice and learning. Our Early Response Hub reliefs a key role in supporting families at an early stage, helping them make positive changes and reducing the need for statutory services.</p> <p>The upcoming Family Help Reforms will build on this progress by enabling support for more families at an earlier stage. A period of co-production and co-design will begin in April to support the development of a more robust early intervention offer.</p>
29	% of households where relief duty ended with secure accommodation for at least 6 months	47%	55%	<p>The target was missed due to an increased number of main housing duty decisions being made before households were able to secure alternative accommodation.</p>
36	% of repeat plans for children subject to a CP Plan for a second subsequent time (within 2 years)	28%	15%	<p>This area is reviewed regularly to better understand the reasons behind repeat child protection (CP) plans. We also specifically monitor repeat plans that occur within a two-year period, which this quarter accounted for approximately 21%.</p> <p>This measure includes all children who become subject to a CP plan for a second or subsequent time, regardless of the time elapsed since the previous plan. Reviews have not identified a consistent theme behind repeat plans; rather, they often result from risks re-emerging and changes not being sustained. Domestic abuse continues to be a recurring factor in these cases.</p>

BaU measures reporting as “Needs improvement” (Red) or “Target unmet” (Red)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
				To provide further context, over the past six months, 33 out of 110 children who became subject to a CP plan had previously been on one. The service continues to review these cases closely to reflect on previous decisions, assess practice, and identify any learning opportunities.
42	Increase in the number of shared lives carers (households) compared to Mar 2023	39	45	<p>Across 2024/25 we have had 6 Shared Lives (SL) carers leave the service for reasons such as retirement, bereavement and care duties to immediate family members.</p> <p>Since 1 April 2024, we have recruited two WBC carers and two Other Local Authority (OLA) carers, generating £53k in OLA income for 2024/25.</p> <p>Recruitment efforts are ongoing, with three additional WBC carers currently in the process of joining the service—and potentially up to five, pending application receipt. We will continue to actively promote Shared Lives throughout the year.</p>
43	No. of active fostering households (including family and friends)	83	93	<p>Fostering recruitment remains a key priority. We are fortunate to have a committed group of foster and kinship carers, and we continue to focus on expanding this essential part of our service.</p> <p>As a member of the Regional Fostering Hub, we have benefited from coordinated media campaigns aimed at raising public awareness. Locally, our Fostering Recruitment Lead has worked proactively to promote fostering opportunities, resulting in an increase in enquiries—though not all proceed to the assessment stage.</p> <p>To further support both recruitment and retention, we are currently reviewing and enhancing our foster carer offer.</p> <p>As of the end of March 2025, we have:</p> <ul style="list-style-type: none"> <li>• 45 in-house foster carers</li> <li>• 38 kinship carers</li> <li>• No resignations recorded this quarter</li> </ul>

BaU measures reporting as “Needs improvement” (Red) or “Target unmet” (Red)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
45	No. of Children in Care aged 16 and over placed in unregistered provision	1	0	<p>Children over the age of 16 placed in unregistered provision are reviewed fortnightly through the Access and Resource Panel. We continue to actively explore regulated placement options; however, due to limited availability and the complexity of needs—often linked to mental health—we have not yet been successful in securing suitable regulated providers. As a result, unregistered provision is used only as a last resort.</p> <p>All such placements are subject to rigorous due diligence to ensure the safety and well-being of the young people involved.</p> <p>Currently, one young person is in the process of moving to a regulated provision.</p>
62	% of all schools judged good or better by Ofsted in Leadership & Management and Quality of Education	91%	96%	<p>Current performance is influenced by six schools within the authority that have not yet achieved a 'Good' or better Ofsted rating. Despite this, our overall performance remains above the national average of 90% as of 31 August 2024.</p> <p>Park House Secondary and Lambourn Primary are scheduled for inspections within the next four months, and we are optimistic that both will achieve improved ratings. Should this occur, the proportion of schools in the authority rated 'Good' or better would rise to 95%.</p>
65	% of council light vehicle fleet that are ultra-low emission	48%	77%	<p>10 of 21 light fleet vehicles are electric (and 1 hybrid). Some replacement ULEVS are expected to be ordered in 2025; for other diesel/hybrid light fleet vehicles, we are awaiting finalisation of service plans and/or release of suitable electric models with required range/capacity before orders can be placed. In the meantime, 2 electric minibuses (larger fleet vehicles) added to fleet in 2024/25 and 1 arrived in early 2025/26.</p>
66	Go live with Grazeley solar farm (31/05/25)	Delayed (R)	31/05/25	<p>The Council continues to explore suitable options for appointing a supplier to install the solar scheme. More information will be available during the next reporting cycle.</p> <p><i>Note: target submitted to Council Review</i></p>
67	Update the Environment Strategy and Delivery Plan (31/12/24)	Completed Delayed (R)	31/12/24	<p>Following additional data collection and feedback from the Environment and Highways Portfolio Holder on the pathway to Net Zero, the Environment Strategy and Delivery Plan has been completed and is scheduled to go to the Executive on 22 May 2025.</p>

BaU measures reporting as “Needs improvement” (Red) or “Target unmet” (Red)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
69	No. of additional kWp installed for generating renewable energy	126	350	The award of a contract for installing solar pv on council buildings was delayed due to resource constraints. The contract was awarded in Q3 and work to deliver the contract started in Q4.
74	% of all suitable WBC public car parks with 20 or more spaces to have EV charging available	59%	100%	Charging points were installed at 5 car parks in 2024/25 (where previously had none): Church Street and Station Road in Hungerford; and Corn Exchange, Northbrook and Pelican Lane in Newbury. Works are in progress/development for 2 further sites in 2025/26.
76	% of Car Club vehicles that are electric	20%	25%	The % of EVs in the Car Club fleet is restricted by the availability of charging points. The only location currently with an EVCP is the Kennet Centre space. Enterprise can supply EVs once we have spaces with charging available. Next spaces to be targeted include Eight Bells and Station Road.
88	Adopt a Local Transport Plan (31/03/25)	Delayed (R)	31/03/25	The draft Local Transport Policy and associated documents are currently out for public consultation (start date: 09/04/2025, end date: 25/05/2025). After making any final amendments, it will be taken through the required governance boards to Full Council in July 2025.
95	No. of meetings with our rural cluster businesses to understand key needs and actions	0	1	The team has incorporated a Rural Business Forum and a Business Conference into the UKSPF/REPF delivery plan for 2025/26. Expected to be delivered in the context of the Local Government Reorganisation-related activities.
96	Pilot first Estate Plan (31/12/25)	Delayed (R)	On schedule (G)	No commentary provided by the time of reporting.
97	Hold a Local Business Conference to promote the district and create more jobs (31/12/24)	Delayed (R)	31/12/24	Although delayed, the conference is expected to be undertaken as part of the activities related to the Local Government Reorganisation programme.
98	Complete the first phase of works on Newbury Wharf (31/12/24)	Completed Delayed (R)	31/12/24	Completed with delay.

BaU measures reporting as “Needs improvement” (Red) or “Target unmet” (Red)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
119	No. of visits to West Berkshire sports and leisure centres	925,613	1 million	Based on the contract period from July 2023 to March 2024 compared with July 2024 (Q4), attendance has increased by 76,929.
124	% of weekly Activity for Health Programme class capacity being met (quarterly average)	61%	65%	<p>While the period target of 65.0% was not met, there has been a notable improvement from the previous performance of 47.4%. One of the key challenges during this period has been the ongoing redevelopment work, which is expected to continue until the end of June.</p> <p>As a result, the exercise referral sessions were temporarily relocated to the cricket club, a change that presented accessibility challenges for some participants. Despite this, overall class uptake is trending positively, indicating encouraging progress in engagement.</p>

5.13 Table 2: BaU measures rated as “Near target” (Amber)

BaU measures reporting as “Near target” (Amber)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
3	No. of people subscribed to WBC e-newsletters	73,258	76,000	<p>An exercise has been undertaken this year to clean-up the subscriber database to remove dormant accounts which are no longer subscribed to receive newsletters. This is likely because residents have chosen to unsubscribe from a newsletter without deleting the account. Although the result is a reduction in the number of subscribers, the data held in the system now better reflects engaged users who are receiving newsletters from the council. Prior to the deletion, accounts received a communication from the council about the proposed deletion and encouraging them to re-subscribe to topics that were of interest to them. The Communications team will continue to look for opportunities to encourage residents to sign up to newsletters offered by the Council.</p>
33	% of desired outcomes of a S42 safeguarding enquiry, expressed by the subject, ‘fully’ achieved	67%	68%	Just below target of 68%. Higher numbers ‘partially’ achieved.



BaU measures reporting as “Near target” (Amber)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
75	No. of new EV charging points installed on streets without off-street parking	38	40	<p>12 sites have been identified and are in the process of being installed and commissioned. Some local opposition to the sites has resulted in Member engaging with Officers to investigate alternative sites. Alternatives were not suitable on technical grounds.</p> <p>Progressing with the LEVI tender and assessing Tenders at present with a view to identifying a preferred Charge Point Operator in May that will help the delivery of on-street charge points for residents. With the new LEVI funded contract being Tendered, we were conscious of trying to deliver on-street charging infrastructure without taking prime sites out of the Tender as this could adversely affect the number of Tenderers and the number of charge points that they are willing to provide under this 20 year concession contract, hence total numbers for the year are slightly lower than the target. This shortfall will be overcome in the next Financial Year using the new concession Contract.</p>
79	% of household waste recycled, composted and reused	52%	53%	<p><i>Note: Q4 data is provisional and subject to change pending validation by DEFRA after the end of the quarter.</i></p> <p>A key factor contributing to the minor shortfall in performance was a drop in garden waste tonnage. In 2024/25, a total of 14,274 tonnes of garden waste was collected—approximately 4,000 tonnes less than in 2023/24.</p> <p>Garden waste volumes are highly dependent on weather and growing conditions. The summer of 2024 was the coolest since 2015, with August drier than usual, both of which contributed to reduced vegetation growth. In contrast, 2023/24 was the UK's fifth warmest year on record and one of England's wettest, resulting in significantly higher garden waste volumes.</p> <p>On a positive note, dry recyclable waste increased by approximately 5% compared to the previous year, indicating improved recycling engagement.</p>



- 5.14 Non-targeted **Influencer measures** were monitored to provide context to the work being carried out across council services. To view detailed information on our Influencer measures, refer to Appendix C.
- 5.15 Overall, the local **economy remained strong**. The unemployment and claimant rates continued their slight upward trend (reflecting [the national position](#)<sup>1</sup>). Empty business rated properties increased by 14.9% on the same period last year.
- 5.16 The sale of parking tickets in WBC managed car parks increased by 10% on the same period last year. The number of valid planning applications received increased by 14% on the same period last year but was below the usual number for this period.
- 5.17 The **social care indicators**, for children's social care referral and enquiries, showed a continued sharp upward jump from quarter 3 to quarter 4. These children are a high priority and progressed in a timely manner to ensure they are safeguarded.
- 5.18 There was a notable fall in the number of first Time Entrants in the last reporting period to 79 per 100,000 this rate is below the regional (142) and national rates (160).
- 5.19 Requests for support on our Adult Social Care services increased by 14.7%. The number of households on the Housing Register remained. The number of households in temporary accommodation continued to increase (23% compared to the same quarter in 2023/24).
- 5.20 Within the **Environment** indicators, the number reported fly-tipping incidents continued to increase as it has done since March 2024.
- 5.21 **Corporate Health**: Staff turnover is on target at 13%. The average number of working days used for sickness absence is 10.1. In relation to the reasons for days being used, 3.4 were due to stress, depression and mental health sickness, out of which 0.8 were work related.

## Proposals

- 5.22 To note the progress made in delivering the [Council Strategy Delivery Plan 2023-2027](#), maintaining a strong outcome for the majority of the measures, and remedial actions taken where performance is below target.
- 5.23 To note the action put in place to address under performance for measures rated Amber and Red.

## 6 Other options considered

None considered.

---

<sup>1</sup> Source: ONS. Important note: These are official statistics in development and the ONS advises caution when using the data. Ongoing challenges with response rates and levels mean that LFS-based labour market statistics will be badged as official statistics in development until further review.

## 7 Conclusion

- 7.1 This quarter's results show that good progress had been made towards the delivery of the measures under all five Council Strategy Priority Areas. Strong performance levels have been achieved as some of the initiatives listed in the Delivery Plan were completed and key services delivered to our district.
- 7.2 Action plans are in place to address performance for measures rated Amber and Red. Councillors are asked to note these actions and overall performance.

## 8 Appendices

- 8.1 Appendix A: Council Strategy 2023-2027 – BaU activities completed
- 8.2 Appendix B: BaU with “succeeding” or “on schedule” (Green) or “no data” status’
- 8.3 Appendix C: Influencer measures dashboard
- 8.4 Appendix D: Other achievements and news infographics

---

### Subject to Call-In:

Yes: ☒ No: ☐

- The item is due to be referred to Council for final approval ☐
- Delays in implementation could have serious financial implications for the Council ☐
- Delays in implementation could compromise the Council's position ☐
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months ☐
- Item is Urgent Key Decision ☐
- Report is to note only ☐

**Wards affected:** All wards

### Officer details:

Name: Beatriz Teixeira  
Job Title: Performance, Research and Consultation Manager  
Tel No: (01635) 519102  
E-mail: [beatriz.teixeira1@westberks.gov.uk](mailto:beatriz.teixeira1@westberks.gov.uk)

---

## Appendix A

### Council Strategy Delivery Plan 2023/27: Business as Usual – completed activities

No.	Measure Name	Target date	Actual date
<b>2024/25</b>			
1.	Scrutiny Commission is chaired by an opposition Councillor (31/06/23)	Jun-23	May-23
2.	Open the refurbished Newbury Lido (31/08/23)	Aug-23	Aug-23
3.	Undertake a review of the carbon footprint reporting methodology (30/09/23)	Sep-23	Sep-23
4.	Town Councils offered chair of steering group prioritising Town Centre Masterplans' implementation (30/09/23)	Sep-23	Sep-23
5.	Develop and publish our Transformation Plan (31/12/23)	Dec-23	Sep-23
6.	Pilot the re-introduction of Neighbourhood Notification Letters for planning applications (31/12/23)	Dec-23	Dec-23
7.	Implement a simplified job application process at West Berkshire Council (31/12/23)	Dec-23	Dec-23
8.	Review share of dwellings that are Affordable Rent vs Social Rent and consider changing the policy (31/12/23)	Dec-23	Dec-23
9.	Consult on the refreshed ULEV Strategy and take forward for approval (31/12/23)	Dec-23	Dec-23
10.	Create a West Berkshire Sustainability Hub for residents and businesses (31/12/23)	Dec-23	Dec-23
11.	Share intelligence with T/P Councils and other orgs. to inform their decisions to fund youth workers (31/12/23)	Dec-23	Dec-23
12.	Work with local primary school children to design a pilot active travel treasure map (31/12/23)	Dec-23	Dec-23
13.	Country Matters planning discussed at the Community Forum (31/12/23)	Dec-23	Dec-23
14.	Introduce a demand responsive bus service (31/01/24)	Jan-24	Jan-24
15.	Peer Review of WBC carried out by Local Government Association Member (31/03/24)	Mar-24	Mar-24
16.	Engage with forums for registered housing providers in WB to promote greater voice of tenants (31/03/24)	Mar-24	Mar-24
17.	Investigate the development of new ownership models with housing providers (31/03/24)	Mar-24	Mar-24
18.	Introduce a Sustainability Assessment Tool for project development & decision-making (31/03/24)	Mar-24	Mar-24
19.	Complete the Stockcross village - B4000/A4/A34 roundabout cycle route improvements (31/03/24)	Mar-24	Mar-24

20.	Publicise the arrangements for protecting water courses (linked to riparian owner responsibilities) (31/03/24)	Mar-24	Mar-24
21.	No. of meetings held with Thames Water and Environment Agency to report on activity and investment	Mar-24	Oct-23
22.	Design and deliver Rural England Prosperity Fund grant scheme for rural businesses (31/03/24)	Mar-24	Mar-24
23.	Introduce additional evening bus services (31/03/24)	Mar-24	Mar-24
24.	Commission an 18-month cardiovascular disease (CVD) prevention outreach programme (31/03/24)	Mar-24	Mar-24
25.	Set up a fund in partnership with Greenham Trust for physical activity support initiatives (31/03/24)	Mar-24	Mar-24
26.	Return Faraday Road Football Ground to a bookable grass pitch (31/03/24)	Mar-24	Jan-24
<b>2024/25</b>			
27.	Deliver 5 housing units for displaced persons at West Point (31/08/24)	Aug-24	Aug-24
28.	Refresh and adopt the Special Educational Needs and Disabilities (SEND) Strategy (30/09/24)	Sep-24	Jul-24
29.	Review the Community Infrastructure Levy customer journey (31/12/24)	Dec-24	May-24
30.	Develop and introduce WBCs Employee Value Proposition (31/12/24)	Dec-24	Dec-24
31.	Complete a full review of kerbside recycling (31/12/24)	Dec-24	Dec-24
32.	Approve an approach to ensure new contracts over £100k include carbon neutrality plans (30/12/24)	Dec-24	Dec-24
33.	Agree plans for sports at Faraday Road through working with the local sporting community (31/12/24)	Dec-24	Sep-24
34.	Review & update the Bond Riverside regeneration programme, including a Place-Making Strategy (31/12/2024)	Dec-24	Dec-24
35.	Plan a refreshed offer for Home to School Transport (31/12/24)	Dec-24	Dec-24
36.	Confirm plan to phase out the charge on garden waste collection (31/12/24)	Dec-24	Dec-24
37.	Deliver the annual Members Bids funding programme (Annually in November)	Nov-24	Mar-25
38.	Complete the A4 Crown Mead, Thatcham cycle route improvements (31/03/25)	Mar-25	Mar-25
39.	Refurbish Kennet Leisure Centre, Thatcham (31/03/25)	Mar-25	Mar-25

## Appendix B: Business as Usual Measures with “succeeding” or “on schedule” (Green) or “no data” status’

BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
5	Non domestic rates collected as a % of non domestic rates due	98.9%	98.0%	
7	Maintain at least a satisfactory level of litter, detritus and graffiti (YTD)	Satisfactory	Satisfactory	
11	Hold Advisory Group Open Forums	6	4	
13	% of public questions at formal meetings responded to in writing within 5 w/days of the meeting	100%	100%	
14	% of petitions responded to within a maximum of 4 months	100%	80%	
15	No. of corporate and school staff enrolled onto training funded through the apprenticeship levy	111	56	

BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
16	No. of young people attending/involved in work experience and project work opportunities	57	20	
18	Employee engagement score recorded in the Employee Experience Survey (EES)	52%	50%	
19	% of employees who would recommend West Berkshire Council as a great place to work (EES)	58%	50%	
22	Review how we recognise staff performance and make changes accordingly (31/12/24)	Complete (G)	31/12/24	Staff and Team Performance will be recognised at the annual conference being organised by the Employee Experience Specialist and Advisor. The Employee Engagement Forum will pick up recognition as a subject going forward and celebrate successes.
25	Ofsted rating of at least "Good" for our Children and Family Service	Good	Good	
27	% of verified rough sleepers in West Berkshire offered accommodation when first identified	100%	100%	
28	No. of rough sleepers at the end of each quarter (maximum)	5	6	

BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
31	No. of weeks taken to be assessed by the Emotional Health Academy (Average)	6	6	
34	% of vulnerable adults supported through the Three Conversations Model - preventative level (Tier 1)	92%	87%	
35	% of repeat referrals to Children's Services within 12 months of a previous referral	22%	22%	
37	% of Children in Care who've had 3 or more placements during the past year	10%	12%	This continues to be an improving picture, placement moves occur when placements breakdown, some of the reasons behind this is multi-faceted and can be linked to placements given notice which leads to a move, we do all we can to prevent this and the improving picture is linked to hard work with providers, foster carers, and families to prevent breakdown. This is an area which is scrutinised and reviewed on a regular basis via our Performance Board. As of the end of March this is at 10%.
38	% of our Care Leavers (aged 19-21) in employment, education or training	68%	60%	
39	Av. No. of days taken to make a full decision on new Housing Benefit claims	18.4	18.5	

BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
40	% of S42 safeguarding enquiries where a risk was identified and that risk was reduced/removed	97%	90%	
51	% of ‘Major’ planning applications determined within time	95%	66%	
52	% of ‘Non-Major’ planning applications determined within time	86%	77%	
64	No. of local authority maintained schools	64	64	
73	No. of schemes delivered for residents to install solar panels and other clean energy systems	1	1 in 2024/25	
77	No. of District-wide initiatives to enable local action on carbon reduction	4	4	
83	No. of activities delivered to increase education about recycling	49	28	



BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
92	No. of supported internships for young people with EHCP (Education, Health and Care Plans)	10	4	
98	Complete the first phase of works on Newbury Wharf (31/12/24)	Complete (G)	31/12/24	Phase one of the Wharf (Peace Garden) is now complete and will be open to the public on 6th of July (event coordinated with the opening of Tudor Garden at Shaw House). Phase 2 of the Peace Garden, and the rest of Waterside area of the Wharf, will be delivered during the current financial year and is dependent on the delivery of sheet piling works. Delivery of sheet piling works should not take longer than 6 weeks to deliver. Commencement of these works is subject to permits from the EA (Environment Agency) and the CRT (Canal and River Trust).
99	Review & update the Bond Riverside regeneration programme, incl. a Place-Making Strategy (31/12/24)	Complete (G)	Complete (G)	
100	Agree plans for sports at Faraday Road through working with the local sporting community (31/12/24)	Complete (G)	Complete (G)	
101	% of the unclassified road network in need of repair	5%	5%	
102	Adopt the Highway Asset Management Plan (31/12/25)	On schedule (G)	On schedule (G)	

BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
104	% of flood prevention and drainage improvement schemes, listed in the capital programme, completed	100%	90%	
108	% of parish/town councils requesting support to develop Neighbourhood Development Plans assisted	100%	100%	
109	No. of Community forums held	3	3	
110	% of Children in Care Reviews where the young person contributed to their review	95%	90%	
114	No. of initiatives implemented with partners to reduce and prevent crime in West Berkshire	17	4	No new initiatives in Q4 Safer Streets Fund 5 Project coming to an end but work in the Greenham area will continue.
115	Implement a pilot 20mph limit zone with a view to District wide roll-out (31/03/25)	Complete (G)	31/03/25	20mph speed limit in Theale implemented in October 2024.

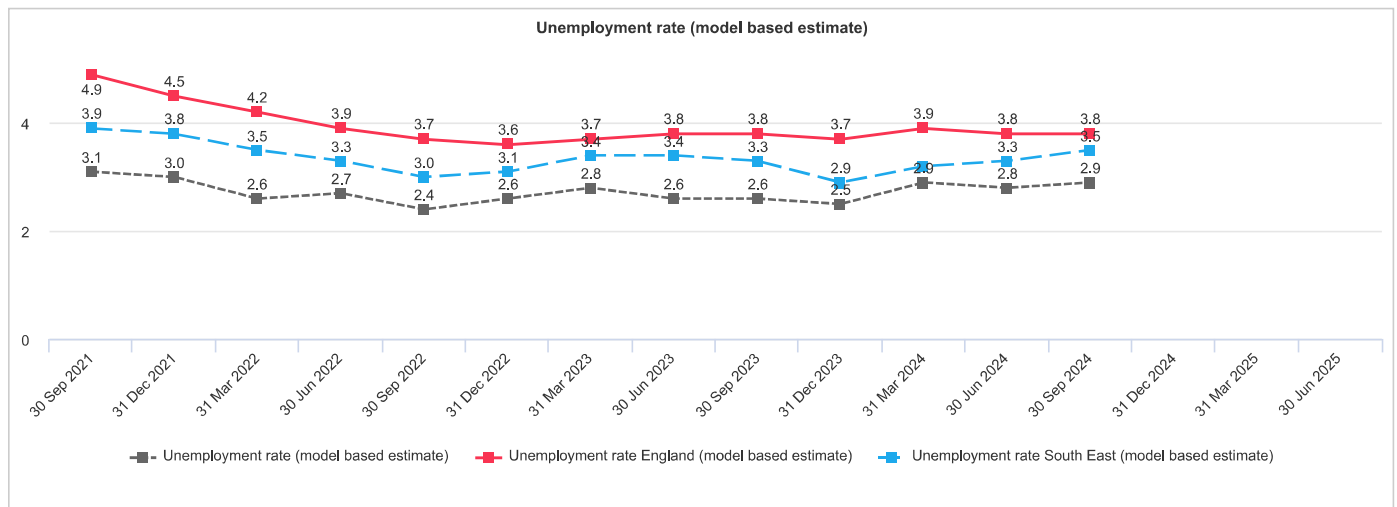
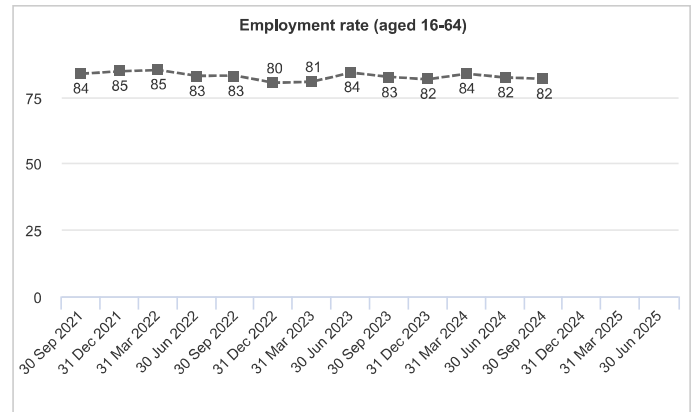
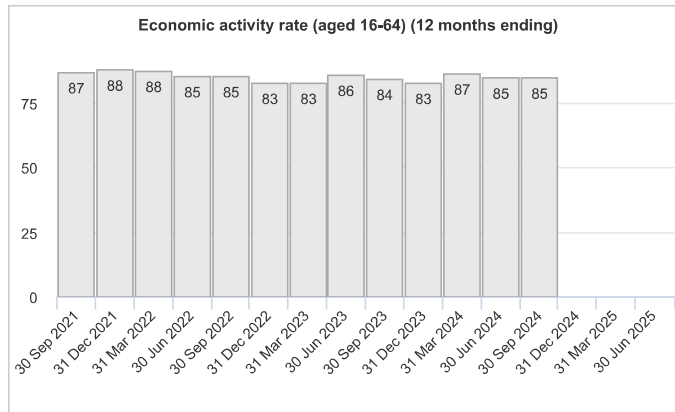
BaU measures reporting as “succeeding” or “on schedule” (Green)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
116	No. of people attending physical events and activities across Culture and Library Services	59,813	52,000	
117	No. of arts-based events provided in community libraries by arts providers	76	20	
120	% of newly built playgrounds that have disabled access equipment installed	100%	100%	No new playgrounds built in Q4 2024/25
131	Plan a refreshed offer for Home to School Transport (31/12/24)	Complete (G)	31/12/24	Internal Governance has decided on additional capacity required to support the transformation project. Policy reviewed and re-written during Q2 204/25.
132	Funding available as grants for village halls through Rural England Prosperity Fund	£100,000	£100,000 by 31/03/25	All of the £100k Rural England Prosperity Fund money was allocated to bids and paid out by 31 March 2025.

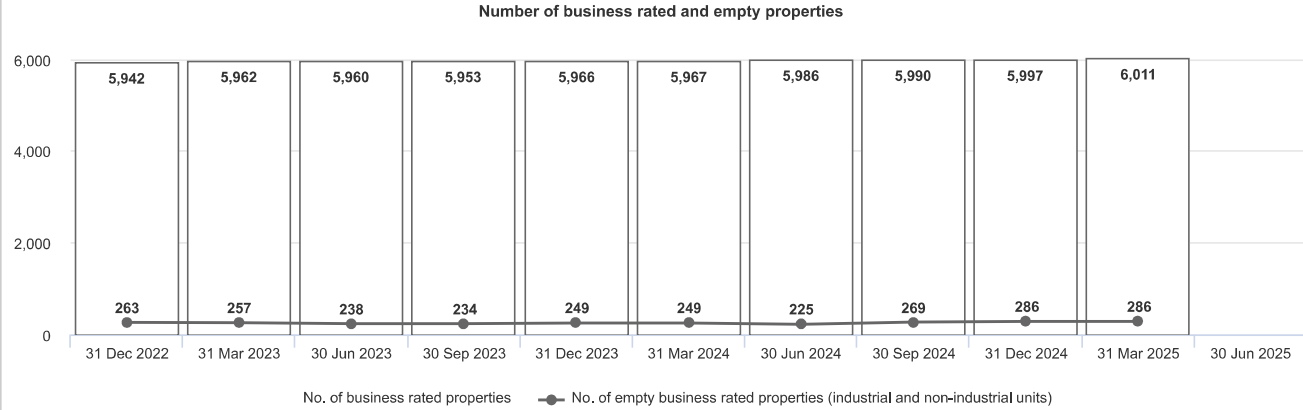
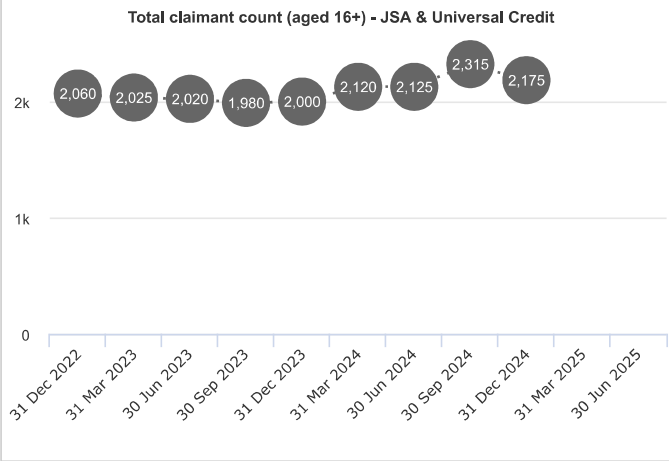
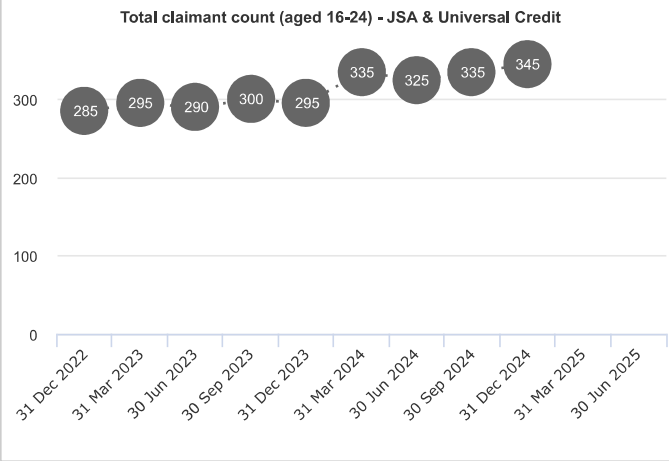
BaU measures reporting as “no data” (Grey)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
44	No. of school holiday sessions (including lunch) delivered through HAF funding			HAF is continuing until at least Easter 2026, funding was confirmed in March 2025. Reporting will recommence from Q1 2025/26.

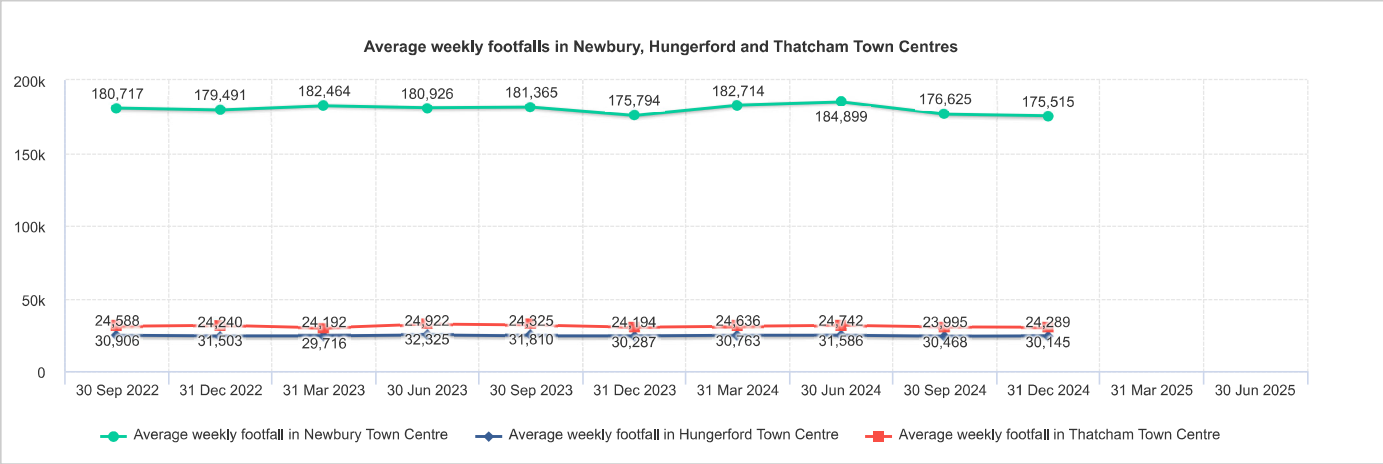
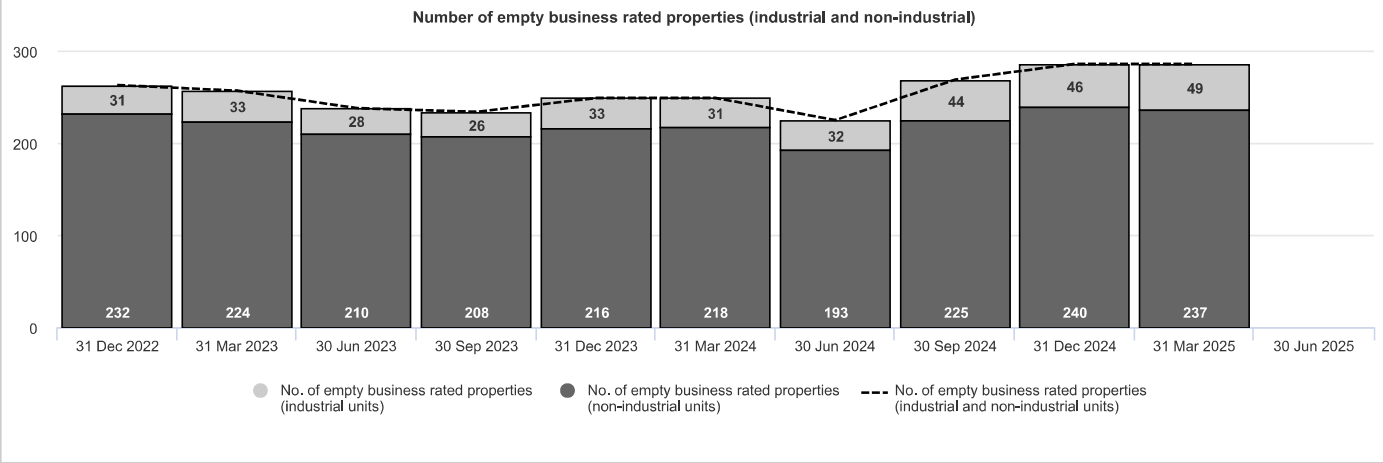
BaU measures reporting as “no data” (Grey)				
CSDP No.	Measure	Actual YTD	Target YTD	Comment
54	% of affordable dwellings (social rent and shared ownership) that are social rent		26%	Annual measure. Expected to be reported in quarter 3

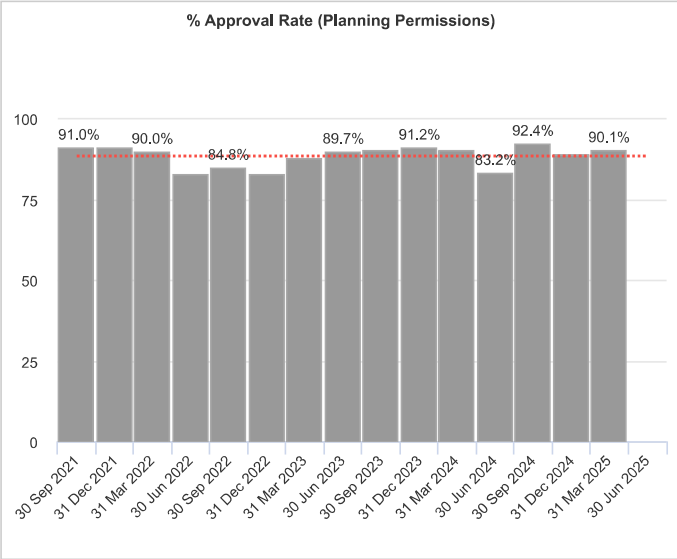
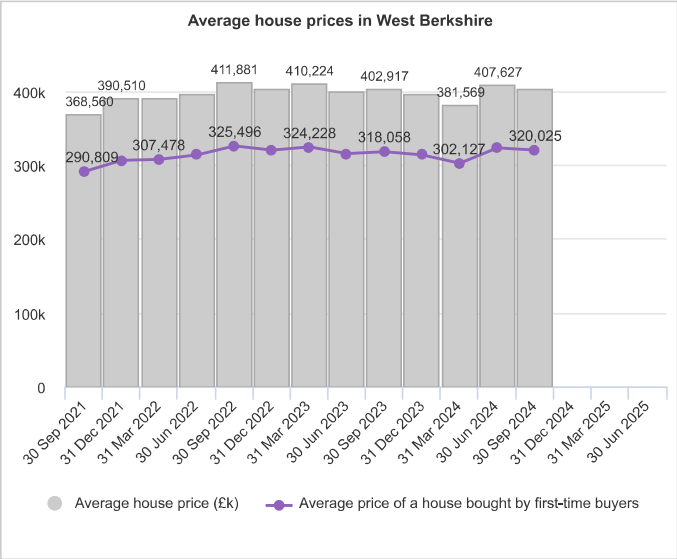
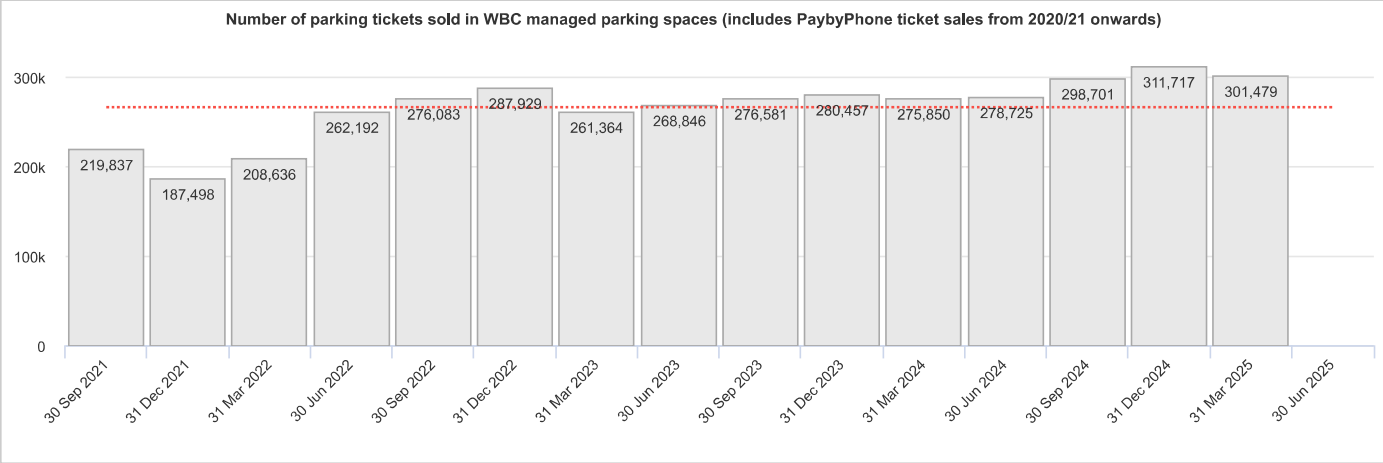
## Appendix C: Influencer Measures Dashboard

### Economy

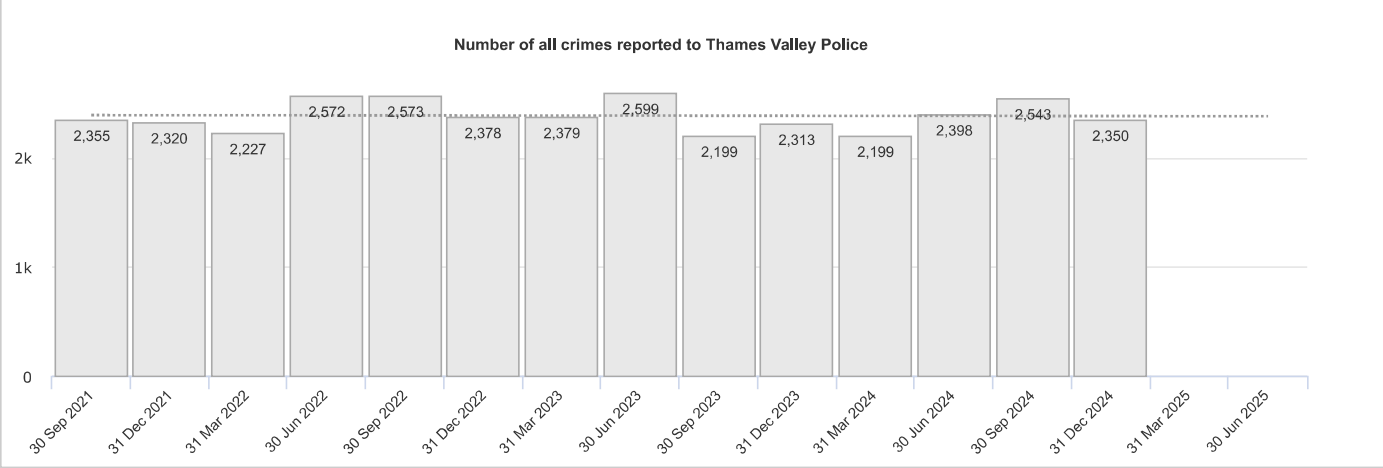
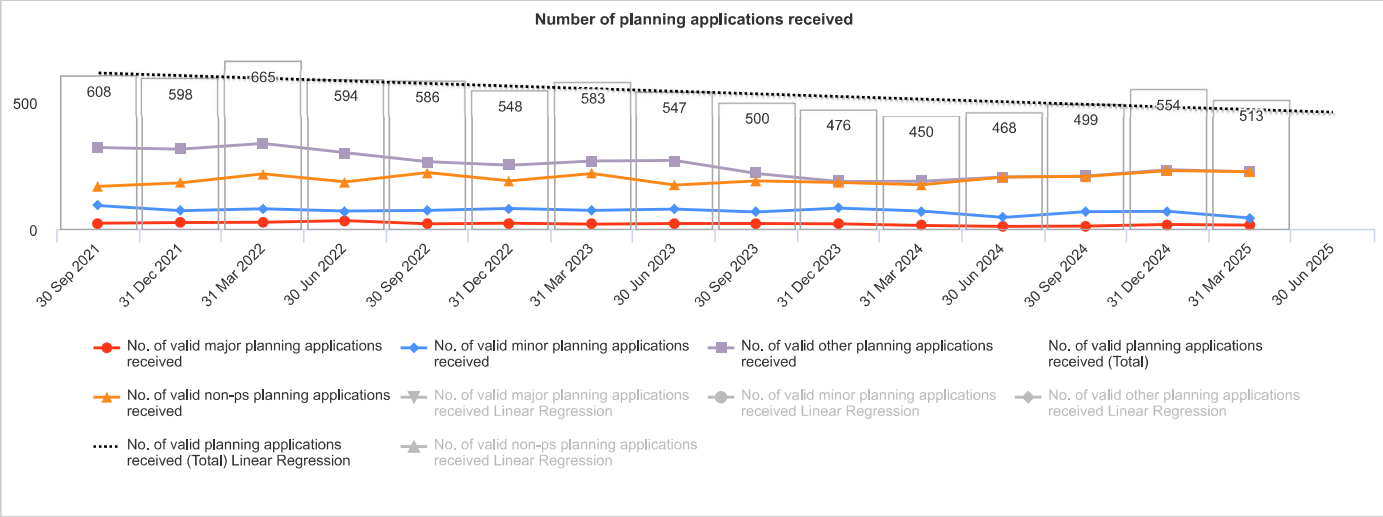


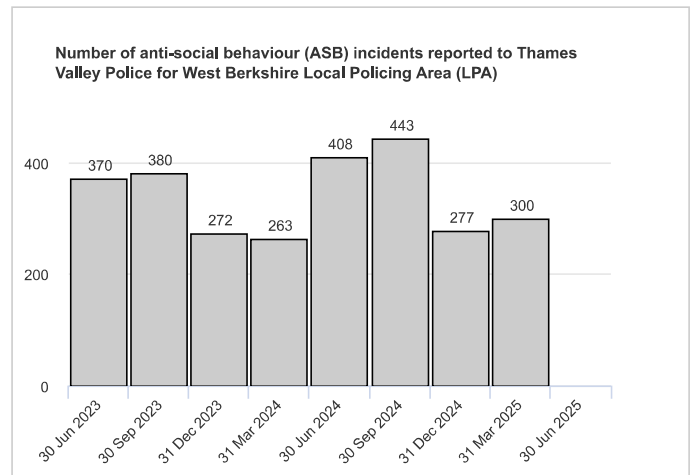
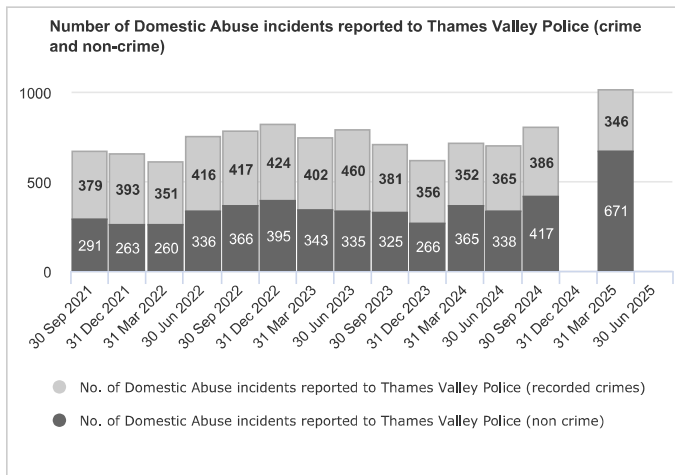




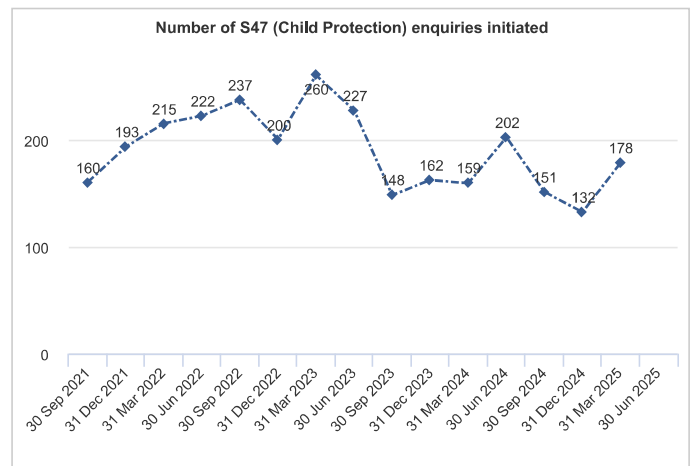
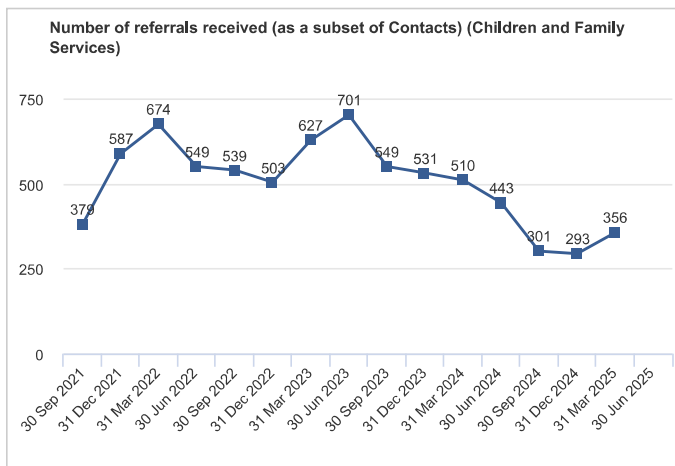


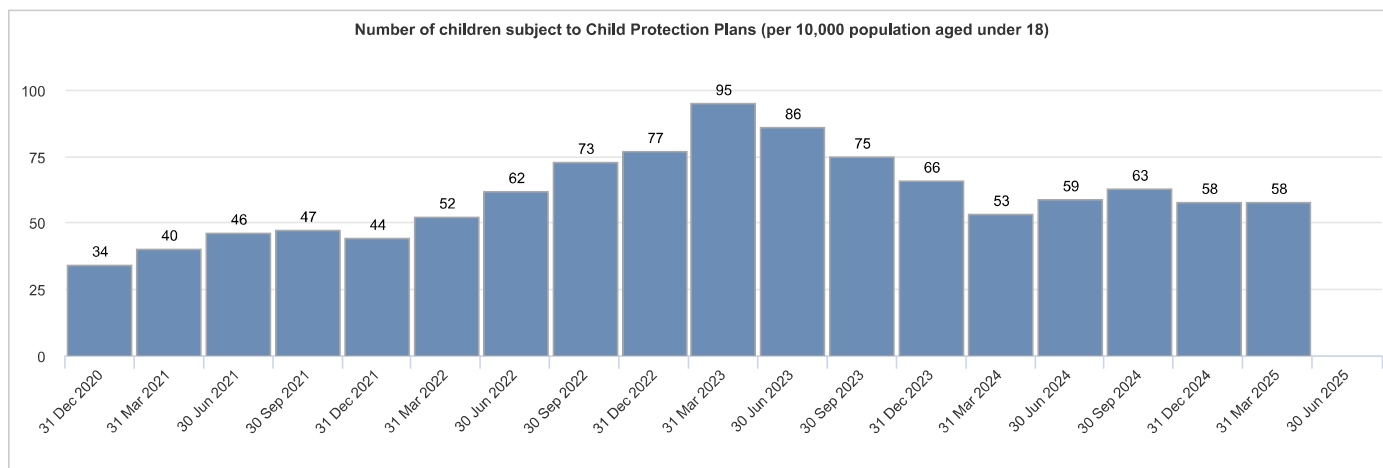
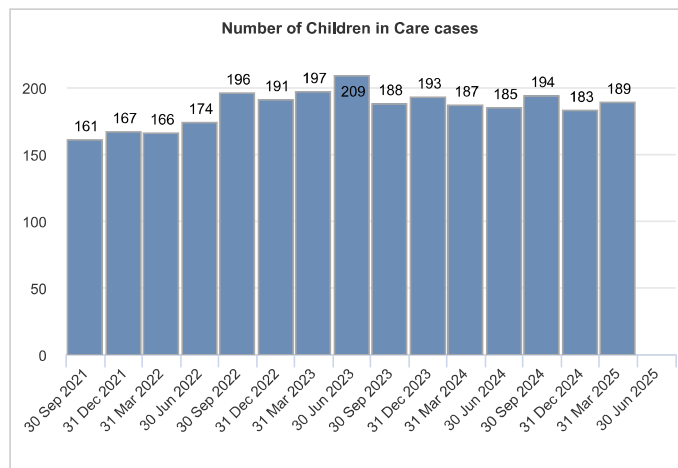
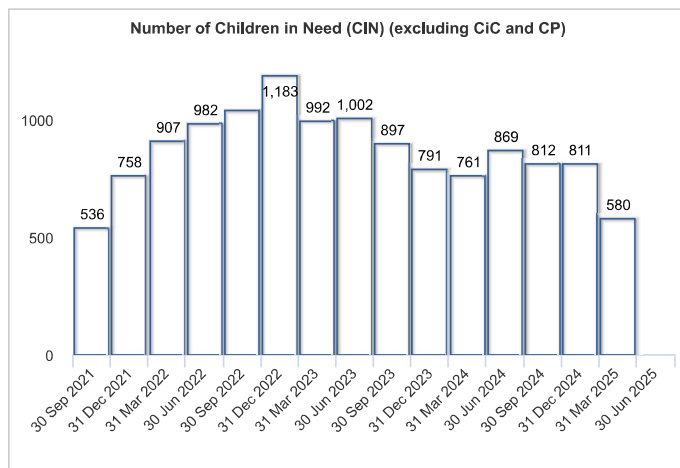


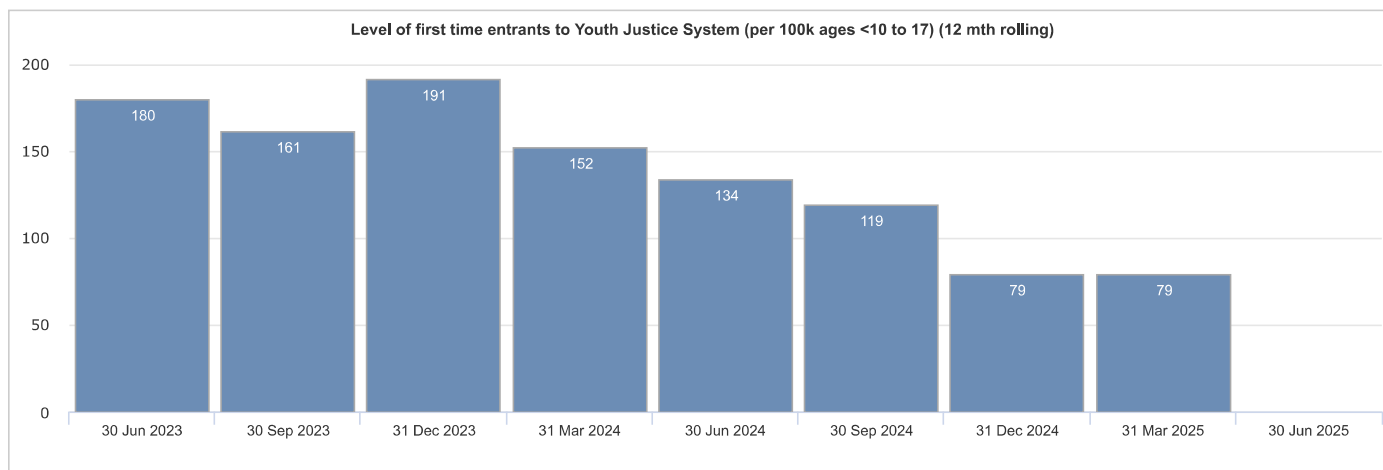
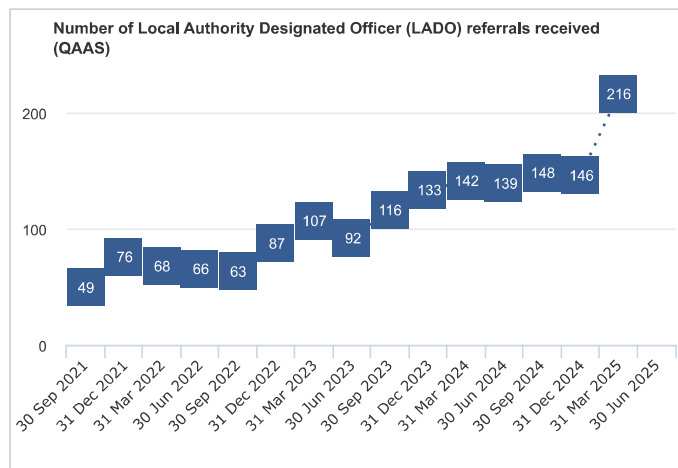
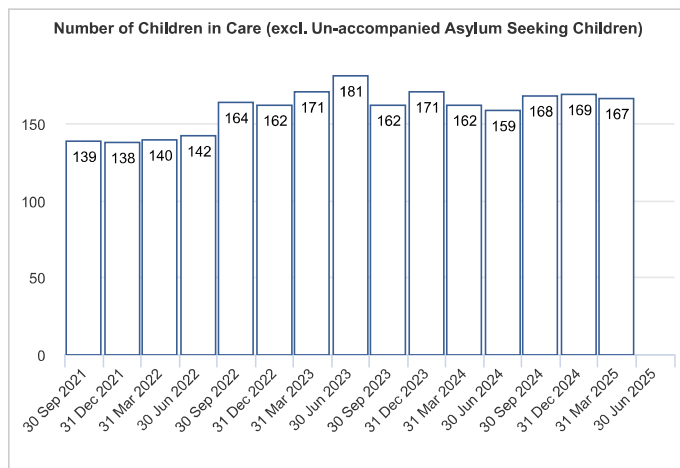


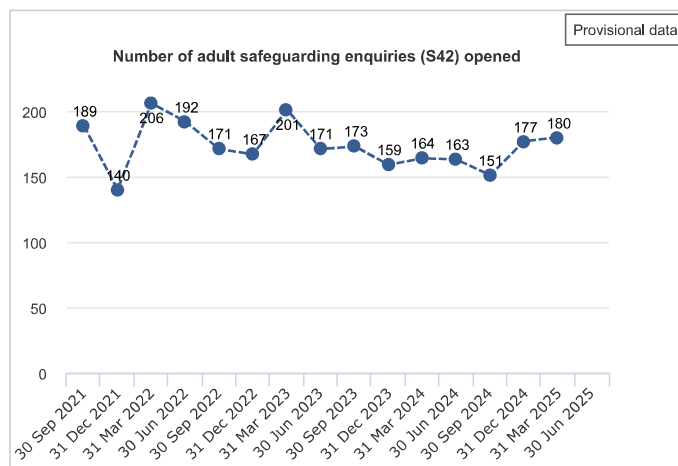
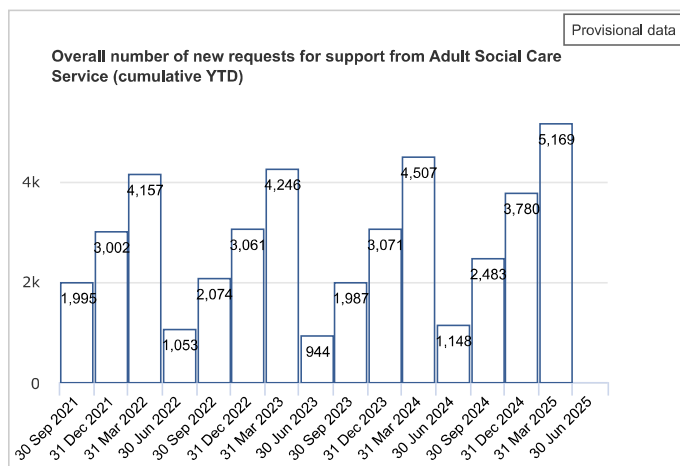
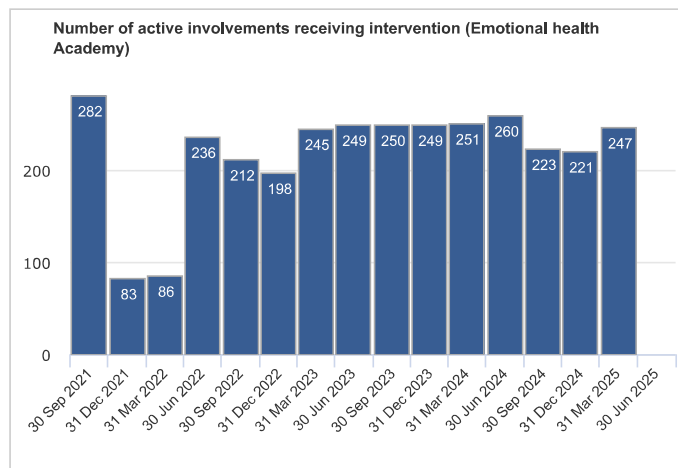
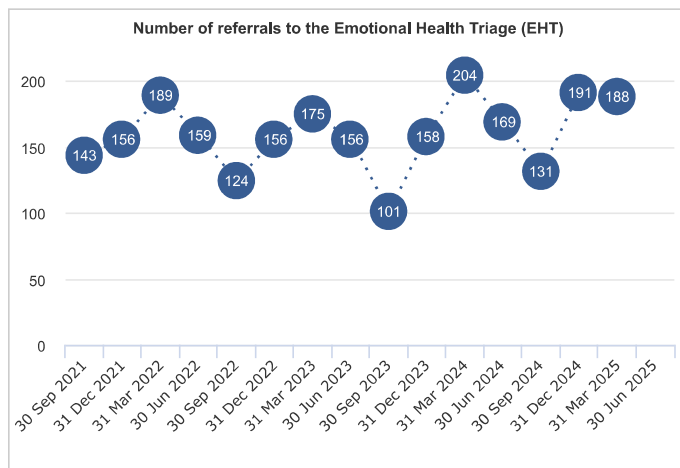


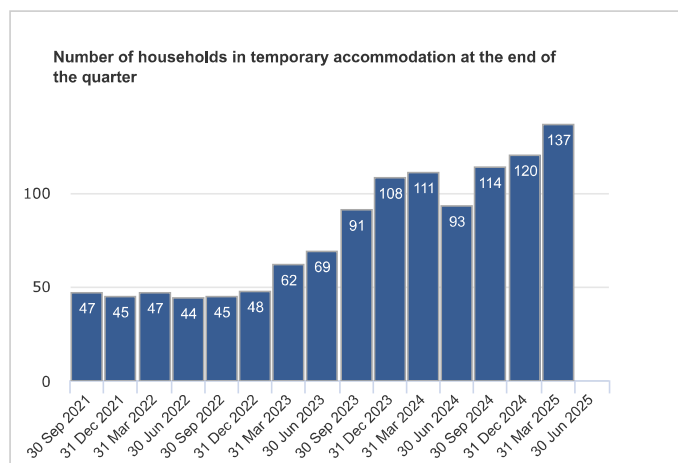
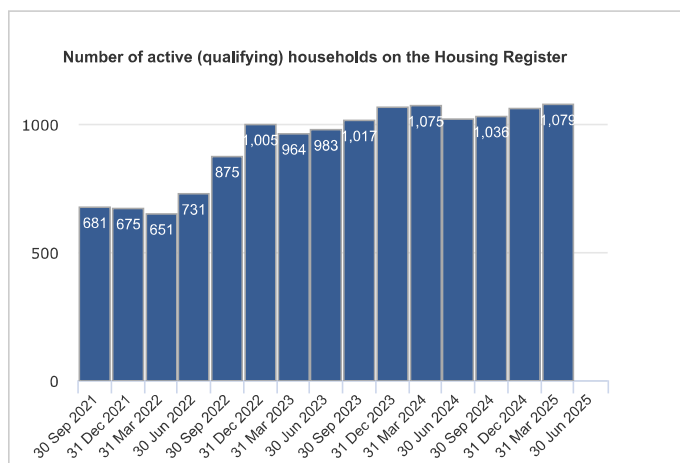
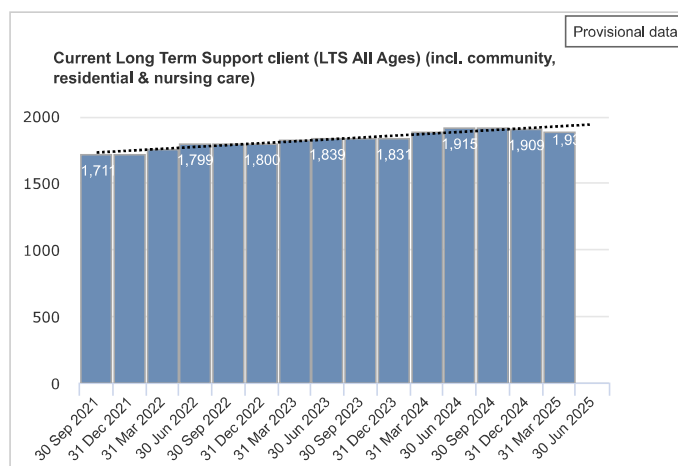
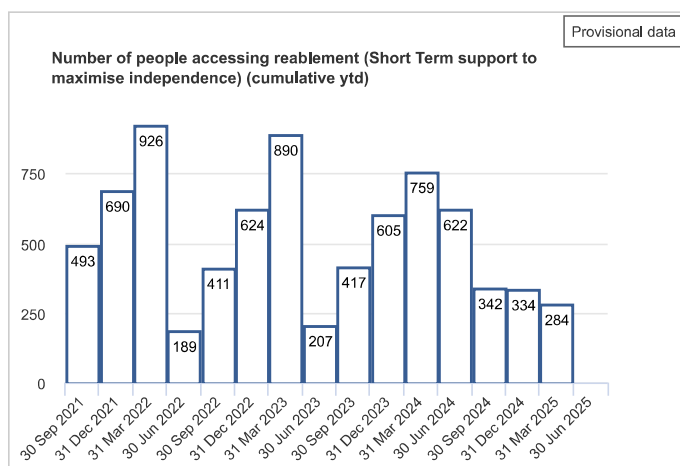
## Social Care

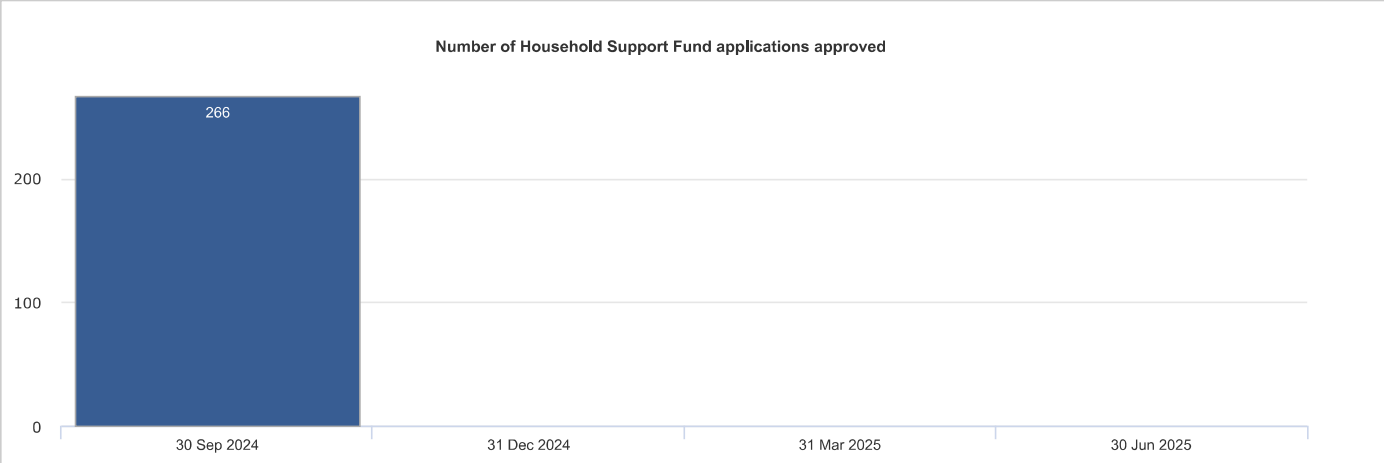
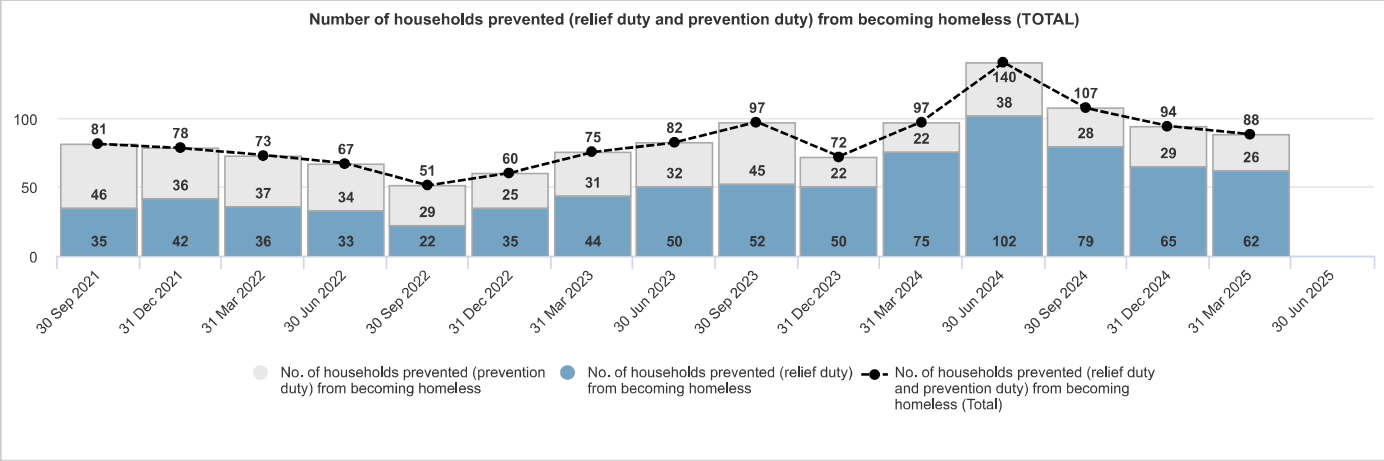






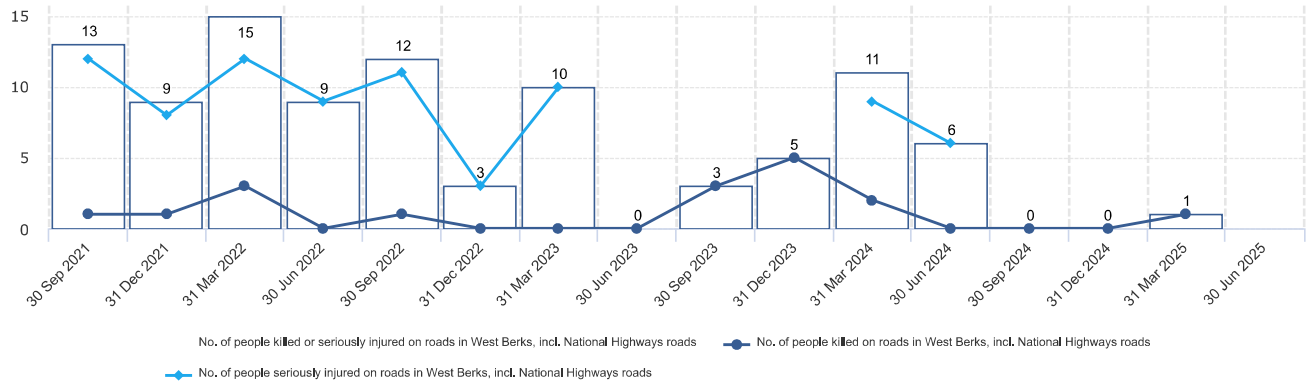






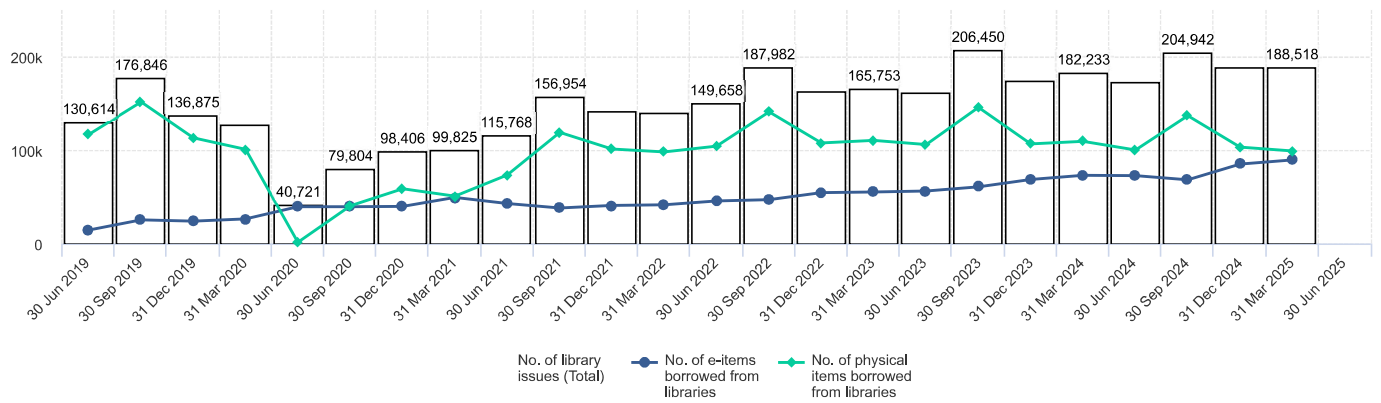
Seriously injured data not yet available from the Police at Q2 2024/25

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

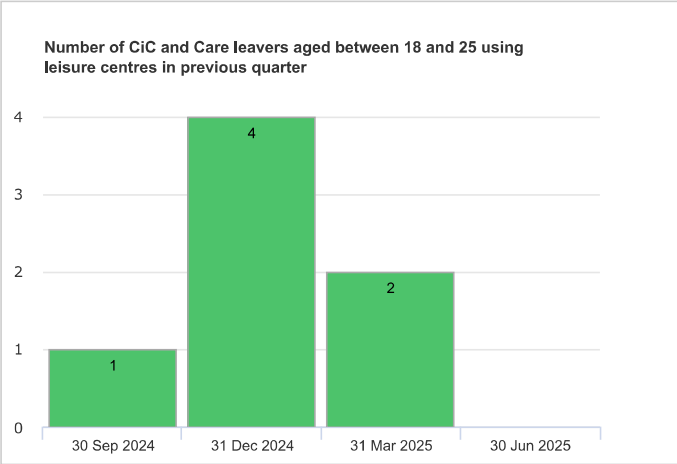
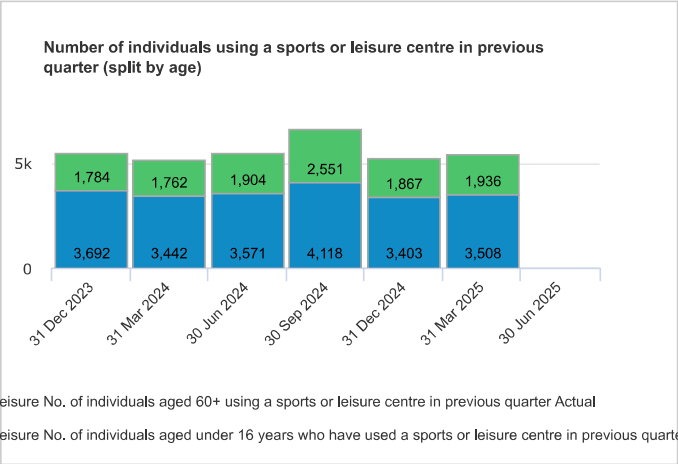
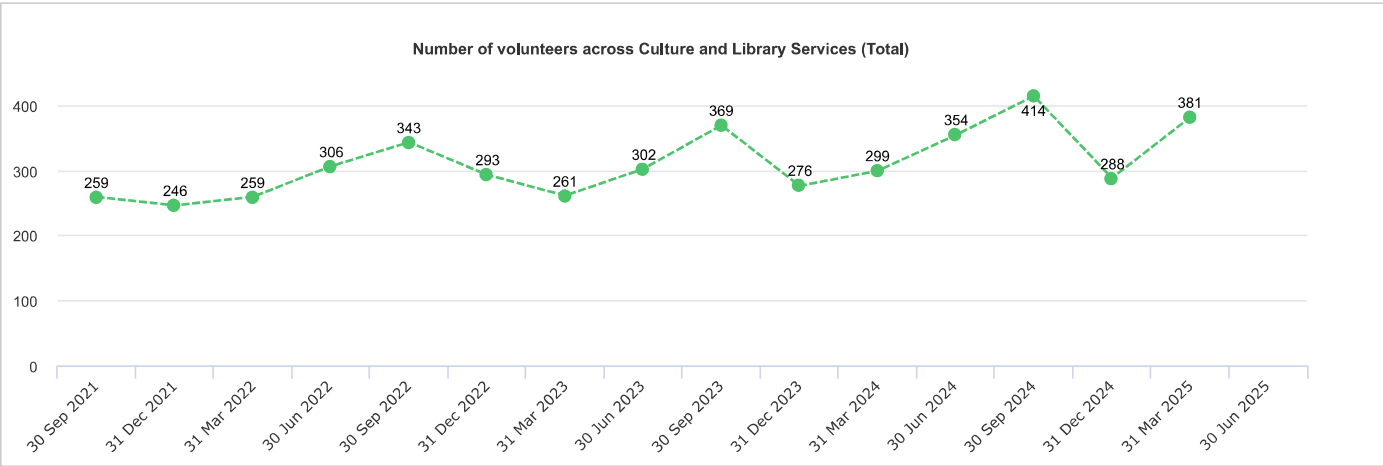


## Environment

Number of library issues (Total)

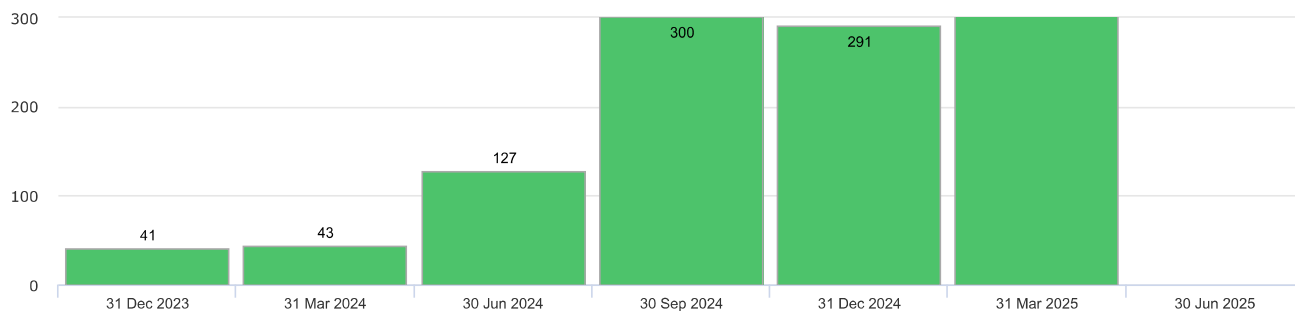






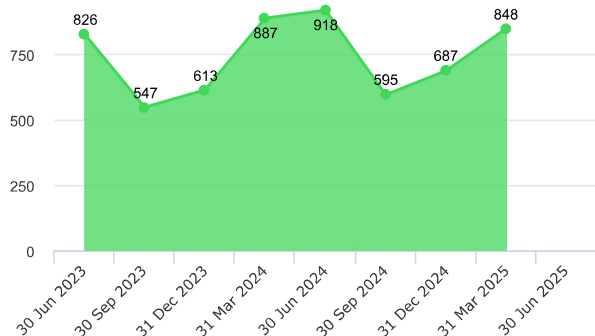
Inconsistencies in the data are due to the move over to a new contract/supplier.

Number of individuals who have attended the Activity for Health programme in previous quarter

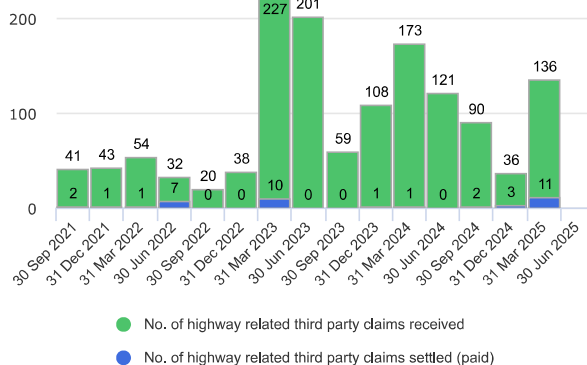


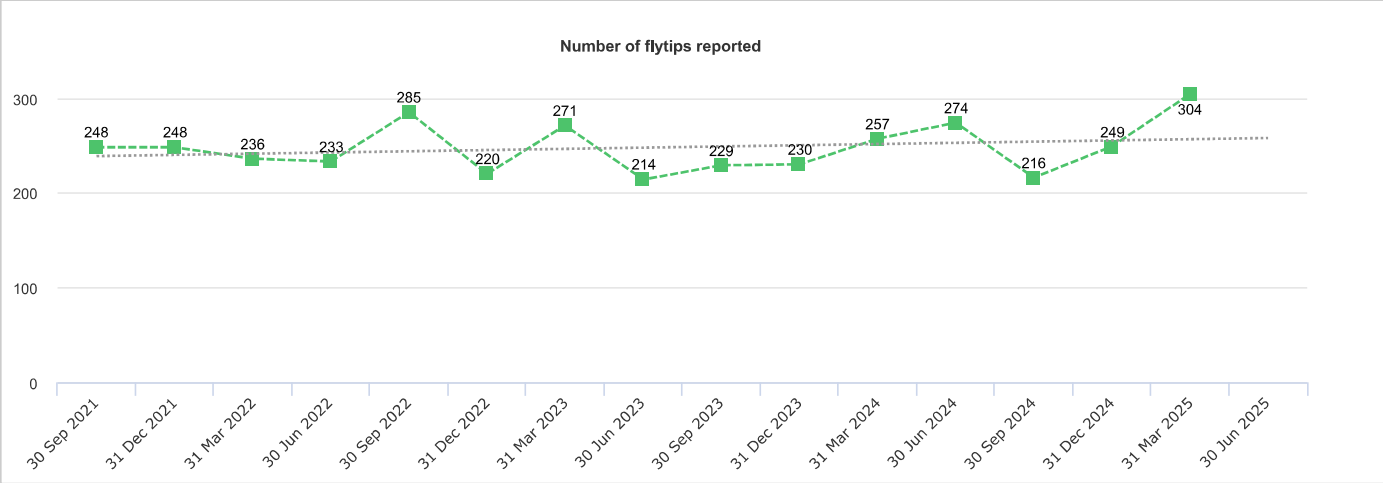
Number of permanent pothole/edge of road repairs (single defects) completed

(NB: New dataset for 2022/23 - Can be more than one pot hole per order (includes Edge of road, Permanent Carriage Repair, Permanent Pothole Repair of less than 1m2))



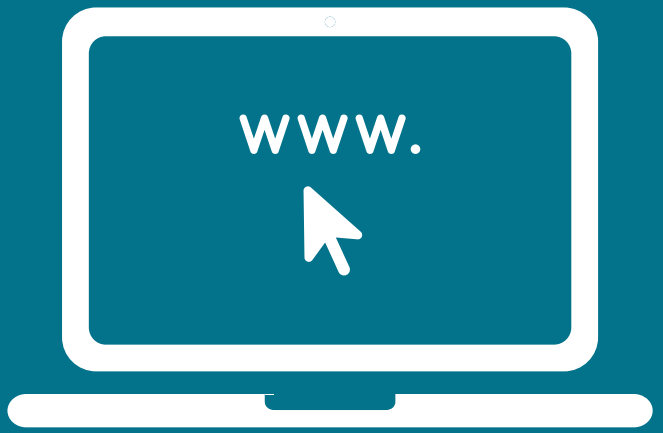
Number of highway related third party claims received and settled





This page is intentionally left blank

2024/25  
January to  
March



Access your  
Council Tax bill online

£1 for a chance to  
win £25,000 in the  
West Berkshire Lottery



West Berkshire  
awarded national  
tourism status

3,241



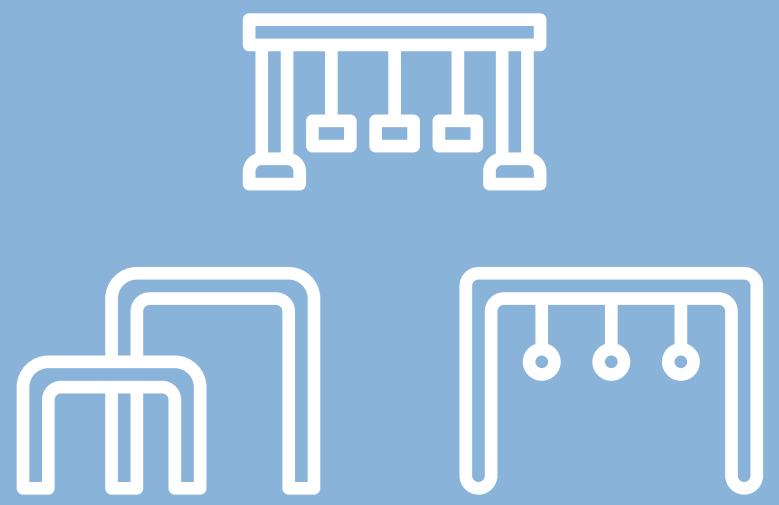
children took part  
in the Summer  
Reading Challenge

Companion pets  
for residential  
care homes



Refurbished  
squash courts  
open at Kennet  
Leisure Centre

We can now  
recycle yoghurt  
pots, marg tubs,  
and ready meal trays



Big Rig multi-use  
fitness equipment  
installed in Calcot

This page is intentionally left blank

## Voluntary and Charitable Sector Memorandum of Understanding

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Jeff Brooks
<b>Report Author:</b>	Paul Coe
<b>Forward Plan Ref:</b>	EX4653

### 1 Purpose of the Report

- 1.1 This report provides an update on progress to develop a Memorandum of Understanding (MOU) between West Berkshire Council (WBC) and the Voluntary and Charitable Sector (VCS) and to recommend its adoption.
- 1.2 The MOU has been developed in consultation with key VCS stakeholders.

### 2 Recommendation

- 2.1 It is recommended that the Executive agrees to the adoption of the MOU by the Council and invites the VCS bodies named within to do the same.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	No direct costs are anticipated. Indirect costs relate to officer time.
<b>Human Resource:</b>	Officer time will be spent on the delivery of the actions outlined in the MOU.
<b>Legal:</b>	The MOU consists of a voluntary agreement. This has been made explicit in the MOU on the advice of the Legal team.
<b>Risk Management:</b>	The MOU sets out some commitments and consequently there is a degree of relationship and reputational risk if those commitments are not properly met.

<b>Property:</b>	No property impacts identified.			
<b>Policy:</b>	No policy issues identified.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			The MOU should facilitate effective joint working to support the community and improve support to vulnerable groups.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x			The MOU should facilitate effective joint working to support the community and improve support to vulnerable groups.
<b>Environmental Impact:</b>		x		
<b>Health Impact:</b>	x			The MOU should facilitate effective joint working to support the community and improve support to vulnerable groups.
<b>ICT Impact:</b>		x		
<b>Digital Services Impact:</b>		x		
<b>Council Strategy Priorities:</b>	x			The MOU should support the delivery of the Council's priorities.



<b>Core Business:</b>	x			The MOU should support operational delivery.
<b>Data Impact:</b>		x		
<b>Consultation and Engagement:</b>	<p>The draft MOU has been developed in collaboration with the following organisations:</p> <ul style="list-style-type: none"> <li>• Volunteer Centre West Berkshire</li> <li>• Connecting Communities in Berkshire</li> </ul> <p>There has also been wider engagement with a range of VCS organisations.</p> <p>Advice and support have also been gratefully received from Greenham Trust and the Berkshire Community Foundation.</p> <p>The work has also been supported by officers from the Place Directorate and Children's Services.</p>			

## 4 Executive Summary

- 4.1 The February 2024 Corporate Peer Challenge of WBC identified a Recommendation to develop a strategic MOU with the VCS.
- 4.2 Meetings have taken place with organisations who play a key role in the sector locally.
- 4.3 A draft MOU was developed in collaboration with those organisations in anticipation that they will form an interface between the council and the wider sector.
- 4.4 Executive agreed the initial draft and that there would be further engagement with the wider VCS. That has now taken place. Some changes have been made to the MOU based on the feedback.
- 4.5 The wider sector expressed broad support for the MOU. They also expressed the view that meaningful commitment from the council would be the key determinant of its success.
- 4.6 Officers from across the council have stepped up their level of engagement with the sector.

## 5 Supporting Information

### Background

5.1 The LGA Corporate Peer Challenge conducted in February 2024 identified the following recommendation:

Recommendation 11 - Build on strong and positive operational relationships between the council and partners, including contractors, and develop strategic relationships that create opportunities to deliver activity that will support wider council and partner objectives (e.g. apprenticeships, social value). As part of this, develop a strategic Memorandum of Understanding with the Voluntary and Community Sector.

5.2 A series of meetings have been held between council officers and stakeholders including:

- Volunteer Centre West Berkshire
- Greenham Trust
- Connecting Communities in Berkshire
- Berkshire Community Foundation

5.3 Examples of existing MoUs were reviewed in order to borrow from best practice models.

5.4 VCS organisations can be sensitive to the approach of statutory partners and the mode of approach is therefore important. The development of an MOU creates an opportunity to improve the way that we work together.

5.5 The MOU focuses on more structured, earlier communication between key representatives of the council to support better outcomes.

5.6 During the course of the work it has been noted that there is already a significant amount of collaborative work notably in the various subgroups of the Health and Wellbeing Board and in forums convened by the VCWB.

### Proposals

5.7 It is recommended that the MOU is adopted.

## 6 Other options considered

A more expansive co-productive model was considered but rejected due to the time and resource required with such a large and diverse sector.

## 7 Conclusion

The Peer Challenge gave the recommendation to develop an MOU with the Charitable sector. An MOU has now been developed by a small group of stakeholders. It has been shared with a wider group of Voluntary and Charitable sector organisations who expressed broad support for the approach.

## 8 Appendices

### Appendix A – Memorandum of Understanding between West Berkshire Council and the Voluntary and Charitable sector in West Berkshire

---

#### Subject to Call-In:

Yes: ☒ No: ☐

- |   |                          |
|---|--------------------------|
| The item is due to be referred to Council for final approval  | <input type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council                              | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position  | <input type="checkbox"/> |
| Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision   | <input type="checkbox"/> |
| Report is to note only  | <input type="checkbox"/> |

#### Officer details:

Name: Paul Coe  
Job Title: Executive Director  
Tel No: 01635 503386  
E-mail: paul.coe@westberks.gov.uk

---

## Appendix A

**Date:**

### **Memorandum of Understanding between West Berkshire Council and the Voluntary and Charitable sector in West Berkshire<sup>1</sup>**

#### **Purpose of the Memorandum of Understanding (MOU)**

This document is a written understanding between partners setting out principles to support effective collaborative working between West Berkshire Council (WBC) and partners within the Voluntary and Charitable Sector within West Berkshire.

Voluntary and Charitable sector signatories to the MoU will act as an interface between WBC and the wider sector.

The MOU is not intended to be legally binding but is rather a statement of understanding and cooperation.

#### **Objectives**

The Objectives of the MOU are to:

- support information sharing for the purposes of strategic discussions between WBC and representative organisations from the Voluntary and Charitable sector.
- support the identification of additional capacity and resources to deliver better outcomes for the residents of West Berkshire.
- support better and earlier communication between partners, providing early notice of new initiatives or plans, creating opportunities to shape early thinking and/ or co-produce solutions, and identify potential for collaboration.
- enable charitable sector organisations to provide feedback to the council and impact the way it operates.
- influence the way that commissioning activities are undertaken.

Working together in a way that demonstrates parity of esteem for partners to identify, develop and deliver shared priorities will result in better outcomes for local people.

#### **Contribution of the Voluntary and Charitable Sector**

We recognise the voluntary and charitable sector is a vital cornerstone of effective local provision across a multitude of areas.

Voluntary and charitable partners provide important services and hold expert professional intelligence.

---

<sup>1</sup> With acknowledgement to North East and North Cumbria (NENC) Integrated Care Board (ICB) and the Voluntary, Community and Social Enterprise sector (VCSE) in the North East and North Cumbria (NENC)

They play a particularly important role in complementing the services provided to the local population through statutory provision. Support can also reduce the impact of structural inequalities by providing a non-stigmatising support offer.

The voluntary and charitable sector also plays an important role in delivering services where there is a shortfall in available provision.

The voluntary and charitable sector employs many people and represents a very significant part of the local economy.

### **Function of the Local Authority**

West Berkshire Council provides over 700 statutory services for our residents and businesses. Our residents rely on us to:

- ensure older people and vulnerable adults are looked after and supported to live independently
- maintain our roads and transport infrastructure, parks, open spaces and buildings
- offer housing services
- support education, early years and children with special educational needs
- keep children safe and families together
- encourage economic development
- provide planning services
- support culture, museums and libraries
- provide benefits and collect council taxes and business rates
- collect bins and provide recycling services
- work with communities to support public health and wellbeing
- undertake public protection functions

### **Shared values**

All partners agree to act in accordance with a set of shared values that will underpin all work we carry out together as a system:

**Trust** - We will create the space and time needed to develop trusting relationships between our sectors at all levels and will always act with honesty and integrity.

**Impact** - The actions we take will be guided by the needs of the people who live in our district, and will make a substantive and positive difference to our community.

**Collaboration** - We will work in partnership from the outset, assuming good intent, supporting each other, recognising and utilising our skills and talents and analysing problems together as the first step towards taking action.

**Inclusivity** - We will actively listen to all parts of our system including our people and communities, valuing and respecting their expertise, ensuring that we are guided by their input and that information is accessible to all.

**Equity** - We will ensure time to understand each other, that decisions, power, and responsibility are shared by all partners, and that all contributions are meaningful and valued.

**Transparency** - We will be open about our processes, planning, reasoning, and restrictions across all sectors, and will respond positively to challenges.

### **Definition of Voluntary or Charitable organisations**

A charity's aims have to fall into categories that the law says are charitable. These are things like preventing or relieving poverty, or advancing the arts, culture, heritage or science.

It has to be established exclusively for what is known as public benefit. That means its only purpose must be charitable.

Charities can't make profits. All the money they raise must go towards achieving their aims. A charity can't have owners or shareholders who benefit from it.

Charities have to state what their charitable objectives are in order to be registered with the Charity Commission, and then explain how they are meeting them in their annual reports, which are publicly available.

There are further organisations within the sector who do not conform to the specific parameters of charitable status but nonetheless operate for the public good. The MOU seeks to take an inclusive and pragmatic approach to the wider sector.

### **Our Vision for the Voluntary and Charitable sector in West Berkshire**

Our vision is a vibrant, sustainable, and resilient Voluntary and Charitable sector operating within the district, working in partnership with the council to support each other's strategic intent.

### **Practical delivery**

- We will meet regularly as a Steering Group every two months (more frequently in the initial stages of the partnership). Deputies/ substitutes will be acceptable.
- The agenda will be agreed collaboratively.
- The Chair will rotate between member organisations.
- The Steering Group will be supported by relevant data and intelligence, e.g. public health indices of deprivation.
- We will discuss new initiatives and opportunities openly to support collaborative design.
- We will share feedback and intelligence openly.
- We will provide a clear and accessible explanation of our shared and individual governance structures.
- We will develop communications structures throughout our system to increase reach.
- We will review our MOU regularly to ensure it remains relevant and fit for purpose.

### **Data Sharing**

Work relating to the MOU will primarily be at a strategic level and consequently does not require an explicit information sharing agreement/ data protection impact assessment.

Where there is further work undertaken by partners, they will ensure that information-sharing agreements are in place as required.

### **Commercially sensitive information**

- The council must not seek to shape its requirements to benefit one provider, whilst at the same time ensuring that the solution to meet its requirement is deliverable by the market.

It is understood that, as a result of working together, it is possible that requirements, scope and/or specifications may be developed as a result of working with voluntary and charitable organisations.

- The council has an obligation under the Public Contract Regulations 2015 to ensure that competition is not distorted and to mitigate any advantage gained by a provider in working with the council to develop, design or refine requirements. It will do so by ensuring that information shared during the scoping phase will be shared with all potential bidders during the procurement. In addition, by virtue of the fact a broad range of organisations are being represented, this will assist with such mitigation.

The aim of such processes will be to enable voluntary and charitable organisations to input into a process which delivers better services to residents.

To achieve this, all parties must feel able to contribute and share information. The council understands that voluntary and charitable organisations may have concerns about sharing confidential information, therefore rules will be established regarding the use of information obtained during such discussions, to encourage inclusive and open dialogue.

### **Funding**

There is no funding explicitly attached to the MoU.

### **Resolution of disagreement**

Where there is disagreement between members, this should be resolved in the first instance at working level. If this is not possible, it may be referred through those responsible for the management of this MoU, up to and including the Chief Executive, who will then be jointly responsible for ensuring a mutually satisfactory resolution.

### **Duration and review**

This MoU commences on the date of the signatures below. It is not time-limited and will continue to have effect unless the principles described above need to be altered and/or cease to be relevant.

The Steering Group may change through the addition of further members, or the withdrawal of a party with notice of 2 months.

This MoU will be reviewed every two to three years but may be reviewed at any time at the request of any party. Any alterations to the MoU will require all parties to agree.

All organisations have identified a person responsible for the management of this MoU and these 'Relationship Leads' will liaise as required to ensure:

- a. This MoU is kept up to date.
- b. They identify any emerging issues in the working relationship between the organisations.
- c. They resolve any questions that arise regarding the interpretation of this MoU.

### **Signatories**

This document is adopted under the authority of:

West Berkshire Council:

Volunteer Centre West Berkshire:

Connecting Communities in Berkshire:

*(Signatures will be inserted here)*



---

## Motion Adopting Open Space in New Development

---

Committee considering report:	Executive
Date of Committee:	3 July 2025
Portfolio Member:	Councillor Denise Gaines
Report Author:	Laura Callan
Forward Plan Ref:	EX4686

---

### 1 Purpose of the Report

- 1.1 The purpose of this report is to respond to the Motion from Cllr Amirtharaj which proposed to ensure that public open spaces on new developments are taken on by the Council (where possible).
- 1.2 A motion was put to Council by Cllr Amirtharaj as follows:
- 1.3 *“That Council notes that:*
- 1.4 *A. Developers are not always owners of a development site, as is the case with Sandleford East in south Newbury;*
- 1.5 *B. Section 106 Legal Agreements are between the Local Planning Authority and the landowner, not necessarily the developer;*
- 1.6 *C. Landowners routinely retain freehold ownership of communal areas of a site, including “public open space” (POS) and some estate roads, which gives the Council little or no control over their management and what happens there but allows them to charge high fees to residents for management over which residents have little or no control;*
- 1.7 *D. This causes conflict, confusion and problems for councils, e.g. east of Tull Way Thatcham, where local residents of the new estate tried to ban non-residents from a Public Open Space which only the residents were paying for;*
- 1.8 *E. The outgoing Government’s commitment to abolish leasehold on new housing has failed to pass into law because of the early dissolution of Parliament and without any proposals being announced by the new Labour Government.*
- 1.9 *Council believes that, in principle:*
- 1.10 *a. “public” must mean public and that there is a distinction between communal areas and facilities (which are not for the public but for sharing between residents)*

## Motion Adopting Open Space in New Development

- 1.11 *and public facilities such as community centres and in particular Public Open Spaces, which can contain public footpaths and sustainable drainage systems (SUDS) for which the Council as Lead Local Flood Authority (LLFA) must have overall responsibility.*
- 1.12 *b. Communal facilities not available to other residents or the public at large should not be a financial burden on the local taxpayer;*
- 1.13 *c. Residents of every major new housing development should be enabled and encouraged to play a part in how the estate is managed, especially with communal areas, so as to enhance the sense of ownership of their community.*
- 1.14 *Council therefore resolves to:*
- 1.15 *1. Adapt our policies to work with Developers, such that Public Open Spaces in new developments can be taken on by the Council depending on affordability and after being considered on a case-by-case basis, and in such cases where the Council decides to take ownership, it should also take a lead role in initially managing and disposing of community facilities on new housing estates, during the S106 negotiations.*
- 1.16 *2. Instruct officers to investigate the financial and legal implications of this change in our policies, in consultation with all interested parties, and report back to Council,*
- 1.17 *3. Ensure that all policies commit the Council to work with Town and Parish Councils in determining how such Public Open Spaces will be funded and managed when adopted.*
- 1.18 *4. We will press the West Berkshire MPs to lobby the Government to resolve this issue through legislation.*
- 1.19 This report considers the contents of the motion and identifies where the Executive are recommended to support the motion and also recommends some amendments to the motion.

## 2 Recommendations

- 2.1 For Executive to support the motion in principle, but with amendments to 1 to 4 of the Motion as follows (reasons are set out in the main body of the report);
- 2.2 It is recommended that 1 and 2 above are combined and worded as follows;
- To endorse a review of the application of the Council's policies regarding securing and adopting public open space including an investigation into the financial and legal implications of any change in approach.
- 2.3 It is recommended that 3 of the motion is amended as follows;
- To enhance the approach to engaging with Town and Parish Councils regarding funding, management and adoption of public open space.
- 2.4 It is recommended to support point 4 of the motion

### 3 Implications and Impact Assessment

Implication	Commentary			
<b>Financial:</b>	There would be cost implications arising from increased responsibilities of adopting more open space as commuted sums do not support maintenance of the open space for its lifetime which results in a financial burden to the Council. This will be further explored and an approach developed which provides an appropriate balance.			
<b>Human Resource:</b>	Any increased responsibilities arising may impact upon resources and will be required to be addressed accordingly through agreement of a defined approach.			
<b>Legal:</b>	Adoption of open space is secured through the planning process via appropriate clauses within S106 agreements and this would continue.			
<b>Risk Management:</b>	Refining the councils approach to open space would result in a positive approach to risk management and this will be further explored and addressed through future proposals.			
<b>Property:</b>	It is possible refining the approach may result in additional assets coming into control of the council and part of the process of refining the approach will need to fully explore the implications of this. On occasions where private management companies are created, tensions can arise with residents but the Council cannot always control these issues, and can only have control in so far as ensuring compliance with the S106 agreement.			
<b>Policy:</b>	National Planning Policy Framework Local Plan Review Policies SP10 and DM40 Planning Obligations SPD 2014			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>

## Motion Adopting Open Space in New Development

<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		The proposal is to further explore the councils approach to adopting open space and as such the impact of the decision to proceed with exploration would have a neutral impact. EQIA will form part of the exploration.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		The proposal is to further explore the council's approach to adopting open space and as such the impact of this decision to proceed with exploration would have a neutral impact. EQIA will form part of the exploration.
<b>Environmental Impact:</b>		X		The proposal is to further explore the council's approach to adopting open space and as such the impact of this decision to proceed with exploration would have a neutral impact.
<b>Health Impact:</b>		X		The proposal is to further explore the council's approach to adopting open space and as such the impact of this decision to proceed with exploration would have a neutral impact until the next steps are known.
<b>ICT Impact:</b>		X		Adopting open space is already part of business as usual. No additional impacts anticipated.
<b>Digital Services Impact:</b>		X		Adopting open space is already part of business as usual. No additional impacts anticipated.

## Motion Adopting Open Space in New Development

<b>Council Strategy Priorities:</b>		X		Priority Area 1: Services We are Proud Of Priority Area 5: Thriving communities with a strong local voice
<b>Core Business:</b>		X		Adopting open space is already part of business as usual.
<b>Data Impact:</b>		X		Adopting open space is already part of business as usual. No additional impacts anticipated.
<b>Consultation and Engagement:</b>	<p>Countryside Team – the financial impact of maintaining public open space has become increasingly challenging and commuted sums do not support maintenance of the open space for its lifetime which results in a financial burden to the Council. The adoption of open space that has a public benefit, and where financially viable, is supported. Offering the open space to Parish and Town Councils for adoption and maintenance responsibilities is also supported. However there will likely remain a role for private management companies to deliver maintenance of smaller open spaces or landscaped areas.</p> <p>Legal – support the development of a refined procedure</p>			

## 4 Executive Summary

- 4.1 The purpose of this report is to respond to the Motion from Cllr Amirtharaj which proposed to ensure that public open spaces on new developments are taken on by the Council (where possible).
- 4.2 The motion is supported with amendments and recommends that Executive endorse a review of the application of the Council's policies regarding securing and adopting public open space including an investigation of the financial and legal implications.
- 4.3 It is also recommended that the approach to engaging with Town and Parish Councils regarding funding and management of adoption is enhanced and to lobby West Berkshire MPs to resolve the relevant issues through legislation.

## 5 Supporting Information

- 5.1 This report sets out details of the Motion and the recommended response to the Motion and reasons for the amendments.

### Background

- 5.2 A motion was put to Council by Cllr Amirtharaj as follows:

- 5.3 *“That Council notes that:*

- 5.4 *A. Developers are not always owners of a development site, as is the case with Sandleford East in south Newbury;*

- 5.5 *B. Section 106 Legal Agreements are between the Local Planning Authority and the landowner, not necessarily the developer;*

- 5.6 *C. Landowners routinely retain freehold ownership of communal areas of a site, including “public open space” (POS) and some estate roads, which gives the Council little or no control over their management and what happens there but allows them to charge high fees to residents for management over which residents have little or no control;*

- 5.7 *D. This causes conflict, confusion and problems for councils, e.g. east of Tull Way Thatcham, where local residents of the new estate tried to ban non-residents from a Public Open Space which only the residents were paying for;*

- 5.8 *E. The outgoing Government’s commitment to abolish leasehold on new housing has failed to pass into law because of the early dissolution of Parliament and without any proposals being announced by the new Labour Government.*

- 5.9 *Council believes that, in principle:*

- 5.10 *a. “public” must mean public and that there is a distinction between communal areas and facilities (which are not for the public but for sharing between residents)*

- 5.11 *and public facilities such as community centres and in particular Public Open Spaces, which can contain public footpaths and sustainable drainage systems (SUDS) for which the Council as Lead Local Flood Authority (LLFA) must have overall responsibility.*

- 5.12 *b. Communal facilities not available to other residents or the public at large should not be a financial burden on the local taxpayer;*

- 5.13 *c. Residents of every major new housing development should be enabled and encouraged to play a part in how the estate is managed, especially with communal areas, so as to enhance the sense of ownership of their community.*

- 5.14 *Council therefore resolves to:*

- 5.15 *1. Adapt our policies to work with Developers, such that Public Open Spaces in new developments can be taken on by the Council depending on affordability and after being considered on a case-by-case basis, and in such cases where the Council decides to*

## Motion Adopting Open Space in New Development

*take ownership, it should also take a lead role in initially managing and disposing of community facilities on new housing estates, during the S106 negotiations.*

- 5.16 *2. Instruct officers to investigate the financial and legal implications of this change in our policies, in consultation with all interested parties, and report back to Council,*
- 5.17 *3. Ensure that all policies commit the Council to work with Town and Parish Councils in determining how such Public Open Spaces will be funded and managed when adopted.*
- 5.18 *4. We will press the West Berkshire MPs to lobby the Government to resolve this issue through legislation.*
- 5.19 The Motion has been reviewed and it is considered that appropriate existing planning policy exists to secure adoption of public open space. As such, it is not necessary to update planning policies, but there would be benefits to reviewing the approach of the Planning and Countryside Services in the application of these policies. As such, resolution 1 and 2 of the motion is proposed to be amended to secure a review of the application of these policies. With regards to resolution 3 and 4 these are recommended to be supported with amendments. The following considerations have been identified which support this recommendation.

### **Current Planning Policy and Approach to Adoption of Open Space**

- 5.20 Planning Policy requires public open space to be provided on major development of 10 or more dwellings. Saved Policy RL1 (2007) states that the council will seek to transfer public open space to the control of the Council in a condition appropriate for such use together with any appropriate sum for ongoing maintenance. In addition, the Council's Planning Obligations SPD (2014) includes a topic paper on public open space which elaborates on saved policy RL1 and provides information regarding calculating commuted maintenance sums.
- 5.21 The Local Plan Review, adopted by the Council on 10<sup>th</sup> June 2025 contains policies which will replace the existing planning policies. These policies SP10, Green Infrastructure and DM40 emulate the requirements of the previous policies and continues the requirement for public open space provision on major developments and gives options for on-site provision, off-site provision, or financial contributions in lieu.
- 5.22 The supporting text of Local Plan Review policy DM40 states the following;
- 5.23 *'This policy may be satisfied through on-site provision, off-site provision, financial contributions or a combination of the three, taking into account local circumstances. In general terms, provision on site is preferred, but it is acknowledged that this is not suitable on all sites or for all types of open space. Ideally public open space provision should be grouped into larger 'park areas' where both formal and informal recreation activities can be properly integrated and managed. Particularly smaller sites are unlikely to be able to provide useable good quality space to the required standard. In applying the public open space standard the Council will not normally accept areas of less than 0.2 hectares (0.5 acres) in size, unless adjoining an existing area where the total together would exceed the minimum viable size.'*

## **Motion Adopting Open Space in New Development**

- 5.24 *'Public open space should be genuinely available in perpetuity to the public at large. The Council will normally seek the transfer of public open space areas into local authority ownership/control in a condition appropriate for such use, and together with a reasonable sum for their ongoing maintenance.'*
- 5.25 Where a developer proposes public open space for adoption or to be retained in private ownership, the Councils Countryside Team are consulted to advise on the suitability of the public open space for adoption. If it is considered suitable for adoption then an appropriate financial contribution is calculated, in accordance with the Planning Obligations SPD which is secured through the S106 legal agreement.
- 5.26 Whether open space is considered suitable for adoption is at the discretion of the Council having regard to the Open Spaces Act and planning policy, however it is not possible to compel a developer to allow for the open space to be adopted. Adoption is a landownership matter and provided that the developer meets the policy requirements for the open space in terms of amount and type and identifies a suitable management plan and approach, it would be unreasonable for the Council to refuse a planning application for failure to enable adoption of the open space. A S106 agreement will be entered into whether or not the open space is to be adopted, with relevant clauses to secure appropriate fallback provisions in the event of failure to set up a management company.
- 5.27 In response to point 1 and 2 of the resolution of the Motion, it is considered that the new planning policy is sound and provides an appropriate and proportionate approach, allowing for flexibility in adoption of open space where necessary. In addition, irrespective of the landowner, the terms of any S106 legal agreement to secure public open space will ensure that the land is provided, maintained and kept available as public open space in perpetuity. Any breach of the legal agreement can be enforced through civil legal action taken by the Council if necessary. In the case referenced within the Motion, at Tull Way, compliance was secured through discussion without needing to resort to legal action. It is considered that the current planning policy meets the aims of the Motion in respect of securing the quality of open space and allowing the council to negotiate adoption of open space in appropriate circumstances.
- 5.28 To improve the consistency of the application of these policies, it is recommended that the Planning and Countryside teams review the current approach to the application of the policies and establish opportunities to adapt the Council's approach, including a review of the financial and legal impacts.

## **Role of Town and Parish Councils**

- 5.29 At present, Town and Parish Councils are able to comment on planning application proposals as consultees of the planning process, however they are not routinely consulted or offered the option of adopting open space. The approach to this will be further explored to establish options and a defined process.

## **New Housing Development Ground Rents/Leasehold Charges**

- 5.30 The difficulties faced by residents regarding ground rents and management company fees are noted however this sits outside of the planning system and cannot be controlled



## Motion Adopting Open Space in New Development

through local government policy change. It is recommended to the Executive to support point 4 of the motion and lobby West Berkshire MP's for the necessary changes.

### Proposals

- 5.31 The proposal is to amend points 1-4 of the motion as follows;
- 5.32 To endorse a review of the application of the Council's policies regarding securing and adopting public open space including an investigation of the financial and legal implications of any change in approach and where necessary report back to Council.
- 5.33 To enhance the approach to engaging with Town and Parish Councils regarding funding and management of adoption.
- 5.34 To lobby West Berkshire MPs to resolve the relevant issues through legislation.

## 6 Other options considered

- 6.1 The Executive may consider the option to not support the motion and continue to approach as per business as usual. This would have a neutral impact given that adoption of open space takes place on an existing case by case basis.

## 7 Conclusion

- 7.1 The council has appropriate existing planning policy to secure adoption of public open space. As such, it is not necessary to update planning policies but there would be benefits to reviewing the approach of the Planning and Countryside Services in the application of these policies. As such, resolution 1 and 2 of the motion is amended to secure a review of the application of these policies. With regards to resolution 3 and 4 these are recommended to be supported. In respect of resolution 4, this is necessary as at the moment, the planning system is not able to control that all open space is adopted by the Council.

## 8 Appendices

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 ☐

---

## Motion Adopting Open Space in New Development

---

Item is Urgent Key Decision

☐

Report is to note only

☐

**Wards affected:** All

### **Officer details:**

Name: Laura Callan

Job Title: Planning Service Lead

E-mail: laura.callan1@westberks.gov.uk

---

---

## Healthcare in New Developments

---

Committee considering report:	Executive
Date of Committee:	3 July 2025
Portfolio Member:	Councillor Denise Gaines
Report Author:	Laura Callan
Forward Plan Ref:	EX4687

---

### 1 Purpose of the Report

- 1.1 The purpose of this report is to provide a response to the recommendations made in the report from the Health Scrutiny Committee Task and Finish Group Healthcare in New Developments, which was presented to Members at the Health Scrutiny Committee on 12 June 2024.
- 1.2 The Task Group was set up to look at healthcare provision in new development, addressing the working relationships and planning processes that impacted on healthcare in new developments and to consider the work that had taken place by public health on the healthy planning protocol and health impact assessments. This task group was identified as part of the Health in All Policies Approach agreed by Council in 2021 which is an approach that systematically and explicitly takes into account the health implications of decisions, targets the key social determinants of health, looks for synergies between health and other core objectives and our work with partners and seeks to avoid causing harm with the aim of improving the health of the population and reducing inequity.

### 2 Recommendations

- 2.1 To support the implementation of the Task and Finish Group's recommendations summarised below and the associated actions set out in **Appendix B**
- 2.2 1a) The Development Manager, Planning Policy Manager, Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to meet regularly to review their engagement on applications and that responses are timely and evidenced. To seek out and together review best practice regularly and make improvements in their ways of working. To hold each other to account and communicate effectively. To work closely on negotiations and to think broadly about the needs of the community and involve other stakeholders.
- 2.3 1b) The West Berkshire Council Planning Team to work with GP practices directly to understand their needs and requirements for new developments.
- 2.4 1c) The ICB to review how they work with GPs regarding the primary care needs of new developments and to consider any improvements that could be made.

- 2.5 2a) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to consider how they can input into the CIL charging structure when it is next reviewed. To be prepared through seeking best practice elsewhere to provide evidence requested and to be clear how much is needed for new developments.
- 2.6 2b) The Planning Policy Manager to consider a review of the CIL spending strategy.
- 2.7 2c) The Council, in collaboration with key stakeholders, to consider the opportunity of health hubs or multipurpose community facilities. This could be owned by the local authority and leased to the ICB or GP's, or created by developers in the first phase of development and sold to GP practices for a nominal fee. To consider best practice, the local approach and new ways of delivering provisions. The NHS requirements to be built into the Council's wider thinking around multipurpose hubs.
- 2.8 2d) The ICB to continue work on workforce planning and staffing to support any infrastructure and to work closely with the local authority. The Berkshire West Place Director to keep the Health Scrutiny Committee updated.
- 2.9 3a) The Senior Programme Officer for the Wider Determinants of Health to request a peer review of the Healthy Planning Protocol from relevant colleagues at the Department for Health and Social Care (DHSC) that specialise in healthy place shaping and the planning process. Consider implementing any changes and recommendations that arise through the review.
- 2.10 3b) Further collaboration by Senior Programme Officer for the Wider Determinants of Health, the Development Manager and Planning Policy Manager with developers to finalise guidance and supporting documents with developers. To consider how to guide developers when consulting with the public for HIAs
- 2.11 3c) The Health Scrutiny Committee to endorse the Healthy Planning Protocol, including Health Impact Assessments and any associated Service Level Agreements, to Heads of Service and Corporate Board.
- 2.12 4a) The Health Scrutiny Committee to endorse an application to Corporate Board/Financial Review Panel to approve a new Officer post for implementing the HPP
- 2.13 4b) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to work with the Senior Programme Officer for the Wider Determinants of Health to ensure the HPP is suitable for the ICB and staffed accordingly. The ICB to ensure there is suitable resource to implement this effectively in collaboration with stakeholders.
- 2.14 4c) The Planning Policy Manager and Development Manager to review if Planning have adequate resources needed to implement HIAs, improve collaboration and deliver the appropriate training. National guidance is available which can begin to strengthen the approach whilst the HPP is in development.
- 2.15 4d) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning Policy Manager to consider how best to engage with developers, for example via the developers' forum, to encourage them to use healthy design, provide

health features in developments, and remind them that such actions help to fulfil their own companies' ESG commitments.

- 2.16 4e) Public Health to deliver a public health prevention approach workshop for all elected Members, including public health data skills (the West Berkshire Observatory and Public Health Outcomes Framework data) and the HPP.
- 2.17 4f) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning Policy Manager to consider further training on healthy places in planning for all Members.
- 2.18 5a) The Council to explore 'design guides' or frameworks to supplement the HPP and supporting documents for prospective developers. These to be shaped around public health and council priorities.
- 2.19 5b) The Council to consider community engagement and engagement with town and parish councils and West Berkshire Council Members for continuity and accountability in design and in keeping the communities sustainable.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	There will be financial implications arising from the requirement to align resources to implement the recommendations. Public Health Reserves Funding is available to support necessary additional resources. Should the council implement a new CIL spending strategy, this will not impact upon the amount of CIL collected, but will have implications regarding how the funds can be allocated. It will be necessary to ensure any change does not impact unacceptably on existing spending commitments.
<b>Human Resource:</b>	Any required dedicated resource will be sourced appropriately having regard to Human Resourcing policy. There is Public Health Reserves Funding available to support necessary additional resources
<b>Legal:</b>	No significant legal considerations anticipated. Where proposals necessitate legal advice, this will be sought.
<b>Risk Management:</b>	Should appropriate resources not be available to implement the recommendations, there are risks that further development and implementation of the proposals may take longer than expected or not materialise. It will be necessary to prioritise

	actions according to resources available and to regularly review projects and proposals.			
<b>Property:</b>	No direct impacts.			
<b>Policy:</b>	The proposal is supported by the National Planning Policy Framework, National Planning Practice Guidance Local Plan Policy.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			The core purpose of enhancing the councils approach to health in new development is to reduce health inequality.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			Positively addressing health inequalities has the potential to lead to positive outcomes for people with protected characteristics.
<b>Environmental Impact:</b>	x			It is anticipated that implementation will lead to positive environmental impacts.
<b>Health Impact:</b>	x			It is anticipated that implementation will lead to positive health impacts.
<b>ICT Impact:</b>		x		Neutral
<b>Digital Services Impact:</b>		x		Neutral

<b>Council Strategy Priorities:</b>	x			The proposals support delivery of the Council Strategy related to 'A prosperous and Resilient West Berkshire' and 'Thriving Communities with a strong local voice'
<b>Core Business:</b>	x			Support core business activities within planning and public health
<b>Data Impact:</b>		x		There are no data impacts associated with this report.
<b>Consultation and Engagement:</b>	<p>The task group included BOB ICB, public health and planning colleagues.</p> <p>Consultation has taken place with the Community Services Team – who are generally supportive of exploring opportunities to link with the Community Hub Model.</p> <p>Finance – CIL funds have already been committed to the capital programme for the next 10 years and as of March 2025, £11m of CIL is held, with £55m capital expenditure works shown as funded via CIL. Any change to the CIL spending strategy will need to take into account the existing spending programme.</p>			

## 4 Executive Summary

- 4.1 This report responds to the recommendations made by the Health Scrutiny Committee's Task and Finish Group on improving healthcare provision in new developments across West Berkshire. The recommendations aim to enhance collaboration between planning and health services, ensure sustainable healthcare infrastructure, and promote health-conscious urban design.

### Purpose

- 4.2 To seek Executive support for implementing the Task and Finish Group's five key recommendations, which focus on integrating health considerations into the planning processes, in summary:
1. For planning, public health and ICB to collaborate
  2. To explore opportunities for funding primary healthcare
  3. To complete the healthy planning protocol
  4. To implement the healthy planning protocol

5. To explore design guides and community engagement

### **Key Recommendations & Progress**

#### **Improved Collaboration Between Planning and Health**

- 4.3 Planning and Public Health have set up a working group to further develop the Councils approach to health in new development.
- 4.4 Regular meetings between Planning and Berkshire, Oxfordshire and Berkshire Integrated Care Board (BOB ICB) are underway.
- 4.5 A review of how planning can engage with GP practices is proposed.

#### **Funding and Delivery of Primary Care**

- 4.6 Proposals include revising the Community Infrastructure Levy (CIL) spending strategy and exploring the possibilities for integration of health provision into community hubs, aligning with the Councils community outreach hub model 'Lets Talk West Berkshire'.

#### **Healthy Planning Protocol (HPP)**

- 4.7 Planning policy in the newly adopted Local Plan Review will require Health Impact Assessments (HIAs) to accompany major planning applications.
- 4.8 The Healthy Planning Protocol (HPP) provides further guidance on how to address health in new development. Development of the HPP is ongoing through the Planning and Public Health working group and peer review and collaboration with developers is planned.
- 4.9 Resource planning and a training and awareness programme for stakeholders is in progress.
- 4.10 Public health workshops and member training are being developed as part of the Health in All Policies (HiAP) programme.

#### **Wider Approach to Healthy Places**

- 4.11 Through the Planning and Public Health working group, utilisation of existing design guide and best practice resources will be promoted across the planning service through Planning Applications and Policies. New design guides are not planned to be developed immediately due to the existing availability of guidance and whilst forthcoming changes to the planning system are still in progress, but work programmes will be reviewed and further consideration given as necessary.

#### **Conclusion**

- 4.12 The report outlines a collaborative, phased approach to embedding health into planning and development. The Executive is asked to endorse the recommendations and support ongoing and future actions.



## 5 Supporting Information

### Introduction

- 5.1 This report outlines the recommendations of the Health Scrutiny task and finish group which have been further explored and developed by the relevant services and in some instances implementation has commenced. The purpose of this report is therefore to seek support for implementation of the recommendations arising from the Health Scrutiny Task and Finish group.

### Background

- 5.2 The Health Scrutiny Task and Finish Group was established to review the council's approach to healthcare in new developments. One of the key concerns of residents and stakeholders regarding proposed new development is ensuring adequate healthcare services are provided to serve the development and that places are designed and planning applications granted where they promote good health and prevent ill health. There is a need to ensure that healthcare commissioners are adequately consulted on requirements for primary care services to serve new development and that developers engage with health commissioners and planners.
- 5.3 There is also opportunity to ensure that new developments are designed to promote health and wellbeing and therefore prevent future demand on primary care services. The scope of the Task Group review was broken down into three key areas:
- (a) Part 1: Assessment of health needs in new developments
  - (b) Part 2: Health in Planning Policy and Planning Consultations
  - (c) Part 3: Funding and delivery of primary care and public health care services in new developments.
- 5.4 Following the review by the Task Group, five recommendations were put forward to Health Scrutiny Committee at their meeting of 11 June 2024 and it was agreed that these recommendations should be referred to the Executive and Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) for consideration. The Task and Finish Group Final Report is linked as a background paper below and provides further information.
- 5.5 Since the recommendations were considered by the Health Scrutiny Committee the Planning and Public Health Teams have been further exploring the recommendations to establish the feasibility of the associated actions and to ensure that there would be an appropriate policy basis, particularly those connected with the Local Plan Review Policies. Now that the Inspector has concluded the examination and it is clear which policies are considered sound and capable of adoption, the recommendations of the Task Group are now put to the Executive for consideration and endorsement.

## Proposals

- 5.6 The Task and Finish Group put forward five recommendations for consideration by the Executive and BOB ICB all of which were supported by the Health Scrutiny Committee. A response to the recommendations from Planning, Public Health and BOB ICB is set out in summary below and is also contained within **Appendix B** where it has been confirmed Agree/Not Agree/Agree in part with further explanation.
- 5.7 **Recommendation 1: Planning and Health to continue to improve collaboration on planning consultations and in developing flexible ways of working well together.**
- a) The Development Manager, Planning Policy Manager, Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to meet regularly to review their engagement on applications and that responses are timely and evidenced. To seek out and together review best practice regularly and make improvements in their ways of working. To hold each other to account and communicate effectively. To work closely on negotiations and to think broadly about the needs of the community and involve other stakeholders. **Response from ICB and Planning - Agreed and Actioned.**
  - b) The West Berkshire Council Planning Team to work with GP practices directly to understand their needs and requirements for new developments. **Response from ICB - Not Agreed - as it is the role of the ICB to understand GP needs and communicate this to West Berkshire. Planning colleagues to explore how best to engage with GP's across the district in terms of engaging with the planning process.**
  - c) ICB to review how they work with GPs regarding the primary care needs of new developments and to consider any improvements that could be made. **Response from ICB - Agree in part (see appendix B for further details)**
- 5.8 **Recommendation 2: New opportunities in funding and delivery of primary care in the community.**
- a) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to consider how they can input into the CIL charging structure when it is next reviewed. To be prepared through seeking best practice elsewhere to provide evidence requested and to be clear how much is needed for new developments. **Response from ICB – Agreed - not yet actioned.**
  - b) The Planning Policy Manager to form a working group to review the CIL spending strategy. **Response from Planning - to be explored - not yet actioned.**
  - c) The Council, in collaboration with key stakeholders, to consider the opportunity of health hubs or multipurpose community facilities. This could be owned by the local authority and leased to the ICB or GPs, or created by developers in the first phase of development and sold to GP practices for a nominal fee. To consider best practice, the local approach and new ways of delivering provisions. The NHS requirements to be built into the Council's wider thinking around multipurpose hubs. **Response from Planning - Agree in part.** The Council has launched its new community outreach hub model – Let's Talk West Berkshire which proposes

that residents will be able to access trusted, high-quality information and advice in existing venues such as leisure centres, libraries, village halls and community group settings. Where possible and relevant, incorporating health provision into these community hubs will be explored. If any need and opportunity for new-build hubs are identified, these would be considered on their individual planning merits and advice provided accordingly on a site by site basis taking into account the aspirations to achieve multi-purpose community facilities that include health provision.

- d) The ICB to continue work on workforce planning and staffing to support any infrastructure and to work closely with the local authority. The Berkshire West Place Director to keep the Health Scrutiny Committee updated. **Response from ICB - Not Agreed – however liaison will continue between Planning and ICB on primary care matters.**

### 5.9 Recommendation 3: The Healthy Planning Protocol.

- a) The Senior Programme Officer for the Wider Determinants of Health to request a peer review of the Healthy Planning Protocol from relevant colleagues at the Department for Health and Social Care (DHSC) that specialise in healthy place shaping and the planning process. Consider implementing any changes and recommendations that arise through the review. **Response from Planning - the Healthy Planning Protocol is still under development. It is not considered necessary for a formal peer review to be undertaken at this stage. Other review mechanisms are being explored including implementation advice and sharing of best practice from other councils.**
- b) Further collaboration by Senior Programme Officer for the Wider Determinants of Health, the Development Manager and Planning Policy Manager with developers to finalise guidance and supporting documents with developers. To consider how to guide developers when consulting with the public for HIAs. **Response from Planning – Agreed and this action is in progress.**
- c) The Health Scrutiny Committee to endorse the Healthy Planning Protocol, including Health Impact Assessments and any associated Service Level Agreements, to Heads of Service and Corporate Board. Action in progress. **Response from Planning – Agreed. Health Impact Assessments are a policy requirement of the local plan review and will accompany relevant planning applications. Planning and public health are continuing to develop the protocol and guidance documents to assess HIA's.**

### 5.10 Recommendation 4: Implementation of the Healthy Planning Protocol.

- a) The Health Scrutiny Committee to endorse an application to Corporate Board/Financial Review Panel to approve a new Officer Post for implementing the HPP. **In Action. Resource requirements and funding arrangements are under consideration.**
- b) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to work with the Senior Programme Officer for the Wider Determinants of Health to ensure the HPP is suitable for the ICB and staffed accordingly. The ICB

to ensure there is suitable resource to implement this effectively in collaboration with stakeholders. **ICB to discuss further with Public Health to understand the options available.**

- c) The Planning Policy Manager and Development Manager to review if Planning have adequate resources needed to implement HIAs, improve collaboration and deliver the appropriate training. National guidance is available which can begin to strengthen the approach whilst the HPP is in development. **Funding is available through the public health reserves for additional resource to support this.**
- d) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning Policy Manager to consider how best to engage with developers, for example via the developers' forum, to encourage them to use healthy design, provide health features in developments, and remind them that such actions help to fulfil their own companies' ESG commitments. **Response from Planning – Agreed and to be actioned post consideration of adoption of the Local Plan.**
- e) Public Health to deliver a public health prevention approach workshop for all elected Members, including public health data skills (the West Berkshire Observatory and Public Health Outcomes Framework data) and the HPP. **Response from Public Health – Agreed.**
- f) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning Policy Manager to consider further training on healthy places in planning for all Members. **Response from Planning - Agreed and further consideration being given into incorporation into Member Training on the Local Plan policies post consideration of the adoption of the Local Plan or options to merge with 4(e).**

**5.11 Recommendation 5: Wider approach to Healthy Places.** The task group have heard evidence regarding the importance of creating a health-promoting legacy in new developments. In addition to the HPP, the below are recommended for further consideration:

- a) The Council to introduce 'design guides' or frameworks to supplement the HPP and supporting documents for prospective developers. These to be shaped around public health and council priorities. **Response from Planning - there is existing design guidance available which supports healthy places. There is no plan to develop a new design guide for WBC at present due to other essential priorities and resource pressures. However, when work programmes are reviewed, further consideration will be given to the need and opportunity for a revised local design guide should it be deemed necessary.**
- b) The Council to consider community engagement and engagement with town and parish councils and West Berkshire Council Members for continuity and accountability in design and in keeping the communities sustainable. **Response from Planning - Agreed. Planning Team will seek to achieve good community engagement on future planning policy and supplementary guidance following best practice in terms of design and healthy places. In particular, this will be a consideration in the development of a supplementary planning document for the proposed development of up to 2,500 homes at North East Thatcham.**

## 6 Other options considered

- 6.1 The Executive may choose not to approve some or all of the recommendations and where this occurs it will be necessary to give reasons.

## 7 Conclusion

- 7.1 The proposed actions and the response from the ICB, Public Health and Planning set out the progress made to date, the actions in development and future actions that may require further exploration. The recommendation is for the Executive to endorse the recommendations and associated actions.

## 8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Response to Health Scrutiny Report Recommendations

---

### Background Papers:

Health Scrutiny Commission [Agenda](#) and [Minutes](#) 12 June 2024

### Subject to Call-In:

Yes: ☒ No: ☐

- |   |                          |
|---|--------------------------|
| The item is due to be referred to Council for final approval  | <input type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council                              | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position  | <input type="checkbox"/> |
| Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision   | <input type="checkbox"/> |
| Report is to note only  | <input type="checkbox"/> |

**Wards affected:** All

### Officer details:

Name: Laura Callan  
Job Title: Planning Service Lead  
  
E-mail: [laura.callan1@westberks.gov.uk](mailto:laura.callan1@westberks.gov.uk)

---

West Berkshire Council  
Equity Impact Assessment

TEMPLATE

March 2023

Contents

Section 1: Summary details.....13

Section 2: Detail of proposal .....14

Section 3: Impact Assessment - Protected Characteristics .....16

Section 3: Impact Assessment - Additional Community Impacts.....17

Section 4: Review.....18

## Section 1: Summary details

<b>Directorate and Service Area</b>	Place Planning Service and Public Health
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	Approach to Health in New Developments
<b>Is this a new or existing function or policy?</b>	A new planning policy is proposed in the Local Plan which requires Health Impact Assessment for major development or those which have implications for health. The proposals are also linked to the Councils Health in All Policies strategic approach
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The purpose of the report is to endorse the following;</p> <ul style="list-style-type: none"> <li>• For planning and public health to collaborate – positive impact</li> <li>• To explore opportunities for funding primary healthcare – positive impacts, full EQIA to be carried out on any specific proposals arising as they are developed</li> <li>• To complete the healthy planning protocol – positive impacts</li> <li>• To implement the healthy planning protocol – positive impacts</li> <li>• To explore design guides and community engagement – positive impacts - EQIA to be carried out should specific guides/policies arising from this work be developed</li> </ul> <p>The intention is that all of the above will work towards reducing health inequality which would result in a positive impact.</p>
<b>Completed By</b>	Laura Callan
<b>Authorised By</b>	
<b>Date of Assessment</b>	02/06/2025

## Section 2: Detail of proposal

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The proposals are also linked to the Councils Health in All Policies strategic approach and the Local Plan Review Policies which have been through Examination in public and the Inspector has considered the plan would have a positive impact on people with protected characteristics.</p>
<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The purpose of the report is to endorse the following actions;</p> <ul style="list-style-type: none"> <li>• For planning and public health to collaborate – positive impact</li> <li>• To explore opportunities for funding primary healthcare – positive impacts, full EQIA to be carried out on any specific proposals arising as they are developed</li> <li>• To complete the healthy planning protocol – positive impacts</li> <li>• To implement the healthy planning protocol – positive impacts</li> <li>• To explore design guides and community engagement – positive impacts - EQIA to be carried out should specific guides/policies arising from this work be developed</li> </ul> <p>The intention is that all of the above will work towards reducing health inequality which would result in a positive impact.</p>
<p><b>Evidence / Intelligence</b></p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact</p>	<p>The Health Scrutiny Task Group recommendations were informed in collaboration with stakeholders such as GP's, BOB ICB, Members, planning and public health colleagues and used best practice in public health and planning to identify the necessary courses of action.</p> <p>The proposal is to develop actions that will inform the consideration of planning applications and improved outcomes for residents through new development.</p>



## Equity Impact Assessment

on different individuals, communities or groups and our ability to deliver our climate commitments.	
<b>Alternatives considered / rejected</b>  Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.	Do nothing. This would result in a neutral impact as it would retain the status quo, whereby health considerations remain a part of decision making but without a structured approach to implementation.

## Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		

## Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Areas of deprivation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Displaced communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
Care experienced people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		
The Armed Forces Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		N/A		

## Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review Date</b>	N/A
<b>Person Responsible for Review</b>	N/A
<b>Authorised By</b>	N/A

EDI employee related EQiA's should now be sent to Human Resources [hrenquiries@westberks.gov.uk](mailto:hrenquiries@westberks.gov.uk)

## Recommendations from the Health Scrutiny Committee Task and Finish Group into Healthcare in New Developments

**Chairman of the Task Group:** Cllr Carolyne Culver

**Response from:** Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) and West Berkshire Council Executive.

**Portfolio Holder(s):** Cllr Patrick Clark Executive Portfolio Holder Adult Social Care and Public Health  
Cllr Denise Gaines Executive Portfolio Holder Planning and Housing

Recommendation	Executive / ICB Response: Agree / Not Agree / Agree in Part to the recommendation and comments.	Portfolio Holder / Lead Health Partner / Lead Officer and timelines for delivery
<b>1) Planning and Health to continue to improve collaboration on planning consultations and in developing flexible ways of working well together.</b>		
1a) The Development Manager, Planning Policy Manager, Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to meet regularly to review their engagement on applications and that responses are timely and evidenced. To seek out and together review best practice regularly and make improvements in their ways of working. To hold each other to account and communicate effectively. To work closely on negotiations and to think broadly about the needs of the community and involve other stakeholders.	<p>Agree.</p> <p>The ICB welcomes a regular engagement with the Council's Planning team to discuss applications and to review the ways of working regularly.</p> <p>WBC Planning team welcome this and propose to set up a quarterly meeting with BOB IC, the Planning Service Lead and Development Manager.</p>	<p>Actioned</p> <p>Planning Service Lead and Public Health Service Lead have set up a working group to further develop the Councils approach to health in new development.</p> <p>Planning Service Lead has set up regular meetings with BOB ICB.</p>

1b) The West Berkshire Council Planning Team to work with GP practices directly to understand their needs and requirements for new developments.	<p>ICB do not agree.</p> <p>It is the commissioning role of the ICB to understand GP needs and requirements for new development. The Council's Planning team is welcome to contact the ICB if there is any plan for new primary care provision. The ICB will then review the proposal and internally liaise with our GP partners.</p> <p>WBC Planning Team to explore the most appropriate way to engage with GP's across the district - to discuss the planning process and understand the issues and options.</p>	<p>To be explored by Planning Service Lead</p> <p>Within 12 months</p>
1c) The ICB to review how they work with GPs regarding the primary care needs of new developments and to consider any improvements that could be made.	<p>ICB Agree in part.</p> <p>The ICB has a dedicated procedure to review and assess any potential primary care estates projects and there is no plan to change the procedure.</p> <p>The ICB has embedded the Premises Cost Directions 2024 and Primary Care Capital Grants Policy into our internal process in reviewing primary care estates projects. The ICB will continue to work closely with our Primary Care Networks (PCN's) GP Partners, the Council and other relevant local stakeholders to maximise developer contributions, Community Infrastructure Levy (CIL) and other available fundings to support primary care estates development.</p>	The Council are not able to control this aspect
<b>2) To explore new opportunities in funding and delivery of primary care in the community.</b>		
2a) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to consider how they can input into the CIL charging structure when it is next reviewed. To be prepared through seeking best practice elsewhere to provide evidence requested	<p>Agree.</p> <p>The ICB welcomes the Council to consider allocating a dedicated funding towards primary care annually to support primary care estates development, given the importance of having adequate primary care services to provide to residents of West Berkshire.</p>	Potential for a CIL charging schedule review is currently being explored by the Planning Service.

and to be clear how much is needed for new developments.	WBC agree to engage with ICB at next CIL charging schedule review.	
2b) The Planning Policy Manager to consider a review of the CIL spending strategy.	<p>Agree. The ICB welcomes to be engaged during the process of the CIL spending strategy.</p> <p>WBC to explore opportunities for developing a CIL spending strategy.</p>	<p>Planning Service Lead</p> <p>Within 12 months</p>
2c) The Council, in collaboration with key stakeholders, to consider the opportunity of health hubs or multipurpose community facilities. This could be owned by the local authority and leased to the ICB or GPs, or created by developers in the first phase of development and sold to GP practices for a nominal fee. To consider best practice, the local approach and new ways of delivering provisions. The NHS requirements to be built into the Council's wider thinking around multipurpose hubs.	<p>ICB Agree in part.</p> <p>The ICB cannot hold any estates. Any facilities can only be owned or leased to GPs or other NHS Foundation Trusts within Berkshire West area.</p> <p>The ICB welcomes the consideration of the opportunity of health hubs or mixed-use community facilities. The ICB would be happy to be involved in any forthcoming discussions about this as the ICB is required to ensure that the contractual arrangement of the facilities is suitable for GPs and the facilities are operationally and financially viable.</p> <p>The Council has launched its new community outreach hub model – Let's Talk West Berkshire which proposes that residents will be able to access trusted, high-quality information and advice in existing venues such as leisure centres, libraries, village halls and community group settings. Where possible and relevant, incorporating health provision into these community hubs will be explored. If any need and opportunity for new-build hubs are identified, these would be considered on their individual planning merits and advice provided accordingly on a site by site basis taking into account the aspirations to achieve multi-purpose community facilities that include health provision.</p>	
2d) The ICB to continue work on workforce planning and staffing to support any	ICB do not agree.	The Council are not able to control this aspect.

infrastructure and to work closely with the local authority. The Berkshire West Place Director to keep the Health Scrutiny Committee updated.	The ICB does not have staff resourcing to support this. However, the ICB is willing to continue to work with the Council's Planning Team in planning and primary care matters.	
<b>3) The Healthy Planning Protocol (HPP)</b>		
3a) The Senior Programme Officer for the Wider Determinants of Health to request a peer review of the Healthy Planning Protocol from relevant colleagues at the Department for Health and Social Care (DHSC) that specialise in healthy place shaping and the planning process. Consider implementing any changes and recommendations that arise through the review.	<p>Agree.</p> <p>ICB has no comments to make.</p> <p>The Healthy Planning Protocol is still under development and is not yet finalised. Best practice guidance is being utilised to develop the protocol and opportunities for other review mechanisms are being explored and will be implemented where appropriate.</p>	<p>Planning and Public Health Service Leads</p> <p>Within 12 months</p>
3b) Further collaboration by Senior Programme Officer for the Wider Determinants of Health, the Development Manager and Planning Policy Manager with developers to finalise guidance and supporting documents with developers. To consider how to guide developers when consulting with the public for HIAs.	<p>Agree.</p> <p>ICB has no comments to make.</p> <p>Upon finalisation of the protocol and guidance engagement is planned to take place through the Developer Industry Forum.</p>	<p>Planning Service Lead</p> <p>Within 9 months</p>
3c) The Health Scrutiny Committee to endorse the Healthy Planning Protocol, including Health Impact Assessments and any associated Service Level Agreements, to Heads of Service and Corporate Board.	<p>Agree in part.</p> <p>The ICB would not enter into a Service Level Agreement with the Council. However, the ICB is happy to have a further discussion with the Council to identify the most appropriate partnership arrangement between the Council and the ICB.</p> <p>The Planning and Public Health Service Leads are working together to finalise the Healthy Planning Protocol and Health</p>	<p>Planning Service Lead</p> <p>Within 3 months</p>



	Impact Assessment approach with a view to implementing once the Local Plan Review is Adopted (anticipated June 2025).	
<b>4) Implementation of the Healthy Planning Protocol. Resources are needed to facilitate collaborative working and stakeholders need to be trained and have the appropriate expertise.</b>		
4a) The Health Scrutiny Committee to endorse an application to Corporate Board/Financial Review Panel to approve a new Officer post for implementing the HPP.	<p>Agree.</p> <p>ICB has no comments to make.</p> <p>Resource requirements and funding arrangements are under consideration.</p>	
4b) The Senior Primary Care Estate Manager and Senior Programme Manager (Primary Care Estates) to work with the Senior Programme Officer for the Wider Determinants of Health to ensure the HPP is suitable for the ICB and staffed accordingly. The ICB to ensure there is suitable resource to implement this effectively in collaboration with stakeholders.	<p>Agree.</p> <p>The ICB would like to have more details from the Council's Senior Programme Officer regarding the level of involvement of the ICB in the Protocol as the ICB would only have very limited staff resourcing to be involved in the process.</p> <p>The Planning Service and Public Health are working together, with the engagement of ICB to determine the resource requirements and the level of input required from ICB.</p>	<p>Planning and Public Health Service Leads</p> <p>Within 3 months</p>
4c) The Planning Policy Manager and Development Manager to review if Planning have adequate resources needed to implement HIAs, improve collaboration and deliver the appropriate training. National guidance is available which can begin to strengthen the approach whilst the HPP is in development.	<p>Agree.</p> <p>ICB has no comments to make.</p> <p>Public Health Reserves Funding is available to fund additional resource to secure this.</p>	<p>Planning and Public health Service Lead</p> <p>Within 3 months</p>
4d) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning	<p>Agree.</p> <p>ICB has no comments to make.</p>	

Policy Manager to consider how best to engage with developers, for example via the developers' forum, to encourage them to use healthy design, provide health features in developments, and remind them that such actions help to fulfil their own companies' ESG commitments.	WBC Planning Team propose to engage with the existing Developers Industry Forum, once the Local Plan is closer to adoption, to communicate any new policy requirements and have health in planning as an agenda item for discussion and knowledge sharing, with the support of Public Health.	Planning Service Lead Within 9 months
4e) Public Health to deliver a public health prevention approach workshop for all elected Members, including public health data skills (the West Berkshire Observatory and Public Health Outcomes Framework data) and the HPP.	Agree.  ICB has no comments to make.  WBC Public health Support this and are planning training on the West Berkshire Observatory. Now the Senior Programme Officer for the wider determinants of health has been filled, and the officer will be leading on the corporate wide health in all policies programme, which will include workstreams on developing data and intelligence and upskilling the workforce including members.	Public Health Senior Programme Officer – ongoing.
4f) The Senior Programme Officer for the Wider Determinants of Health, Development Manager and Planning Policy Manager to consider further training on healthy places in planning for all Members.	Agree.  ICB has no comments to make.  WBC Planning Team and Public Health will consider this alongside future Member Training options, including whether to integrate this into the workshop proposal at 4e	Planning Service Lead Within 6 months
<b>5) Wider approach to Healthy Places; consideration of design guides and community engagement for sustainable communities.</b>		
5a) The Council to explore 'design guides' or frameworks to supplement the HPP and supporting documents for prospective developers. These to be shaped around public health and council priorities.	Agree in part.  ICB has no comments to make.  There is existing design guidance available which supports healthy places. There is no plan to develop a new design guide for WBC at present due to other essential priorities and resource pressures. However, when work programmes are reviewed, further	Planning Service Lead Within 12 months

	consideration will be given to the need and opportunity for a revised local design guide should it be deemed necessary.	
5b) The Council to consider community engagement and engagement with town and parish councils and West Berkshire Council Members for continuity and accountability in design and in keeping the communities sustainable.	<p>ICB has no comments to make.</p> <p>WBC Planning Team will seek to achieve good community engagement on future planning policy and supplementary guidance following best practice in terms of design and healthy places. In particular, this will be a consideration in the development of a supplementary planning document for the proposed development of up to 2,500 homes at North East Thatcham.</p>	<p>Planning Service Lead Within 12-18 months</p>

*This template provides a structure which respondents are encouraged to use. However, respondents are welcome to depart from the suggested structure provided the same information is included in a response. The usual way to publish a response is to include it in the agenda of the Health Scrutiny Committee.*

This page is intentionally left blank

---

## Contract for Award: 9 Month Block Beds 'Bupa UK'

---

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Patrick Clark
<b>Report Author:</b>	Thomas Bailey
<b>Forward Plan Ref:</b>	EX4685

---

### 1. Purpose of the Report

- 1.1 To request approval to directly award a 9-month exception for 25 blocks beds from July 2025 to Bupa UK within 3 different Care (Nursing) Homes.
- 1.2 We currently have provision with Bupa and will be going to the market once this has been approved in the recommendation below.
- 1.3 Approval of the report will ensure the private care home market offers West Berkshire Council the best value for money, whilst also ensuring capacity within the local area.

### 2. Recommendation

- 2.1 It is recommended that Executive approve a direct award to Bupa UK for 25 block beds from the July 2025 to March 2026 following the publication of Notices under the Procurement Act 2023 (PA2023).

### 3. Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	There is budget to cover the contract for the 25 blocks beds with Bupa in 2025/26 as the rate has been negotiated to remain the same as 2024/25.

	This spot bed arrangement provides a minimum cost avoidance of £182k per annum.			
<b>Human Resource:</b>	N/A			
<b>Legal:</b>	See Part II			
<b>Risk Management:</b>	<p>It is essential that the Council secures a number of beds to manage the market.</p> <p>As part of each procurement process, supplier due diligence is carried out to include review and verification of financial health, confirmation of insurances held, credit report, references and reassurance around the ability to evidence and deliver public sector contracts.</p>			
<b>Property:</b>	N/A.			
<b>Policy:</b>	<p>All contracts over £500k in value are considered key decisions and this has been placed on the forward plan.</p> <p>In line with Contract Rules, an Exception Report has been approved by Procurement Board and will now need to be approved by Executive before the contract can be awarded.</p>			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		

<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact</b>		X		
<b>Health Impact</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		
<b>Core Business:</b>		X		
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	N/A.			

## 4. Executive Summary

- 4.1 Approval is sought to make a direct 9-month award using following a publication of a Transparency Notice in accordance with Procurement Act 2023 (PA2023) for the supply of 25 blocks beds to Bupa UK.
- 4.2 A full, transparent tender process will be run following the agreement of this 9-month period.

## 5. Supporting Information

- 5.1 This report is requesting approval to direct award using a Transparency Notice in accordance with Procurement Act 2023 (PA2023) for the supply of 25 blocks beds to Bupa UK at a minimum cost avoidance of 182k per annum.
- 5.2 This report is for a 9-month Contract to secure 25 care home beds within the market.

## **9 Month Block Beds 'Bupa UK'**

- 5.3 Bupa are in a position where they can offer the volume of beds required at short notice.
- 5.4 Experience and soft market testing has outlined there is lack of nursing and higher need beds available within the market, especially West Berkshire.
- 5.5 Bupa have 3 homes located at Bayford House, The Argyles, The Donnington all within West Berkshire all with a 'GOOD' CQC rating, meaning we are able to fix the beds at this rate and with guaranteed capacity, so this is not only seen as cost avoidance but securing much needed capacity.
- 5.6 Occupancy rates and demand in care homes, not only nationally, but especially within West Berkshire is very much on the increase, meaning we now find it a lot harder to secure local homes, and at affordable rates. This also runs parallel to a buoyant self funder market, who have the buyer spend to secure a large number of the vacant beds.
- 5.7 The current contract with Bupa will come to an end in June 2025. A move back to spot purchase rates which would incur a higher fee dependent on location. The block beds are located at Bayford House, The Argyles and The Donnington all situated within West Berkshire.
- 5.8 Since the previous block was agreed, nursing placements and higher need placement are extremely hard to secure particularly nursing with dementia. The Care Placement team are often required to look further afield to try and secure care at affordable rates, although these placements are decreasing, and the costs are also increasing. The nursing home market is supplier led due to the increasingly high demand across the country.
- 5.9 6 of the beds are higher needs, which fulfil this specialist requirement at a rate that is lower than the average spot purchase bed.
- 5.10 Latest Care Quality Commission report rates all Bupa Care homes, as 'Good'.

## **6. Background**

- 6.1 See Part II.

## **7. Proposals**

- 7.1 See Part II.

## **8. Other options considered**

- 8.1 Do nothing - all current block beds would transfer to spot beds at an increased cost to West Berkshire Council. This would also lead to a reduction in guaranteed capacity within the area.
- 8.2 Undertake a procurement process now to expand the use of block beds. This would need to include an engagement exercise and sufficient time will be needed to do so. This option is not viable within the timescales for the existing block bed contract.



However, the commissioning team has commenced work on this process with a view to this being in place before the end of the proposed contract with Bupa.

## 9. Conclusion

- 9.1 Following consideration of the limited options and timescales, the Direct award to Bupa UK for the delivery of 25 Care Home beds on a fixed 9-month contract.
- 9.2 This option provides the best value for money to the Council.
- 9.3 Recognising the value of block beds to the Council we will be undertaking a engagement and procurement exercise with the aim of expanding the use of the block beds contract within the area.

## 10. Appendices

- 10.1 See Part II

---

### Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input checked="" type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

**Wards affected:** None

### Officer details:

Name: Thomas Bailey  
Job Title: Category Manager Social Care  
Tel No: 01635 519021  
E-mail: Thomas.bailey@westberks.gov.uk

---

This page is intentionally left blank

# Commercial Property Disposal – Units 1 and 2 Cleveland Gate Retail Park, Guisborough

<b>Committee considering report:</b>	Executive
<b>Date of Committee:</b>	3 July 2025
<b>Portfolio Member:</b>	Councillor Iain Cottingham
<b>Report Author:</b>	Richard Turner
<b>Forward Plan Ref:</b>	EX4715

## 1 Purpose of the Report

### 1.1 The purpose of this report is:

- (a) Consider the case for disposal of the asset and the capital receipt benefitting the capital program and transformation projects set against the income benefits of retaining the asset.
- (b) to seek approval for the disposal of the Council owned investment property, Units 1 and 2 Cleveland Gate Retail Park, Guisborough, TS14 7FE in accordance with the Property Investment Strategy
- (c) to seek delegated authority to consider and accept any offers received in compliance with the Council's S123 LGA best consideration duty; and
- (d) to seek delegated authority to negotiate, agree and enter into the relevant documents necessary to complete the disposal of the property.

## 2 Recommendations

It is recommended that the Executive resolve to:

- 2.1 Delegate authority to the Service Director – Finance, Property & Procurement in consultation with Executive Member for Finance & Resources (Risk Management & Procurement) and the Service Director - Strategy & Governance to consider, review and accept any appropriate offer made in accordance with this report and in the parameters of the information contained in the Part II appendix to this report and;

Delegate authority to the Service Director - Strategy & Governance in consultation with the Service Director - Finance, Property & Procurement to enter into the relevant sale documentation including any amendments as shall be necessary to that documentation in accordance with agreed sales heads of terms for the disposal of

Units 1 and 2 Cleveland Gate Retail Park, Guisborough TS14 7FE

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	Disposal of the asset will result in a significant capital receipt for the Council but with a corresponding loss of income which currently supports delivery of core Council services.
<b>Human Resource:</b>	Not applicable
<b>Legal:</b>	<p>The Council has a statutory duty under S123 Local Government Act 1972 (S123 LGA) to secure the best consideration reasonably obtainable for the property.</p> <p>There are exceptions to the obligation to obtain best value. Those exceptions are:</p> <ul style="list-style-type: none"><li>• Short tenancies (i.e.; terms of 7 years or less);</li><li>• With Secretary of State Consent; and</li><li>• Where the proposed disposal falls within the criteria set out in The Local Government Act 1972 General Disposal Consent (England) 2003 (The General Consent Order).</li></ul> <p>The General Consent Order enables a local authority to dispose of any interest in land at an undervalue where:</p> <ul style="list-style-type: none"><li>• the undervalue does not exceed £2million pounds; and</li><li>• the disposal is likely to contribute towards the promotion or improvement of any one or more of the economic well-being, social well-being or environmental well-being of its area.</li></ul> <p>Section 123 LGA does not specify or oblige a local authority to follow a particular process to secure the outcome of achieving best consideration. However, case law has shown that the best consideration can be demonstrated by marketing a property or by obtaining an appropriate independent valuation or by a combination of both.</p>

	<p>Best consideration is not limited to the purchase price but may include a term or condition which identifies a specific commercial benefit to the seller.</p> <p>If applicable, when determining whether or not a proposed disposal of property at less than best consideration meets the criteria of the General Consent Order, a local authority should comply with the prudent commercial practice of obtaining a valuation from an independent professionally qualified valuer (a member of RICS) setting out the likely amount of the undervalue.</p> <p>Any such valuation should set out the restricted and unrestricted values of the property. The restricted value being market value of the property having regard to the terms of the proposed transaction and the unrestricted value being the amount that would be received where the principal aim is to maximise the value of the capital receipt.</p> <p>In addition to the valuation, the local authority should demonstrate how the disposal would contribute towards the well-being of its area.</p> <p>It should also be noted that if a disposal is made at an undervalue, the local authority could be considered as providing a subsidy to the buyer and would need to comply with the requirements of the Subsidy Control Act 2022.</p>			
<b>Risk Management:</b>	<p>The Council currently does not make revenue provision for maintenance of the property investment portfolio. Furthermore, there is no revenue or earmarked reserve provision for future voids or repairs. Any void risk and maintenance requirements are carried at risk against the Council's General Fund.</p>			
<b>Property:</b>	<p>This disposal does not impact on the Council's core estate.</p>			
<b>Policy:</b>	<p>The proposal is in accordance with the reviewed Property Investment Strategy approved at Executive on 2<sup>nd</sup> November 2023 (ref EX4402).</p>			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>

<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		
<b>Core Business:</b>		X		
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	Property Investment Board (PIB)			

## 4 Executive Summary

- 4.1 The Council has invested in a commercial property portfolio. The portfolio currently generates income which supports the delivery of Council core services.

- 4.2 The council is assessing its commercial property portfolio for phased disposal over the medium to long term.
- 4.3 Of the commercial properties in the portfolio, the Council disposed of the asset, Sainsbury's, High Street, Northallerton in March 2024. The Council continues to hold ownership of eight commercial properties.
- 4.4 The Council's Property Investment Board (PIB) acting as the operational governance for the commercial property portfolio has received from the Council's appointed investment manager recommendation for the phased disposal of the portfolio.
- 4.5 Scrutiny of the portfolio recommends the assessment of this asset for disposal within financial year 2025/26.
- 4.6 The council's investment manager has advised the council on an expected range for the realisable sales price of the asset.

## **5 Other options considered**

- 5.1 The asset provides an income stream both individually and as part of the eight-property portfolio. The option exists for the Council to retain the asset to benefit from the longer-term income that the asset derives. Retention of the asset will though require the ongoing management of the asset including rent reviews, the lease expiry dates and costs associated with any voids.
- 5.2 The Council could choose to retain the asset until its investment manager successfully concludes future asset management initiatives before bringing the property to the market.
- 5.3 The council could retain this asset and carry-out refreshed assessments of other assets to provide recommendation for an alternative disposal from the portfolio.

## **6 Conclusion**

- 6.1 In accordance with the current property Investment Strategy, and in agreement with the Council's Property Investment Board, it is recommended the Council consider the proposal to dispose of this asset in accordance with the Council's S123 LGA best consideration duty and within the parameters of this report and the Part II appendix to this report.

## **7 Appendices**

- 7.1 Appendix A – Part 2 information

---

**Subject to Call-In:**

Yes: ☐ No: ☒

---

- |   |                                     |
|---|-------------------------------------|
| The item is due to be referred to Council for final approval  | <input type="checkbox"/>            |
| Delays in implementation could have serious financial implications for the Council                              | <input checked="" type="checkbox"/> |
| Delays in implementation could compromise the Council's position  | <input type="checkbox"/>            |
| Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months | <input type="checkbox"/>            |
| Item is Urgent Key Decision   | <input type="checkbox"/>            |
| Report is to note only  | <input type="checkbox"/>            |

**Wards affected:** Not applicable

**Officer details:**

Name: Richard Turner  
Job Title: Property Services Manager  
Tel No: 01635 503653  
E-mail: Richard.Turner@westberks.gov.uk

---



Executive – 3 July 2025

## **Item 14 – Member Questions**

To follow

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank