



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE** will be held at the Civic
Offices, Shute End, Wokingham RG40 1BN on
MONDAY 11 JANUARY 2016 AT 7.30 PM

A handwritten signature in black ink, appearing to read 'Andy Couldrick'.

Andy Couldrick
Chief Executive
Published on 31 December 2015

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Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Councillors

Tim Holton (Chairman)	Michael Firmager (Vice-Chairman)	Prue Bray
UllaKarin Clark	Kate Haines	Pauline Helliar-Symons
John Jarvis	Norman Jorgensen	Dianne King
Ken Miall	Malcolm Richards	Shahid Younis

Substitutes

Laura Blumenthal	Lindsay Ferris	Abdul Loyes
Rachelle Shepherd-DuBey		

ITEM NO.	WARD	SUBJECT	PAGE NO.
47.		APOLOGIES To receive any apologies for absence	
48.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 2 November 2015.	7 - 14
49.		DECLARATION OF INTEREST To receive any declarations of interest	
50.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
51.		MEMBER QUESTION TIME To answer any member questions	
52.	None Specific	DISCUSSION WITH COUNCILLOR KAISER - EXECUTIVE MEMBER FOR PLANNING AND HIGHWAYS To question Councillor Kaiser, Executive Member for Planning and Highways, on the operation of services	15 - 16

within his portfolio and upcoming issues.

A list of the Executive Member for Planning and Highways' specific portfolio responsibilities is attached.

- | | | | |
|------------|---------------|--|----------------|
| 53. | None Specific | HIGHWAYS AND TRANSPORT REVIEW UPDATE
To consider an update on the review of the Highways and Transport Service. This report follows the update provided at the last meeting. | 17 - 18 |
| 54. | None Specific | COUNCIL PLAN PERFORMANCE MONITORING - 2015/16
To consider the latest report on Council performance management information. | 19 - 52 |
| 55. | None Specific | EMERGENCY PLANNING AND BUSINESS CONTINUITY UPDATE
To consider an update on Emergency Planning and Business Continuity, including ongoing reviews of plans for critical services and planning for severe winter weather. | 53 - 58 |
| 56. | None Specific | BROADMOOR EMERGENCY CASCADE TO SCHOOLS AND THE RAINBOW PLAN
To consider an update on the Broadmoor Schools Emergency Callout cascade, a swift alert system used in emergency situations at the Broadmoor hospital. | 59 - 68 |
| 57. | None Specific | CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME
To consider the current published version of the Executive Forward Programme | 69 - 76 |
| 58. | None Specific | COMMITTEE WORK PROGRAMMES
To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees | 77 - 92 |
| 59. | | UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES
For the Chairman or nominated Member of the Committee to report back in its activities including any requests to undertake reviews. | 93 - 94 |

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 2 NOVEMBER 2015 FROM 7.30 PM TO 9.50 PM

Committee Members Present

Councillors: Tim Holton (Chairman), Michael Firmager (Vice-Chairman), Prue Bray, Kate Haines, Pauline Helliar-Symons, John Jarvis, Norman Jorgensen, Dianne King, Ken Miall, Malcolm Richards and Shahid Younis

Other Councillors Present

Anthony Pollock

Officers Present

Matt Davey, Head of Highways and Transport

Rob Stubbs, Head of Finance

Anne Hunter, Service Manager, Democratic Services

Neil Carr, Principal Democratic Services Officer, Democratic Services

32. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 7 September 2015 were confirmed as a correct record and signed by the Chairman.

The Chairman highlighted the following matters arising from the minutes:

- Minute 24 – Balanced Scorecard 2015/16 Quarter 1. It was noted that answers to the Committee's questions had been supplied. In relation to the indicator on apprenticeships Members noted the explanation that, although performance was below target, anecdotal evidence indicated that the target would be met. The Committee confirmed that performance should be measured using hard evidence rather than word of mouth.
- Minute 28 – Consideration of the Current Executive Forward Programme. It was noted that details of the authorities involved in the proposed new Four-Way Building Control Service had been circulated to the Committee.

33. APOLOGIES

An apology for absence was submitted from Councillor UllaKarin Clark.

34. DECLARATION OF INTEREST

There were no declarations of interest.

35. PUBLIC QUESTION TIME

There were no public questions.

36. MEMBER QUESTION TIME

There were no Member questions.

37. REVIEW OF DELIVERY OPTIONS FOR THE HIGHWAYS AND TRANSPORT SERVICES

The Committee considered a report, set out on Agenda pages 19-22, outlining the various options that were being considered for the delivery of the Highways and Transport Service post April 2018.

Matt Davey, Head of Highways and Transport, advised Members that the current contract was delivered through the Wokingham Highway Alliance which comprised the Council, WSP (design services) and Balfour Beatty Living Places (infrastructure works). As reported to the Committee in March 2015, a project group had been tasked to look at options for the future delivery of the service. The three options identified by the project group were:

Option A - Re-let the existing Professional Services and Works Services contracts in 2018 with the inclusion of higher value capital works (linked to the SDLs) and a more outcome focussed specification.

Option B - Re-let the Works Services contract as in Option A with a multi-client Professional Services Framework replacing the Professional services contract.

Option C – Extend one or more of the existing contracts on the condition that Balfour Beatty and/or WSP sign up to Agile Partnering throughout the extension. This option would allow the Council more time to develop potential shared service options.

The next steps included discussions with the current suppliers on the potential for delivering additional value through the contract extension option. The review was expected to conclude in early 2016 with a final report to Executive before the end of the current financial year.

During the discussion the following points were raised:

- Members asked for a definition of the term “Agile Partnering”. It was confirmed that this entailed more flexible working between the Council and its suppliers with the aim of improving service delivery as the contract progressed.
- Members asked about the current state of the highways infrastructure market. It was reported that recent developments such as the Government’s announcement of significant road and rail projects could make the market more competitive with potential for increased prices. The state of the market was being closely monitored during the review.
- Members asked about the current performance of WSP and Balfour Beatty. It was reported that both suppliers had experienced problems resulting in uneven performance but had worked collaboratively with the Council to address these issues.
- Members inquired about the potential for efficiencies through joint working, for example through the development of a single resurfacing team covering several local authority areas. It was confirmed that issues such as peaks and troughs in workload would have to be addressed but there was potential in this idea, for example in increased buying power and service quality.

- Members noted the potential benefits from Option C in terms of flexibility, economies of scale from a shared service arrangement and the benefits from Agile Partnering in optimising contract spend to deliver improved service outcomes.
- Members asked about the potential economies from using bigger suppliers such as the companies delivering the Highway Agency Area 3 contract. It was confirmed that this idea was worth following up and that conversations would take place with the Area 3 contractors.
- Members asked for clarification on the operation of the existing contracts with WSP and Balfour Beatty. It was confirmed that the current contracts included a schedule of rates and that the Council called off projects and pieces of work using those rates. The contracts included a provision for annual increases relating to inflation within the construction sector. Ongoing monitoring indicated that WSP and Balfour Beatty were competitive on price, but it was important to note that the quality of working relationships was also important.

RESOLVED: That the progress of the Highways and Transport review be noted with a further progress report to be submitted to the January 2016 meeting of the Committee.

38. COUNCIL TAX SINGLE PERSON DISCOUNT REVIEW

The Committee considered a report, set out on Agenda pages 23-24, relating to the work that was being undertaken to review claims for Council Tax Single Person Discounts (SPD).

Rob Stubbs, Head of Finance, introduced the report and advised that previous reviews had taken place in 2010/11, 2013/14 and 2014/15. These reviews had delivered additional Council Tax income totalling £820k. The next review, in 2016/17, would involve a full data matching exercise carried out by an external contractor. It was anticipated that this work would generate additional Council Tax income of at least £100k.

During the discussion the following points were raised:

- Members asked about the costs involved in carrying out the various SPD reviews. It was confirmed that the costs incurred to date were in the region of £15k to £20k. Typically, the arrangement involved the external contractor retaining a proportion of the additional income generated.
- Members asked about the availability of comparative data showing the performance of other Councils in SPD work. It was confirmed that comparative data was being sought and would be circulated to the Committee as and when it became available.
- Members inquired about trends in the number of cases identified in each of the reviews. It was confirmed that improvements in data matching and sources of information meant that more cases were being identified and reported.
- Members asked about the approaches taken by other Local Authorities, for example in relation to the imposition of fines. It was confirmed that a number of authorities imposed fines relating to invalid claims for SPD. The introduction of fines was under consideration locally and was likely to be included in the 2016/17 Budget process.

- Members asked about the potential for requiring SPD claimants to sign an annual declaration in support of their claim. This form could be circulated with the annual Council Tax documentation. It was confirmed that this idea would be considered and could be pursued if the administrative costs of the procedure were not significant.
- Members asked about the implications of SPD for student households. It was confirmed that details of the operation of SPD in relation to student households would be circulated to the Committee.

RESOLVED: That

- 1) the Head of Finance attend a future meeting of the Committee to brief Members on details of the contract relating to the next review of claims for Council Tax Single Person Discounts;
- 2) the contents of the report and the continuing work undertaken by the Council to maintain the initiative against Single Person Discount fraudulent claims be noted;
- 3) the proposed introduction of a Single Person Discount fines system in the 2016/17 Budget be supported;
- 4) further consideration be given to the introduction of an annual signed declaration form for Single Person Discount claimants with a further report to the January 2016 meeting of the Committee on feasibility and costs.

39. DISCUSSION WITH COUNCILLOR POLLOCK - EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT AND FINANCE

The Chairman commented that as part of its role of holding the Executive to account for the delivery of Council services it had decided to invite Councillor Pollock to speak to the activities within his portfolio and take questions from the Committee.

The Committee was referred to the list of Councillor Pollock's responsibilities, as set out on Agenda page 25 and the tabled list of those Council Plan performance indicators that the Executive Member was responsible for.

Councillor Pollock went through his various areas of responsibility and answered the Committee's questions. During discussion the following points were made:

- Capital Budget Monitoring – Members noted the improved presentation of data but also asked about ways of identifying that capital projects were delivered to specification as well as to budget. It was confirmed that Officers would investigate ways of presenting this information, possibly through more detailed information in the Capital Out-turn report.
- Council Tax Collection – Members welcomed the achievement of a 99.51% collection rate in 2014/15. It was confirmed that this collection rate was the best of any Council in the country.
- Debtors Collection – Members inquired about progress in setting new targets for this performance indicator. It was confirmed that the new Debtor Collection target would be set at 80% and would be monitored from the start of Quarter 3 in 2015/16.

- Rents Collection – Members asked about the 2014/15 Out-turn figure of 102.04%. It was confirmed that this figure included the collection of arrears from the previous financial year.
- Returns on External Investment of Cash – Members asked about the procedure for monitoring external fund managers who were performing below expectations. It was confirmed that the Council invested through an in-house team and through external fund managers. It was confirmed that all investments were monitored closely with any areas of under-performance being followed up.
- Members asked about the management of risk within Councillor Pollock’s portfolio. It was confirmed that various mechanisms were used to forecast and manage risks. The Council’s annual update of the Medium Term Financial Plan included the Chief Finance Officer’s report which carried out horizon scanning on the financial pressures facing the Council. In addition Members received regular Revenue and Capital Monitoring reports. Each service area was also responsible for the development of risk registers which highlighted key risks and their likely financial consequences.
- Members asked about the management of Council investments and the timescales currently in use. It was confirmed that Council investments were currently limited to 12 months. This reflected the current volatility in world financial markets. The timescales were under review and could be increased to 15 months. The state of the market was closely monitored to determine the appropriate length of investment.

Councillor Pollock also gave feedback to the Committee on the recent Public Budget Consultations. As this was the first year of this form of consultation exercise it was considered to be a good start. There had been some teething problems in terms of public notice, venues, etc. and these would be addressed as part of future events. The following points were raised:

- Members asked about the ideas generated by residents attending the events and how such ideas were to be fed into the Budget process. It was important that residents received feedback on the ideas raised and how they were being taken forward. It was confirmed that the feedback from the events was still being evaluated and that any good ideas would be subject to further investigation.
- Members asked about the involvement of Town and Parish Councils in the consultation events and the potential to use the Borough/Parish Liaison Forum as a sounding board. It was confirmed that a number of Town and Parish Councillors had attended the recent events and that ways of strengthening links with the Towns and Parishes would be investigated further.
- Members inquired about the topics included on discussion boards at the events and the need to give clear guidance to residents e.g. the risks and knock-on effects of terminating or reducing a service. It was confirmed that the discussion topics had been generated by individual service areas. Feedback and ideas raised by the Committee would be used to strengthen the Budget Consultation process in 2016/17.

- Members asked about the potential for incentivising residents and Officers to come forward with good ideas to improve services and/or reduce Council expenditure. It was confirmed that this suggestion was worthy of further investigation and would be included in the discussions about the consultation process for 2016.

RESOLVED: That

- 1) a report be submitted to the January 2016 meeting of the Committee setting out the range of ideas generated through the recent 2015/16 public Budget Consultation meetings;
- 2) Councillor Pollock be invited to attend the March 2016 meeting of the Committee to discuss plans for the 2016/17 Public Budget Consultation.

40. FEEDBACK FROM AUDIT COMMITTEE AND OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE CHAIRS' MEETING

The Committee considered the notes from the meeting held between the Chairman of the Audit Committee and the Chairman of the Overview and Scrutiny Management Committee which took place on 28 September 2015, as set out on Agenda page 27.

RESOLVED: That the feedback from the Audit Committee and Overview and Scrutiny Management Committee Chairmen's meeting be noted.

41. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME

The Committee considered a recently published version of the Executive Forward Programme which was tabled at the meeting.

The following comments were made on the Forward Programme:

- It was confirmed that the Library Offer report would be submitted to the Executive in November 2015 followed by an 8 week consultation period. Consequently the report could be considered by the January 2016 meeting of the Committee.

RESOLVED: That the Executive Forward Programme be noted.

42. COMMITTEE WORK PROGRAMMES

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 35-54. During the discussion the following points were made:

- Further to Minute 29 of the meeting held on 7 September 2015 Members considered the timetabling of a review of the Council's Shared Services. It was agreed that the review would commence shortly. Councillor Younis agreed to be a member of the Task and Finish Group. Officers were asked to contact Members of the other Overview and Scrutiny Committees to ask if they wished to join the Task and Finish Group.
- The Chairman referred to previous discussions about the role of the Overview and Scrutiny Management Committee in improving oversight of the work of the other Scrutiny Committees. Members were invited to submit thoughts on potential improvements to Democratic Services prior to a discussion at the next meeting of the Committee.
- Members considered the current format of reports and the ongoing incidence of recommendations that asked Members to "note" reports. It was confirmed that research was under way to determine how other authorities structured their Overview and Scrutiny reports with particular attention to the way they dealt with recommendations.

- The Chairman referred to the recent Scrutiny Member training session. Members discussed the content of the session and ideas for improving future sessions. It was felt that the use of worked examples and case studies would make the sessions more challenging and rewarding.

RESOLVED: That

- 1) the current work programme of the Overview and Scrutiny Management Committee be noted subject to the addition of the following items to the January 2016 meeting;
 - Budget Participatory Consultation Feedback
 - Council Tax Single Person Discount Declaration Form
 - Highways and Transport Review
- 2) the Assets Review item be deferred to the March 2016 meeting of the Committee;
- 3) a Task and Finish Group of the Overview and Scrutiny Management Committee be established to consider the review of the Council's Shared Services;
- 4) all Scrutiny Members be invited to take part in the Shared Services Task and Finish Group with a start date of January 2016;
- 5) the current work programme of the Children's Services Overview and Scrutiny Committee be noted subject to the addition of an item on the current Ofsted Inspection at the February 2016 meeting;
- 6) the current work programme of the Community and Corporate Overview and Scrutiny Committee be noted subject to the deferral of the item on the Government's Right to Buy Scheme from the November 2015 meeting;
- 7) Members submit ideas to Democratic Services on ways to improve the role of the Overview and Scrutiny Management Committee in improving oversight of the work of the other Scrutiny Committees.

43. UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES

The Committee received an update report from the Chairman of the Children's Services Overview and Scrutiny Committee relating to the meeting held on 22 September 2015 as set out on Agenda Page 55. The Chairman also gave a verbal update on the meeting held on 27 October 2015.

The Chairman of the Community and Corporate Overview and Scrutiny Committee gave a verbal update on the discussions that had taken place at the meeting held on 19 October 2015.

RESOLVED: That the report of the Chairman of the Children's Services Overview and Scrutiny Committee and the verbal report of the Chairman of the Community and Corporate Overview Scrutiny Committee be noted.

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A LIST OF THE EXECUTIVE MEMBER FOR PLANNING AND HIGHWAY'S PORTFOLIO RESPONSIBILITIES

5.2.12 Executive Member for Planning and Highways

5.2.12.1

Overseeing the production of all statutory and service plans within the remit of Planning, Highways Services, Enforcement, Land Use, Transport Policy Services and Affordable Housing.

5.2.12.2

To recommend to the Executive new or amended policies in respect of the services listed in 5.2.12.1.

5.2.12.3

Responsible for Strategic Highways Planning issues overseeing the production of the Council's Highways Infrastructure Strategy.

5.2.12.4

Responsible for Strategic Planning for the development areas of the Borough.

5.2.12.5

To oversee the production of all documents included within the Local Development Framework: Spatial Framework Planning, Managing Development Delivery Development Plan Document, Borough Design Guide and S106 Infrastructure Strategy.

5.2.12.6

Responsible for overseeing the Council's strategic approach to gypsies and travellers.

5.2.12.7

To advise the Executive in relation to operational highways and transport policies and programmes.

5.2.12.8

To oversee the production and implementation of the Council's Local Transport Plan.

5.2.12.9

Responsible for monitoring highway maintenance plans, including street scene and signage and winter road maintenance plan.

5.2.12.10

To oversee the production of a Community, School and Subsidised Transport Strategy.

5.2.12.11

To oversee the co-ordination of the Council's transport requirements and plans (including school, social services and community transport) and procure the best possible services for residents and service users.

5.2.12.12

To oversee the production of the service plans for the Corporate Transport service units.

5.2.12.13

Responsible for overseeing the Highway Safety Schemes.

5.2.12.14

Responsible for overseeing Planning and Development consultations.

5.2.12.15

Responsible for overseeing the Affordable Housing Strategy and advising the Executive on future policy in respect of the housing stock and functions.

5.2.12.16

Responsible for implementing the Council's statutory housing functions and bringing forward potential innovation in the delivery of housing services.

5.2.12.17

Responsible for the overall management of the housing stock (including proposals for disposal of stock) and to exercise the powers and duties of the Council in relation to housing fitness, standards and grant aid where these powers are not delegated to the relevant Director.

5.2.12.18

Responsible for overseeing S106 contributions.

5.2.12.19

To represent the Council as determined by the Executive on outside bodies and in discussions/negotiations with regional, national and government bodies.

Agenda Item 53.

ITEM NO:

TITLE	Review of Delivery Options for the Highways and Transport Service
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 11 January 2016
WARD	None Specific
DIRECTOR	Heather Thwaites, Director of Environment

OUTCOME / BENEFITS TO THE COMMUNITY

A high quality and cost effective highways and transport service.

RECOMMENDATION

The Committee is asked to comment on progress of the review and to add any specific issues they would like to see addressed as part of the review.

SUMMARY OF REPORT

The review is continuing to make progress and will report back again in early 2016 to this Committee.

Background

The Highways and Transport Service is delivered jointly through the Wokingham Highway Alliance. The Alliance is an informal partnership between WSP, Balfour Beatty Living Places (BBLP) and Wokingham Borough Council. Both WSP and BBLP deliver services through term contracts. Both contracts started in April 2008 and have terms of 10 years with up to a 5 year extension.

Review

A project group has been set-up to review the options for delivery of the service post April 2018. A report to this Committee in March 2015 set out the objectives of the review and the primary options for delivery post 2015. An update on progress of the project was presented to this committee in November 2015.

The project team is currently in the process of assessing an outline business case from the Council's current suppliers relating to an extension of the existing contracts.

This will be compared to an outline business case developed for other options to determine which option best fits with the Council's aspirations for future service delivery.

Next Steps

The programme of review is expected to be largely complete by spring 2016 with a view of reporting to executive before the end of the financial year. This allows us complete flexibility with regards to options for service delivery post 2018 as it would allow us the time to carry out any procurement if that is deemed necessary.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	0	
Next Financial Year (Year 2)	0	0	
Following Financial Year (Year 3)	0	0	

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

N/A

Contact Matt Davey	Service Highways and Transport
Telephone No 0118 908 8304	Email matt.davey@wokingham.gov.uk
Date 29 th December 2015	Version No. 1

Agenda Item 54.

TITLE	Council Plan Performance Monitoring – Q2 2015/16 report
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 11 January 2015
WARD	None specific
LEAD OFFICER	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME

Improved performance in those areas of activity that are seen as a priority for the Council.

RECOMMENDATION

To note the latest performance indicators and major projects and agree any corrective action required.

SUMMARY OF REPORT

The areas of performance are reported as follows (based on the indicators we have RAG ratings for):

Green	51	93%
Amber	3	5%
Red	1	2%
Total	55	

Background

The vast majority of the indicators are on track and have been rated as Green. However, the following indicators are currently rated Amber or Red. Further detail can be found in the report:

- % Care Proceedings completed in 15/16 within 26 weeks of application
- Integration with Health (Better Care Fund)
- Assets Programme
- ICT 2016

Analysis of Issues

None

List of Background Papers	
None	
Contact Andrew Moulton	Service Governance & Improvement
Telephone No 07747 777298	Email andrew.moulton@wokingham.gov.uk
Date 16 December 2015	Version No. 1

**Council Plan Performance
Monitoring
Q2 2015/16**



**WOKINGHAM
BOROUGH COUNCIL**

A great place to live, an even better place to do business

Community		Place	
Look after vulnerable people		Provide affordable homes	
Improve health, wellbeing and quality of life		Maintain and improve the waste collection, recycling and fuel efficiency	
Improve educational attainment and focus on every child achieving their potential		Ensure strong sustainable communities that are vibrant and supported by well-designed development	
		Tackle traffic congestion in specific areas of the Borough	
Performance		Business	
Offer excellent value for your Council Tax		Invest in regenerating towns and village, support social and economic prosperity, whilst encouraging business growth	
Deliver quality in all that we do, including the statutory services for which we are responsible			
Improve the customer experience when accessing Council Services			
Workforce			

Community



Look after vulnerable people

Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% referrals in 15/16 which are repeat referrals within 12 months of a previous referral to Children's Social Care	18 - 22%	21.3%	16.1%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	
% Children who are currently subject to a Child Protection Plan (CPP) who are subject to a CPP for a second or subsequent time within 24 months	3 – 7%	12.0%	0%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	
% Care Proceedings completed in 15/16 within 26 weeks of application	100%	42%	50%	Red	Better	Judith Ramsden/ Charlotte Haitham Taylor	Performance is influenced by factors outside the control of WBC, such as decisions taken on specific cases by the courts. No delay was caused by WBC action or inaction.

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% Looked After Children living within 20 miles of their home	70 – 75%	62.2%	64.3%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	
% Looked After Children who achieved permanent care arrangements during previous 12 months	Over 30%	40.2%	33.3%	Green	Worse	Judith Ramsden/ Charlotte Haitham Taylor	
Delayed transfers of care (delayed days) from hospital (aged 18+) in the previous quarter	4,080	4,265	1,045	Green	Better	Stuart Rowbotham/ Julian McGhee-Sumner	Target is for full year. Quarterly target is 1,020. The data is released by NHS in arrears. The quarter 2 data presented is actually for quarter 1. Quarter 2 data will not be released until November.
Proportion of people using social care who receive self-directed support and those receiving Direct Payments	70.0%	66.4%	68.1%	Green	No change	Stuart Rowbotham/ Julian McGhee-Sumner	The indicator is considered to be Green because it is performing at 2.7% lower than target (based on percentage change). If the performance were to fall lower than 5% of the target (66.5% actual performance) then the RAG would be amber and more than 10% (63% actual performance) is red.

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Number of WBC Councillors and Social Care Staff who are known to be “Dementia Friendly” 24	Increase	35	88	Green	No change	Stuart Rowbotham / Julian McGhee-Sumner	This figure is based on the e-learning course. Whilst it appears there was an increase, this was also the case in the first update, but the figures came in too late. A preliminary Dementia Friends session for Councillors has been arranged for November and invites will be set shortly. Discussions with HR about the inclusion of Dementia Friends into the staff induction are ongoing.
Cumulative % of the eligible population aged 40-70 who received an NHS health check	8%	4% (of 2224)	320 number to date	Amber		Stuart Rowbotham / Julian McGhee-Sumner	320 number health checks completed to date, although not all Q2 data has been received. All Wokingham CCG GPs will be sending out invitations during Q3 and Q4 for 20% of the eligible population from their practices which should see a step change in take-up of the health check. This was delayed from Q2 due to capacity not being in place to deal with the expected number of health checks.

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Smoking prevalence 26	9.5%	10.5%	10.5%	Green	No change	Stuart Rowbotham / Julian McGhee-Sumner	This is the lowest Top Tier Local Authority prevalence rate in England as reported by PHE. In 2014/15 765 people had quit smoking for 4 weeks, this is 130 above target. 12 week quitters for the same period were 455, above target by 143. At the recent Stoptober roadshows 100 people signed up to quit, the second highest sign up rate in Berkshire.
HIV diagnosed prevalence per 1,000 people aged 15-59	1.00 (per 1000)	0.96 (per 1000)	0.96 (per 1000)	Green	No change	Stuart Rowbotham / Julian McGhee-Sumner	This is a lower prevalence rate compared to England average of 2.14 and South East of 1.68. We have recently retendered our sexual health service and have greater focus groups at high risk, such as men who have sex with men and BME communities, through improved partnership working and a specialist outreach male nurse.

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
<p>% of older people aged 65 and over discharged from hospital during 15-16 back to their own home or extra care housing for rehabilitation who are at home or in extra care housing 91 days after the date of their discharge from hospital</p>	80%	77.9%	?	Green		Stuart Rowbotham / Julian McGhee-Sumner	<p>The new jointly funded manager for the WISH team has now been appointed and commences in post on the 16th November 2015. There is a project manager to implement the new single point of access which is due to be functioning by 1/4/2016. All parties in customer services, IT and Health and Wellbeing are engaged in this project along with their health counterparts.</p>

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Percentage of housing stock which meets decent homes standard (Percentage of stock that meet the Decent Homes standard - with Gorse Ride South and Tape Lane properties excluded) 28	100%	95%	86% (90%)	Green	Better	Stuart Rowbotham / Julian McGhee-Sumner	The percentage of properties that meet the Decent Homes Standard has risen to 86%. This means there are a total of 375 properties that are yet to meet the Standard. Properties that fall out of the Decent Homes Standard will be picked up through the Investment Delivery Programme in the coming year. This report also takes into consideration the Decent Homes figure with properties from Gorse Ride South (which could go under development) and the Swedish Timber properties from Tape Lane (which are being redeveloped) taken out of the Decency figure. This equates to 115 properties; 109 from Gorse Ride South and 6 from Tape Lane. This makes the Decency figure 90%.

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
<p>% of formal Homelessness decisions (Part VII of the Housing Act 1996) in the quarter that are made within 45 working days and at the snapshot count at the end of each quarter % of initial emergency temporary accommodation placements for families made out of Borough (OBP).</p>	<p>70% within 45 days (higher is better)</p>	<p>N/A new indicator</p>	<p>84%</p>	<p>Green</p>	<p>Better</p>	<p>Stuart Rowbotham /John Kaiser</p>	<p>With the continuing rise in numbers of households applying as homeless, careful attention has been paid to making decisions as quickly as possible as swifter decision-making reduces customer-concern and leads to swifter turn-around of temporary accommodation.</p>
	<p></=60% (OBP) (lower is better)</p>	<p>N/A new indicator</p>	<p>56%</p>	<p>Green</p>	<p>Slightly worse/No change</p>	<p>Stuart Rowbotham /John Kaiser</p>	<p>There is a slight (3%) difference from last quarter showing a slight worsening but this indicator remains under target (lower is better).Using B&B out of borough is difficult for customers. Our strategy for increasing our temporary accommodation portfolio is on target with 2 new mobile homes recently bought and approval reached for the redevelopment of Foxwood House into self-contained temporary accommodation.</p>

Community



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Fosters 30	Summer 2017	Green	Worse	Stuart Rowbotham/ Julian McGhee-Sumner	Works have been re-tendered through a full OJEU process in order to achieve a more competitive tender. This means that overall project timescales have slipped by approximately 3 months.
Integration with Health (Better Care Fund)	TBC	Amber		Stuart Rowbotham/ Julian McGhee Sumner	2 x Section 75 agreements signed with CCG governing pooled funding, progress on key elements of the programme including: July opening of Step Up/Step Down units at Alexandra Place. Head of Service jointly appointed for the integrated short term team, post will be hosted by BHFT. Connected Care IT project tender prepared and to commence Nov 15. Good Delayed Transfer of Care performance. Amber as designated by WISP programme board reflects some slippage in other programme areas such as Domiciliary Care Plus, changes from original BCF in Berkshire West scheme/home from hospital.
Berkshire West Joint Commissioning Function	March 2016	Amber		Stuart Rowbotham	Further work is being undertaken to evidence the business case and the benefits that would be delivered (quality and cost). Second draft is due mid-November.

Community



Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Westmead Replacement (at Southlake Community Hub) 31	n/a	n/a	n/a	Stuart Rowbotham/ Julian McGhee-Sumner	The project to extend and renovate Emmanuel Church in Southlake Crescent is now closed. The Church has withdrawn as it is not been possible to meet both their requirements, and those of the Westmead users, given the space constraints on the site. A new Westmead replacement project will be initiated when a new site has been identified.

Community



Improve health, wellbeing and quality of life

Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Number of cycle trips on the A329 corridor (LSTF project investment area)	11%	11%				Heather Thwaites/ John Kaiser	

Community



Improve educational attainment and focus on every child achieving their potential

Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Reduce the education gap at KS2 level 4 between disadvantaged and other pupils for Reading, Writing and Maths		Summer 2014 Other 87% Disadvant 65% Gap 22%				Judith Ramsden/ Charlotte Haitham Taylor	No detailed information on Summer 2015 examinations will be available until late autumn
Reduce the education gap at KS4 level 4 between disadvantaged and other pupils for 5 A*-C GCSE incl E&M		Summer 2014 Other 70.6% Disadvant 36.8% Gap 33.8%				Judith Ramsden/ Charlotte Haitham Taylor	No detailed information on Summer 2015 examinations will be available until January
% Primary Schools with a current Ofsted Rating of "good" or better.	88%	83%				Judith Ramsden/ Charlotte Haitham Taylor	End of Summer term data will be published by Ofsted in the autumn
% Secondary Schools with a current Ofsted rating of "good" or better.	100%	89%				Judith Ramsden/ Charlotte Haitham Taylor	End of Summer term data will be published by Ofsted in the autumn

Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% Children who attend at Wokingham school who are at a school with an Ofsted rating of "good" or better.	90%	88%				Judith Ramsden/ Charlotte Haitham Taylor	End of Summer term data will be published by Ofsted in the autumn
% Pupils achieving a good level of development at Early Years Foundation Stage in academic year 14-15.	Increase	Summer 2014 61%				Judith Ramsden/ Charlotte Haitham Taylor	No information on Summer 2015 examinations will be available until the autumn
% Disadvantaged pupils achieving a good level of development at Early Years Foundation Stage in academic year 14-15	Increased attainment & reduced gap	Summer 2014 Other 62% Disadvant 35% Gap 27%				Judith Ramsden/ Charlotte Haitham Taylor	No detailed information on Summer 2015 examinations will be available until late autumn

Community



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
35 Secondary School in the South	September 2017	Green	No Change	Heather Thwaites/ Charlotte Haitham Taylor	A contingency plan using the former garrison training centre and gym has been activated to ensure that the school opens in September 2016 Construction phases have been merged into a single programme and new build will be completed for Summer 2017 as originally planned

Community



Provide affordable homes

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director/ Executive Member	Commentary
Number of affordable dwellings permitted (including where an offsite contribution received) (annual)	125	415	20	Green	No Change	Heather Thwaites/ John Kaiser	Target within the new Housing Strategy 2015 – 2018 is to complete 1000 new affordable homes in the next 3 years. Figure is for new permissions (i.e. outline and full).
Number of affordable dwellings completed (annual)	333 pa	108	25 in Q2 - circa 300 completions predicted during 2015/2016	Green	No Change	Heather Thwaites/ John Kaiser	Target within the new Housing Strategy 2015 – 2018 is to complete 1000 new affordable homes in the next 3 years

Community



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Phoenix Avenue (formerly Eustace Crescent) 37	Spring 2017	Green	No Change	Stuart Rowbotham /Julian McGhee-Sumner	Start on site expected in late 2015.

Place



Maintain and improve the waste collection, recycling and fuel efficiency

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director /Executive Member	Commentary
Kgs of residual household waste per household per annum	665 = G 700 = R	665	166E	Green	Better	Heather Thwaites / Angus Ross	Actual figure now included for 2014/15 which is a significant improvement on 2013/14 but we don't expect this to change too much in 2015/16.
Percentage of household waste reuse, recycling and composting	42% = G 40% = A 39% = R	41.46%	42%E	Green	Better	Heather Thwaites / Angus Ross	Actual figure for 2014/15 and improvement on 2013/14 and expect a small improvement in 2015/16.

60

Place



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
<p>Street Lighting Upgrade Project: Joint procurement with Slough and Reading BC's to replace approx. 7700 existing WBC street lighting columns and install approx. 13,500 low energy LED lanterns, approx. 5800 of which on existing columns. The project includes relevant WBC non-highway street lighting assets.</p>	March 2018	Green	No Change	Heather Thwaites / John Kaiser	The tender evaluation was completed, as scheduled, on the 17 th September. The "Notice of Award" letters were sent out by Slough BC (lead procurement authority) on the 8 th October. The mandatory "standstill" period is now occurring and this will end at midnight on 22nd October 2015. Given the acceptance of the offer by successful tender and no legal challenges, the contract will be commence on the 1 st December 2015 with works starting in April 2016.

Place



Ensure strong sustainable communities that are vibrant and are supported by well-designed development

Key Indicators

40

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Five year housing supply	100%	108%	108%	Green	No Change	Heather Thwaites / John Kaiser	Need to maintain at least a 5 year housing land supply, which currently includes a 20% buffer. Information is published in the Strategic Housing Land Availability Assessment (published twice a year).
New Homes Survey which is monitored annually - % satisfied with their new home (annual)	80%	90%	N/A	N/A	N/A	Heather Thwaites / John Kaiser	The New Homes Survey is carried out on an annual basis
% of CIL and S106 which is allocated against schemes	90%	97%	98%	Green	Better	Heather Thwaites / John Kaiser	Q1 = 95%

Place



Tackle traffic congestion in specific areas of the Borough

Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel	Strategic Director/ Executive Member	Commentary
Journey times on key routes across the Borough (reported quarterly) <i>Average time in minutes to travel one mile in the peak period across all chosen routes.</i>	For the average time to travel a mile across all chosen routes to be equal or less than the base line established in the year 2011-2012 which was 2.96 minutes.					Heather Thwaites / John Kaiser	The Average time to travel a mile across all routes in the peak hour has increased very slightly from last year and is higher than the baseline (2011-12). Major highway works across the network have not contributed positively the congestion levels. The data is only available annually, is a year in arrears, and covers the period Sept to Aug. 14/15 data won't be available until early 2016.

Place



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Arborfield Cross Relief Road	2018/19	Green	No Change	Heather Thwaites / John Kaiser	Seeking planning permission 2016 (A comprehensive & detailed programme of all SDL, CIL & other WBC infrastructure is currently being prepared by H&T. Until this task is complete all dates are unconfirmed).
North Wokingham Distributor Road	2019/20	Green	No Change	Heather Thwaites / John Kaiser	Seeking planning permission 2016 (A comprehensive & detailed programme of all SDL, CIL & other WBC infrastructure is currently being prepared by H&T. Until this task is complete all dates are unconfirmed).
South Wokingham Distributor Road	2010/21	Green	No Change	Heather Thwaites / John Kaiser	Seeking planning permission on 2016/17 (A comprehensive & detailed programme of all SDL, CIL & other WBC infrastructure is currently being prepared by H&T. Until this task is complete all dates are unconfirmed).

Performance



Offer excellent value for your Council Tax

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Outturn	15/16 Qtr. 2 Forecast	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Revenue Budget Monitoring Forecast Position 43	+/- 1% of £128M Budget (£1.28M)	-0.02% (£30k)	+0.50% £644k	Green	Worse, marginal overspend less than 1%	Graham Ebers / Anthony Pollock	Within target range; Supplementary Estimate £350k requested to Executiver October 2015; if approved would reduce overspend to 0.23% £294k; continued work within services to reduce overspend further
Capital Budget Monitoring Forecast Position	Break- even (Nil variance)	0.01% £9k	-0.01% £(14)k	Green	Better, small under spend	Graham Ebers / Anthony Pollock	
Council tax collection	98.85%	99.51%	59.06%	Green	Better 0.2% above forecast for 2 nd quarter	Graham Ebers/ Anthony Pollock	

Performance



Indicator	Target (plus target range for RAG)	14/15 Outturn	15/16 Qtr. 2 Forecast	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Debtors collection	80.0%	N/A	85.5%	Green	No Change	Graham Ebers	Relates to Debt aged 31-60 days old.
Business Rates collection	98.5%	99.77%		Green	Below target for end of 2 nd quarter (-1.62%)	Graham Ebers/ Anthony Pollock	At the end of quarter 2 last year we were 2.51% below target, but with strong recovery processes we exceeded target by the end of the financial year.
Rents collection	98.5%	102.04%	N/A	N/A	N/A	Graham Ebers	New Housing system has been implemented during the financial year. Reporting will be available from the beginning of November. We are in line with previous years collection and a more accurate and detailed picture will be available for November.
Returns on external investment of cash	0.50%	0.46%	0.47%	Green	Better	Graham Ebers	Fund manager returns improving

Performance



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Assets Programme	31/01/2018	Amber	No change	Graham Ebers / Philip Mirfin	Area Wide Reviews – consultation on Draft Area Review has commenced. Earley to follow. Executive approval for AMP to follow the formal adoption of the Model Community Asset that is now due to be considered by Executive in February 2016. RAG status remains as Amber due to time delays.

Performance



Deliver quality in all that we do, including the statutory services for which we are responsible

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better /Worse/ No change)	Strategic Director / Executive Member	Commentary
% of successfully defended appeal decisions (dismissed)	65%	67%	86%	Green	Better	Heather Thwaites / John Kaiser	Q1 = 65%
Proportion of planning breaches resolved by negotiation	50%	87%	60%	Green	Worse	Heather Thwaites / John Kaiser	Q1 = 84%
% of service users satisfied with environmental regulatory services (shared service) Annual monitoring	80%	85.2%	88%	Green	Worse	Heather Thwaites / Pauline Jorgenson	Q1 = 97%

Performance



Improve the customer experience when accessing Council Services

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director/ Executive Member	Commentary
% first contact resolution - calls and emails	65%	56.8%	66.8%	Green	No Change	Graham Ebers/ Pauline Jorgenson	
⁴ The % of calls answered	95%	92%	94.7%	Green	Better	Graham Ebers/ Pauline Jorgenson	90% - Qtr 1

Performance



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
48 Customer Programme	2017	Green	No change	Graham Ebers / Pauline Jorgenson	Steady Progress being made. Programme delivers: <ol style="list-style-type: none"> 1. Organisation wide learning events to ensure resident/customer orientated attitudes 2. LEAN/efficiency redesign of all customer processes 3. Improved web site for self service 4. Customer technology to enable acknowledgement of request, track service delivery and confirm completion 5. Revenue savings
ICT 2016	12/12/2015	Amber	Worse	Graham Ebers / Pauline Jorgenson	There are three workstreams, two Green and one Amber. The Amber workstream is the technical infrastructure and work has progressed more slowly than expected in migrating servers to the Cloud. Measures to increase pace of work and also to invoke planned contingency measures have been taken and a Green status is anticipated for November. Direction of travel – overall worse due to factors noted above and Green status moving to Amber status.

Business



Invest in regenerating towns and village, support social and economic prosperity, whilst encouraging business growth

Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Number of apprenticeships for NEETs between 16 and 24 years	20	22	4	Green	No change	Heather Thwaites/ Stuart Munro	Cumulative target for Q1 and Q2 on target.
Number of work experience opportunities for NEETs between 16 and 24 years	58	63	28	Green	Better	Heather Thwaites/ Stuart Munro	Reporting delay has now been resolved which is reflected in the increasing numbers this quarter
Number of apprenticeships posts secured through employment skills plans (ESP)	20	9	9	Green	Better	Heather Thwaites/ Stuart Munro	Number of ESPs negotiated with developers is increasing which is reflected in the figures
Number of work experience opportunities secured through employment skills plans (ESP)	40	19	20	Green	Better	Heather Thwaites/ Stuart Munro	Number of ESPs negotiated with developers is increasing which is reflected in the figures
Number of new businesses engaged with	60	40	15	Green	No Change	Heather Thwaites/ Stuart Munro	Number of businesses previously not known to the Council have been supported including business startups.

Business



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
50 Wokingham Regen: Peach Place	2018	Green	No Change	Andy Couldrick / Philip Mirfin	CPO was made on 2 nd September and waiting for decision by Secretary of State as to whether an inquiry will be required. Further public engagement to be carried out in November on Peach Place public realm design (in conjunction with Market Place EIP Engagement). Envelope materials and shop front engagement discussions to follow on next year. Work remains on target to start on site in early 2017
Wokingham Regen: Elms Field	2018	Green	No Change	Andy Couldrick / Philip Mirfin	Design work continues together with preparation of application documentation with the intent to submit a planning application end November 2015. Subject to securing planning consent, work proposed to start on site in 2017
Wokingham Regen: Carnival Pool	2016 Phase 1 2020 Phase 2	Green	No Change	Andy Couldrick / Philip Mirfin	Ground investigations and surveys being carried out on site in preparation for Phase 1 work (MSCP and Ground floor leisure use) to start on site in spring 2016. Alongside this works are being carried out on Wellington House car park to provide temporary public parking whilst new MSCP is constructed.

Workforce



Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 2 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Turnover - Number of people leaving the service as a percentage of the service headcount	10-15%	13.05%	13.02%	Green	No change	Graham Ebers	
Absence - Average days lost to sickness absence per employee (headcount) within the last 12 months	6.6	5.4	6.02	Green	Worse	Graham Ebers	Rate remains very competitive to external benchmarking.
Workforce Satisfaction - Percentage of the workforce that is either satisfied or very satisfied with working for WBC	80%	N/A	83.9%	Green	N/A	Graham Ebers	This is taken from our bi-annual employee satisfaction survey and relates to the question "I enjoy working here and would recommend it to friends & family, either agree or disagree"

Workforce



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Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Innovation	The initial 18 month programme will end in March 2016	Green	No Change	Judith Ramsden	74 Practice Leaders have now been trained. Introduction training continues to be facilitated to partners including TVP, GP's and Schools. The Signs of Safety model is being imbedded throughout children's services with a focus on our depth of practice through QA procedures. We have identified policies and procedures which need to be rewritten in order to align with the Early Help Innovation Plan and the Signs of Safety model. Focused project groups are in place to ensure systemic implementation of the Early Help Innovation Project.
People Strategy	31 March 2020	Green	No change	Graham Ebers	Programme Board currently being created and overview to be presented to Personnel Board on 4 th November.

TITLE	Emergency Planning & Business Continuity Update
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee – 11 January 2016
WARD	None Specific
DIRECTOR	Graham Ebers, Director of Finance and Resources

OUTCOME / BENEFITS TO THE COMMUNITY

Identifying emergency risks and business continuity planning prepares us to respond to severe disruption, how we will continue to deliver services and support the public in the event of an emergency.

RECOMMENDATION

That the recommended actions set out on Page 3 of the report are undertaken.

SUMMARY OF REPORT

Business Continuity Planning has undergone a recent internal audit at WBC and direction of travel is good. By the end of December all plans for critical services will have been updated and reviewed.

Planning for severe winter weather is an annual process. The Councils suite of severe weather emergency plans have either been prepared or are presently undergoing a review.

A Community Resilience project is underway within Wokingham Parishes to assist town and parish councils to develop their own risk specific emergency plans, and to help local communities prepare best for the geographic risks they are exposed to. Work to date has targeted the highest risk parishes.

A range of generic Emergency Plans are in place to manage the consequences of many emergencies (i.e. evacuations, contingency communications or communicating with the public), and these are complimented by some specific local plans such as our adverse weather plan and multiagency plans at Thames Valley (Local resilience Forum) level.

Background

The Council participates in an emergency risk assessment process at the Thames Valley Local Resilience Forum as part of our duties under the Civil Contingencies Act 2004. This identifies the emergency risks that the Council needs to prepare for.

Flooding, storms and Gales, Snow and Cold Weather and Pandemic Flu are the main emergency risks, although there are a wide range of other risks that also need to be considered.

The Council puts in place plans to respond to these risks via its Emergency Planning Team, in 3 ways :-

- 1) Specific Emergency Plans linked to that risk - flooding
- 2) Consequence based emergency plans covering several risks – evacuations/receiving evacuees
- 3) Multiagency Plans at Berkshire or Thames Valley level covering the tactical/strategic functions.

Communications with the public in an emergency are important and are managed as follows:

- 1) High visibility Officers at the scene of the emergency feedback information to the Councils Emergency Operations Centre.
- 2) Parish and Community Emergency Plans mentioned earlier in this report contain sections within them detailing the types of information that the Council requires and frequency at which they should be provided by local Community Emergency volunteers.
- 3) The Councils Communications Team maintain close links with the Emergency Planning Team within the Councils Emergency Operations Centre during emergencies. Key messages can then be sent using normal routes (website, social media, press releases, local radio etc) to keep the public informed of the Councils response.
- 4) Multiagency Communications are managed via a media cell set up at Thames Valley level for larger emergencies. This is usually led by the Police.

Analysis of Issues

Business Continuity

Overall the current BCP situation is one of continuing improvement in learning, understanding and planning for business continuity incidents. All of the critical service areas identified will have an updated plan in place by the end of December 2015 (Appendix 1). The Emergency Planning Team (EPT) works closely with all departments to make sure that robust plans are in place and reviewed regularly.

In 2016 continuing guidance and support will be provided to departments, in preparation to implement and activate plans when needed.

Emergency Planning

Flooding is the boroughs No 1 emergency risk, and the Council has responded to flooding many times in the past. Learning from those experiences has been gathered each time and work is scheduled to develop a flood response plan, including

identification of those areas most likely to flood.

Whilst accurate “flood prediction” maps exist from the Environment Agency, limited information exists on the extents of historic floods in all areas of the borough. Some good work has been undertaken by the Councils Highways Team to document flooding in some of the hotspot areas. EPT will continue to work with them to facilitate delivery of an actual flood extent map and make sure that it is available on the Councils GIS mapping system.

Recommended actions

- 1) To finalise a Business Continuity guidance document, outlining the process to be followed by departments preparing business continuity plans, the Business Continuity Planning Assumptions and clearly signpost to plan templates and the Business Continuity Team if further support is required – Due date end Q1 16/17 – Brett Dyson, Emergency Planning Officer
- 2) That the Emergency Planning Teams work plan for 16/17 should include additional engagement throughout the year to support managers across the Council in the development of Business Continuity Plans. Due Date Q1 16/17 – Brett Dyson, Emergency Planning Officer
- 3) That a Flood Response Plan is developed to document the extent of historic flooding in the borough and to match the Councils responses with the Environment Agencies Flood alert/warning system. – Due Date Q1 16/17 – Brett Dyson, Emergency Planning Officer

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	N/A	N/A
Next Financial Year (Year 2)	£0	N/A	N/A
Following Financial Year (Year 3)	£0	N/A	N/A

Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

- EPT and Highways working together to develop the Flood Response Plan, and ensure that maps of historic flooding are added to the GIS mapping system.
- EPT working across the Council with all services to create business continuity plans that help to minimise the impact on service delivery, and support the public, in the event of an incident.

Reasons for considering the report in Part 2

None

List of Background Papers

None

Contact Brett Dyson	Service Emergency Planning
Telephone No 0118 937 2235	Email brett.dyson@wokingham.gov.uk
Date 31 December 2015	Version No. 1

APPENDIX 1

Critical Service Areas

- Adult social care: Vulnerable adults
- Systems and innovation: Framework-i
- Out of hours service for vulnerable adults and children
- Residential care of vulnerable children
- Children's social care: Triage and social work teams
- Cemetery and crematorium
- Income and payments (payroll)
- Benefits
- Customer Services operations
- Registrars
- ICT Operations
- Operational property
- Housing maintenance
- Contractors:
 - Forest care
 - Optalis
 - Veolia
 - RBC: Housing repairs

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TITLE	Broadmoor Emergency Cascade to Schools and the Rainbow Plan
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee – 11 January 2016
WARD	None Specific
DIRECTOR	Graham Ebers, Director of Finance and Resources

OUTCOME / BENEFITS TO THE COMMUNITY

The Broadmoor Schools Emergency callout cascade provides a swift level of alert which allows for appropriate action to be taken to safeguard children.

RECOMMENDATION

That the Broadmoor Schools Emergency Callout cascade continues to be reviewed annually as part of the Rainbow Plan review.

SUMMARY OF REPORT

A Siren based warning system is in place within local communities to alert residents of an escape from Broadmoor Hospital. In addition, a telephone cascade system is in place to alert local schools of an escape, such that they can implement lockdown procedures.

The cascade system is reviewed and tested regularly.

The Sirens currently located within communities around the Broadmoor site are to be decommissioned in 2019, leaving only 1 siren located within the Hospital Grounds. It is intended that the Broadmoor Schools Emergency Callout Cascade will remain in place in 2019 when changes to the sirens are made.

The Broadmoor cascade was last reviewed in Nov 15, and a recommendation is being made to update the cascade again in early 2016 to include Out of Hours contact for School Head Teachers.

The template schools use to create their emergency response plan is currently being reviewed and updated.

Background

Broadmoor Hospital is a high-security psychiatric hospital at Crowthorne in the Borough of Bracknell Forest in Berkshire.

A Siren based warning system is in place within local communities to alert residents of an escape from the hospital. In addition, a telephone cascade system (See Appendix B) is in place to alert local schools of an escape, such that they can implement lockdown procedures.

Sections of the Wokingham Borough Council area are covered by the approx 7mile area covered by the warning sirens, and within that area are several Schools (see Appendix A)

All Councils within Berkshire have agreed on the same emergency planning template for schools. The Schools Emergency Plan is titled the "Rainbow Plan". The Rainbow Plan for Bracknell and Wokingham contains a section for Broadmoor escapes and details the procedures for schools to follow in the event of an escape from the hospital. (See Appendix C

Regular tests of the Broadmoor Schools emergency telephone cascade are undertaken within school hours. One fixed test is undertaken on the 2nd Weds of the Autumn term and several other tests are undertaken at random times throughout the year.

The Broadmoor Schools emergency telephone cascade is initiated by Broadmoor Hospital with a phone call to Forestcare (Bracknell Forest Councils call center) and Forestcare then initiate the telephone cascade to schools.

The Broadmoor Cascade for Wokingham schools was last reviewed in Nov 2015.

An annual meeting with Broadmoor Hospital occurs and Wokingham is represented at that meeting by Bracknell Forest Borough Council. The next meeting is July 2016 and under the representation arrangements Bracknell Council will ask for feedback in advance of the meeting and circulate minutes following.

Analysis of Issues

Bracknell Forest Borough Council have historically managed the Broadmoor Schools Emergency Call Out Cascade. This changed in 2015 when Bracknell Forest handed over management of the Wokingham section of the cascade to Wokingham Borough Council.

The Councils Education department are responsible for update of the cascade and Rainbow Plan within which it is contained, and this is done in close consultation with the Councils Emergency Planning Officer.

We feel that the adequacy of the regular cascade testing is good. There are occasions when schools allow children to answer the school phone. This presents challenges to the effective dissemination of the cascade if not managed appropriately. Schools are to

be reminded via communication and engagement, led by Children’s Services, of the need to maintain an adult by the phone at all times so as to be able to respond to emergency notifications made via the phone.

An escape from Broadmoor Hospital outside of normal 9am to 3pm school hours would present challenges where the school hosts after school clubs or activities but hosts no receptionist to answer the phone. Schools are also to be reminded of their responsibility to manage emergencies during all opening hours. It is suggested that the Broadmoor Cascade is updated once again in early 2016 to include school Head Teacher Out of Hours numbers to address this.

It is the responsibility of each school to manage the risks that it is subject to, and thus, with support and guidance from WBC, schools should be implementing measures to manage the issues highlighted above. Schools can obtain further help from both WBC Children’s Services and the Emergency Planning team.

The Rainbow Plan (Schools Emergency Response Plan Template) is presently under review.

Effective dissemination of the plan once completed is critical. We will work in partnership with schools to ensure that the plan has been received by all schools, and that the actions required in an emergency are fully understood and are tested via periodic drills.

Recommendations for further action

- 1) That the Broadmoor Cascade is updated in early 2016 to include Out of Hours details for School Head Teachers – Davina Williams
- 2) That the Schools Emergency Response Plan template is updated in early 2016 – Davina Williams.
- 3) That Wokingham specific updates/issues are provided to Bracknell Forest Council 2 weeks before each Broadmoor meeting occurs, such that Bracknell can represent Wokingham appropriately at those meetings– Brett Dyson

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	N/A	N/A
Next Financial Year (Year 2)	£0	N/A	N/A

Following Financial Year (Year 3)	£0	N/A	N/A
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Other financial information relevant to the Recommendation/Decision
N/A

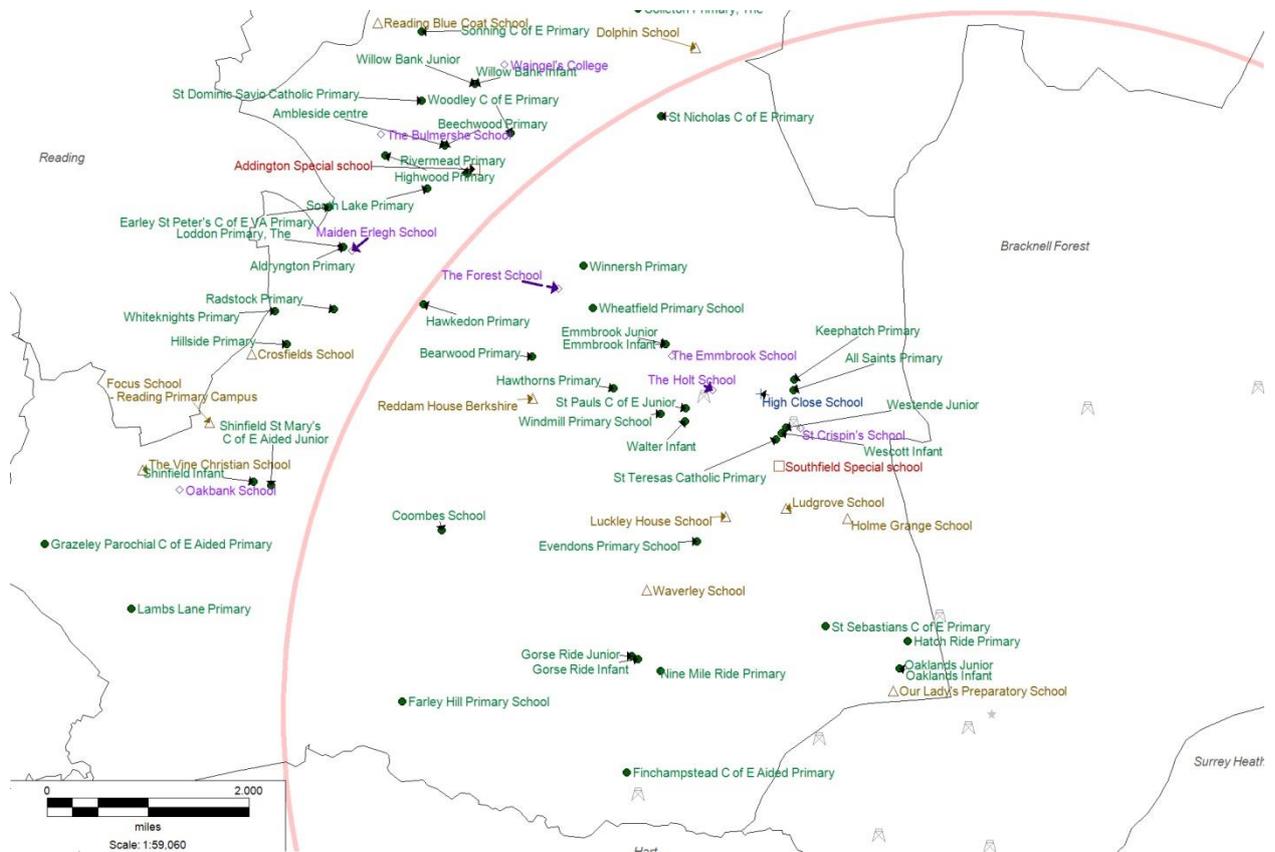
Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)
Officers from both Education and Emergency Planning Teams update and review the Broadmoor Cascade and Rainbow Plan. This is undertaken as a minimum every 3 years or before if an incident or emergency identifies learning points.
Meetings with Broadmoor Hospital occur annually and Wokingham is represented at those meetings by Bracknell Forest Borough Council.
The Council updates Schools annually on Emergency Planning arrangements.

Reasons for considering the report in Part 2
None

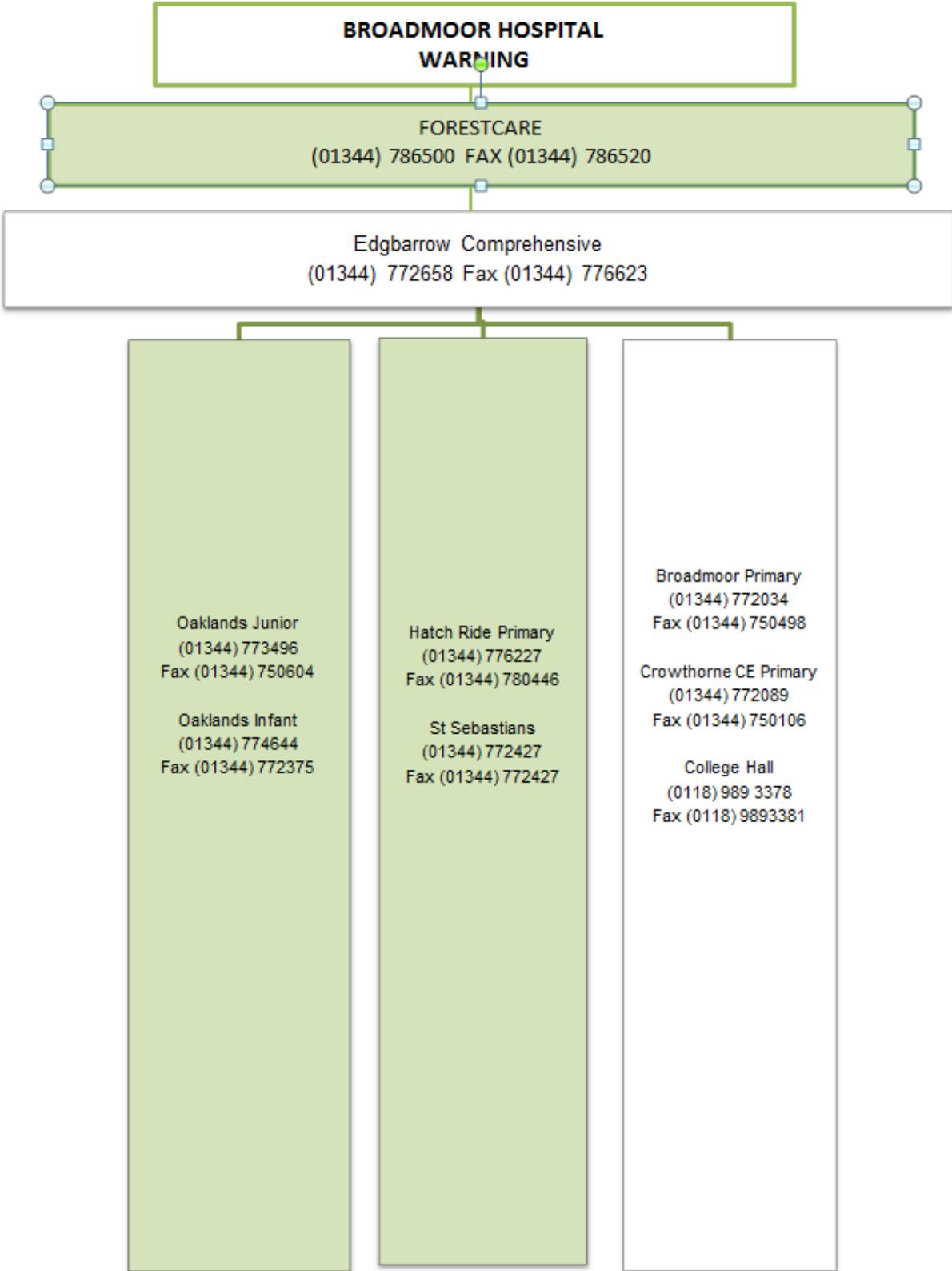
List of Background Papers
Schools Emergency Response Plan (Rainbow Plan)

Contact Brett Dyson	Service Emergency Planning
Telephone No 0118 937 2235	Email brett.dyson@wokingham.gov.uk
Date 31 December 2015	Version No. 1

APPENDIX A – Broadmoor schools map



APPENDIX B – Edgebarrow and St Crispins cascades



**BROADMOOR HOSPITAL
WARNING**

FORESTCARE
(01344) 786500 FAX (01344) 786520

St Crispin
(0118) 978 1144 FAX (0118) 979 5224



APPENDIX C

PROCEDURES FOR SCHOOLS IN THE VICINITY OF BROADMOOR HOSPITAL

1. Warning Systems

If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10.00 am for 2.5 minutes.

After a break of 2 minutes the all clear siren is also sounded for 2.5 minutes.

In the event of an escape, local schools¹ operate a cascade alert system. Information is passed from school to school. The cascade system is routinely tested every second Wednesday of each term.

Telephone numbers for the cascade system should be prominently displayed for easy access.

Schools will stay open and operate as normally as possible.

2. Action in the event of an escape

In the event of an escape children will be required to:

- Remain in their classrooms working normally with an adult
- Not be allowed out during breaks or outside PE/games

Schools will need to:

- Minimize and supervise movement between different buildings on the site
- Ensure that all external doors and windows closed and gates locked.
- That visitors calling without prior arrangements at the school will be asked to call on another occasion. Visitors will only be admitted to school once identification has been produced or with the approval of the Head Teacher.

All staff on the premises should consider themselves on duty during the alert.

If during the alert there is an immediate and actual intruder threat, (eg the person(s) are known to be on-site or the immediate vicinity of the site) action may need to escalate beyond these precautionary procedures.

3. Responsibility for Attendance and Collection of Pupils

- Parents who know of an escape before their children leave home for school will be expected to make arrangements for escort.
- Where an escape occurs before the lunch break, pupils will be kept at school, at midday unless collected by their parents. Pupils who do not have a lunch will be provided with a meal. Parents will be asked to pay the appropriate charge for the meal provided. If

parents decide to collect their children at midday, they must be responsible for their safe RETURN to school in the afternoon.

- If the emergency extends to the end of the school day, no child attending an infant, junior or primary school will be allowed to leave the safety of the school premises, unless collected by a parent or carer or other responsible adult known to school staff.
- Contact details for all families should be regularly checked and updated.
- Head Teachers of secondary schools have discretion to allow pupils to go home unaccompanied where the authority for this has been received from parents, in writing. Head Teachers have discretion to limit this to children travelling in groups.
- In addition to the normal registration of children at the start of school sessions, class checklists should be used to record children leaving the premises.
- In secondary school, for pupils whose parents have permitted them to be dismissed in groups, children should be reminded to stay in groups and be vigilant.
- Sixth form pupils may leave the school on their own if there is no immediate danger, or may be subject to similar arrangements to those above.
- On subsequent days parents will be solely responsible for the safe conduct of children to and from school, or to and from pick-up and setting-down points for school transport.
- Staff will not be expected to supervise pupils after school or provide lunches after the first day.

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WOKINGHAM BOROUGH COUNCIL EXECUTIVE FORWARD PROGRAMME

THIS DOCUMENT IS A “NOTICE” IN ACCORDANCE WITH
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)
REGULATIONS 2012

JANUARY 2016 TO APRIL 2016

Updated: 23 December 2015

Executive Meeting 28 January 2016

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC814	Council Owned Companies' Business <i>Purpose: To consider various items related to the business of the Council owned companies, including their trading position</i>	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC815	Revenue Monitoring 2015/16 – end of December 2015 <i>Purpose: To consider the Revenue Monitoring Report, including Treasury Management Indicators, to the end of December 2015</i>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A
WBC816	Capital Monitoring 2015/16 – end of December 2015 <i>Purpose: To consider the Capital Monitoring Report to the end of December 2015</i>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A

Agenda Item 57.

WBC825	Chief Finance Officer's Report <i>Purpose: To set out the Chief Finance Officer's Annual report for the 2014/15 financial year</i>	Executive		Graham Ebers	Anthony Pollock	N/A
WBC811	Model of Community Asset Transfer <i>Purpose: To seek approval of a model for dealing with Asset Transfers to Town and Parish Councils and Community Organisations</i>	Executive	Model Community Asset Transfer Policy	Graham Ebers/ Chris Gillett	Philip Mirfin	N/A
WBC799	Primary School Provision Strategy <i>Purpose: To establish the Council's strategy to ensure there are sufficient primary school places over the next three years</i>	Executive		Judith Ramsden/ Piers Brunning	Charlotte Haitham Taylor	N/A
70 WBC827	Elms Field Planning Application Infrastructure Contributions <i>Purpose: To agree the contributions necessary to mitigate the impact associated with the Elms Field planning application</i>	Executive		Bernie Pich	Philip Mirfin	N/A
WBC828	Temporary Closure of part of Footpath Remenham 4 for the Henley Festival <i>Purpose: To consider the closure of part of the public right of way to allow the Henley Festival to take place</i>	Executive	Letters of objection to the Temporary Closure Order	Heather Thwaites/ Rebecca Walkley	Angus Ross	N/A
WBC801	Four-Way Building Control Shared Service <i>Purpose: To consider extending the current two-party shared service agreement to a four-way Building</i>	Executive		Heather Thwaites/ Clare Lawrence	Pauline Jorgensen	N/A

	<i>Control Shared Service</i>					
WBC755	Library Offer <i>Purpose: To clearly demonstrate what residents can expect from the Wokingham Borough Council Library Service</i>	Executive	Library Offer Document	Heather Thwaites/Mark Redfearn	Pauline Jorgensen	N/A
WBC830	Council Plan Update <i>Purpose: To note how the Council's Vision and Principles have impacted the Borough and the progress that has been made towards achieving the Priorities and Key Actions as outlined in the Council Plan 2014-2017.</i>	Executive		Andrew Moulton/Emily Huntington	Keith Baker	N/A
WBC834	Risk Management Policy and Guidance <i>Purpose: To approve the Council's Risk Management Policy and Guidance</i>	Executive		Andrew Moulton/Julie Holland	Keith Baker Pauline Jorgensen	N/A
WBC835	Optalis Contract <i>Purpose: To agree a new contract with effect from 1 July 2016</i>	Executive	Draft contract	Stuart Rowbotham/ Peter White	Julian McGhee-Sumner	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
WBC840	Primary Strategy Implementation Plan Phase 1 <i>Purpose: To seek approval for a programme of school expansions and other activity to increase the number of primary school places from September 2016</i>	Executive		Judith Ramsden/ John Wood	Charlotte Haitham Taylor	N/A

Executive Meeting 18 February 2016

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC820	<p>Council Owned Companies' Business <i>Purpose: To consider various items related to the business of the Council owned companies, including their trading position</i></p>	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC821	<p>Housing Revenue Account Budget 2016/19 <i>Purpose: To recommend to Council any proposed increases to rents and to approve any proposed increases to charges.</i></p>	Executive Council		Graham Ebers/Rob Stubbs	John Kaiser	N/A
WBC822	<p>Capital Programme and Strategy 2016/19 <i>Purpose: To recommend to Council approval of the Capital Programme and Strategy 2016/19</i></p>	Executive Council		Graham Ebers/Rob Stubbs	Anthony Pollock	N/A
WBC823	<p>Treasury Management Strategy 2016/19 <i>Purpose: To recommend to Council approval of the Treasury Management Strategy 2016/19</i></p>	Executive Council		Graham Ebers/Rob Stubbs	Anthony Pollock	N/A
WBC824	<p>Medium Term Financial Plan 2016/19 – Revenue Budget Submission 2016/19 <i>Purpose: To recommend the Medium Term Financial Plan and Revenue Budget Submission to</i></p>	Executive Council		Graham Ebers/Rob Stubbs	Keith Baker	N/A

	<i>Council</i>					
WBC831	Co-ordinated Schemes for Admission to Primary and Secondary Schools; incorporating Wokingham Borough Council's Proposed Admission Policies for Community and Voluntary Controlled Schools – 2017/2018 <i>Purpose: To determine the admission arrangements for community and voluntary controlled schools in the Wokingham Borough and co-ordinated admission schemes for 2017/18</i>	Executive		Judith Ramsden/ Sue Riddick	Charlotte Haitham Taylor	N/A
WBC836	Acquisition of a Wokingham Town Centre Property <i>Purpose: To enable delivery of the Wokingham Town Centre Regeneration Masterplan</i>	Executive		Bernie Pich	Philip Mirfin	Yes – it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
WBC838	Proposed Community Asset Transfer Lease of East Park Farm Drive Leisure Facility to Charvil Parish Council <i>Purpose: To seek approval to grant a long lease to Charvil Parish Council</i>	Executive		Graham Ebers/ Chris Gillett	Philip Mirfin and Angus Ross	N/A
WBC839	Report from the Commuter Parking Task and Finish Group <i>Purpose: To consider the recommendations from the review into Commuter Parking</i>	Executive	Review report from the Commuter Parking Task and Finish Group	Andrew Moulton/ Neil Carr	John Kaiser	N/A

Executive Meeting 31 March 2016

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for Consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC833	Council Owned Companies' Business <i>Purpose: To consider various items related to the business of the Council owned companies, including their trading position</i>	Executive		Graham Ebers/ Emma Lyons	Keith Baker	N/A
WBC829	Community Facility at South of the M4 Strategic Development Location <i>Purpose: To agree the utilisation of S106 funds to support a new community facility at the SM4 Strategic Development location.</i>	Executive		Heather Thwaites/ Mark Redfearn	John Kaiser	N/A
WBC837	Creation of a Highways Board <i>Purpose: To seek agreement to the formation of a Highways Board – a Member meeting that will review and discuss highways and transport matters.</i>	Executive	Report and terms of reference for the Highways Board	Heather Thwaites/ Matt Davey	John Kaiser	N/A

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The Executive will not be holding a meeting in April therefore there are no items programmed for this month.

Members of the Executive:-

Keith Baker	Leader of Council
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

Note:

Unless the matter has been listed as being likely to be discussed in private, copies of the reports associated with the above decisions will be available no earlier than five days before the meeting at the Council Offices, Shute End, Wokingham; on the Council's website; by contacting a member of the Democratic Services Team on 0118 974 6053 or by emailing democratic.services@wokingham.gov.uk

**EXECUTIVE FORWARD PROGRAMME
CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS**

Ref No	Subject	Original Scheduled Date	Notes
WBC755	Library Offer	26 Mar 15 30 Jun 15 24 Sep 15 26 Nov 15	Deferred to January Executive to avoid consultation over the Christmas period.
WBC775	Allocation of Development Sites to Wokingham Housing Limited	28 May 15	Deferred in order to resolve some issues regarding the planning applications and parking arrangements for some of the sites. Date to be confirmed.
WBC799	Primary School Provision Strategy	24 Sep 15 29 Oct 15 26 Nov 15	Delayed to January to allow fuller engagement with all stakeholders.
WBC801	Four-Way Building Control Shared Service	29 Oct 15 26 Nov 15	Deferred to January to enable a more detailed business case to be developed.
WBC811	Model of Community Asset Transfer	24 Sep 15	Deferred to January in order to provide further clarification of detailed points within the Model.
WBC832	S106 Funding for Wokingham Medical Centre	28 Jan 16	Item deleted as request will now be incorporated into the Capital Programme report

**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND
OVERVIEW AND SCRUTINY COMMITTEES**

WORK PROGRAMME 2015/2016

Please note that the work programme is a 'live' document and subject to change at short notice.

**The information in this work programme including report titles is draft and is
subject to approval at the meeting of the Committee on 11 January 2016**

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
11 Jan 2016	Business Continuity Update – Emergency Alert Mechanisms – (provisional)	To receive an update on Business Continuity Arrangements including arrangements for emergency alerts.	Agreed by the Committee 24 March 2015	Brett Dyson
	Council Plan Performance Monitoring - 2015/2016 Quarterly 2 Report	To consider the latest Council performance management information.	Standard Item	Julie Holland
	Budget Participatory Consultation Feedback	To consider ideas generated by the 2016/17 public Budget Consultation exercise	Requested by Committee on 2 November 2015	Rob Stubbs
	Council Tax Single Person Discount Review	To receive an update on the review of Council Tax Single Person Discount procedures following discussion at the last meeting	Request by the Committee on 2 November 2015	Rob Stubbs

	Highways and Transport Review	To consider progress on the review	Request by the Committee on 2 November 2015	Matt Davey
	Discussion with Councillor Kaiser, Executive Member for Planning and Highways	To question the Executive Member on the operation of services within his portfolio.	Request by the Committee 07/09/15	Heather Thwaites
	Task and Finish Group on Shared Services	To consider progress relating to the Task and Finish Group	Discussed by the Committee on 2 November 2015	Democratic Services
	Executive Forward Programme	Standing item	Committee foresight of upcoming Executive Decisions	Democratic Services
	Reports from Chairman of Overview and Scrutiny Committees /Work Programme	Standing Item	To enable coordination between the Committee and the Committees.	Committee Chairmen

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
7 Mar 2016	Council Plan Performance Monitoring 2015/2016 Quarterly 3 Report	To consider the latest Council performance management information.	Standard Item	Julie Holland
	Overview and Scrutiny Management Committee and Committees Annual Report 2015/2016	To consider the Committee's Annual Report.	Standard Item	Neil Carr
	Library Offer	To provide the Committee with further information relating to the Council's proposed Library Offer for residents which is intended to demonstrate what residents can expect from the Council's library service.	Committee request at the 27 July meeting	Heather Thwaites/ Mark Redfearn
	Budget Participatory Consultation Discussion with Councillor Anthony Pollock	To question Councillor Pollock about proposals for public consultation on the 2017/18 Budget	Follows discussion at the meeting on 2 November 2015	Anthony Pollock/Graham Ebers

	Discussion with Councillor Mirfin – Executive Member for Regeneration and Communities and Councillor Pauline Jorgensen Executive Member for Resident Services	To question the Executive Members on the operation of services within their portfolios.	Request by the Committee 07/09/15	Neil Carr/ Graham Ebers/Andrew Moulton/Heather Thwaites
	Update on the Work of the Asset Review Programme Board and the Asset Management Plan	To provide an update on the work on the Asset Review Programme Board and the production of the Asset Management Plan	Suggested by Graham Ebers, Director Finance and Resources in October 2014	Graham Ebers/ Chris Gillett
	Executive Forward Programme	Standing item	To enable the Committee to have foresight of upcoming Executive Decisions	Democratic Services
	Reports from Chairman of Overview and Scrutiny Committees /Work Programme	Standing Item	To enable coordination between the Committee and the Committees.	Committee Chairmen

Items to be confirmed.

Scrutiny of Shared Services – Scrutiny Review Request	To receive an update on the review.	Committee meeting on 7 September 2015	Members of the Committee
Open Spaces/New Grass Cutting Contract Update	That the Executive Member for Environment and relevant Officers be requested to provide an update in the introduction and operation of the new grass cutting contract in November 2016.	Requested by Committee on 7 September 2015	Josie Wragg/ Pete Baveystock

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
23 Feb 2016	Delivering Effective Safeguarding Services	To receive a regular update including an update on the recruitment and retention strategy.	Standing item to monitor safeguarding services	Head of Social Care and Intervention/
	Children's Services Performance Indicators	To receive an update and monitor Children's Services performance measured by local indicators	Standing Item To enable the Committee to assess performance and identify areas of concern	Children's Services Performance & Information Team
	School Performance Indicators and Ofsted reports, School Improvement	To receive information on schools' performance, and to review recent Ofsted Reports	Standing item to enable the Committee to assess performance and identify areas of concern	Head of Learning & Achievement
	Children's Services O and S Committee Forward Programme	To consider the forward programme of the Committee	Standing Item	Democratic Services

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
20 Jan 2016	To assess and review and the potential impact of the Government's Right to Buy Scheme	To consider how to progress a review of this scrutiny review subject.	Review referred to the Committee by the Overview & Scrutiny Management Committee	Stuart Rowbotham/ Simon Price
	Review of Town Centre Regeneration Scheme	To consider the business case for the regeneration of the town centre and to scope the review	Referred to the Committee by the OSMC	Mark Ashwell / Bernie Pich
	Review of Outside Bodies Appointments	This will enable the Committee to seek reassurance regarding the Council's appointment to these outside bodies.	Transferred from Community Partnerships Overview and Scrutiny Management Committee	Mark Ashwell

	Update on Review of the Voluntary Sector by the Deputy Executive Member for Regeneration and Communities	Following on from the work of the Community Partnerships Overview and Scrutiny Committee to receive an update from the Deputy Executive Member for Regeneration and Community Services on the review of voluntary sector outside bodies.	Transferred from Community Partnerships Overview and Scrutiny Management Committee	Mark Ashwell/ Brian Grady
	Report of the Commuter Parking Task & Finish Group	To consider the final report from the group.	Referred to the Committee by the OSMC	David Sleight
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
14 Mar 2016	Update on the Progress of the Community Café at Shutters, Wokingham Borough Council	To consider an update report on how the project has developed from the group of young people running the Café in order that the Committee can understand the impact and value added of the project.	Requested by the Community Partnership O & S Committee in March 2015 <i>(Transferred from the Community Partnerships O & S Forward Programme)</i>	Brian Grady

	Road Repairs - ward Member road repair notifications.	To receive an update report on the issue to include a proposal on ward Member road repair notifications.	Requested by the meeting on November 2015	Matt Davey
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services
	Council Policy On Houses Of Multiple Occupation	To consider an update report on licencing of HMOS and on how problems relating to parking requirements for HMOs might be addressed through the Borough Design Guide.	Referred from meeting on November 2015	John Kaiser
	Road Repairs - impact of expected initiatives around customer service.	To receive an update report on the issue to include impact of expected initiatives around customer service.	Requested by the meeting on November 2015	Matt Davey
	Review of Procurement	To assess the impact of new regulations.	Requested by the meeting on November 2015	Pauline Jorgensen
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
20 Jun 2016	Council Policy On Houses Of Multiple Occupation	To consider an update report on licencing of HMOS and on how problems relating to parking requirements for HMOs might be addressed through the Borough Design Guide.	Referred from meeting on November 2015	John Kaiser
	Road Repairs - impact of expected initiatives around customer service.	To receive an update report on the issue to include impact of expected initiatives around customer service.	Requested by the meeting on November 2015	Matt Davey
	Review of Procurement	To assess the impact of new regulations.	Requested by the meeting on November 2015	Pauline Jorgensen
	Work Programme	To consider the work programme for the committee for 2015/2016 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

**POTENTIAL ITEMS FOR REVIEW REFERRED FROM
THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
TBC	Possible income generation possibilities from the Cross Rail project	To consider possible income generation opportunities from the Crossrail project.	Referred to the Community Partnerships O & S Committee by the Overview & Scrutiny Management <i>(Transferred from the Community Partnerships O & S Committee Forward Programme).</i>	

HEALTH OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
Tuesday 26 January 2016	Update on CQC	To gain a better understanding of the work of the CQC	CQC	Improve health, wellbeing and quality of life	
	Report of the possible implications for scrutiny of the Francis Report Working Group – follow up of recommendations	To follow up on recommendations of possible implications for scrutiny of the Francis Report Working Group	Madeleine Shopland	Look after the vulnerable Improve health, wellbeing and quality of life	
	Update from Council's representative on Berkshire Healthcare NHS Foundation Trust and Royal Berkshire Hospital Foundation Trust – Board of Governors	Councillor Pitts, be invited to provide an update on his role and share information where appropriate.	Democratic Services	Improve health, wellbeing and quality of life Look after the vulnerable	
	Frail Elderly Pathway	To receive an update on the Frail Elderly Pathway	Stuart Rowbotham, Director of	Improve health, wellbeing and quality of life	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
		and its implications for residents	Health and Wellbeing	Look after the vulnerable	
	Update from Health and Wellbeing Board	To inform HOSC of the work of the HWB and for HOSC to hold the Board to account	Chairman Health & Wellbeing Board	Look after the vulnerable Improve health, wellbeing and quality of life	
	Performance Outcomes Report	To monitor performance and identify any areas of concern	CCG	Improve health, wellbeing and quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	Look after the vulnerable Improve health, wellbeing and quality of life	

DATE OF MEETING	ITEMS	PURPOSE OF REPORT AND REASON FOR CONSIDERATION	REPORTING OFFICER AND OFFICER CONTACT	COUNCIL PRIORITY/ UNDERPINNING PRINCIPLE	COMMENTS
	Work Programme	Standing item	Democratic Services		
Wednesday 23 March 2016	Performance Outcomes Report	To monitor performance and identify any areas of concern	CCG	Improve health, wellbeing and quality of life	
	Health Consultation Report	Challenge item	Democratic Services	Improve health, wellbeing and quality of life	
	Healthwatch update	Challenge item	Healthwatch Wokingham Borough	Look after the vulnerable Improve health, wellbeing and quality of life	

Currently unscheduled topics:

- Draft Quality Accounts
 - Berkshire Healthcare NHS Foundation Trust
 - Royal Berkshire Hospital NHS Foundation Trust
 - South Central Ambulance NHS Foundation Trust
- Update on Berkshire Healthcare Foundation Trust
- Suicide Audit update
- Independent Living Fund – update once reviews have been completed

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UPDATE REPORTS FROM CHAIRMEN OF THE OVERVIEW AND SCRUTINY COMMITTEES

Report from Chairman of Children's Services Scrutiny Committee, December 2015

There were two main items of business – an update of the work of the Multi Agency Safeguarding Hub (MASH), and the report of the independent review of leadership and Governance in Children's Services.

The MASH report formed a context for the independent review report. There is now a strategic and operational group in place to take the MASH project forward; an Information Sharing Agreement has been established between the Police, WBC and Health, and the final group, Probation, was due to sign this in December soon after the Children's Scrutiny committee: the degree of joined up work between these organisations has motored on as a result of this work. Accommodation will be in Shute End, and a MASH supervisor has been recruited by the Police and starts work on January 7th; a Domestic Abuse Risk Assessor is in post and ready to start and a support worker is training and should be ready to start in February; and training generally, for all Police and multi-agency staff, will take place between January and April. A sub group is working on business processes to ensure these are consistent between WBC and the Police, and workshops will take place in January to test the system and the process. As a result of all this work, the Police and WBC, whose representatives were at the meeting, are confident that partnership is working well and information is being shared willingly by all partners to enhance the safety of vulnerable children. Although Wokingham was one of the first to establish this kind of group, it is now fairly general throughout the country as a whole.

The independent review of Leadership and Governance in Children's Services as applied to the needs of vulnerable children and families and young people at risk of harm through child sexual exploitation was commissioned by the Leader of the Council and supported by members, specifically those on the Children's Scrutiny committee; it was also supported by officers. The report commented positively on the strength of leadership and governance by officers and members, and that this has had a strong influence on the management of services for children in Wokingham. Senior leaders, from the CEO downwards, were found to be very aware of their statutory responsibilities to provide high quality services to vulnerable children in partnership with a wide range of stakeholders, both internal and external, and the CEO and Director of Children's Services were able to demonstrate extensive knowledge of the issues pertinent to children's services, and are ensuring a stable workforce who are "innovative and improvement focused (with) administrative processes as effective and efficient as they can be." There is a learning culture, and the partnership with the university to provide 25 places for employees wishing to train as social workers was commented on positively as was the Eileen Munro Innovation programme. The Children and Young People's Plan is "impressive"; and CSE is very much in the agenda of the local safeguarding board as it requires multi agency response; the Board was regarded as a "robust" forum for sharing best practice across Berkshire: it is working on raising awareness of the nature of CSE, identifying persons and locations where exploitation may take place, prosecuting the perpetrators, and providing prevention strategies and support for young people. There are CSE champions in every childcare team and these have received specific training on all issues relating to CSE, and help and

guide their colleagues as the need arises. The reviewer met a wide section of staff at all grades and said that overwhelmingly they had positive experiences to tell in terms of the culture of the organisation. Most staff said that senior staff were visible and approachable, although there was the suggestion that those based outside Shute End would like to see more of the senior staff. Other areas suggested to work on were that there should be a greater sharing of the Council's vision by all members and senior officers with plans and strategies in greater alignment, the role of Deputy Lead Member for Children's Services needs to be less ambiguously defined, there should be clearer lines of accountability, some committees need to update their terms of reference, the Corporate Parenting Board should have greater prominence in the Corporate assurance framework, ongoing work with parents' and children's engagement should be strengthened further, and there should be more meetings between the DCS and Lead Member and the Director of Health and Wellbeing and his lead Member. One area that the committee discussed at some length was the need for adults to become as skilled in social media as children, young people and abusers. The Inspector's recommendations will be picked up alongside the action plan that will result from the recent Ofsted inspection.

Other than these two reports, there was an update on the Primary Schools strategy which will go to Executive in the new year, and Ofsted reports of St. Dominic Savio Primary School (which has improved from requiring improvement to Good) and St. Nicholas Primary School (which continues to be Good). Performance indicators had not changed since the previous meeting and were all green apart from care proceedings all being completed within 26 weeks and this was due to factors outside WBC's control such as other countries being involved.

Pauline Helliard-Symons

19/01/16