



# **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  
**TUESDAY 31 MAY 2016 AT 7.30 PM**

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

Andy Couldrick  
Chief Executive  
Published on 20 May 2016

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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

Michael Firmager	Prue Bray	Kate Haines
Pauline Helliar-Symons	John Jarvis	Ken Miall
Shahid Younis	Simon Weeks (Chairman)	Parry Batth
John Kaiser (Vice-Chairman)	Philip Mirfin	Ian Pittock

### Substitutes

Laura Blumenthal	Lindsay Ferris	Abdul Loyes
Rachelle Shepherd-DuBey		

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		<b>APOLOGIES</b> To receive any apologies for absence.	
2.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 7 March 2016.	5 - 14
3.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest.	
4.		<b>PUBLIC QUESTION TIME</b> 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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
5.		<b>MEMBER QUESTION TIME</b> To answer any member questions.	
6.	None Specific	<b>COUNCIL PLAN PERFORMANCE MONITORING 2015/16 - QUARTER 4 REPORT</b> To consider the latest report on the performance of key services and corporate projects.	15 - 54

- |     |               |  |         |
|-----|---------------|--|---------|
| 7.  | None Specific | <p><b>CONSIDERATION OF REQUESTS FOR OVERVIEW AND SCRUTINY REVIEWS IN 2016-17</b></p> <p>To consider the ongoing Overview and Scrutiny Work Programmes, issues considered during 2015-16 and a list of Overview and Scrutiny review suggestions for the 2016-17 Municipal Year.</p> | 55 - 74 |
| 8.  | None Specific | <p><b>IDEAS FOR IMPROVING OVERVIEW AND SCRUTINY</b></p> <p>To consider a report which sets out ideas for improving and strengthening the Overview and Scrutiny process and generating greater public involvement.</p>  | 75 - 80 |
| 9.  | None Specific | <p><b>CONSIDERATION OF THE CURRENT EXECUTIVE AND INDIVIDUAL EXECUTIVE MEMBER DECISION FORWARD PROGRAMME</b></p> <p>To consider the current published version of the Executive Forward Programme and the Individual Executive Member Decision Forward Programme.</p>                | 81 - 88 |
| 10. | None Specific | <p><b>OVERVIEW AND SCRUTINY MEMBER TRAINING</b></p> <p>To consider the format and content of the Overview and Scrutiny Member training session, to be held on Monday 6 June 2016.</p>  |         |
| 11. |               | <p><b>ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT</b></p> <p>A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.</p>   |         |

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## MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 7 MARCH 2016 FROM 7.30 PM TO 10.10 PM

### **Committee Members Present**

Councillors: Tim Holton (Chairman), Michael Firmager (Vice-Chairman), Prue Bray, UllaKarin Clark, Norman Jorgensen, Ken Miall, Malcolm Richards and Shahid Younis

### **Other Councillors Present**

Councillors: Mark Ashwell and Pauline Jorgensen

### **Officers Present**

Neil Carr, Principal Democratic Services Officer  
Chris Gillett, Service Manager for Strategic Assets  
Sharon Pearce, Service Manager for Income and Payments  
Mark Redfearn, Service Manager for Libraries and Community Development  
Rob Stubbs, Head of Finance  
Andrew Moulton, Head of Governance and Improvement Services

### **57. APOLOGIES**

Apologies for absence were submitted by Councillors Kate Haines, Pauline Helliarsymons and John Jarvis.

### **58. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 11 January 2016 were confirmed as a correct record and signed by the Chairman.

The Chairman highlighted the following matters arising from the Minutes:

Minute 45 – Minutes of Previous Meeting – Committee Work Programmes – Neil Carr, Principal Democratic Services Officer confirmed that the first meeting of the Shared Services Task and Finish Group would be held on 14 March 2016.

Minute 51 – Council Plan Performance Monitoring – 2015/16 – the Chairman commented that two performance indicators had been misreported due to administrative errors and sought assurance that robust checking was in place. Andrew Moulton, Head of Governance and Improvement reported that the Council's performance management system was currently the subject of an internal audit which would quality assure the way reports were constructed and checked.

### **59. DECLARATION OF INTEREST**

There were no declarations of interest.

### **60. PUBLIC QUESTION TIME**

There were no public questions.

### **61. MEMBER QUESTION TIME**

There were no Member questions.

### **62. PUBLIC BUDGET CONSULTATION**

The Chairman confirmed that this item would be deferred to the next meeting of the Committee on 31 May 2016. The item would be supported by a written report.

**RESOLVED:** That the item on Public Budget Consultation be added to the Committee's Work Programme for consideration at the meeting on 31 May 2016.

### **63. COUNCIL TAX SINGLE PERSON DISCOUNT REVIEWS**

The Committee considered a report, set out on Agenda pages 17 to 20, which provided an update on the costs and financial benefits arising out of a series of reviews of the Council Tax Single Person Discount (SPD) system. The report stated that details of the savings generated by earlier reviews had been circulated to the Committee previously. A further review was to be carried out shortly and would take the form of data matching against credit reference data.

At its meeting on 2 November 2015, the Committee requested more information on the potential for introducing a signed declaration form for SPD claimants. The report stated that the costs of introducing a signed declaration form would be prohibitive compared to the costs of carrying out a full external review of the system.

At its November 2015 meeting, the Committee also requested further information on the impact of Council Tax SPD on student households. The report stated that, in these cases, the Council required a student certificate from the relevant educational establishment with the start and end dates of the course. In households where all the occupiers were students there was an exemption from Council Tax.

The report also provided comparative data on the way neighbouring Councils carried out reviews of Council Tax SPD.

Rob Stubbs, Head of Finance, also gave details of plans to introduce an SPD late notification penalty scheme with a deadline of 21 days from a change of circumstances.

Members raised the following points:

- Plans to introduce a late notification scheme were supported, but Members felt that a 28 day timeframe would be more suitable than the proposed 21 days.
- The costs associated with a signed declaration form, as set out in the report, were noted, but Members asked whether a more cost effective system could be developed.

**RESOLVED** That:

- 1) the proposals for the next review of Council Tax Single Person Discounts be supported;
- 2) further information be circulated to the Committee on the feasibility of introducing a signed declaration form for SPD claimants;
- 3) benchmarking data from Slough Borough Council be circulated to the Committee in due course.

### **64. ASSET REVIEW PROGRAMME AND THE ASSET MANAGEMENT PLAN**

The Committee received a presentation, set out on Agenda pages 21 to 28, on the Assets Review Programme and the Asset Management Plan. The presentation was submitted by Councillor Mark Ashwell, Deputy Executive Member for Regeneration and Communities and Chris Gillett, Service Manager, Strategic Assets.

The presentation gave details of the ongoing Assets Review Programme which aimed to provide a comprehensive understanding of the Council's properties which had an estimated asset value of over £700m. The outcome of the review could be a change in asset ownership, changes in the services provided from the asset locations and/or different service providers. Another key outcome would be an improved partnership working arrangement with Town and Parish Councils around a joint asset base. As part of the review a new Property Management System, Technology Forge, was also being implemented.

In addition to the Assets Review Programme the presentation described the process for developing a revised Asset Management Plan. The revised plan would provide a vision and framework for asset purchase and disposal together with a framework for Community Asset Transfers and Council office accommodation standards.

Members raised the following points:

- What was the timeframe for completing the Area Wide Reviews and what were the outcomes from the reviews? It was confirmed that the review of Woodley had been completed and that the remaining reviews would be finished in the next few months. The outcomes included an understanding of the Council assets in the area and an options appraisal. The options appraisal analysed the potential for retention, disposal, further investment and handover to the relevant Town or Parish Council.
- How were ward Members involved in the Area Wide Reviews? It was confirmed that Ward Members were involved at an early stage to make use of their local knowledge and connections.
- What was the benefit of moving to longer leases on Council properties? It was confirmed that longer leases provided more security for local groups, enabling them to bid for grant funding with more certainty about their future.
- Within the overall asset value of £700m what was the breakdown for specific areas such as commercial property and operational service property? It was confirmed that this information would be circulated to the Committee.
- Has there been an assessment of the achievements of the Asset Programme Review to date? It was confirmed that an assessment of lessons learned to date had been compiled. This document would be circulated to the Committee.

**RESOLVED** That:

- 1) Mark Ashwell and Chris Gillett be thanked for the presentation to the Committee;
- 2) the additional information relating to the breakdown of property values and the assessment of lessons learned be circulated to the Committee;
- 3) a further progress report on the Assets Review Programme be submitted in due course.

## **65. DISCUSSION WITH COUNCILLOR PAULINE JORGENSEN - EXECUTIVE MEMBER FOR RESIDENT SERVICES**

The Chairman stated that, as part of its role of holding the Executive to account for the delivery of Council services, the Committee had invited Councillor Pauline Jorgensen, Executive Member for Resident Services, to discuss current issues relating to her portfolio and to take questions.

The Committee was referred to the list of Councillor Jorgensen's responsibilities, as set out on Agenda pages 29 to 30 and the relevant Council Plan performance indicators.

Councillor Jorgensen highlighted the following issues:

- A recent major piece of work had been bringing the Council's IT service back in-house. After some initial teething problems it was felt that the service had settled down. The aim of the insourcing was to improve service quality and deliver a £500k saving.
- Another major initiative was the development of the Library Offer and the move to a new service delivery model for libraries. This was the subject of a separate report on the Agenda.
- A third priority was working with the Council's HR service to modernise terms and conditions and generate additional savings for the Council.

Members then raised the following points:

- In relation to the in-house IT service, which areas of data were stored in the Cloud? It was confirmed that details of Cloud storage would be circulated to the Committee.
- In relation to the Council's email system, what metrics were used to measure the associated costs? It was confirmed that this information would be circulated to the Committee.
- What were the key issues in seeking to develop shared services? It was confirmed that finding suitable partners was very important. The aim of sharing was to reduce overheads, increase resilience and access specialist skills. Increasing revenue was challenging but achievable as evidenced by the Building Control and Legal shared services.
- In relation to Environmental Health, Licensing and Trading Standards, what control did the Council have over fees and charges? It was confirmed that there was no differential pricing between the Council and West Berkshire. The Joint Service Review Board received detailed information on service delivery, performance and customer satisfaction.

**RESOLVED** That:

- 1) Councillor Jorgensen be thanked for attending the meeting and answering Members' questions;
- 2) Councillor Jorgensen provide additional information in response to Members' questions;

- 3) Councillor Jorgensen be invited to attend a meeting of the Shared Services Task and Finish Group.

## **66. LIBRARY OFFER**

The Committee considered a report, set out at Agenda pages 31 to 47, on the development of the new Library Offer. The Library Offer set out a direction of travel for the library service within the financial constraints facing the Council in the short to medium term. The Library Offer was underpinned by a new delivery model based on a hub and spoke concept.

The report highlighted the current range of services which could be accessed through the Borough's libraries and the fact that the service had bucked the national trend by increasing the number of visits by local residents. In order to take the service forward it was proposed to introduce a new delivery model based on a hub and spoke system. The hub libraries (Lower Earley, Wokingham and Woodley) would operate using a combination of traditional staffed opening hours with self-service available during unstaffed opening. The spoke libraries would operate using opening hours which focussed on times of highest demand within the local community rather than the existing historic opening times.

The report stated that the hub and spoke model was becoming more popular in the UK with Councils such as Brighton and Hove, Peterborough and the London Borough of Barnet adopting the approach. Public consultation on the proposed Library Offer and Delivery Model was due to end on 1 April 2016. The consultation included an online questionnaire and consultation events held across the Borough.

Members raised the following issues:

- How would unstaffed libraries work in relation to issues such as health and safety and anti-social behaviour? Mark Redfearn, Service Manager for Libraries and Community Development, advised that libraries operating without staff would be monitored using CCTV cameras. Entry to these libraries would also be restricted to residents with library cards. Similar systems were already operating successfully in other parts of the country.
- In relation to CCTV footage and other security data, how long could the records be kept before disposal? It was confirmed that, under the Data Protection legislation, the security data could be retained as long as there was a demonstrable operational need.
- Once approved by the Executive, what was the projected timeframe for introducing the new library delivery model? It was confirmed that, if the Executive approved the plans in June 2016, it would be possible to have a pilot library up and running by the summer of 2017.

**RESOLVED:** That the proposed Library Offer and Delivery Model, as set out in the report, be supported.

## **67. COUNCIL PLAN PERFORMANCE MONITORING 2015/16 - QUARTER 3 REPORT**

The Committee considered a report and supporting Appendix, set out at Agenda pages 49 to 81, which provided performance management information in relation to the Council's activities.

Andrew Moulton, Head of Governance and Improvement Services, introduced the report and stated that the majority of performance indicators were currently on track and were rated Green. A number of indicators were currently rated Amber or Red as follows:

- % 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 (Red);
- % of Looked after Children living within 20 miles of their home (Amber);
- Cumulative % of the eligible population aged 40 to 70 who received an NHS health check (Amber);
- HIV diagnosed prevalence per 1,000 people aged 15 to 59 (Amber);
- Integration with Health (Better Care Fund) (Amber);
- Reduce the education gap at KS2 Level 4 between disadvantaged and other pupils for Reading, Writing and Maths (Red);
- % of Secondary Schools with a current Ofsted rating of “good” or better (Amber);
- Number of affordable dwellings completed (annual) (Red);
- Kgs of residual household waste per household per annum (Amber);
- % of household waste re-used, recycled or composted (Amber);
- Debtors collection (Amber);
- Assets programme (Amber);
- ICT 2016 (Amber);
- Number of work experience opportunities for NEETs between 16 and 24 years (Amber).

The Committee considered each section of the report in turn. Councillor Pauline Jorgensen answered Members’ questions relating to the performance indicators covering her portfolio.

Members raised the following comments and questions in respect of specific indicators.

### **Community**

Agenda page 56 – HIV diagnosed prevalence per 1,000 people aged 15-59 – Members requested benchmarking data to enable comparison with similar Councils.

Agenda page 59 – Number of cycle trips on the A329 corridor (LSTF project investment area) – in light of the data for 2013, 2014 and 2015, previously circulated to the Committee, Members queried the target, the lack of a traffic light description and commentary.

Agenda page 60 – Reduce the education gap at KS2 Level 4 between disadvantaged and other pupils for Reading, Writing and Maths – Members sought clarification on the reasons for the widening gap and queried the use of jargon in the commentary.

### **Place**

Agenda page 66 – two household waste indicators – Members asked for clarification on the measures being taken to bring performance back to Green status for both indicators.

Agenda page 69 – Journey times on key routes across the Borough - in light of the data for 2011/12, 2012/13 and 2014/15, previously circulated to the Committee, Members queried the lack of a traffic light description, direction of travel and accurate commentary.

## **Performance**

Agenda page 71 – Revenue Budget Monitoring Forecast Position – Members asked for clarification on the setting of the Target of +/- 1% of the Revenue Budget.

Agenda page 71 – Capital Budget Monitoring Forecast Position – Members queried the traffic light status in light of performance against the target, following the termination of two major schemes.

Agenda page 72 – Debtors collection – Members sought clarification on the amount of money actually recovered.

### **RESOLVED** That:

- 1) the Council Plan Performance Monitoring Report – Quarter 3 (2015/16) be noted;
- 2) additional information relating to the issues raised by Members on specific performance indicators be circulated outside of the meeting.

### **68. OFSTED - MAPPING OFSTED FINDINGS TO KEY PERFORMANCE INDICATORS**

The Committee considered a report, set out on Agenda pages 83 to 95, which gave details of the Ofsted inspection of Children's Services carried out in October/November 2015. At its meeting on 11 January 2016 the Management Committee had requested information as to how the Ofsted findings correlated with the performance management information regularly reported to Members. The request had been considered by the Children's Services Overview and Scrutiny Committee at its meeting on 23 February 2016.

The Children's Services Overview and Scrutiny Committee resolved "That the Committee supports the refreshed approach to performance management, informed by Ofsted inspections, and the proposed performance indicators for 2016/17 and requests that this report be sent in full to the Overview and Scrutiny Management Committee".

Appended to the report was a spreadsheet which set out the key Ofsted findings and described how they mapped against the key performance indicators reported to Members. The report gave details of new and revised performance indicators which reflected the Ofsted findings and strengthened the performance management regime.

Members welcomed the report and felt that the mapping exercise had been very useful in identifying new performance indicators which would help to strengthen the management of the service. It was confirmed that a wider range of indicators were monitored for service improvement purposes with the smaller group of key indicators being reported to Members.

**RESOLVED:** The report be noted and the performance indicator mapping exercise be welcomed as an example of good practice for future service reviews.

### **69. OVERVIEW AND SCRUTINY ANNUAL REPORTS**

The Committee considered the Overview and Scrutiny Committees' Annual Reports, set out at Agenda pages 97 to 122. The annual reports gave details of the Overview and

Scrutiny process and the issues considered by the Committees during 2015/16, including the work of the Task and Finish Groups established during the year. The reports also gave details of the emerging work programmes for 2016/17. The annual reports would be submitted to the Council at its meeting on 24 March 2016.

**RESOLVED** That the Overview and Scrutiny Committees' Annual Reports be approved and be submitted to the Council meeting on 24 March 2016.

#### **70. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME**

The Committee considered a copy of the Executive Forward Programme as set out at Agenda pages 123 to 129. An updated version of the Executive Forward Programme was circulated to the Committee.

Councillor Prue Bray suggested that the Committee also consider the Forward Programme for Individual Executive Member Decisions.

**RESOLVED** That:

- 1) the Executive Forward Programme be noted;
- 2) the Committee consider the Forward Programme for Individual Executive Member Decisions at future meetings.

#### **71. COMMITTEE WORK PROGRAMMES**

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 131 to 139. During the discussion the following points were made:

- The item on Public Budget Consultation would be added to the 31 May 2016 Management Committee Agenda, with a written report and Councillor Pollock to attend to answer Member questions.
- The 31 May 2016 Management Committee Agenda should also include an item reviewing the issues considered by the Overview and Scrutiny Committees during the past year, mapping these items against the Council's Vision, Priorities and Principles.
- The final meeting of the Better Care Fund Task and Finish Group had been put back to April 2016.

**RESOLVED:** That the revised Work Programmes of the Overview and Scrutiny Management Committee and the three Overview and Scrutiny Committees be noted.

#### **72. SCRUTINY SUGGESTION - END TO END REPORTING OF DATA AND ANALYTICS CAPABILITY**

The Committee considered an Overview and Scrutiny Work Programme suggestion from Councillor Shahid Younis, set out on Agenda pages 141 to 142. The suggestion related to the collection and dissemination of corporate information and was couched in the following terms:

"Corporate information is a key strategic asset in any organisation. It needs to be properly collated, stored, monitored and disseminated to people with the authorised access in a timely fashion. After all, this data forms the basis on which the operational and strategic

management makes decisions on a daily basis. The suggestion is for the Overview and Scrutiny Management Committee to review end to end reporting and the analytics capability of the Council.

The desired outcome of the review would be to ensure that the Council has the operational and strategic reporting and analytics capability to provide real time information to its stakeholders. The capability must include having the right access, in the right format and at the right time. Capability must include self-service components so that there is less reliance on the Officers and IT. In addition, predictive analytics capability would help the Council's forecasting".

In the ensuing discussion Members made the following points:

- It was felt that the work programme request had merit and would be a suitable subject for a Task and Finish Group.
- Councillor Pauline Jorgensen, Executive Member for Resident Services, suggested that it would be useful to look at operational performance data and to identify 10/12 key indicators/measures from a customer viewpoint. Assessment of the end to end data collection, analysis and reporting relating to these measures would underpin service improvement and identify potential savings opportunities.
- It was noted that the Berkshire Fire and Rescue Service had developed a performance management system which allowed speedy access to accurate and up-to-date operational and financial data.
- It was suggested that further consideration be given to proposed Terms of Reference for the review, with a report to the Management Committee on 31 May 2016.

**RESOLVED** That:

- 1) the proposal to establish a Task and Finish Group to examine end-to-end collection and reporting of data be supported in principle;
- 2) Councillors Norman Jorgensen and Shahid Younis consider draft terms of reference for the proposed review;
- 3) the Committee give further consideration to the proposed review at its meeting on 31 May 2016.

**73. UPDATE REPORTS FROM CHAIRMAN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES**

The Committee received an update report from the Chairman of the Community and Corporate Overview and Scrutiny Committee relating to the meeting in February 2016 as set out at Agenda page 143. An update report from the Chairman of the Children's Services Overview and Scrutiny Committee relating to the meeting in February 2016 had also been circulated to Members. The Chairman of the Health Overview and Scrutiny Committee gave an oral update following the meeting in January 2016.

**RESOLVED:** That the update reports from the Chairmen of the Overview and Scrutiny Committees be noted.

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# Agenda Item 6.

ITEM NO:

**TITLE** Council Plan Performance Monitoring – Q4 2015/16 report

**FOR CONSIDERATION BY** Overview & Scrutiny Management Committee on 31 May 2016

**WARD** None specific

**STRATEGIC DIRECTOR** Andrew Moulton, Head of Governance & Improvement Services

## OUTCOME

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

## RECOMMENDATION

- To consider and comment on the performance indicators for 2015/16 and progress on major projects.

## SUMMARY OF REPORT

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

Green	52	79%
Amber	11	17%
Red	3	4%
Total	66	

## Background

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

### Amber

- % 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
- % Looked After Children living within 20 miles of their home
- Number of WBC Councillors and Social Care Staff who are known to be “Dementia Friendly”
- Cumulative % of the eligible population aged 40-70 who received an NHS health check
- HIV diagnosed prevalence per 1,000 people aged 15-59
- Berkshire West Joint Commissioning Function
- % Secondary Schools with a current Ofsted rating of “good” or better.
- Kgs of residual household waste per household per annum
- Percentage of household waste reuse, recycling and composting
- Capital Budget Monitoring Forecast Position
- Assets Programme

### Red

- % Care Proceedings completed in 15/16 within 26 weeks of application;
- Reduce the education gap at KS2 level 4 between disadvantaged and other pupils for Reading, Writing and Maths;
- Number of affordable dwellings completed (annual).

## Analysis of Issues

None.

<b>List of Background Papers</b>	
None	
<b>Contact</b> Andrew Moulton	<b>Service</b> Governance & Improvement
<b>Telephone No</b> 07747 777298	<b>Email</b> <a href="mailto:andrew.moulton@wokingham.gov.uk">andrew.moulton@wokingham.gov.uk</a>
<b>Date</b> 20 May 2016	<b>Version No.</b> 1

**Council Plan Performance  
Monitoring  
Q4 2015/16**



**WOKINGHAM  
BOROUGH COUNCIL**

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

<b>Community</b>		<b>Place</b>	
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	
<b>Performance</b>		<b>Business</b>	
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			
<b>Workforce</b>			

# Community



## Look after vulnerable people

### Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 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%	19.1%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	No specific comments
% 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%	9.0%	Amber	Better	Judith Ramsden/ Charlotte Haitham Taylor	This relates to a very small number of families whereby their circumstances changed significantly in December 2016. Due to the small number of children on CP plans this had a great impact on percentages for the full year. Performance has improved compared to previous year; however the target for 2015-16 was set to be very challenging.
% Care Proceedings completed in 15/16 within 26 weeks of application	100%	42%	52.9%	Red	Better	Judith Ramsden/ Charlotte Haitham Taylor	All delays in quarter 4 were due to varying factors for each child. None of these delays were caused by the Local Authority.

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% Looked After Children living within 20 miles of their home  19	70 – 75%	62.2%	67.5%	Amber	Better	Judith Ramsden/ Charlotte Haitham Taylor	This is an improving picture, and the number of children in care placed under 20 miles from home remains in line with that of other South East authorities. Wokingham has 67.5% of its children placed within 20 miles of home compared to a statistical neighbour average of 67.3%, the SE average of 70%, and the national average of 77.1%.
% Looked After Children who achieved permanent care arrangements during previous 12 months	Over 30%	40.2%	46.7%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	This is monitored and progressed monthly through the Permanency Panel meeting chaired by the Head of Service.
Delayed transfers of care (delayed days) from hospital (aged 18+) in the previous quarter	4,080	4,265	2,961	Green	Better	Stuart Rowbotham/ Julian McGhee-Sumner	<b>Q4 relates to period April to December 2015. Data is released in arrears.</b>  <b>Qtrly Target is 1,020.</b>  <b>Apr-Jun: 1,045 Jul-Sep: 947 Oct-Dec: 969. Jan-Mar data will be available in May 2016.</b>  <b>Year end performance is forecast as 4,020.</b>

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Proportion of people using social care who receive self-directed support and those receiving Direct Payments	70.0%	66.4%	78.8%	Green	Better	Stuart Rowbotham/ Julian McGhee-Sumner	

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 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"  21	Increase	35	100 cumulative, 0 in Q4	Amber	No Change	Stuart Rowbotham/ Julian McGhee-Sumner	A new system for tracking Dementia Friends in ASC is being established to give a more robust measure, this is being worked on between HR and Public Health. This figure is being provided as a cumulative figure for the end of the year, the figure for Q4 has also been provided but there was no change from Q3.
Cumulative % of the eligible population aged 40-70 who received an NHS health check	8%	4% (of 2224)	1808 number to date( Q4 numbers not available )	Amber	Better	Stuart Rowbotham/ Julian McGhee-Sumner	The absolute number of health checks completed to date is not accurate, as Q4 data has not been received. We are aware of an increase in numbers completed, but there is usually a lag between completion of the quarter and information being received. All Wokingham CCG GPs have sent out invitations during Q3 and Q4 for 20% of the eligible population from their practices which will see an increase delivery of health checks. We have trained and continue to train pharmacies to complete Health Checks to ensure availability when GP practices are not able to complete Health Checks within their practices.

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Smoking prevalence  22	9.5%	10.5%	9.8% based on current Public Health England Data (PHE) data	Green	Better	Stuart Rowbotham/ Julian McGhee-Sumner	Wokingham has the lowest smoking prevalence rates of all upper tier LA's in England, nearly half of the England average of 18%. However, the smoking prevalence rates amongst Routine and Manual workers remains high at 26.7% and comparable to England and South East rates at 28% and 26.4% respectively. We continue to focus efforts on these smokers.  PHE data not updated on a quarterly basis.
HIV diagnosed prevalence per 1,000 people aged 15-59	1.00 (per 1000)	0.96 (per 1000)	1.07 (per 1000) based on current Public Health England Data (PHE)	Amber	Worse	Stuart Rowbotham/ Julian McGhee-Sumner	PHE data not updated on a quarterly basis.

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% 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	80%	77.9%	84.6%	<b>Green</b>	Better	Stuart Rowbotham	Quarter 4 date is provisional. The START Team are in the process of completing outstanding reviews. Once these reviews are complete, final performance will be calculated for this period.

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 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)  24	100%	95%	91%	<b>Green</b>	Worse	Stuart Rowbotham / John Kaiser	At the end of Q4 91% of the housing stock met the Decent Homes Standard. The Keystone reporting system, which captures Decency statistics, works on a calendar year basis, At the start of the calendar year it assesses both the number of houses that are currently below Decent Homes standard and those that are likely to fall below Decent Homes standard during the year. The two central features of the standard are condition and age. It is difficult to assess the future condition of a component but the estimated age of certain components is included in Keystone and the database and predicted that certain components that are likely to achieve an age where a failure could happen. In all such cases surveyors will inspect these components during the year and where necessary relevant works will be organised. There has been little change in the Decent Homes numbers, and they are unlikely to change significantly until later in the year due to the time it takes to specify and procure work. There has been a 4% drop in

# Community



							the level of Decency amongst the housing stock, from last year. However, the Asset and Maintenance Team anticipated there would be a slight drop from the previous year. The Investment Delivery Programme, as well as the ongoing procurement work, will pick up those properties yet to meet the standard in the coming financial year.
% 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).	70% within 45 days  (higher is better)	N/A new indicator	74%	<b>Green</b>	Worse	Stuart Rowbotham /John Kaiser	Number of days taken to make a decision on a homelessness investigation is still within target but has reduced when compared with last quarter due to the continued rise in homelessness presentations that we have seen. Numbers applying as homeless in the quarter are 165% higher than the same quarter a year earlier and 337% higher than two years earlier. Each homelessness application has to be investigated fully in line with legislation before a decision can be made. Although the figure is worse than last time, it remains within target, however, in future quarters this position may be worse. The “on target” outcome has been achieved with no increase in numbers of available staff but with large increases in applications, as detailed above, and so an increase in decision-making time in future is a

# Community



26							realistic predicted outcome.
	</=60% (OBP) (lower is better)	N/A new indicator	56%	<b>Green</b>	worse	Stuart Rowbotham /John Kaiser	As predicted, the number of out of Borough placements has increased. When households apply as homeless we often have to find accommodation for them straight away. The current only available options are units in our own temporary accommodation portfolio or B&B nightly paid provision (which is in either Reading or Slough). There are no B&B providers within Wokingham Borough who will accept homelessness clients. Due to such increases in homelessness application numbers, accommodation in our own portfolio is usually oversubscribed and we have to use B&B provision. We have developed a plan to increase the temporary accommodation portfolio but plans to build and redevelop have not kept pace with demand. This quarter still remains on target but, as expected and predicted, is worse than last time and may take a further dip if the current rate of

# Community



							application does not reduce.
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# Community



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Fosters	Summer 2017	Green	No Change	Stuart Rowbotham/ Julian McGhee- Sumner	Construction is expected to start in early spring 2016.
Integration with Health (Better Care Fund)	TBC	Green	Better	Stuart Rowbotham/ Julian McGhee Sumner	2 x Section 75 agreements signed with CCG governing pooled funding, progress on key elements of the programme including: successful pilot of Step Up/Step Down units at Alexandra Place, leading to expansion of service. Head of Service jointly appointed for the integrated short term team. Connected Care IT project tender phase 3 completed and WBC implementation plan underway. Continued good WBC Delayed Transfer of Care performance. Integrated Social Care and Health Hub due to commence June 16, Night Response service commencing Mid-April 16 Improvement reflects progress being made with individual BCF schemes and progress towards integrated services, positive feedback received from NHS England regarding our 2016-17 BCF plans.

# Community



Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Berkshire West Joint Commissioning Function	May 2016	<b>Amber</b>	Worse	Stuart Rowbotham	The Institute for Public Care report considering the viability of a business case has been received by the CEx's of the three UA's. There has been a mixed response to risk appetite and it has not been possible to determine a fully evidenced business case. The CEx's will consider options when they next meet in May.

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# Community



## Improve health, wellbeing and quality of life

Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
<p>Number of cycle trips on the A329 corridor (LSTF project investment area)</p> <p>30</p>	11%	11%	19%	Green	Better	Heather Thwaites/ John Kaiser	<p><b>Annual Indicator</b></p> <p>Cycling on the A329 is measured at 8 sites for a set week during the summer. That same data is collected year on year so that a comparison can be made. On average across the 8 sites we have seen a 19% increase in cycle numbers since 2013 (base year). This has seen the average number of cycle trips per week along the A329 increase from 2009 trips in 2013 to 2395 trips in 2015.</p>

# 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. 4 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%	Summer 2015 Other 88% Disadv 62% Gap 26%	Red	Worse	Judith Ramsden/ Charlotte Haitham Taylor	The context here is of very high levels of overall performance, which means the potential for performance gaps will always be greater in Wokingham. Disadvantaged pupils in Wokingham experience similar barriers to achievement to those elsewhere, and stark local contrasts may even worsen the situation. The extreme levels of advantage on the other hand are significantly above those almost anywhere in the country, and that impacts positively on levels of overall achievement.
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%	Summer 2015 Other 71.6% Disadvant 41.5% Gap 30.1%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	Wokingham FSM pupils attained higher than their national peers, as did Wokingham's Looked after Children

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% Primary Schools with a current Ofsted Rating of “good” or better.	88%	83%	85%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	Improvements following school inspections have been positive. The rate of inspections which is beyond our control has slowed thus reducing the rate of improvement.

# Community



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
% Secondary Schools with a current Ofsted rating of "good" or better.  33	100%	89%	89%	Amber	No Change	Judith Ramsden/ Charlotte Haitham Taylor	There is one school which requires improvement. All others are good or outstanding. The RI school is a recently established free school which is reported to be on a positive improvement trajectory.
% Children who attend at Wokingham school who are at a school with an Ofsted rating of "good" or better.	90%	88%	89%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	Improvements following school inspections have been positive. The rate of inspections which is beyond our control has slowed thus reducing the rate of improvement.
% Pupils achieving a good level of development at Early Years Foundation Stage in academic year 14-15.	Increase	Summer 2014 61%	Summer 2015 71%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	A second year of strong improvement, resulting in part from a LA focus on writing in Early Years.
% 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%	2015 Other 71% FSM 50% Gap 21%	Green	Better	Judith Ramsden/ Charlotte Haitham Taylor	A very positive narrowing of the performance gap in a context of overall improvement.

# Community



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
34 Secondary School in the South	September 2017	Green	No change	Heather Thwaites/ Charlotte Haitham Taylor	Temporary Provision being progressed for September 2016 opening and on programme.  New build on site and on programme.

# Community



Provide affordable homes							
Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 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	321 (2015/16 annual total)	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 granted (i.e. outline and full).
Number of affordable dwellings completed (annual)	333 pa	95	40 in Q4. There have been 123 completions in total during 2015/2016.	Red	Worse (due to slippage on some developments)	Heather Thwaites/ John Kaiser	Target within the new Housing Strategy 2015 – 2018 is to complete 1000 new affordable homes in the next 3 years. Predictions are liable to change and are based on the best available information provided by Registered Providers and developers at the beginning of each year. On several sites, there has been unforeseen slippage in completions. For example, remedial works on one particular site has led to slippage in over 100 predicted completions expected this year. This has resulted in substantially lower completion figures than originally predicted.

# 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)	Spring/Summer 2017	Green	No Change	Stuart Rowbotham /Julian McGhee-Sumner	Construction started in January 2016.

# 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. 4 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	690E	Amber	Worse	Heather Thwaites / Angus Ross	<ul style="list-style-type: none"> <li>In 2015/16 there has been a 16% increase in the WBC's HWRC tonnage, and the increase in HWRC residual tonnage is greater than the increase in HWRC non-residual tonnage. The tonnage increase is partly due to a greater WBC patronage at Smallmead in 2015/16, but mainly due to increased volumes delivered to the HWRCs by the public.</li> <li>In Qtr 1 &amp; 2 of 2014/15, approximately half of the wood that was collected at the HWRCs was able to be sent for recycling. However, in 2015/16 to date all wood has been sent to energy recovery/biomass, and therefore is not currently contributing to recycling performance. The move away from wood recycling is a nationwide</li> </ul>

# Place



							response to a present lack of demand for the recycled product. Although recovery is of course preferable to landfill (both economically and environmentally), the councils have requested that the contractor continues to prioritise recycling options at the HWRC where possible.
Percentage of household waste reuse, recycling and composting	42% = G 40% = A 39% = R	41.46%	39%E	<b>Amber</b>	Worse	Heather Thwaites / Angus Ross	<ul style="list-style-type: none"> <li>WBC's kerbside collected recycling in 2015/16 has dropped by nearly 600 tonnes (or 8%) compared to the same period last year although kerbside collected refuse has dropped by just under 1%. This reflects a national picture of declining recycling rates and there is evidence to suggest that there is a strong correlation with the country emerging from a declining economy.</li> <li>The Council is far from complacent about this and is working hard to increase recycling, especially on new developments and multi occupancies (flats). A Task and Finish Group has been established to look at, amongst other things, how we can increase recycling.</li> </ul>

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# 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 more than 13,500 low energy LED lanterns, approx. 5800 of which on existing columns. The project includes relevant WBC non-highway street lighting assets and the Town and Parish Councils, who own street lighting, are being given the opportunity to be included. 70% of the project will be funded by a DfT Challenge Fund grant - up to £8.12m.</p>	March 2018	<b>Green</b>	No Change	Heather Thwaites / John Kaiser	The procurement phase is now complete and the contract signed. We are currently in the later stages of the mobilisation/planning stage with preliminary meetings and exchange of information having taken place. Works are due to start in Earley on the 11 <sup>th</sup> April – initially Volker Highways will only be installing LED lanterns on existing column. Column replacements will not start until July, to allow for the additional works planning required and Permit applications. Those Town and Parish Councils have been updated and meetings have been arranged/taken place with those that own street lighting so they can take advantage of the contract, should they so wish. The Comms Plan is being implemented and a project specific web page is available on the WBC Web Site.

# Place



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

### Key Indicators

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Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Five year housing supply	100%	108%	112%	Green	Better	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). Next update due this month – numbers being finalised.
New Homes Survey which is monitored annually - % satisfied with their new home (annual)	80%	90%	80%	Green	Worse	Heather Thwaites / John Kaiser	
% of CIL and S106 which is allocated against schemes	90%	97%	90%	Green	Worse	Heather Thwaites / John Kaiser	

# 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. 4 Actual	RAG	Direction of Travel	Strategic Director/ Executive Member	Commentary
<p><b>Journey times on key routes across the Borough (reported Annually (Q4 only))</b></p> <p><i>Average time in minutes to travel one mile in the morning peak period across all chosen routes.</i></p>	<p>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.</p>	3.14	<p>N/A</p> <p><i>Data only available yearly in arrears.</i></p>	Green	No material change	Heather Thwaites / John Kaiser	<p>The Average time to travel a mile across all routes in the morning peak period has decreased very slightly from last year - 13/14 (3.16) but is higher than the baseline value (2011-12). Major highway works across the network such as Station Link Road, A329 Cycle Route improvements and Lower Earley Way Cycle scheme and other major utility works have not contributed positively to the congestion levels.</p> <p><i>The data is only available annually, is a year in arrears, and covers the period Sept to Aug. 14/15. Data for 15/16 will not be available until the end of March 2017.</i></p>

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# 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 for presentation to SCiWG April/May 2016. 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 for presentation to SCiWG April/May 2016. 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 for presentation to SCiWG April/May 2016. Until this task is complete all dates are unconfirmed).

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# Performance



## Offer excellent value for your Council Tax

### Key Indicators

Indicator	Target (plus target range for RAG)	14/15 Outturn	15/16 Qtr. 4 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)	+0.36% £462k	Green	No material change	Graham Ebers / Anthony Pollock	<p>Forecast reflects February month end; Final Outturn be reported to Executive May 2016.</p> <p><i>The 1% target was chosen as an indicator of how well we manage our budgets. We have consistently been within this target, but now that we are under greater financial pressures this will become more important. There is an opportunity to review the targets each year, 1% is around £1.1m.</i></p>

# Performance



Indicator	Target (plus target range for RAG)	14/15 Outturn	15/16 Qtr. 4 Forecast	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Capital Budget Monitoring Forecast Position	Break- even (Nil variance)	0.01% £9k	-(1.61)% £(1,850)k	<b>Amber</b>	No material change	Graham Ebers / Anthony Pollock	£(850)k Replacement Adult Day Centre, £(1)m Extra Care / Enhanced Sheltered Housing - after review schemes stopped in year and savings offered, both projects have been taken back to the design stage and profiling of a new budget is being requested via the capital bid process.
Council tax collection	98.85%	99.51%	99.51%	<b>Green</b>	Better Exceeded target	Graham Ebers/ Anthony Pollock	Exceeded target by 0.66%

# Performance



Indicator	Target (plus target range for RAG)	14/15 Outturn	15/16 Qtr. 4 Forecast	RAG	Direction of Travel (Better/ Worse/ No change)	Strategic Director / Executive Member	Commentary
Debtors collection	80.0%	N/A	89.27%	<b>Green</b>	No previous reporting available	Graham Ebers	Exceeded target
Business Rates collection	98.5%	99.77%	99.09%	<b>Green</b>	Better Exceeded target	Graham Ebers/ Anthony Pollock	Exceeded target by 0.59%
Rents collection	98.5%	102.04%	99.05%	<b>Green</b>	Better Exceeded target	Graham Ebers	Exceeded target by 0.55%
Returns on external investment of cash	0.50%	0.46%	0.55%	<b>Green</b>	Better than previous month	Graham Ebers	Interest rates have increased in anticipation of the Bank of England increasing base rate – though this has not yet happened. Latest predictions suggest this will not now happen until early 2017

# Performance



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Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Assets Programme	31/01/2018	<b>Amber</b>	Better	Graham Ebers / Philip Mirfin	Area Wide Reviews – consultation on Woodley Area Review has commenced. Earley to follow. Anticipate that all Reviews will be completed by the autumn. The Model for Community Asset Transfer was approved by Executive on 31 March and the principles contained therein can now be incorporated within the Asset Management Plan for adoption later this year. The adoption of the MCAT means that as we complete Area Reviews and identify property that we could transfer to Town and Parish Councils, we now have a Model upon which we can base transfer terms.

# 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. 4 Actual	RAG	Direction of Travel (Better /Worse/ No change)	Strategic Director / Executive Member	Commentary
% of successfully defended appeal decisions (dismissed)	65%	67%	74% (2015/16 total)	Green	Better	Heather Thwaites / John Kaiser	Q1 = 65%, Q2 = 86%, Q3 = 68%, Q4 = 83%
Proportion of planning breaches resolved by negotiation	50%	87%	64% (2015/16 total)	Green	Better	Heather Thwaites / John Kaiser	Q1 = 84%, Q2 = 60%, Q3 = 60%, Q4 = 74%
% of service users satisfied with environmental regulatory services (shared service) Annual monitoring	80%	85.2%	TBC	TBC	TBC	Heather Thwaites / Pauline Jorgenson	<p>Q1 = 97%, Q2 88%, Q3 - 67% but based a very small number of questionnaire returns, <b>Q4 – Data for the Q4 quarter and the whole annual period will not be available until end of April because of the inherent time lag is submission of responses to work within each quarter timescale.</b></p> <p>Shared Service - Data collected and compiled by West Berkshire. Based on questionnaire responses: Q1 – 110, Q2 – 95, Q3 – 23.</p>

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# Performance



Improve the customer experience when accessing Council Services							
Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director/ Executive Member	Commentary
% first contact resolution - calls and emails	65%	56.8%	67.6%	Green	No change	Graham Ebers/ Pauline Jorgenson	A result of an enhanced focus on “right first time” coupled with more accurate reporting.
The % of calls answered 48	95%	92%	94%	Green	No Change	Graham Ebers/ Pauline Jorgenson	

# Performance



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/ No change)	Strategic Director / Executive Member	Commentary
49 Customer Programme	2017	Green	No change	Graham Ebers / Pauline Jorgenson	<p>Programme delivers:</p> <ol style="list-style-type: none"> <li>1. Organisation wide learning events to ensure resident/customer orientated attitudes</li> <li>2. LEAN/efficiency redesign of all customer processes</li> <li>3. Improved web site for self service</li> <li>4. Customer technology to enable acknowledgement of request, track service delivery and confirm completion</li> </ol>
ICT 2016	30/05/2016	Green	Better	Graham Ebers / Pauline Jorgenson	<p>Two of the three work streams have completed successfully and the Northgate managed services contract has ended. The third workstream includes migrating the IT infrastructure to the Microsoft Cloud, this is due to complete by the end of May 2016. Overall benefits and savings of £500,000 per annum have been achieved.</p>

# 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. 4 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	24	Green	Better	Heather Thwaites/ Stuart Munro	Q1=6, Q2=4, Q3=9, Q4=5 Numbers fluctuate with availability of apprenticeships and finding suitable young people to fill the roles and the recruitment cycle. Expecting the numbers to remain steady into the future. Target for the year achieved.
Number of work experience opportunities for NEETs between 16 and 24 years	58	63	76	Green	Better	Heather Thwaites/ Stuart Munro	Q1=11, Q2=28, Q3=16, Q4=31
Number of apprenticeships posts secured through employment skills plans (ESP)	20	9	30	Green	Better	Heather Thwaites/ Stuart Munro	Q1=3, Q2=9, Q3=14, Q4=4 Numbers are closely linked into the number of employment skills plans signed - although these are generally on the increase they vary considerably from month to month. Target for the year exceeded.

# Business



Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 Actual	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Number of work experience opportunities secured through employment skills plans (ESP)	40	19	72	Green	Better	Heather Thwaites/ Stuart Munro	Q1=2, Q2=20, Q3=38, Q4=12 Numbers are closely linked into the number of employment skills plans signed - although these are generally on the increase they vary considerably from month to month. Target for the year exceeded.
Number of new businesses engaged with	60	40	71	Green	Better	Heather Thwaites/ Stuart Munro	Q1=15, Q2=15, Q3=21, Q4=20

# Business



Major Projects					
Project	Estimated Completion Date	RAG	Direction of Travel (Better/Worse/No change)	Strategic Director / Executive Member	Commentary
Wokingham Regen: Peach Place	2018	Green	No Change	Andy Couldrick / Philip Mirfin	CPO process ongoing. Detailed designs being finalised in response to engagement feedback and materials review. Process to procure a build contractor has commenced. Work remains on target to start on site in January 2017
52 Wokingham Regen: Elms Field	2020	Green	No Change	Andy Couldrick / Philip Mirfin	Planning Committee resolved to grant consent for planning application on March 30. Final delegated decision due following closure of extended consultation on listed buildings/conservation areas on April 6. Subject to securing planning consent, work proposed to start on site in spring 2017. Estimated completion date has been revised to reflect ongoing review of detailed programme across regen projects.
Wokingham Regen: Carnival Pool	2017 Phase 1 2020 Phase 2	Green	No Change	Andy Couldrick / Philip Mirfin	Following the decision by South West Trains to close the Wokingham Station car park the programme was reviewed by council and the start of major works on new MSCP delayed from April until June to allow the Carnival Pool car park to remain open longer. Work on the Wellington House car parks to provide alternative public short stay parking continued to original programme, with car parks opening to public from April 4 to help offset loss of station facility. End date has been revised to spring 2017 to reflect agreed delay in commencing build.

# Workforce



Key Indicators							
Indicator	Target (plus target range for RAG)	14/15 Actual	15/16 Qtr. 4 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%	15.29%	Green	Worse	Graham Ebers	Slight increase within tolerance range. HR reviewing to identify any trends.
Absence - Average days lost to sickness absence per employee (headcount) within the last 12 months	6.6	5.4	5.33	Green	No change	Graham Ebers	Slight improvement from Qtr3 figure 5.9
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



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	We have a launch date of 1 <sup>st</sup> May for changes to Frameworkki documentation. Supervision framework went live on 1 <sup>st</sup> April.
People Strategy	31 March 2020	Green	No change	Graham Ebers	Programme of works has commenced and projects requiring significant consultation all on green status.

# Agenda Item 7.

<b>TITLE</b>	<b>Requests for Overview and Scrutiny Reviews and Committee Work Programmes 2016-17</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 31 May 2016
<b>WARD</b>	None Specific
<b>DIRECTOR</b>	Andrew Moulton, Head of Governance and Improvement Services

## **OUTCOME / BENEFITS TO THE COMMUNITY**

The report proposes the development of a programme of reviews for the forthcoming year. By focusing on appropriate topics the Overview and Scrutiny Committees can help improve future policy and provide assurance to residents around the delivery of Council and other local public services.

## **RECOMMENDATION**

- 1) That the current Work Programme of the Overview and Scrutiny Management Committee and the Overview and Scrutiny Committees as set out in Appendix C be noted;
- 2) That the Committee considers the list of suggested scrutiny reviews in Appendix B and decides which suggestions should be added to the Work Programme of the Committee or Overview and Scrutiny Committees, taking into the account the Council's Vision, Priorities and Principles as set out in Appendix A, and available resources.

## **SUMMARY OF REPORT**

The report sets out the on-going Work Programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees together with a list of new ideas submitted as potential scrutiny review items for the 2016-17 Municipal Year. It also sets out the issues considered in 2015-16 and maps these issues against the Council's Vision, Priorities and Principles.

The report also outlines possible criteria for the Committee to use in order to come to a view on which topics to progress in 2016-17.

## **Background**

Under the Council's Constitution, Overview and Scrutiny review suggestions can be submitted at any time throughout the year by Members, Officers or members of the public. This process involves the allocation of topics to the three Overview and Scrutiny Committees or to the Overview and Scrutiny Management Committee itself.

## **Analysis of Issues**

The ongoing work programmes of the Committee and the Overview and Scrutiny Committees is set out in Appendix C. The Committee should bear these existing commitments in mind when deciding whether to add a review to the programme.

The Committee is also asked to note the following Task and Finish Group reviews which are already in progress:

- Better Care Fund (Task and Finish Group reporting to the Health Overview and Scrutiny Committee – due to report shortly);
- Shared Services (Task and Finish Group reporting to the Overview and Scrutiny Management Committee – at the start of its work).

At its meeting on 7 March 2016, the Committee requested an update on the issues considered during 2015-16 mapped against the Council's Vision, Priorities and Principles. This is set out in Appendix A. Again, Members may wish to consider this information to decide if any particular aspects of the Vision, Priorities and Principles should receive particular focus in 2016-17.

## **New Scrutiny Review Suggestions**

Recent Overview and Scrutiny review suggestions have also been received, as set out in Appendix B to the report.

In assessing the new Overview and Scrutiny review suggestions, the Committee is invited to take into account the review selection criteria as previously adopted by the Committee:

- Whether the issue is of local, and preferably current, concern;
- Whether the review can be linked to the Council's Vision, Priorities and underpinning Principles or would help to achieve these;
- Whether the topic is already being reviewed elsewhere within the Council ;
- Is the topic one that is capable of being influenced by the Committee;
- Is the topic of manageable scope – not too wide-ranging and yet of sufficient size to warrant a scrutiny review;
- Whether sufficient resources are available to support the review;  
If a review is warranted, should it have a high, medium or low priority?
- Whether the review should be undertaken by the Overview and Scrutiny Management Committee itself, delegated to an Overview and Scrutiny Committee or a Task and Finish Group created to undertake the review?

## **Format of the Meeting**

There will be an opportunity for individuals who have submitted a suggestion to briefly

introduce it to the Committee, for approximately two minutes, followed by questions from the Committee. It is intended that all the suggestions will be presented prior to a decision being taken on whether to progress individual suggestions.

### Terms of Reference

If a review is approved detailed terms of reference will then be drafted by Officers in consultation with the appropriate Director and agreed by the Committee or Task and Finish Group as appropriate.

### 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)	Undertaking Reviews will involve Officer time from Democratic Services and/or Service Departments	Yes	Revenue
Next Financial Year (Year 2)	n/a		
Following Financial Year (Year 3)	n/a		

#### Other financial information relevant to the Recommendation/Decision

None

#### List of Background Papers

None

<b>Contact</b> Neil Carr	<b>Service</b> Governance and Improvement Services
<b>Telephone No</b> 0118 974 6058	<b>Email</b> neil.carr@wokingham.gov.uk
<b>Date</b> 20 May 2016	<b>Version No.</b> 1.0

## Overview and Scrutiny

### Oversight of the Council's Vision, Priorities and Principles – 2015/16

#### Vision

The Council's Vision for the future is to make the Borough:

**“A great place to live, an even better place to do business”.**

#### Principles

- **Offer Excellent Value for your Council Tax**  
We will continue to encourage our staff to ensure our services offer excellent value for money in your Council Tax.

#### Overview and Scrutiny Oversight – 2015/16

- Monitored and challenged performance against a range of financial, staffing and operational/project indicators through the quarterly performance management report.
  - Discussed the Public Budget Consultation process and outcomes with the Executive Member for Economic Development and Finance.
  - Considered reports on the review of Council Tax Single Person Discounts.
  - Requested updates on the delivery of major Capital projects against project plans.
- 
- **Provide Affordable Homes**  
We will provide a complete range of affordable and flexible homes across the Borough through the provision of general needs housing, shared ownership and other tenures.

#### Overview and Scrutiny Oversight 2015/16

- Monitored the delivery of affordable homes through the quarterly performance management report.
- Reviewed the legal issues relating to Houses in Multiple Occupation with particular reference to flats and apartments.
- Scheduled a review of the Government's Right to Buy proposals.

- **Look After the Vulnerable**

We will help our residents who are dependent on our support to become self-sufficient and self-reliant. We will provide care to those residents who need our support.

#### **Overview and Scrutiny Oversight 2015/16**

- Set up the Better Care Fund Task and Finish Group to review aspects of the ongoing transformation in integrated health and social care.
- Examined the impact of the closure of the Independent Living Fund (ILF) and the transfer of ILF cases to the Council.
- Interviewed the Executive Member for Health and Wellbeing on the procedures for residential placements.

- **Improve Health, Wellbeing and Quality of Life**

We will work with our partners to promote health, wellbeing and quality of life. We will ensure our partnerships are focussed on health and wellbeing outcomes and will drive the delivery of public health through the Council's new role. We will continue to ensure safe communities.

#### **Overview and Scrutiny Oversight 2015/16**

- Monitored the Wokingham Clinical Commissioning Group (CCG) Performance Outcomes Report and feedback from Healthwatch Wokingham Borough.
- Reviewed progress following the inspection of the Royal Berkshire NHS Foundation Trust in 2014.
- Monitored the priorities and delivery of programmes developed by the Health and Wellbeing Board.
- Reviewed performance against the targets developed by the Borough's Community Safety Partnership which included the police, probation and health services.

- **Maintain and Improve the Waste Collection, Recycling and Fuel Efficiency**

We will maintain and improve the weekly waste collection and recycling service driven by the EU directives on landfill charges. We will implement changes to make our buildings more fuel efficient and improve their longer term sustainability.

#### **Overview and Scrutiny Oversight 2015/16**

- Monitored the performance of waste collection and recycling services through the quarterly performance management report.
- Reviewed the ongoing Asset Review Programme which was developing a comprehensive understanding of the Council's properties.

- Monitored the ongoing Street Lighting Upgrade Project aimed at introducing low energy lighting columns.
- **Deliver Quality in All that We Do**  
We will publish customer service commitments and ensure quality of service. We will clarify and simplify monitoring arrangements to assure improvements.

#### **Overview and Scrutiny Oversight 2015/16**

- Monitored performance against customer service targets through the quarterly performance management report.
- Interviewed the Executive Member for Resident Services.
- Set up the Shared Services Task and Finish Group to review a number of joint arrangements including Environmental Health, Licensing and Trading Standards.
- Considered reports on the review of delivery options for the Council's Highways and Transport service.

#### **Priorities**

- **Improve Educational Attainment and Focus on Every Child Achieving their Potential**  
We will work with partners to achieve our aim of being one of the best local authorities in the country for educational attainment. We will achieve this by maintaining high performance overall, and by focusing on narrowing the gap in the achievement of children from particular groups by delivering targeted support and early intervention.

#### **Overview and Scrutiny Oversight 2015/16**

- Monitored of ongoing work to support schools requiring improvement.
- Considered regular school performance data reports and summaries of school Ofsted reports.
- Reviewed the findings of the Ofsted inspection of services for children in need of help and protection, children looked after and care leavers.
- Considered a follow up report on the implementation of the recommendations from the Task and Finish Group on the Effectiveness of Governing Bodies.
- **Invest in Regenerating Towns and Villages, Support Social and Economic Prosperity, Whilst Encouraging Business Growth**  
We will work with residents, businesses and partners to develop and deliver an affordable programme of regeneration in our towns and villages across the

Borough, starting with Wokingham. We will assist our communities to increase trade and provide amenities in the villages that people value. We will focus on supporting business growth.

### **Overview and Scrutiny Oversight 2015/16**

- Considered updates on the proposed regeneration of Wokingham town centre.
  - Scheduled a presentation and interview with the Executive Member for Regeneration and Communities.
  - Reviewed the development of the new Library Offer.
- **Ensure Strong Sustainable Communities that are Vibrant and Supported by Well Designed Development**  
We will concentrate our efforts to plan and deliver services which will support appropriate design and development, creating thriving communities.

### **Overview and Scrutiny Oversight 2015/16**

- Interviewed the Executive Member for Planning and Highways.
  - Reviewed the Council's plans and procedures relating to its role as the Lead Local Flood Authority.
  - Reviewed the management of the Borough's open spaces.
- **Tackle Traffic Congestion in Specific Areas of the Borough**  
We will explore different private and public transport options to reduce congestion and improve journey times across the Borough.

### **Overview and Scrutiny Oversight 2015/16**

- Reviewed performance indicators measuring traffic congestion across the Borough.
  - Reviewed procedures relating to communication on road repairs and proposals to improve contact between Officers and Members.
  - Set up a Task and Finish Group to review the issues relating to consumer parking at railway stations around the Borough.
- **Improve the Customer Experience when Accessing Council Services**  
We will provide a responsive, flexible and consistent customer service to give you the confidence that your Council Tax is being spent wisely. We will continue to train and develop our staff and working practices to focus on the achievement of our priorities. We will build on the good practice of our Customer Service Centre, resolving your queries at the first point of contact and providing you with modern channels to access our services.

## **Overview and Scrutiny Oversight 2015/16**

- Monitored customer contact and customer facing services through quarterly performance management reports.
- Interviewed the Executive Member for Resident Services.
- Considered the format of the new Borough-wide grass cutting contract including improvements in communication and the handling of customer complaints.

## Overview and Scrutiny

### New Overview and Scrutiny Requests 2016/17

#### 1. End to End Reporting of Data and Analytics Capability - Requested by Councillor Shahid Younis.

##### Details of Request

Corporate information is a key strategic asset for any organisation. It needs to be properly collated, stored, monitored and disseminated to people with the authorised access in a timely fashion. After all, this data forms the basis on which the operational and strategic management makes decisions on a daily basis.

The suggestion is for the Overview and Scrutiny Management Committee to review end to end reporting and analytics capability of the Council.

Most of the data presented to Overview and Scrutiny Members is out of date, in some cases 6 months old. By looking at the old data it is difficult for Members to adequately monitor the performance of the Council.

For Members to fully assess the performance indicators and the quality of services provided by the Council, the provided information must be real-time or as up-to-date as possible. With modern technology there is no reason why this should not be possible.

The suggestion is to make holistic evaluation of the end-to-end reporting and analytics capability of the Council – how information is collated, formatted and disseminated across the officials and Members. The reporting areas would transcend all areas of the Council, e.g. workforce management, educational attainments, looked after children, pothole spend, Council Tax collection or any other part of the key performance indicators.

The desired outcome of the review would be to ensure that the Council has the operational and strategic reporting and analytics capability to provide real time information to its stakeholders.

The capability must include having the right access in the right format and at the right time. Capability must include the self-service components so that there is less reliance on the Officers and IT. In addition, predictive analytics capability would help the Council's forecasting.

##### Comment

This request was considered initially by the Committee at its meeting on 7 March 2016. The Committee supported, in principle, the establishment of a Task and Finish Group to consider the request. It also decided to give further consideration to the request at the meeting on 31 May 2016.

## **2. Housing Rents and Housing Benefits – Requested by Councillor Lindsay Ferris**

### **Details of Request**

I have been working on a Housing Rents/Housing Benefits issue now for over 18 months. Whilst I do not want to go into the case specifically, it has raised a number of issues. In particular I would like Overview and Scrutiny to look at:

- The Housing Benefits Group and Housing Rents Groups seem to be disconnected in some important areas. We need to assess how this can be improved.
- I have seen requests to the same tenant (dated at similar times) asking the said person to do three different actions at the same time (very confusing for the tenant). This issue needs clarification.
- With the likely introduction of Universal Credit in the near future, now is the time to assess how these groups can be made to work better together, including the possibility of merging the groups. For example, why not have one person (or group) dealing with a tenant concerning their rent, housing benefits and Council Tax, rather than three separate groups as at present.

### **Comment**

Detailed comments on this request will be submitted to the meeting.

## **3. Public Sector Equality Duty – Requested by Councillor Prue Bray**

### **Details of Request**

I would like to know what the Council is doing to satisfy its Public Sector Equality Duty. I know that impact assessments are done, but the ones I have seen are not of the quality that the Equality and Human Rights Commission (EHRC) would rate highly. For example, the Equality Impact Assessment doesn't appear to be done at an early stage and it doesn't appear to be an iterative process.

The Council has an Equal Opportunity Policy to cover its employment practices, and a web page which deals with equalities at a very high level. But there doesn't seem to be any analysis of the impact of any policies.

### **Comment**

The Equality Act 2010 came into force in April 2011. It created a new public sector Equality Duty. The Act requires public authorities to publish relevant information to demonstrate compliance with the Equality Duty and report progress on locally agreed equality objectives.

The public sector Equality Duty is made up of a general duty which is supported by specific duties. The general duty requires public organisations to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (the protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation).
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

#### **4. The Cost, Use and Effectiveness of Cycle Lanes – Requested by John Redwood, M.P.**

##### **Details of Request**

At present, no further details are available. Mr Redwood has been invited to submit further information about the request. Any update and comments will be reported to the meeting.

#### **5. Introduction of Multi-disciplinary Wardens – Requested by Mr P Windley**

##### **Details of Request**

I gather that control of parking is due to become a matter for the Council soon. I assume you will be appointing wardens for this. In view of the public concern about other anti-social behaviour (litter, dogs, etc.), I would like to suggest that wardens are also responsible for dealing with other problems (perhaps with on-the-spot-fines). The TV programme “The Inspectors are Coming” is a good example of how this could work.

##### **Comment**

The Council is undergoing a process to take over enforcement of illegal parking from the police (Civil Parking Enforcement – CPE). The anticipated date for receiving these powers is early May 2017. In order to deliver this service on a cost neutral basis (a requirement for taking on these powers) the Council will tender for the enforcement and fine processing, to be delivered by a third party. Adding additional duties, such as issuing fines for anti-social behaviour, are outside the scope of the tender. This is because issuing anti-social behaviour fines is not cost effective (i.e. cannot be delivered on a cost neutral basis) and would jeopardise the application to take on these powers. In addition, issuing such fines would not achieve the main aim of CPE which is to tackle road congestion.

In the meantime, the Council is reviewing the way services are delivered and could look at other ways of achieving this goal, for example through the roles of community warden or highway inspector.

The Community and Corporate Overview and Scrutiny Committee will receive an update on progress relating to CPE in due course.

## **6. Speed of Trains into London Waterloo from Wokingham – Requested by Mr S Stockford**

### **Details of Request**

I note your tweet in which you ask for suggestions for areas of concern. I would like to propose the speed (not frequency or capacity) of the train line into Waterloo. A large number of people commute from Wokingham to Waterloo each day. It stops 13 times and takes 1 hour and 10 minutes. This is very poor when compared with other towns a similar distance away (Farnborough for example is a similar distance from Waterloo but the trains are nearly twice as fast (38 minutes)).

Could this please be looked at. If it does not change we as a family will move out of Wokingham in the next five years. I know there are several big employers in the Thames Valley area but London has a more robust and resilient market should there be another downturn. Having a quick train in increases the attractiveness of Wokingham for London commuters.

Again I just want to emphasise this is not a frequency or capacity issues. I think two trains an hour is plenty.

### **Comment**

Detailed comments on this suggestion will be submitted to the meeting.

**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  
Overview and Scrutiny Management Committee on 31 May 2016**

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
12 July 2016	<b>Council Plan Performance Monitoring 2015/2016 Quarter 1 Report</b>	To consider the latest Council performance management information.	Standard Item	Julie Holland
68	<b>Discussion with Councillor Anthony Pollock, Executive Member for Economic Development and Finance</b>	To consider a report on the 2015 Public Budget Consultation exercise and to question Councillor Pollock about the plans for 2016	Request by the Committee - 7 September 2015	Anthony Pollock/Rob Stubbs
	<b>Executive Forward Programme and IEMD Forward programme</b>	Standing Item	To consider upcoming Executive Decisions	Democratic Services

	<b>Reports from Chairmen of Overview and Scrutiny Committees/Work Programme</b>	Standing Item	To enable coordination between the Overview and Scrutiny Committees	Committee Chairmen
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### Items to be Confirmed

69	<b>Scrutiny of Shared Services – Task and Finish Group</b>	To receive an update on the review	Agreed at the Committee meeting on 2 November 2015	Neil Carr/ Members of the Task and Finish Group
	<b>Open Spaces/New Grass Cutting Contract Update</b>	The Executive Member for Environment and relevant Officers to provide an update on the introduction and operation of the new grass cutting contract in November 2016	Requested by the Committee on 7 September 2015	Josie Wragg/ Pete Baveystock
	<b>Delivery Options for Highways and Transport</b>	To receive a report once the service review process is complete.	Requested by the Committee on 11 January 2016	Matt Davey
	<b>Asset Management Review Programme</b>	To receive a further update as the review progresses	Requested by the Committee on 7 March 2016	Chris Gillett

## CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
28 June 2016	<b>Delivering Effective Safeguarding Services</b>	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/
	<b>Children's Services Performance Indicators</b>	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
	<b>School Performance Indicators and Ofsted reports, School Improvement</b>	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
	<b>Children's Services O&amp;S Forward Programme</b>	To consider the Committee's Forward Programme	Standing item	Democratic Services

## COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
71	<b>To assess and review the potential impact of the Government's Right to Buy Scheme</b>	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
	<b>Review of Wokingham Town Centre Regeneration Scheme</b>	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
	<b>Council Policy On Houses Of Multiple Occupation</b>	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
	<b>Road Repairs - impact of expected initiatives around customer service</b>	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

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

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
TBC	<b>Possible income generation possibilities from the Cross Rail project</b>	To consider possible income generation opportunities from the Crossrail project.	Referred to the Community Partnerships O & S Committee by the Overview & Scrutiny Management Committee	Head of Highways and Transport

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**Items to be Confirmed**

<b>Civil Parking Enforcement</b>	To receive an update on progress relating to the introduction of Civil Parking Enforcement	Request from Alison Dray, Street Co-ordination Manager	Alison Dray
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## HEALTH OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
Wednesday 1 June 2016	<b>Update from Health and Wellbeing Board</b>	To inform HOSC of the work of the HWB.	To enable HOSC to hold the Board to account.	Chairman Health & Wellbeing Board, Councillor Julian McGhee-Sumner
	<b>Public Health budget update</b>	To receive an update on the Public Health budget and the possible impact of the Spending Review	To be informed of the possible impact of the Spending Review on the Public Health budget	Darrell Gale, Consultant in Public Health
	<b>Performance Outcomes Report</b>	To monitor performance and identify any areas of concern	Challenge item	CCG
	<b>Health Consultation Report</b>	Challenge item	Challenge item	Democratic Services
	<b>Healthwatch update</b>	Challenge item	Challenge item	Healthwatch Wokingham Borough

### **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
- Independent Living Fund – update once reviews have been completed
- Better Care Fund Task and Finish Group final report.

# Agenda Item 8.

ITEM NO:

<b>TITLE</b>	<b>Overview &amp; Scrutiny – Ideas for Improvement</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 31 May 2016
<b>WARD</b>	None Specific
<b>DIRECTOR</b>	Andrew Moulton, Head of Governance and Improvement Services

## **OUTCOME / BENEFITS TO THE COMMUNITY**

A key aim of the Overview and Scrutiny process is to engage with residents to identify topics of importance and to provide evidence of satisfaction with Council and partner services such as the NHS and Thames Valley Police. Another key aim is to provide assurance that public money is being spent wisely and is being targeted on the stated priorities of the public service providers. The proposals in the report aim to make Overview and Scrutiny more effective, to promote its achievements more widely and to generate greater interest and involvement from residents and community groups across the Borough.

## **RECOMMENDATION**

The Committee is requested to:

- 1) consider the proposed ideas for improving the Overview and Scrutiny process, set out in the report;
- 2) agree which of the proposed actions it wishes to adopt.

## **SUMMARY OF REPORT**

The Council has a well-established Overview and Scrutiny process, delivered by the Management Committee and the three Overview and Scrutiny Committees. As Council resources become ever more constrained it is important that Overview and Scrutiny focuses on key elements of service delivery and policy development, both inside and outside the Council. At the same time it is important that residents are aware of the role of Overview and Scrutiny and how they can get involved in the process by attending meetings, asking questions and submitting evidence and ideas for investigation and review.

Research into best practice has identified a number of potential improvements to the existing Overview and Scrutiny process. These relate to improving public awareness about the process, making meetings and reports more effective, greater use of social media and ensuring that the implementation of recommendations is monitored and reported back to Members. These ideas for improvement are set out in the report for Members to consider. Any ideas supported by Members will be included in an action plan for implementation and review at subsequent meetings.

## **Background**

Overview and Scrutiny at Wokingham Borough Council has been operating for over ten years. It is a well-established part of the checks and balances which ensure that the Council and its partners deliver high quality services, value for money and customer focus.

In order to deliver continuous improvement it is timely for the Management Committee to consider potential improvements to its internal procedures and its engagement with residents and community groups. Research into best practice across the country has identified a number of ideas and initiatives which have proved successful elsewhere. These are set out below. Members may also have other ideas and suggestions to contribute to the debate.

## **Agenda Setting**

Overview and Scrutiny Committee Agendas are typically very full with a wide range of issues to consider. It is important, therefore, that the Agendas are focussed on key issues and make effective use of the meeting time available. Some Councils use a form of Agenda setting meeting one week before the Agenda is despatched. This allows the Chairman to consider the draft items coming forward and to decide on the shape of the Agenda together with appropriate timings. The Chairman can identify any Key Lines of Enquiry which could benefit from further information and research before the meeting. Agenda setting could take the form of a face to face meeting between the Chairman and Officers or a conference call. Chairmen may also wish to use pre-meetings for Committee members when complex issues are to be discussed.

**Proposed Action** – Democratic Services team to programme Agenda setting sessions into Overview and Scrutiny Chairmen’s diaries.

## **Reports**

The reports submitted to Overview and Scrutiny are a key method of providing information and focusing on key issues of importance. It is essential that reports contain clear and concise recommendations to enable Members to make the most effective use of their time. As discussed above, the Agenda setting process can help to ensure that Members receive reports that are fit for purpose. The Chairman can also look at the report recommendations and determine whether any reports for “noting” are circulated to Members outside the O&S meeting, or are deferred to a future meeting. Report recommendations should be based on the SMART principles – Specific, Measurable, Achievable, Realistic and Time-bound.

**Proposed Action** – Report contents, recommendations and scheduling to be considered at the proposed Agenda setting sessions.

## **Calls for Evidence**

Providing assurance to the public is an important function of Overview and Scrutiny and engaging the public in reviews is an important mechanism to achieve this outcome. Using the example of the Parliamentary Select Committees some Councils issue Calls for Evidence when new inquiries (e.g. Task and Finish Groups) are being launched. The

Call for Evidence includes a press briefing on the main themes of inquiry, use of social media and the Council's website. The aim of the Call for Evidence is to raise awareness of the issues under consideration and generate public interest in the form of questions, written and oral evidence. This, in turn, will raise awareness of the role of Overview and Scrutiny.

**Proposed Action** – Calls for Evidence to be introduced for Overview and Scrutiny Task and Finish Groups.

### **Council Website**

The Council's website contains information on the role of Overview and Scrutiny and allows residents to submit issues for Scrutiny reviews. However, the Overview and Scrutiny pages are not especially easy to find – the route is:

*Home/Council and meetings/Meetings/Ways of participating/Take part in Scrutiny*

It is suggested that the Overview and Scrutiny pages should be more prominent on the Council's website. A number of Councils also provide an update on progress on current reviews on the relevant web pages which enables residents to see how reviews are progressing and any upcoming meetings, milestones or events.

**Proposed Action** – Discussions with the Council's Web team about the prominence and content of Overview and Scrutiny web pages.

### **Social Media**

The Council's presence on social media is increasing steadily with, for example, over 7,000 followers on Twitter. Social media is currently used to give details of upcoming Overview and Scrutiny Committee meetings with a link to the Agendas. It is suggested that this work is expanded to give more frequent posting and more details on the role of Overview and Scrutiny, Calls for Evidence and feedback on issues considered by each Committee and Task and Finish Group.

**Proposed Action** – Democratic Services team to work with the Council's Communications team to provide more frequent/varied Overview and Scrutiny information for dissemination via Social Media.

### **Wokingham Borough News**

Wokingham Borough News is distributed to every household in the Borough. The magazine updates residents on strategic developments, service issues and upcoming events. It is suggested that the development of an Overview and Scrutiny page in Wokingham Borough News be discussed with the Council's Communications team. This would be an effective way to raise awareness of the work of Overview and Scrutiny and to demonstrate its impact, especially amongst residents who do not use social media.

**Proposed Action** – Democratic Services team to discuss the development of an Overview and Scrutiny page in Wokingham Borough News with the Council's Communications team.

## **Monitoring of Public Questions to the Executive and Full Council**

Members of the public regularly ask questions at meetings of the Executive and full Council. These questions indicate areas of public interest and concern and may generate ideas for Overview and Scrutiny investigation. It is suggested that details of public questions and the answers given are reported to the Overview and Scrutiny Management Committee for consideration and potential inclusion in the Overview and Scrutiny work programme.

**Proposed Action** – Regular monitoring report to the Overview and Scrutiny Management Committee on questions submitted to the Executive and Council.

## **Tracking of Recommendations**

It is important for Members to be aware of progress relating to the implementation of recommendations made by the Overview and Scrutiny Committees and Task and Finish Groups. It is suggested that the Management Committee receive an update report every six months with details of progress. This will allow Members to assess the impact of Overview and Scrutiny more effectively. It will also provide useful data for inclusion in the Committees' Annual Reports.

**Proposed Action** – Six monthly report to the Overview and Scrutiny Management Committee tracking recommendations made by Overview and Scrutiny Committees and task and Finish Groups, and subsequent actions and outcomes.

## **Evaluation of Task and Finish Groups**

Overview and Scrutiny Task and Finish Groups have carried out excellent work and made recommendations to improve service delivery and policy development. In order to strengthen the process it is suggested that each group carry out a self-evaluation at the end of its review. This would identify elements that went well and identify learning points to inform and improve the scoping of future reviews. As an example, the evaluation could review the level of public engagement in the review and the input from expert witnesses.

**Proposed Action** – Final meeting of Task and Finish Groups to include a self-evaluation item which will provide feedback to the Overview and Scrutiny Management Committee, thereby supporting continuous improvement.

## **Next Steps**

Following Member discussion, any ideas which are supported will be included in an action plan and implemented. Progress on delivering the action plan will then be reported to the Overview and Scrutiny Management Committee at subsequent meetings. More effective data collection and progress monitoring will improve the annual reporting process in future years.

## 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	N/A
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?)

Effective Overview and Scrutiny helps to drive service improvement, policy development and the achievement of value for money for the Borough's residents.

<b>Contact</b> Neil Carr	<b>Service</b> Democratic Services
<b>Telephone No</b> 0118 974 6058	<b>Email</b> neil.carr@wokingham.gov.uk
<b>Date</b> 20 May 2016	<b>Version No.</b> 1

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# 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

## APRIL TO JULY 2016

Updated: 25 April 2016

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

### Executive Meeting 26 May 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
WBC843	<b>Council Owned Companies' Business</b> <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
WBC844	<b>Revenue Outturn 2015/16</b> <i>Purpose: To consider the Revenue Monitoring Outturn Report, including Treasury Management Indicators, to the end of the financial year and carry forward requests</i>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A

Agenda Item 9.

WBC845	<b>Capital Outturn 2015/16</b> <i>Purpose: To consider the Capital Monitoring Outturn Report to the end of the financial year and carry forward requests</i>	Executive		Graham Ebers/ Rob Stubbs	Anthony Pollock	N/A
WBC842	<b>Arborfield District Centre</b> <i>Purpose: To seek authorisation to negotiate the acquisition / long lease of the MOD Legacy Gym building.</i>	Executive		Heather Thwaites/ Andy Glencross	John Kaiser	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
WBC836	<b>Acquisition of a Wokingham Town Centre Property</b> <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
WBC857	<b>Continuation of Shared Legal Services</b> <i>Purpose: To consider the renewal of a 5 year contract with the Royal Borough of Windsor and Maidenhead to provide legal services</i>	Executive		Graham Ebers/ Billy Webster	Pauline Jorgensen	N/A
WBC859	<b>Wokingham Housing Ltd (WHL) Development Opportunities</b> <i>Purpose: To agree the transfer of identified Council-owned sites and funding to Wokingham Housing Ltd (WHL) to develop as affordable housing</i>	Executive		Stuart Rowbotham/ Louise Strongitharm	John Kaiser	N/A

## Executive Meeting 30 June 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
WBC848	<b>Council Owned Companies' Business</b> <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
WBC853	<b>Library Offer</b> <i>Purpose: To agree the proposed Library Offer and Delivery Model for Wokingham Borough Council libraries</i>	Executive		Heather Thwaites/ Mark Redfearn	Pauline Jorgensen	N/A
WBC858	<b>Community Infrastructure Levy (CIL) Regulation 123 List Clarification</b> <i>Purpose: To consult on clarifications to the CIL Regulation 123 List of infrastructure that may be funded via CIL. The purpose of the update is to provide further clarification in relation to exactly what infrastructure will be funded by CIL and by S106 planning obligations</i>	Executive	Draft updated regulation 123 List for consultation	Heather Thwaites/ Brendan Troy	John Kasier	N/A
WBC860	<b>Buildings of Traditional Local Character</b> <i>Purpose: To agree the procedure for the designation of Buildings of Traditional Local Character</i>	Executive		Heather Thwaites/ Clare Lawrence	John Kaiser	N/A

WBC861	<b>Waste Strategy – Re3</b> <i>Purpose: To consider the joint strategy of the three Re3 authorities</i>	Executive		Heather Thwaites/Josie Wragg	Angus Ross	N/A

### Executive Meeting 28 July 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
WBC848	<b>Council Owned Companies' Business</b> <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
WBC855	<b>Revenue Monitoring 2016/17 – end of June 2015</b> <i>Purpose: To consider the Revenue Monitoring Report, including Treasury Management Indicators, to the end of June 2016</i>	Executive		Graham Ebers/	Anthony Pollock	N/A
WBC856	<b>Capital Monitoring 2016/17 – end of June 2016</b> <i>Purpose: To consider the Capital Monitoring Report to the end of June 2016</i>	Executive		Graham Ebers/	Anthony Pollock	N/A

**Members of the Executive:-**

***(please note that the names below may be subject to change following the Annual Council meeting on 19 May 2016)***

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:

85 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](mailto:democratic.services@wokingham.gov.uk)

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

<b>Ref No</b>	<b>Subject</b>	<b>Original Scheduled Date</b>	<b>Notes</b>
WBC836	Acquisition of a Wokingham Town Centre Property	18 Feb 16 31 Mar 16	Deferred to May in order to enable continuing negotiations to be undertaken with the owner of the relevant site.
WBC837	Creation of a Highways Board	31 Mar 16	Implementing the Highways Board has been put on hold until other priorities have been addressed
WBC842	Arborfield District Centre	31 Mar 16	Deferred to May in order to undertake additional work on the business case.

# WOKINGHAM BOROUGH COUNCIL INDIVIDUAL EXECUTIVE MEMBER DECISIONS FORWARD PROGRAMME

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## INDIVIDUAL EXECUTIVE MEMBER DECISIONS

Updated: 06 May 2016

### ITEMS FOR CONSIDERATION

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
87 IMD 2016/ 21	<b>Sandbag Policy</b> Wokingham Borough Council’s Policy with regards to the deployment of sandbags to prevent or contain flooding. <b>Date: 10am on 29 June 2016</b>	Executive Member for Environment	Sandbag Policy	Heather Thwaites/ Francesca Hobson	Angus Ross	N/A

### ITEMS FOR CONSIDERATION – DATES TO BE CONFIRMED

None

**Members of the Executive:**

Keith Baker	Leader
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children’s Services

Anthony Pollock	Economic Development and Finance
Angus Ross	Environment
John Kaiser	Planning and Highways
Philip Mirfin	Regeneration and Communities
Pauline Jorgensen	Resident Services

Notes:

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 6054 or by emailing [democratic.services@wokingham.gov.uk](mailto:democratic.services@wokingham.gov.uk)