

# Public Document Pack

## NOTICE OF MEETING

# CABINET

will meet on

**THURSDAY, 24TH AUGUST, 2017**

**At 7.30 pm**

in the

**COUNCIL CHAMBER - GUILDHALL, WINDSOR**

TO: MEMBERS OF CABINET

COUNCILLORS SIMON DUDLEY, CHAIRMAN (CHAIRMAN)  
DAVID COPPINGER, (ADULT SERVICES & HEALTH INCLUDING SUSTAINABILITY)  
(VICE-CHAIRMAN)  
PHILLIP BICKNELL, (HIGHWAYS AND TRANSPORT)  
CARWYN COX, (ENVIRONMENTAL SERVICES INCLUDING PARKING)  
DEREK WILSON, (PLANNING)  
NATASHA AIREY, (CHILDREN'S SERVICES)  
MJ SAUNDERS, (FINANCE)  
SAMANTHA RAYNER, (CULTURE & COMMUNITIES INCLUDING RESIDENT AND  
BUSINESS SERVICES)  
JACK RANKIN, (ECONOMIC DEVELOPMENT, PROPERTY & DEPUTY FINANCE)  
DAVID EVANS, (MAIDENHEAD REGENERATION AND MAIDENHEAD INCLUDING  
SCHOOL IMPROVEMENT)

PRINCIPAL MEMBERS ALSO ATTENDING: COUNCILLORS CHRISTINE BATESON  
(NEIGHBOURHOOD PLANNING AND ASCOT & SUNNINGS), LISA TARGOWSKA (HR,  
LEGAL & IT), STUART CARROLL (PUBLIC HEALTH AND COMMUNICATIONS) AND  
DAVID HILTON (ASCOT REGENERATION)

DEPUTY LEAD MEMBERS: Councillors Ross McWilliams (Policy & Affordable Housing), Malcolm  
Alexander (Streetcare and Windsor & Eton), Hari Sharma (Bus Champion), Marius Gilmore  
(Manifesto Delivery), Mike Airey (Planning Performance), John Bowden (Aviation and Heathrow  
Airport), Phillip Love (Maidenhead Regeneration and Maidenhead)

Karen Shepherd - Democratic Services Manager - Issued: Wednesday, 16 August 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's  
web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Karen Shepherd** 01628 796529

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## AGENDA

### PART I

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2.	<u>DECLARATIONS OF INTEREST</u>  To receive any declarations of interest	7 - 8
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4.	<u>APPOINTMENTS</u>	
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7. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

To consider passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 8-9 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"

**PART II**

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>MINUTES</u></p> <p>To consider the Part II minutes of the meeting of Cabinet held on 27 July 2017</p> <p>To note the Part II minutes of the meeting of the Cabinet Regeneration Sub Committee held on 25 July 2017</p> <p>To note the Part II minutes of the meeting of the Cabinet Local Authority Governors Appointments Sub Committee held on 27 July 2017</p> <p><b><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p>	67 - 78
9.	<p><u>CABINET MEMBERS' REPORTS</u></p> <p><u>Environmental Services</u></p> <p>i. CCTV - Technological Review</p> <p><b><i>(Not for publication by virtue of Paragraph 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p> <p><u>Details of representations received on reports listed above for discussion in the Private Meeting:</u></p> <p>None received</p>	79 - 96



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## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 3

## CABINET

THURSDAY, 27 JULY 2017

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman), Phillip Bicknell, Carwyn Cox, Derek Wilson, Natasha Airey, MJ Saunders, Samantha Rayner, Jack Rankin, David Evans, Christine Bateson, Lisa Targowska, Stuart Carroll and David Hilton

Also in attendance: Councillor Maureen Hunt and Councillor Lynne Jones

Officers: Alison Alexander, Rob Stubbs, Louisa Dean, Russell O'Keefe, Karen Shepherd, Andy Jeffs and Kevin McDaniel

### APOLOGIES FOR ABSENCE

None received.

### DECLARATIONS OF INTEREST

Councillor S. Rayner declared a Disclosable Pecuniary Interest in the item 'Hurley and Walthams Neighbourhood Plan Decision to Proceed to Referendum' as her husband owned some land in the area. She left the room for the duration of the discussion and voting on the item.

Councillor Dudley explained that he had declared an interest at Council on 25 July 2017 in relation to the item 'Pension Fund Valuation 2016,' as a substitute member of the Berkshire Pension Fund Panel and a member of the Investment Working Group. However he had, earlier that day, stood down from both positions, therefore did not need to declare an interest for the item of the same name later on the agenda.

### MINUTES

#### **RESOLVED UNANIMOUSLY: That:**

- i) The minutes of the meeting held on 29 June 2017 be approved**
- ii) The Part I minutes of the Cabinet Regeneration Sub Committee held on 27 June 2017 be noted**

### APPOINTMENTS

None

### FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes that had been made to the plan since the last meeting. In addition it was noted that:

- The item 'River Thames Scheme – RBWM Funding' would be presented to Cabinet in September 2017.
- The item 'Options to Meet School Place Demand from 2019 Across the

Borough' would be deferred from September to October 2017.

## CABINET MEMBERS' REPORTS

### A) CAPITAL PROGRAMME UPDATE - SCHOOLS

Cabinet considered approval of a number of tenders as part of the overall secondary school expansion programme approved by Cabinet in July 2016.

The Lead Member explained that the report requested approval of three tenders and the assignment of £290,000 allocated to Lowbrook expansion to the maintenance programme for schools. The scheme at Charters would provide 30 more places each year, 210 in total, and a number of complex school buildings. At Cox Green the proposal would provide 30 more places, 210 in total, and a kitchen and dining room. At Newlands Girls Academy Section 106 funding would be used to add 30 places in total, 6 in each year group. The scheme was complex as it involved infilling of existing buildings to maximise space.

The Principal Member for Ascot Regeneration commented that residents in Ascot were delighted with the proposals for Charters. He requested that when building work began, an appropriate photograph be included in *Around the Royal Borough* to ensure all were aware. The Lead Member for Culture and Communities thanked the Lead Member for the funding for boiler repairs at Eton Wick School.

The Principal Member for Public Health and Communications raised a number of questions on behalf of Cllr McWilliams:

- What investment did the scheme at Cox Green make in additional parking as this was an existing problem as raised by the Parish Council?
- Why were the terms and conditions not agreed to by the previous developer?
- Where did the borough expect future pupils to come from and had it factored in new homes in Cox Green as a result of the Borough Local Plan?

The Lead Member responded that the report detailed the last schemes in the expansion programme outside of the Borough Local Plan infrastructure requirements. A report would come to Cabinet in October 2017 to deal with future growth. It was noted that the Borough Local Plan allocated only 29 additional dwellings to the Cox Green area in the initial period. The Director explained that the lowest priced tenderer was unwilling to agree the council's standard terms and conditions of payment within 28 days, therefore it was decided to go for the second lowest tender. The proposals at Cox Green would add one classroom, therefore only increasing parking needs for a small number of staff. However, it was a shared site with the leisure centre and community centre. In the recent planning application the school had confirmed they did not require any further parking however it had been deferred due to concerns raised by the parish council.

The Lead Member for Finance commented that the council had made a clear strategic and tactical judgement to ensure it was ahead of the curve in relation to primary and secondary places. Delivering places ahead of demand gave parents a high level of choice.

The Chairman thanked officers for all their work on the proposals. He highlighted that as the tenders were within the previously agreed capital programme, there had been no requirement to go to Full Council for approval.

**RESOLVED UNANIMOUSLY: That Cabinet notes the report and approves the recommendations:**

- i) To accept three tenders:**
  - a. From Dawnus Construction for Charters academy in the sum of £3,343,199.**
  - b. From Dawnus Construction for Cox Green academy in the sum of £3,681,388.**
  - c. From Contract Trading Services for Newlands Girls' academy in the sum of £769,890.**
- ii) To confirm the reassignment of £290,000 allocated to the Lowbrook expansion to maintain the maintenance programme for schools, as set out in Table 7.**

**B) HURLEY AND WALTHAMS NEIGHBOURHOOD PLAN DECISION TO PROCEED TO REFERENDUM**

Cabinet considered approval for the Hurley and the Waltham's Neighbourhood Plan to proceed to referendum at the earliest practicable opportunity.

The Principal Member explained that this was the second of ten Neighbourhood Plans that had reached the final stage. The first stage involved community input and the development of an evidence base to support policies. The second stage involved a final consultation and submission to an independent examiner. The third stage was approval at referendum. The referendum would require a 50% majority for the plan to be adopted and used as a development plan in the consideration of planning applications. She thanked Councillor Hunt who had chaired the Neighbourhood Plan Group (NPG). Four more plans were expected in the coming months: Bray, Windsor, Eton and Eton Wick, and Horton and Wraysbury.

The Chairman echoed the thanks to Councillor Hunt. He asked for an explanation of the relationship between a Neighbourhood Plan and the Borough Local plan (BLP). The Lead Member for Planning explained that a Neighbourhood Plan was more localised and could determine the type of dwelling mix on sites in the area. The BLP identified strategic sites and could amend site boundaries, the only time the Green Belt could be reviewed. The site at Breadcroft Lane had been identified as local green space in the Neighbourhood Plan but had been identified in the BLP as a strategic site for 100 dwellings. The discrepancy would be discussed at the BLP examination. The Executive Director explained that when planning applications were considered the National Planning Policy Framework, the BLP and a Neighbourhood Plan (if in place) would all be material considerations. It was confirmed that the Hurley and Walthams Neighbourhood Plan would be in place by the time of the BLP examination.

Councillor Hunt provided Cabinet with some background on the area:

- Three parish councils
- 99.2% Green Belt
- Flood zoning in every village
- 11,700 acres of land
- 106 footpaths totalling 89km
- A number of conservation areas

Eight consultation events were held across the 17 villages that made up the area.

Councillor Hunt explained that the NPG had originally submitted its draft in February 2015. Council officers were aware of the inclusion of the Breadcroft Lane site as they had attended NPG meetings. The full plan had been submitted in June 2016.

The Chairman requested officers to see if there were any parish vacancies, and if so, whether elections could be held at the same time as the referendum.

The Lead Member for Maidenhead Regeneration and Maidenhead thanked Councillor Hunt for her chairmanship of the NPG. He commented that Waltham Parish Council was considering a referendum on a piece of open space at Jubilee Wood and asked officers to see if this too could be held at the same time. He highlighted that the Neighbourhood Plan included rural exception sites to allow for housing for local people at affordable prices.

The Principal Member explained that £20,000 had been allocated to each Neighbourhood Plan; any money not spent would be returned to the council. The government paid for the referendum and examination process.

The Lead Member for Environmental Services commented that Councillor Hunt had been the driving force for the Neighbourhood Plan and had put in a huge amount of effort. The community had come together as a result of her efforts.

**RESOLVED UNANIMOUSLY: That Cabinet:**

- i) Confirms that the plan meets the Basic Conditions tests and does not require a SA/SEA; and**
- ii) Accepts the proposed changes to the Neighbourhood Plan set out in Appendix B, and**
  - a. Gives delegated authority to the Head of Planning to issue a decision statement; and**
  - b. agrees to put the modified Neighbourhood Plan to referendum. The date of the referendum to be set in accordance with the legal requirements; and**
- iii) Delegates authority to the Executive Director, in consultation with the Principal Member for Neighbourhood Planning, to make minor, non material, amendments to the Neighbourhood Plan prior to the referendum being announced; and**
- iv) Provides advance funding, if required, for the referendum which will then be claimed back from Government.**

(Councillor S Rayner left the meeting for the duration of the discussion and voting on the item)

c) FINANCIAL UPDATE

Cabinet considered the latest financial update. The Lead Member highlighted that at this early stage in the financial year, reserves at year end were anticipated to be £7.3m, comfortably above the recommended minimum of £5.8m. A number of pressures had emerged:

- Home to School transport costs were set to increase despite the significant additional budget allocation of £300,000. The current expectation was for an overspend of £226,000 at year end. However this would be reviewed when the new academic year began.
- A £602,000 overspend was predicted in placements for young people with demanding circumstances or disabilities. The cost per placement could be very high therefore the overspend related to a relatively small number of young people.
- Legal costs related to the number of children moving into care were likely to result in an overspend of £162,000.

There continued to be a cost related to agency social workers. It was the council's intent to rebalance the situation, despite success this was taking time. By October, seven individuals would have completed their training and would become newly qualified social workers as permanent employees.

Adult social care income was showing an underspend of £484,000, mainly due to three successful continuing healthcare claims where health was now responsible for costs of the individuals. The £153,000 allocated to secure the continuation of a number of bus services that had become commercially unviable would be fully offset by income from registrars and parking charges.

The Lead Member explained that £78m would be added to the borrowing requirements in addition to the previous borrowing of £50m. This was still well below the likely capital receipts from the regeneration programme.

The Lead Member for Children's Services explained that recent reforms raising the placement age to 25 had impacted on budgets as no additional funding had been provided. A number of young people had come into care with complex needs that did not suit the typical foster care setting. Placements could cost up to £5,000 per week as the market was limited. The team was working to identify savings to bring the budget in line. From 1 August 2017 the council would be working with Achieving for Children on placements and would therefore be more competitive when approaching the market.

Councillor Jones asked if there were any other risks that might require increased borrowing above the forecast for March 2018. The Lead Member responded that all issues that affected the cash flow were on the council's radar. The item in relation to the Pension Fund situation in Part II was unlikely to have a material impact on borrowing needs in the current financial year.

The Chairman referred Councillor Jones to the Part II outline business case item in the Cabinet Regeneration Sub Committee meeting earlier in the week, that set out the payment profile for the four Joint Venture sites. There would undoubtedly be a lag in the retirement of required borrowing.

The Lead Member for Culture and Communities thanked the Superintendent Registrar for the £33,000 saving that had been identified.

The Chairman commented that this was the last meeting before the council completed its investment in Achieving for Children. He thanked all officers and the Lead Member for their work in getting to this point. It was a wonderful opportunity for staff. He also thanked the Leaders and Members of Richmond and Kingston councils, and the staff of Achieving for Children.

**RESOLVED UNANIMOUSLY: That Cabinet:**

- i) **Notes the Council's projected outturn position for 2017-18 and mitigating actions to address service pressures.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 8-9 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.**

The meeting, which began at 7.30 pm, finished at 8.58 pm

CHAIRMAN.....

DATE.....

## CABINET REGENERATION SUB COMMITTEE

TUESDAY, 25 JULY 2017

PRESENT: Councillors Simon Dudley (Chairman), Jack Rankin (Vice-Chairman), Phillip Bicknell, Samantha Rayner, MJ Saunders, Derek Wilson and David Evans

Principal / Deputy Lead Members also in attendance: Christine Bateson, David Hilton and Philip Love.

Officers: Andy Jeffs, Russell O'Keefe, Karen Shepherd, Alison Alexander and Rob Stubbs

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cox.

### DECLARATIONS OF INTEREST

None received

### MINUTES

**RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 27 June 2017 be approved.**

### BOROUGH PARKING PLAN

Members considered the emerging Parking Plan for the Borough based on the further assessments and feasibility studies that had been carried out.

The Sub Committee was addressed by Peter Sands, on behalf of the Maidenhead Chamber of Commerce. The Chamber had concerns about parking provision in the borough, particularly in Maidenhead. The high level of car ownership was driven by a lack of public transport infrastructure, particularly north-south. There was already an under-provision of parking in the borough, up to 10%. Companies wanted to move to Maidenhead but required more parking than was available. The Chamber supported the improvements to the Broadway car park proposed. However, it had concerns about the number of spaces that that Ryger and the London Aberdeen Group were hoping to acquire because if it took 500 the increase in provision in the Broadway car park would not allow for the hoped for increase in economic activity in Maidenhead. Other developments such as West Street and York Road did not seem to allow for public provision. The Chamber did not believe the authority had given enough consideration to the impact of Crossrail and western rail access to Heathrow. The 500 long term spaces included in the Area Action Plan seemed to have disappeared off the radar. The overall projected figures were not much over 10% therefore would not provide enough for economic growth and regeneration.

The Chairman commented that the council shared the Chamber's emphasis on parking being critically important, particularly in relation to the joint ventures. At the application stage specific on-site parking would be a matter of considerable planning focus. He had recently attended a meeting with the financial backers for the Landing

and the new development manager to look at the nature of the scheme. Outline consent was already in place, any future application could have amended parking provision. Discussions were also underway about the National Rail car park on Shoppenhangers Road.

Councillor D. Evans commented that the plan was for the next few years, not forever. If Crossrail took off more than was currently thought the council would obviously look at putting more in; the council had options through its own land holdings. The contractual position with Ryger was 225 spaces. In the short term the council would have to weigh up the needs of provision for shoppers against what the Landing would look like. The Chairman commented that the council needed to assist with the viability of the site to ensure it came to fruition.

Members noted the proposals for Maidenhead, Windsor and Ascot as detailed in paragraph 2.5 of the report. Councillor Sharpe had raised concerns about provision in Sunninghill at the Corporate Services Overview and Scrutiny Panel. Officers would be sharing the relevant data with Councillor Sharpe that had led to the conclusions in the report, and discuss provision with ward members. Councillor Hilton suggested a temporary structure could be transferred after use in Maidenhead. However it was noted that this may impact the charging structure in the south of the borough.

Councillor D. Evans explained that if the Broadway car park was to be demolished, there was a need to ensure there was sufficient interim parking available in Maidenhead. Council staff parking would be displaced from Hines Meadow to Reform Road. A consultation with staff would take place. The council was the freeholder of the tenpin bowling site and could exercise notice to vacate the site for use as temporary parking prior to the entire site being brought forward with Countryside.

Members noted that the opening balance of spaces was 3447; by 2021 this would be 3874, a net increase of 427. This was based on the maximum of 500 at the Landing and did not take into account the underground parking at St Clouds Way, so the increase would more likely be 600-800 plus additional private sector provision. The approximate cost of the temporary parking was £6m; the resale price did not present a good return. The Chairman asked if the temporary parking could be accelerated. A shuttle bus between the temporary parking at Braywick and the town centre was being considered. Councillor D. Wilson suggested a temporary footbridge be installed to reduce the walking time between Reform Road and the Town Hall. The bridge could remain in place afterwards, revitalising the area with residential development. Members noted that the temporary parking could be brought forward, but there was a 52 week lead in time.

Councillor Saunders commented that, subject to the views of stakeholders, it would be good to get temporary parking behaviours bedded in well before the lead up to the Christmas retail period of 2018. The budget report earlier in the year had made clear the likely flightpath of expenditure on both the Broadway car park and temporary provision. He accepted the figures were signposts rather than approvals. Councillor D. Evans confirmed that proposals for the temporary provision could be brought forward to September 2017.

The Executive Director explained that there were technical and planning challenges with the extra deck at River Street car park that meant a timetable had yet to be confirmed. It would be possible to look at the Windsor proposal at the same time as the temporary provision in September 2017.



Councillor S. Rayner highlighted that with the Town Hall, Grove Road and West Street, the council should continue to look to provide more spaces in the town centre.

It was noted that an appeal had been lodged for the Nene Overland site but there was a backlog of 3-6 months before it would come before a court.

It was confirmed that Stafferton Way currently had 576 spaces, one extra deck was proposed alongside a general refurbishment.

Councillor Bicknell stated that he did not accept that underground parking could not be considered at sites other than St Clouds Way. The Executive Director commented that there were technical challenges but he would look into the possibility.

**RESOLVED UNANIMOUSLY: That Cabinet Regeneration Sub-Committee notes the report and:**

**i) Approves the emerging Parking Plan and next steps.**

#### BROADWAY CAR PARK

Members considered a proposed development brief for the redevelopment of the Broadway Car Park based on the feasibility study and financial modelling that had been carried out.

Members agreed that Appendix C, the Development Brief, should be moved into Part I on the borough website.

Councillor D. Evans explained that the next stage was the appointment of a professional team to get more detailed information, including costs, potential income streams and likely return on investment. A final investment decision would take place in November 2017.

Members were reminded that in October 2016 the Sub Committee had agreed the principle that the Council progresses the option of developing the car park itself, as owner using its own funds potentially with another investor such as the Berkshire Pension Fund, subject to approval of an investment case by Full Council.

The feasibility study, cost modelling and development brief showed that a range of key features should be deliverable including:

- Increased capacity from the current circa 734 spaces to circa 1500 spaces (circa 1,435 in the new car park plus 100 in the adjoining Nicholson's car park) of which 50% would include electric charging facilities. It was expected that between 225 and 500 of these spaces would be utilised to support the proposed Landing Development, as office spaces during the week. The 225 spaces would be free for general parking at the weekend.
- Circa 11% disabled and parent and child spaces and new shopmobility facilities.
- Generous bay sizes and column free parking.
- Good circulation around the car park supported by electronic signage and safe pedestrian routes to improve user experience.
- New disabled, drop off and retail delivery and service arrangements.

- New circa 18,500 square foot of ground floor retail space to animate Broadway and link the shopping centre to The Landing and The Station.
- A dynamic and visually interesting facade to the car park tailored to the setting which acts as a focal point building along Broadway

Councillor D. Evans had received correspondence from People to Places and would be meeting with them soon to discuss plans. The council was committed to providing improved Shopmobility facilities. He confirmed that that height of ten storeys was the maximum possible. Councillor Bicknell asked about underground parking but was advised there were concerns about groundwater and flooding. Councillor D. Evans confirmed that improved entry and exit facilities would be included in the new design.

It was noted that the façade would amount to 10% of the overall costs. Councillor D. Evans highlighted that the council would need to seek views on this aspect. The council had finite funds to put into the project but also wanted a high quality design. The charging regime would need to be competitive with neighbouring authorities; it was recognised that this was not necessarily going to be the same as the current scheme. The council intended to consult with stakeholders and the public on design options including costs and charges. This would take place during September and early October 2017.

Councillor D. Wilson highlighted the need to build the planning process into the timetable. A ten storey car park would still be lower than the tallest building on the Landing site. He suggested applying for outline consent for the height before the consultation. Councillor D. Evans confirmed that a full planning application would be submitted after the final investment decision. The development manager would discuss plans with the planning department.

Councillor S. Rayner commented that Maidenhead deserved a proper car park with an iconic design to enhance the shopping experience.

Councillor Saunders commented that the documentation clearly demonstrated that package of benefits the parking community would receive. As detailed design work was undertaken to sharpen costs, the council would need to be clear on which edges may get cut. He asked how the consultation process would ensure all stakeholders were involved in an iterative design process, so it was clear which aspects were most valued. Councillor D. Evans explained that all key stakeholders would be approached for input. The local press, the council website and social media would be utilised to promote the consultation. Links through PRoM, Maidenhead Town Partnership Board and the Town Manager would be utilised. Councillor Saunders had offered to run a workshop for Members.

It was confirmed that the design would allow for more electric charging points to be installed at a later date.

**RESOLVED UNANIMOUSLY That Cabinet Regeneration Sub-Committee notes the report and:**

- i) **Approves the development brief for the redevelopment of the Broadway Car park.**
- ii) **Delegate authority to the Executive Director in liaison with the Lead Member for Maidenhead Regeneration and Maidenhead (including school improvement), the Lead Member for Environmental Services**

(including parking) and the Deputy Lead Member for Maidenhead Regeneration and Maidenhead to appoint a professional team to complete the next stage of design.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY:** That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 7-10 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act

The meeting, which began at 5.00 pm, finished at 6.55 pm

CHAIRMAN.....

DATE.....

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CABINET LOCAL AUTHORITY GOVERNORS APPOINTMENTS SUB COMMITTEE

THURSDAY, 27 JULY 2017

PRESENT: Councillors Natasha Airey (Chairman), MJ Saunders, Samantha Rayner, Christine Bateson and David Coppinger

Officers: Shilpa Manek

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jack Rankin. Councillor David Coppinger attended as a substitute.

Councillor MJ Saunders wished his apologies for previous meetings be recorded.

DECLARATIONS OF INTEREST

None received.

MINUTES

**RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 30 May 2017 be approved.**

APPOINTMENT OF LOCAL AUTHORITY REPRESENTATIVES TO GOVERNING BODIES OF SCHOOLS IN THE ROYAL BOROUGH

The Sub Committee considered the latest list of vacancies and candidates for LA representatives to Governing Bodies of Schools in the Royal Borough, as detailed in section 2.1 of the report.

In relation to the application by Mr Jeremy Spooner, the Sub Committee noted that the administrator had not yet heard back from the school as it was the lead up to the school end of term. The Chairman suggested that, rather than deferring the appointment to the next meeting, the Sub Committee should recommend the candidate for appointment subject to the school being able to meet the candidate and providing positive feedback.

Members noted that a previous vacancy that had been recommended had now ceased as the school had converted to an academy and no longer required a LA Governor.

**RESOLVED UNANIMOUSLY: That:**

- i) **Mrs Gillian Cocklin be recommended for appointment to the Nursery Federation Cookham, Windsor and The Lawns.**
- ii) **Mr Jeremy Spooner be recommended for appointment to Furze Platt Infant School subject to the school being able to meet with the candidate and providing positive feedback.**

- iii) **A list of vacancies for LA Governor positions be sent to the applicant who had applied for the vacancy at the school that had converted to an academy.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion took place on items 6-7 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1-7 of part I of Schedule 12A of the Act.**

The meeting, which began at 6.00 pm, finished at 6.05 pm

CHAIRMAN.....

DATE.....

# Agenda Item 5

**CABINET: 24 AUGUST 2017**

**FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:**

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Station Opportunity Area	Cabinet Regenerati on Sub Committee - 22/8/17	Cabinet Regeneration Sub Committee – 5/9/17	Meeting date changed
Property Company	Cabinet Regenerati on Sub Committee - 22/8/17	Cabinet Regeneration Sub Committee – 5/9/17	Meeting date changed
Braywick Leisure Centre RIBA Stage 2 Sign Off	Cabinet Regenerati on Sub Committee - 22/8/17	Cabinet Regeneration Sub Committee – 5/9/17	Meeting date changed
River Thames Scheme – RBWM Funding	-	28/9/17	New item
Options to Meet School Place Demand from 2019 Across the Borough	28/9/17	26/10/17	To allow for further work
2018/19 Budget Preparation (previously 'Budget - Initial Savings Proposals')	28/9/17	26/10/17	To allow for further work

## FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillors Dudley (Leader of the Council and Chairman of Cabinet, incl. Housing), Coppinger (Deputy Chairman of Cabinet, Adult Services and Health, including Sustainability), Bicknell (Deputy Leader of the Council and Highways & Transport), Cox (Environmental Services incl. Parking), D Wilson (Planning), Mrs N Airey (Children's Services), Saunders (Finance), S Rayner (Culture & Communities incl. Resident and Business Services), Rankin (Economic Development, Property and Deputy Finance), D. Evans (Maidenhead Regeneration and Maidenhead). Also in attendance (non-Executive): Councillors Bateson (Principal Member Neighbourhood Planning, Ascot & the Sunnings), Targowska (Principal Member HR, Legal & IT), Carroll (Principal Member Public Health and Communications) and Hilton (Principal Member Ascot Regeneration).

The Council is comprised of all the elected Members

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Tel (01628) 796529. Email: democratic.services@rbwm.gov.uk

### FORWARD PLAN

24 ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. Braywick Leisure Centre RIBA Stage 2 Sign Off	Open -	Approval of the RIBA Stage 2 Design, planning application submission and capital budget.	Yes	Lead Member for Finance (Councillor MJ Saunders), Lead Member for Culture and Communities (Councillor Samantha Rayner)	Kevin Mist	Internal process	Joint Corporate Services Overview and Culture and Communities Overview and Scrutiny Panel 31 Aug 2017	Cabinet Regeneration Sub Committee 5 Sep 2017	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet



ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
2. Station Opportunity Area	Fully exempt - 3	To consider the draft scheme	No	Lead Member for Highways and Transport (Councillor Phillip Bicknell)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel 31 Aug 2017; Highways, Transport & Environment Overview and Scrutiny Panel 29 Aug 2017	Cabinet Regeneration Sub Committee 5 Sep 2017	
3. Property Company	Fully exempt - 3	Quarterly update on the activities of RBWM Prop Co	No	Lead Member for Economic Development, Property and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel 31 Aug 2017	Cabinet Regeneration Sub Committee 5 Sep 2017	
1. Appointment of Local Authority Governors	Part exempt - 1	To consider the appointment of LA Governor Representatives to Governing Bodies of Schools in the Borough	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Mary Kilner	Relevant schools and governing bodies	n/a	Cabinet Local Authority Governors Appointments Sub Committee 26 Sep 2017	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. Council Performance Management Framework Quarter 1	Open -	Report detailing performance of the Council against the corporate scorecard for quarter 1 2017/18	Yes	Chairman of Cabinet (Councillor Simon Dudley), Deputy Lead Member Policy and Affordable Housing (Councillor Ross McWilliams)	Hilary Hall	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 28 Sep 2017	
2. Council Manifesto Tracker	Open -	An outline of performance against the Council's manifesto commitments	Yes	Chairman of Cabinet (Councillor Simon Dudley), Deputy Lead Member Manifesto Delivery (Councillor Marius Gilmore)	Hilary Hall	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 28 Sep 2017	
3. River Thames Scheme – RBWM Funding	Open -	Paper to discuss River Thames Scheme Funding	Yes	Chairman of Cabinet (Councillor Simon Dudley)	Andy Jeffs	Internal process	Highways, Transport and Environment Overview and Scrutiny Panel 21 Sep 2017	Cabinet 28 Sep 2017	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
27 4. Update on Pool Cars and Electric Vehicle Charging Points	Open -	Report to update Cabinet on the use of pool cars and the results of the assessment of demand and location for electric vehicle charging points	No	Lead Member for Adult Services and Health (Councillor David Coppinger), Lead Member for Highways and Transport (Councillor Phillip Bicknell)	David Scott	Sustainability Panel	Corporate Services Overview and Scrutiny Panel tbc Highways, Transport and Environment Overview and Scrutiny Panel 21 Sep 2017	Cabinet 28 Sep 2017	
5. Housing Strategy	Open -	To agree a housing strategy for the borough that includes the approach to developing affordable housing and preventing homelessness	Yes	Chairman of Cabinet (Councillor Simon Dudley)	Hilary Hall	Internal process	Planning & Housing Overview & Scrutiny Panel 18 Sep 2017 Adult Services and Health Overview and Scrutiny Panel 27 Sep 2017	Cabinet 28 Sep 2017	
6. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 28 Sep 2017	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. 2018/19 Budget Preparation	Open -	To consider savings proposals for the medium term financial plan.	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Adult Services and Health Overview and Scrutiny Panel tbc Children's Services Overview and Scrutiny Panel 17 Oct 2017 Corporate Services Overview and Scrutiny Panel 24 Oct 2017 Crime & Disorder Overview & Scrutiny Panel tbc Culture and Communities Overview and Scrutiny Panel tbc Highways, Transport and Environment Overview and Scrutiny Panel tbc Planning & Housing Overview & Scrutiny Panel 19 Oct 2017	Cabinet 26 Oct 2017	

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
2. Options to Meet School Place Demand from 2019 Across the Borough	Open -	The report sets out a forecast of likely demand for school places and the impact on choice and availability before outlining a range of proposals to ensure residents can continue to access high quality schools from 2020.	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	Internal process	Children's Services Overview and Scrutiny Panel 17 Oct 2017	Cabinet 26 Oct 2017	
3. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 24 Oct 2017	Cabinet 26 Oct 2017	
1. Options for Community Land Trust	Part exempt - 3	The report will identify high level options supported by business plans and information on a Community Land Trust	No	Lead Member for Economic Development, Property and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel 24 Oct 2017	Cabinet Regeneration Sub Committee 30 Oct 2017	
2. Property Company	Fully exempt - 3	Quarterly update on the activities of RBWM Prop Co	No	Lead Member for Economic Development, Property and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel 24 Oct 2017	Cabinet Regeneration Sub Committee 30 Oct 2017	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. Annual Consultation on School Admission Arrangements	Open -	This is the start of the annual statutory consultation on admission arrangements	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	Consultation with schools	Children's Services Overview and Scrutiny Panel tbc	Cabinet 23 Nov 2017	
2. Council Performance Management Framework Quarter 2	Open -	Report detailing performance of the Council against the corporate scorecard for quarter 2 2017/18	Yes	Chairman of Cabinet (Councillor Simon Dudley), Councillor Ross McWilliams	Hilary Hall	Internal process	Corporate Services Overview and Scrutiny Panel 16 Nov 2017 Culture and Communities Overview and Scrutiny Panel 15 Nov 2017	Cabinet 23 Nov 2017	
3. Finance Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 16 Nov 2017	Cabinet 23 Nov 2017	
1. Appointment of Local Authority Governors	Part exempt - 1	To consider the appointment of LA Governor Representatives to Governing Bodies of Schools in the Borough	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Mary Kilner	Consultation with schools and governing bodies	n/a	Cabinet Local Authority Governor's Appointments Subcommittee 23 Nov 2017	

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N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. Council Tax Base Report	Open -	To approve the Council Tax Base to be used for 2018-19 budget	Yes	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 14 Dec 2017	
2. Children's Services Capital Programme 2018-19	Open -	Report requests approval of the 2018-19 capital programme in Children's Services	No	Lead Member for Children's Services (Councillor Natasha Airey)	Rob Stubbs	Internal process	Children's Services Overview and Scrutiny Panel 13 Dec 2017	Cabinet 14 Dec 2017	
3. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 14 Dec 2017	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
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**DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	<p>Information which reveals that the authority proposes</p> <p>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) to make an order or direction under any enactment.</p>
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet



Report Title:	<b>Article 4 Direction</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Wilson, Lead Member for Planning
Meeting and Date:	Cabinet - 24 August 2017
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	All

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## REPORT SUMMARY

- 1 Pub owners hold 'permitted development rights' allowing them to redevelop, demolish or change the use of their premises without planning permission. There are 121 public houses in the Borough currently. The option to sell or redevelop these sites is becoming increasingly lucrative; the Campaign for Real Ale (CAMRA) claim that on average 21 pubs in the UK close every week.
- 2 Councils hold powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 20153 to remove a property's permitted development rights. Rights are removed in situations where a local amenity is in need of protection.
- 3 The Secretary of State must be notified of an Article 4 direction. The direction may not be confirmed by the council until at least 28 days after it has been served or published or any longer period of time as notified by the Secretary of State. Government retains a right to modify Article 4 directions if they are considered 'inappropriate' or 'disproportionate'. A non immediate<sup>1</sup> Article 4 Direction takes one year before it has effect: for an immediate Direction compensation would be payable.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION: That Cabinet notes the report and:**

- I. **Delegate authority to the Executive Director to progress a non immediate Article 4 Direction in accordance with the legal requirements.**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 Paragraph 200 of the National Planning Policy Framework (NPPF) states that the use of Article 4 directions to remove national permitted development rights should only be used in situations where it is necessary to protect local amenity or the wellbeing of the area. Justification must be provided for the purpose and extent of the Article 4 direction.
- 2.2 Article 4 (1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 itself states the Council when making a direction must be satisfied that it is expedient that development that would normally benefit from permitted development rights should not be carried out unless permission is granted for it on an application. An Article 4 direction can cover:

<sup>1</sup>non immediate Article 4 directions are issued and take 12 months to have effect

- Any geographic area from a specific site to a whole local authority;
  - Permitted development rights relating to operational development or the change of use in the land;
  - Permitted development rights with temporary or permanent effect.
- 2.3 It is proposed that the Council introduces a non-immediate Article 4 Direction covering the whole borough to remove permitted development rights for use class A4 to use class C3 on a non-immediate basis. A 12 month notice period would be given before the Article 4 Direction, if confirmed, takes effect to avoid any compensation claims.
- 2.4 It is the LPA that confirm Directions, with no requirement to obtain approval from the Secretary of State which was formerly required. The Secretary of State still needs to be informed and reserves the right to influence or even prevent confirmation of an Article 4 Direction should he consider it unnecessary, unreasonable or unjustified. Legislation requires that a consultation process of not less than 6 weeks is conducted and that the Order is not confirmed until the Council has given consideration to the responses received to the public consultation exercise.
- 2.5 In progressing the recommendation learning will be taken from non immediate Article 4 directions which other Council's have progressed in relation to this development but also restricting other changes between use classes. Specifically Wandsworth introduced a non immediate article 4 direction in relation to pubs on 12 August 2016 and Hammersmith & Fulham on 6 February 2017. Officers will liaise with those authorities to understand any issues which might be relevant to this process for RBWM.

**Table 1: Options**

<b>Option</b>	<b>Comments</b>
To do nothing	Properties could continue to be nominated through the Assets of Community Value process by local communities.
Progress a non immediate Article 4 Direction to remove permitted development rights relating to pubs <b>The recommended option.</b>	This would allow the local authority control and would be in the interest of residents as pubs make an important contribution to communities in the Borough.
Progress an immediate Article 4 Direction.	This would be subject to compensation to the owners of the properties which could be a significant cost to the Council: it is also unlikely that a suitably qualifying case could be made for an immediate direction or that the Secretary of State would approve it. The Neighbourhood Planning Act includes provisions for the Secretary of State to amend the General Permitted Development Order to remove the right for pubs to change use class; this has not yet been enacted through secondary legislation but it is expected imminently.

### 3 KEY IMPLICATIONS

**Table 2: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Evidence in place to support non immediate Article 4 Direction produced for the purposes of consultation.	1 January 2018	By 31 December 2017	Before 1 December 2017	By 1 November 2017	31 December 2017
Public consultation exercise of not less than 6 weeks commenced.	1 April 2018	By 31 March 2018	Before 1 March 2018	By 31 January 2018	31 March 2018
Non immediate Article 4 Direction in place following consideration of consultation responses	1 January 2019	By 30 September 2018	By 31 July 2018	By 1 May 2018	30 September 2018

### 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Based on the experience of other local authorities that have recently conducted this work should cost in the region of £4,000 for 17/18 and a further £4,000 for 18/19. The monies would be used to fund the resource required to prepare the work set out in table 2 above including legal and administrative support This will be funded from within existing budgets.

**Table 3: Financial impact of report's recommendations**

<b>REVENUE</b>	2017/18	2018/19	2019/20
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

<b>CAPITAL</b>			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

## 5 LEGAL IMPLICATIONS

- 5.1 The Council will give notice of the Article 4 Direction and views and representations will be sought in accordance with the requirements of the Town and Country Planning (General Permitted Development) Order 2015, as amended. Notice of the Article 4 Direction shall be given by the Council:  
By local advertisement;  
By site notices at no fewer than two locations within the area to which the direction relates for a period of not less than six weeks.
- 5.2 The notice will invite representations to be sent to the Council within a maximum of 21 days. The Secretary of State will also be notified on the same day the Article 4 Direction is first published.

## 6 RISK MANAGEMENT

**Table 4: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Property owners take legal action for loss or damaged directly attributed to with drawl of permitted development rights.	High –	Council follows the due legal process.	Low

## 7 POTENTIAL IMPACTS

- 7.1 The introduction of a non immediate Article 4 Direction will assist the Council in maintaining mixed and balanced communities.

## 8 TIMETABLE FOR IMPLEMENTATION

**Table 5: Implementation timetable**

<b>Date</b>	<b>Details</b>
31 March 2017	Public consultation commenced.
30 September 2018	Non immediate article 4 direction in place

- 8.1 Implementation date if not called in: Immediately.

## 9 APPENDICES

None.

## 10 BACKGROUND DOCUMENTS

None.

## 11 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr D Wilson	Lead Member for Planning	28/6/17	3/8/17
Alison Alexander	Managing Director		3/8/17
Russell O'Keefe	Executive Director	28/6/17	3/8/17
Andy Jeffs	Executive Director		
Rob Stubbs	Section 151 Officer		
Terry Baldwin	Head of HR		
Mary Kilner	Head of Law and Governance		
	Other e.g. external		

## REPORT HISTORY

<b>Decision type:</b> Key decision	<b>Urgency item?</b> No
Report Author: Jenifer Jackson, Head of Planning, 01628 796042	

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Report Title:	<b>School Catering – request to go to tender</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Cllr Airey, Lead Member for Children’s Services
Meeting and Date:	Cabinet – 24 August 2017
Responsible Officer(s):	Kevin McDaniel
Wards affected:	All

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## REPORT SUMMARY

- 1 The Council has traditionally supported schools by procuring and managing a contract for the delivery of school meals.
- 2 The school meals contract expires on 31 July 2018 and this report requests permission to seek proposals for a new contract to run from 1 August 2018.
- 3 There is a demand for a central catering contract from smaller schools, particularly to fulfil the legal duties to provide free school meals to eligible pupils including Universal Free School Meals for Key Stage One pupils.
- 4 The cost of the catering contract and the procurement exercise are paid for by schools via the traded service arrangement.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION: That Cabinet notes the report and approves:**

- i) **The procurement of a new catering contract for schools.**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The Council currently manages a contract for the delivery of school meals which serves 42 schools including one secondary school and four middle schools. Other schools manage their own individual contracts.
- 2.2 Although more schools wish to manage their own contract in future, there is still a need for a borough managed contract. Other schools have opted to manage their own contract, largely due to the uncertainty about whether or not there would be a new central contract. The current contract expires on 31 July 2018 and a new contract needs to be in place by 1 August 2018. Procurement will take several months so needs to begin now.
- 2.3 There are at least 12 primary schools who would like to be part of a new borough led contract – we are still waiting for 8 schools to make a final decision. The benefits to schools are:

- Many primary schools do not have the time and resources in place to carry out the procurement exercise and to manage a contract themselves.
- Catering contracts require specialist knowledge of nutritional standards.
- The financial benefits of group purchasing.
- Additional support in extreme circumstances, as the supplier has a contractual obligation to provide meals at each school in the contract regardless of staff sickness or premises difficulties: i.e. one kitchen would provide meals for another kitchen if necessary.

2.4 The cost of managing the contract and the cost of meals is covered by the schools who buy back into the traded services Contract Management Service.

2.5 The cost of procuring this contract is covered by the management fee charged to schools this financial year.

**Table 1: Options**

<b>Option</b>	<b>Comments</b>
Carry out a procurement exercise for a school meals catering contract. <b>Recommended</b>	Supports schools in the delivery of school meals including free meals for eligible pupils.  No cost to the Council.
Do Nothing <b>Not recommended.</b>	Small schools do not have the capacity to manage a catering contract alone, particularly in relation to nutritional standards and emergency situations  This would cost schools more because each would have to carry out their own procurement exercise.  Arrangements may not be in place in time for September 2018.

### 3 KEY IMPLICATIONS

**Table 2: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded (8 schools undecided)</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
A catering contract is available for schools to provide school meals.	No central contract is let.	12 schools.	14 schools.	20 schools.	1 August 2018
Schools are able to fulfil their duty to provide free meals for eligible pupils	No central contract is let.	1500 per day	1700 per day	2000 per day	1 September 2018



#### 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Although the value of this contract is likely to be over £500,000, all contract costs are funded by the schools who buy back into the service, resulting in a cost neutral commitment for the council.
- 4.2 Any procurement costs to the Council are covered by the management fee paid by schools for this academic years catering contract – total £61,000.

**Table 3: Financial impact of report's recommendations**

<b>REVENUE</b>	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

<b>CAPITAL</b>			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

#### 5 LEGAL IMPLICATIONS

- 5.1 All Key Stage One pupils are entitled to Universal Free School Meals
- 5.2 Families receiving income support or other relevant benefits are entitled to a Free School Meal.
- 5.3 The current catering contract cannot legally be extended. Given the likely value of the contract, it must be procured in compliance with EU procurement processes.

#### 6 RISK MANAGEMENT

**Table 4: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
School meals are not provided for pupils legally entitled	High	A corporate contract is awarded	Low
No suppliers bid for the contract	Medium	Consultation day with potential suppliers to ensure a suitable list of tenderers.	Low
Contract does not meet schools'	Medium	There are two school	Low

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
School meals are not provided for pupils legally entitled requirements.	High	A corporate contract is awarded	Low
		representatives on the panel to ensure school needs are met.	
Contract is not in place in time for 1 August 2018		Procurement exercise begins immediately	

## 7 POTENTIAL IMPACTS

7.1 No Equality Impact Assessment (EQIA) has been undertaken.

## 8 CONSULTATION

8.1 Schools were consulted prior to Christmas 2016 about their intention for catering arrangements in academic year 2017/18. Over half the schools indicated that they wanted to remain part of a centrally arranged contract while others indicated a desire to make their own arrangements. Therefore 22 schools remained in the new one year arrangement for 2017/18.

8.2 All schools – both in and out of the contract – were consulted in June 2017 about their intentions for catering arrangement from August 2018 and were asked to confirm whether they wished to be included in the procurement exercise for a centrally managed contract. 12 schools have confirmed their commitment to remain in a centrally arranged contract.

8.3 A supplier event day was held on 9 August 2017 in order to ascertain the current state of the market and to ensure a suitable list of tenderers..

## 9 TIMETABLE FOR IMPLEMENTATION.

**Table 5: Implementation timetable**

<b>Date</b>	<b>Details</b>
September 2017	Issue Invitation to Tender
March 2018	Contract approval
1 August 2018	Contract starts

## 10 APPENDICES

10.1 None

## 11 BACKGROUND DOCUMENTS

11.1 None

## 12 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Dudley	Leader of the Council		
Councillor Airey	Lead Member	21/07/2017	22/07/17
Alison Alexander	Managing Director	21/07/2017	22/07/17
Russell O'Keefe	Executive Director	21/07/2017	
Kevin McDaniel	Head of Schools and Education Services	21/07/2017	22/07/17
Rob Stubbs	Head of Finance	21/07/2017	
Lyn Hitchinson	Procurement Manager	21/07/2017	

### REPORT HISTORY

<b>Decision type:</b> Key decision June 2017	<b>Urgency item?</b> No
Report Author: Ann Pfeiffer	

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Report Title:	<b>Telephony Options</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor S Rayner, Lead Member for Culture and Communities including Resident and Business Services
Meeting and Date:	Cabinet - 24 August 2017
Responsible Officer(s):	Andy Jeffs, Executive Director
Wards affected:	All

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## REPORT SUMMARY

- 1 The phone performance of the contact centre has significantly improved since corrective action was taken at the end of May 2017, and since 8 June 2017, 96.8% of all calls received have been answered, and 88.7% of these calls have been answered within 60 seconds, compared previously to 60%.
- 2 This paper proposes that the council's telephone system is upgraded at a capital cost of £273,000.
- 3 This investment not only supports the existing improvements in performance, it provides significant additional functionality to the contact centre and the council's wider telephony, delivering additional improvements to the service provided to residents, businesses and staff.
- 4 This investment also provides on-going annual revenue saving of £80,000.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) Approves capital budget of £273,000 in 2017/18 to upgrade the existing customer service centre and wider council telephony system.
- ii) Notes the continued improvement in telephony performance, and requests quarterly updates on contact centre performance as part of the Performance Management Framework.

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Background

- 2.1 Cabinet agreed in November 2016 to merge Customer Services with Culture, Libraries and Registration to create a single combined front facing service, Library and Resident Services. The new service which was successfully launched on 1 July 2017, and now delivers face to face, telephony and digital services across three service hubs in, Ascot, Windsor and Maidenhead seven days a week.
- 2.2 The Royal Borough's drivers for telephony have changed over the last few years, requiring the technology to be better, flexible and easier for residents, back office staff, customer service staff and mobile workers to use. Works to integrate Adult and Children's services into Optalis and AfC have provided different working arrangements to be developed and the system is unable to satisfy these requirements.

### **Telephone technology requirements**

2.3 The telephone technology requirements are split into two distinct areas:

- Contact centre
- The wider council

#### **Contact centre**

2.4 The contact centre is the first point of contact for residents phoning the council, now over seven days a week. Residents want to know how long they will have to wait, or how many people are in the queue or have options including a call back facility without losing their place in the queue. It is essential that the council can record and play immediate messages of information or advice when required and that resources can be increased by using a bank of trained zero hours staff working from home or remotely particularly in a case of bad weather, increased demand and emergency situations.

2.5 The licensing model should be flexible enough to support this. The use of modern non-physical phones (soft phones) and high quality noise reducing headsets are paramount. In addition being able to listen to a live call or a recorded call from any desk along with a comprehensive suite of management reports that span back over at least 12 months will enhance the quality management capability of the service.

#### **The wider council**

2.6 The majority of council's buildings operate as a hot desking and open plan set up that supports the way in which services are delivered to residents across the borough and each service's business systems have changed to allow mobile/digital contact and interactions.

2.7 More staff are working out on site, or in touch down places between meetings or working at home, the technology needs to support mobile, digital changes and home working. Again the technology and licensing model needs to be flexible to ensure that as the organisation transforms it is not paying for a fixed number of licenses which aren't being utilised.

2.8 The technology and equipment needs to allow calls to be received when staff are based in the office but without the necessity to always have a physical handset on a desk, this needs to be more flexible than just forwarding all calls from a landline to a mobile phone. Applications installed on a laptop or a mobile device will allow a headset/ear piece to receive and make calls with the same features available from a handset in the office.

2.9 Full and detailed call performance management information is required for the wider council, in line with the contact centre, so we know how many calls in total are received and where do they go.

#### **The current telephony system set up**

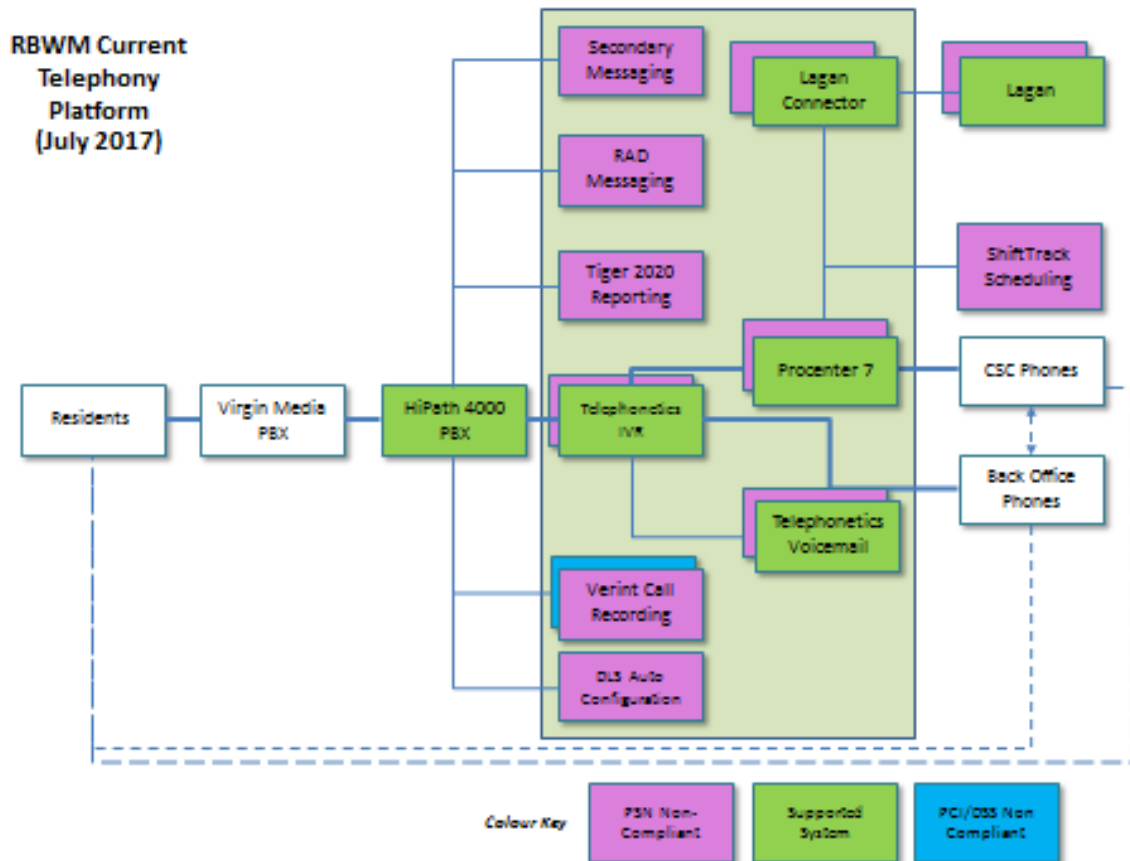
2.10 Phoning the council is still the residents' preferred daily contact method, and the Royal Borough receives around 250,000 calls each year via the contact centre ranging from 600 calls to 1,400 calls a day depending on the demand, in addition there are calls that are received by the back office services directly, that number of calls is not known.

2.11 The current set up has been in place since 2005 when the contact centre was created. Siemens are the current telephony provider for both the contact centre and the wider

council, with a number of other third party applications bolted on. There are around 1,300 wider council users and 60 contact centre users (all are not based in the contact centre).

2.12 Diagram 1 below details the component elements that make up the existing telephony system. All calls come through the HiPath4000 into Telephonetics, some then go into the contact centre via Procenter and others go straight to the desk phones, and some of them are forwarded on to mobile phones or voicemail.

**Diagram 1- component elements of the council's phone system.**



NB: Lagan CRM is in the process of being decommissioned and Jadu CXM is in the process of being developed.

**Improvements delivered by upgrading**

2.13 The upgrade will significantly improve the functionality of the telephony system. In particular the functionality gained will include:

- Ability to add more queues and staff to the contact centre
- Ability to advise position and wait time in queue to callers
- Able to buy new phones for better sound quality
- Ability for callers to request a call back while not losing their place in the queue
- Being able to identify callers that hang up so that the contact centre can call them back in real time
- Fully compliant call recording that can be accessed from anywhere allowing call quality management
- Ability to add, replace and change messages as required in real time
- Allows contact centre staff to work from home

- A multimedia queue for email and social media contacts, allowing all contacts to be visible and performance tracked
- Enhanced historical and real time reporting for performance management, with the ability to view from a mobile device

2.14 Three options have been considered:

- Do nothing
- Procure a completely new telephone system
- Upgrade the current telephone system

**Table 1: Options considered**

<b>Option</b>	<b>Comments</b>
Do nothing <b>This is not the recommended option</b>	The existing equipment is 12 years old and the software is numerous releases behind the current version and the does not provide the functionality the council needs, physical equipment is obsolete as well as not being able to buy anymore licenses. The current cost to do nothing is £1,169,000 over seven years.
Procure a completely new telephony system <b>This is not the recommended option</b>	This will require a full OJEU procurement process and there is a minimum implementation time of 120 working days from contact award. The indicative costs from previous exercises range from £882,000 to £1,889,000 over seven years. We will have to rebuild the new phone system running two in parallel for a period of time during implementation. A large amount of user training will be required.
Upgrade the existing telephony systems and component parts <b>This is the recommended option</b>	This is the simplest and quickest route to better and flexible functionality. The actual upgrade can be conducted out of hours ensuring there is minimal risk of disruption to service. User training for core staff will not be needed. The cost of the new telephone system over seven years is £854,770.

### 3 KEY IMPLICATIONS

3.1 The key implications are:

**Table 2: Key implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Telephony upgraded	31/12/17	30/11/17	31/10/17	15/10/17	30/11/17



#### 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 This reports requests new Capital budget of £273,000 in 2017/18 for the telephony system upgrade, and generates £80,000 revenue savings from 2018/19

**Table 3: Financial impact of report's recommendations**

<b>REVENUE</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Addition	£0	£0	£0
Reduction	£0	£80,000	£0
Net impact	£0	£80,000	£0

<b>CAPITAL</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Addition	£273,000	£0	£0
Reduction	£0	£0	£0
Net impact	£273,000	£0	£0

#### 5 LEGAL IMPLICATIONS

- 5.1 Upgrading will ensure the telephone system is fully compliant.

#### 6 RISK MANAGEMENT

- 6.1 The following risks have been identified:

**Table 4: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
System downtime during normal operational hours	No access to phones	Work will be delivered out of working hours and if issues identified will be rolled back to pre-upgrade	No loss of phone system during normal working hours
Additional functionality not delivered	No improvement in service to residents, businesses and staff	Functionality improvements have been scoped as part of business case and through case studies	Additional functionality delivered
Revenue efficiencies of £80,000 per annum not delivered	<£80,000 in annual revenue savings delivered	Business case built using quotes provided and based on fix price	Revenue efficiencies fully delivered

#### 7 POTENTIAL IMPACTS

- 7.1 There is no requirement for an EQIA to be completed.

## 8 CONSULTATION

- 8.1 The report will be considered by Corporate Services Overview and Scrutiny Panel on 17 August 2017, comments will be reported to Cabinet.

## 9 TIMETABLE FOR IMPLEMENTATION

- 9.1 The table below shows the timetable for implementation of the upgrade of the telephony system.

**Table 5: Implementation timetable**

Date	Details
24 Aug 2017	Cabinet approve the upgrade of the existing telephony system
1 Sep 2017	Supplier notified and project initiated
30 Nov 2017	Upgrade completed

## 10 APPENDICES

- 10.1 None.

## 11 BACKGROUND DOCUMENTS

- 11.1 None.

## 12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Mrs S Rayner	Lead Member for Culture and Communities including Resident and Business Services	26/07/17	27/07/17
Cllr L Targowska	Principal Member for HR, Legal and IT	26/07/17	27/07/17
Alison Alexander	Managing Director	26/07/17	27/07/17
Russell O'Keefe	Executive Director	26/07/17	
Andy Jeffs	Executive Director	26/07/17	27/07/17
Rob Stubbs	Section 151 Officer	26/07/17	
Terry Baldwin	Head of HR	26/07/17	27/07/17
Mary Kilner	Head of Law and Governance	26/07/17	
Louisa Dean	Communications and Marketing Manager	26/07/17	
John Tordoff	Head of IT	26/07/17	
David Wright	IT Manager	26/07/17	
Mark Taylor	Deputy Head of Library and Resident Services	26/07/17	
Mark Lampard	Finance Business Partner	26/07/17	27/07/17

## REPORT HISTORY

<b>Decision type:</b> Key decision: No	<b>Urgency item?</b> No
Report Author: Jacqui Hurd, Head of Library and Resident Services	

Report Title:	<b>Financial Update</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 24 August 2017
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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## REPORT SUMMARY

1. This report sets out the Council’s financial performance to date in 2017-18. In summary there is a £828,000 projected overspend on the General Fund, see Appendix A. This is due to net overspends being forecast in service budgets.
2. The Council is in a strong financial position; with combined General Fund Reserves of £7,279,000 (8.23% of budget) in excess of the £5,780,000 (6.54% of budget) recommended minimum level set at Council in February 2017.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION: That Cabinet:**

- i) Notes the Council’s projected outturn position for 2017-18 and mitigating actions to address service pressures.**
- ii) Approves the addition of a £173,000 grant funded budget to the capital programme to repair potholes across the Borough (details in paragraph 4.22).**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

As this is a monitoring report decisions are not normally necessary but may occasionally be required.

## 3 KEY IMPLICATIONS

- 3.1 The Council has a General Fund Reserve of £4,050,000 and a Development Fund balance of £3,229,000, see appendix B for a breakdown of the Development Fund. The combined reserves total £7,279,000. The 2017-18 budget report recommended a minimal reserve level of £5,780,000 to cover known risks for 18 months.

**Table 1: Performance of general fund reserves**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
General Fund Reserves Achieved	Below £5,800,000	£5,800,000 to £6,000,000	£6,000,000 to £6,500,000	Above £6,500,000	31 May 2018

#### **4 FINANCIAL DETAILS / VALUE FOR MONEY**

##### **Managing Director**

- 4.1 The Managing Director reports a projected outturn figure for 2017-18 of £61,190,000 against a controllable net budget of £60,549,000, an over-spend of £828,000, which is unchanged from the last reported position.
- 4.2 There is a range of pressures in Children’s Services totalling £1,316,000:
- Home to school transport £226,000
  - Placements for young people £602,000
  - Legal costs £162,000
  - Agency costs £326,000

- 4.3 An over-achievement in Adult social care income gives provides a mitigation and allows the net pressure for the directorate to be reduced to £828,000.

##### **Home to school transport**

- 4.4 The £226,000 pressure in the home to school transport budget reported last month remains unchanged.

##### **Placements**

- 4.5 Currently there is a forecasted increase of 16% in the volume of placements for young people. This is a consequence of an increase in the number of young people 18 plus with SEND and Disabilities who require accommodation following the SEND reforms. These reforms entitle young adults to support with education and placements until the age of 25. This increase in demand is forecasted to cost £400,000. This change in statutory requirement came with no additional government funding. Allowing for this increase in demand and further SEND change that occurs in September, there is a projected LA budget shortfall of £602,000 on external placements at the current time.
- 4.6 There is a requirement to increase the level of in house foster carers by 9% in 2017-18 compared to 2016-17. The service has contracted Cornerstone to run a programme of foster carer recruitment. They are successful at recruiting adopted parents. Since they have been contracted they have identified and started the assessment process on three families.

##### **Legal**

- 4.7 There has been an increase in the number of children being brought into care. This has directly impacted on the legal budget, giving a pressure of £162,000. Mitigating action is under way with closer contract management to ensure that the Joint Legal Team only contracts external legal advice in highly specialist cases.

## **Agency**

- 4.8 Agency staff costs continue to be high, creating a budget pressure of £326,000. The recent IR35 regulation changes (tightening up of tax legislation designed to reduce tax avoidance by contractors) have had little impact on the number of staff willing to convert to permanent. There are 15 agency social workers across Children's Services at 30 June 2017.

There are two mitigations underway:

- In October, seven social workers will complete their qualification training as a result of the decision to invest in the Frontline training programme. This team of newly qualified social workers will replace seven agency workers. A further eight students are enrolled for the next Frontline cohort, building the pipeline for the future.
- A refreshed recruitment campaign for experienced social workers will take place in September 2017. This will seek to secure experienced social workers to augment the newly qualified staff developed via the Frontline programme.

## **Adult social care**

- 4.9 Adult social care income is showing an underspend of £451,000, mainly due to three successful continuing healthcare claims where Health is now responsible for costs of the individuals, this is partially offset by a £30,000 overspend in adult social care spend due to increasing volumes of homecare being delivered.

## **Housing**

- 4.10 Housing are showing an overspend of £213,000 which is the unbudgeted running cost of the night shelter. This is being mitigated through the Royal Borough's allocation of the flexible homelessness support grant.

## **Commissioning & Support**

- 4.11 Detailed review of concessionary transport spend is suggesting a small underspend of £56,000.
- 4.12 There are no significant variances to report on the Human Resources budget, the Law & Governance budget or the Communication & Marketing budget.

## **Communities**

- 4.13 The Executive Director maintains his projection of a balanced budget outturn on the Communities directorate's 2017-18 controllable budget of £15,057,000.
- 4.14 The £153,000 overspend reported on bus services will be mitigated by overachievement of income from parking fees and registrars charges.

## **Place**

- 4.15 The Executive Director projects a balanced budget outturn on the Place directorate's 2017-18 controllable budget of £4,092,000.
- 4.16 Several minor budget pressures are now being reported, but these are mitigated by underspends in other service areas.

## **Revenue budget movement**

- 4.17 Revenue budget movements this month are in table 2, see Appendix C for an expanded full year Movement Statement.

**Table 2: Revenue budget movement**

<b>Service expenditure budget reported to February 2017 Council.</b>	<b>£79,207,000</b>
Allocation of pay reward budget to services	£425,000
Legal budget for Heathrow expansion	£40,000
Redundancy cost funded by provision	£38,000
Election security costs	£19,000
IPad / iPhone maintenance budget	£10,000
Return on pre-payment of Optalis pension contributions	(£41,000)
<b>Service expenditure budget this month</b>	<b>£79,698,000</b>

**Cash balances projection**

- 4.18 Appendix D provides details of the Borough's cash balance which is based on the assumptions contained in the 2017-18 budget report. In addition to the investments in the 2017-18 capital programme, the projection considers other capital proposals likely to come forward for approval during the year. The level of borrowing is currently being reviewed and any changes will be reflected in a future Cabinet report and Finance Update.

**Capital Programme**

- 4.19 The approved 2017-18 capital estimate is £67,789,000, see table 4. The projected outturn for the financial year is £67,741,000, an increase on the capital outturn in 2016-17 of £28,861,000.
- 4.20 There is scheme showing a variance and no slippage to report this month. Details provided in appendix E and F. Table 5 shows the status of schemes in the capital programme.
- 4.21 Further information on key capital schemes has been provided in Appendix G.

**Table 4: Capital outturn**

	<b>Exp</b>	<b>Inc</b>	<b>Net</b>
<b>Approved estimate</b>	£67,789,000	(£29,592,000)	£38,197,000
Variances identified	(£48,000)	£48,000	£0
Slippage to 2018-19	£0	£0	£0
<b>Projected Outturn 2017-18</b>	£67,741,000	(£29,544,000)	£38,197,000

**Table 5: Capital programme status**

	<b>Report Cabinet July 2017</b>
<b>Number of schemes in programme</b>	<b>300</b>
Yet to Start	39%
In Progress	39%
Completed	14%
Ongoing Programmes e.g. Disabled Facilities Grant	8%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

4.22 A grant of £173,000 from the Department for Transport has been awarded to repair potholes across the Borough. It is therefore recommended that an additional budget of £173,000 is added to the capital programme.

### **Business Rates**

4.23 Business rate income at the end of July was 32.95% against a target of 31%. The annual collection target is 98.4%.

4.24 Following the Chancellor's announcement in the Spring Budget of 3 new types of Business Rate Relief, the Council has to date undertaken the following activity in connection with these:

4.25 **New Business Rate Relief for Pubs.** We have identified 89 public houses that fit within the guidelines provided by DCLG. An application form has been designed and was issued to them on 21st July 2017, inviting them to confirm their eligibility for this assistance i.e. essentially that they are not disqualified on the grounds of State Aid. As at 25th July, we have received 2 applications back. Those eligible will receive a flat £1,000 relief against their current year bill.

4.26 **New Discretionary Relief Scheme.** In line with the requirements for receipt of the S31 grant, the Council has consulted with the Fire Authority and received confirmation of their agreement to proceed with the proposed scheme. The Discretionary Rate Relief policy has been re-written and is awaiting approval, effectively incorporating this Revaluation Support into the Hardship process. We have identified 1,980 potential beneficiaries on the basis that:

- Their rateable value for 2017-18 is less than £200,000; and
- The increase in their bill for 2017-18 is more than 12.5% compared to their 2016-17 bill (before reliefs).

An application form has been designed, building on the existing Hardship Relief application, and will be issued when the revised policy is approved.

4.27 **Supporting Small Businesses.** We have identified a potential 34 ratepayers who may benefit from this new relief and it is our intention to amend the existing Small Business Rate Relief application form to cover applications from these ratepayers. Unfortunately however, the software requirements to enable this relief to be calculated will not be available until 21st August. This is the same position for all 3 major software suppliers and is despite the Minister for Local Government, Marcus Jones MP, bringing pressure to bear on them.

4.28 As soon as the application form is ready, applications will be invited and held until such time as the software changes enable assessment. Recovery action on these accounts will not be pursued.

4.29 It is our intention to publicise these changes and update the website.

## **5. LEGAL IMPLICATIONS**

5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

## 6. RISK MANAGEMENT

**Table 6: risks resulting from this report**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
None			

## 7. POTENTIAL IMPACTS

7.1 None

## 8. CONSULTATION

8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

## 10. APPENDICES

10.1 Appendices attached to this report are shown below.

- Appendix A Revenue budget summary
- Appendix B Development fund analysis
- Appendix C Revenue movement statement
- Appendix D Cash flow projection
- Appendix E Capital budget summary
- Appendix F Capital variances
- Appendix G Key capital scheme performance

## 11. BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2017.

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr. Saunders	Lead Member for Finance.	24/7/17	27/7/17
Cllr. Rankin	Deputy Lead Member for Finance.	24/7/17	
Alison Alexander	Managing Director.	17/7/17	
Russell O'Keefe	Executive Director	17/7/17	
Andy Jeffs	Executive Director	17/7/17	
Rob Stubbs	Deputy Director and Head of Finance	17/7/17	



## REPORT HISTORY

<b>Decision type:</b> For information	<b>Urgency item?</b> No
Report Author: Richard Bunn Chief Accountant	

## Revenue Monitoring Statement 2017/18 for August 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Corporate & Governance	3,762	3,671	0
Commissioning & Support	3,530	2,219	(67)
AfC Contract	46,229	43,681	1,316
Childrens Services - retained	340	516	0
Optalis Contract	0	29,074	0
Adult Social Care - retained spend	42,061	14,865	30
Adult Social Care - retained income	(10,570)	(9,199)	(451)
Housing	1,107	1,107	213
Better Care Fund	7,787	6,760	0
Public Health	2,263	2,299	0
Dedicated Schools Grant Spend	35,156	36,842	0
Grant Income	(72,290)	(71,286)	(213)
<b>Total Managing Director's Directorate</b>	<b>59,375</b>	<b>60,549</b>	<b>828</b>
Executive Director of Communities	184	187	0
Revenues & Benefits	370	273	0
Highways & Countryside	5,164	5,104	153
Community Protection & Enforcement	5,825	5,923	(120)
Library & Resident Services	3,670	3,570	(33)
<b>Total Communities Directorate</b>	<b>15,213</b>	<b>15,057</b>	<b>0</b>
Executive Director of Place	153	301	0
Planning Service	1,471	1,491	0
Regeneration Service	(1,805)	(1,802)	0
Finance	2,149	2,051	0
ICT	2,199	2,051	0
<b>Total Place Directorate</b>	<b>4,167</b>	<b>4,092</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>78,755</b>	<b>79,698</b>	<b>828</b>

## Revenue Monitoring Statement 2017/18 for August 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
<b>Total Service Expenditure</b>	<b>78,755</b>	<b>79,698</b>	<b>828</b>
Contribution to / (from) Development Fund	2,255	2,225	0
Pensions deficit recovery	2,415	2,415	0
Pay reward	500	0	0
Transfer to/(from) Provision for Redundancy	0	(81)	0
Apprenice Levy	280	244	0
Environment Agency levy	153	153	0
Capital Financing inc Interest Receipts	5,069	5,110	0
<b>NET REQUIREMENTS</b>	<b>89,427</b>	<b>89,764</b>	<b>828</b>
Less - Special Expenses	(1,009)	(1,009)	0
Transfer to / (from) balances	0	(337)	(828)
<b>GROSS COUNCIL TAX REQUIREMENT</b>	<b>88,418</b>	<b>88,418</b>	<b>0</b>
<b>General Fund</b>			
Opening Balance	5,291	5,215	4,878
Transfers to / (from) balances	0	(337)	(828)
	<u>5,291</u>	<u>4,878</u>	<u>4,050</u>
NOTE Service variances that are negative represent an underspend, positive represents an overspend.			

<b>Memorandum Item</b>	
<b>Current balance on the Development Fund</b>	
	£000
Opening Balance	1,004
Transfer (to) / from other reserves	
Transfer from General Fund - sweep	
Transfer (to) / from General Fund - other initiatives	2,225
	<u>3,229</u>

<b>Corporate Development Fund (AE35) £000</b>		
<b>Balance B/F from 2016/17</b>		<b>1,004</b>
<b>Transacted amounts in 2017/18</b>		
<b>To/From Capital Fund</b>		0
<b>To/From General Fund</b>		
Transition Grant (2017/18 budget - February 2017 Council)	1,263	
Contribution from the General Fund (2017/18 budget - February 2017 Council)	1,109	
Restructure of the Development and Regeneration service (2017/18 budget - February 2017 Council)	-56	
Minerals and Waste Strategy (2017/18 budget - February 2017 Council)	-61	
Crematorium feasibility study (CMT April 2017)	-30	
	<hr/>	2,225
		<hr/> <b>3,229</b> <hr/>

## Appendix C

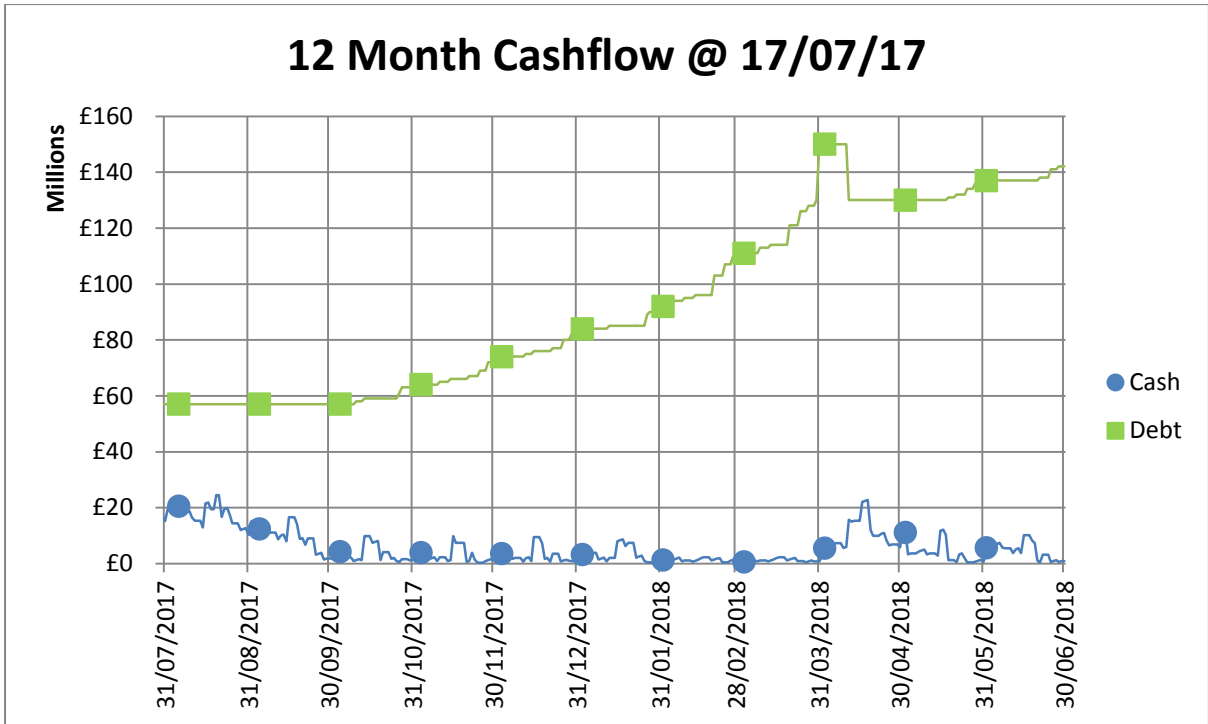
## Budget Movement Statement 2017-18

	Funded by Development Fund (1)	Funded by the General Fund (2)	Funded by Provision (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
<b>Original Budget</b>					<b>78,755</b>	
1 Carry forward of transforming services budgets re-allocated		264			264	Cabinet May 2017
2 Optalis share of pay reward / award budget re-allocated				75	75	Council Feb. 2017
3 Optalis share of apprentice levy budget re-allocated				36	36	Council Feb. 2017
4 Redundancy cost			43		43	Cabinet May 2017
5 Crematorium feasibility study	30				30	CMT April 2017
6 Budget rounding		4			4	N/A
7 Allocation of pay reward budget to services				425	425	Council Feb. 2017
8 Legal budget for Heathrow expansion		40			40	Prioritisation Sub Committee Oct 2016
9 Redundancy cost funded by provision			38		38	Cabinet May 2017
10 Election security costs		19			19	CMT June 2017
11 iPad / iPhone maintenance budget		10			10	Head of Finance delegated powers
12 Return on pre-payment of Optalis pension contributions		(41)			(41)	Treasury management policy
<b>Changes Approved</b>	<b>30</b>	<b>296</b>	<b>81</b>	<b>536</b>	<b>943</b>	
<b>Approved Estimate May Cabinet</b>					<b>79,698</b>	

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## NOTES

- 1 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 1 have been funded from a usable reserve (Development Fund).
- 2 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve. Transactions in column 2 are funded by the General Fund.
- 3 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 3 are redundancy costs funded by the provision for redundancy.
- 4 Transactions in column 4 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year. An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be



Note 1 – Capital expenditure is projected to increase steadily throughout 2017/18. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

Portfolio Summary	2017/18 Original Budget			New Schemes – 2017/18 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2017/18 Projected	2017/18 SLIPPAGE Projected	TOTAL Projected	VARIANCE Projected	VARIANCE Projected
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
<b>Communities Directorate</b>														
Sports & Leisure	2,050	0	2,050	2,050	0	2,050	647	(11)	636	2,697	0	2,697	0	0%
Community Facilities	310	(70)	240	310	(70)	240	443	0	443	753	0	753	0	0%
Outdoor Facilities	310	(120)	190	510	(320)	190	920	(400)	520	1,430	0	1,430	0	0%
Revenues & Benefits	0	0	0	0	0	0	126	0	126	126	0	126	0	
Green Spaces & Parks	281	(231)	50	281	(231)	50	99	(81)	18	332	0	332	(48)	-17%
Highways & Countryside	5,438	(2,977)	2,461	5,921	(3,460)	2,461	3,610	(1,004)	2,606	9,531	0	9,531	0	0%
Community, Protection & Enforcement Services	668	(608)	60	668	(608)	60	1,063	(493)	570	1,731	0	1,731	0	0%
Library & Resident Services	470	(12)	458	470	(12)	458	958	(312)	646	1,428	0	1,428	0	0%
<b>Total Communities Directorate</b>	<b>9,527</b>	<b>(4,018)</b>	<b>5,509</b>	<b>10,210</b>	<b>(4,701)</b>	<b>5,509</b>	<b>7,866</b>	<b>(2,301)</b>	<b>5,565</b>	<b>18,028</b>	<b>0</b>	<b>18,028</b>	<b>(48)</b>	<b>(0)</b>
<b>Place Directorate</b>														
Technology & Change Delivery	275	0	275	275	0	275	96	0	96	371	0	371	0	0%
Property & Development	4,950	0	4,950	4,950	0	4,950	852	(251)	601	5,802	0	5,802	0	0%
Regeneration & Economic Development	560	0	560	1,235	0	1,235	5,685	(328)	5,357	6,920	0	6,920	0	0%
Planning (CAP51)	470	0	470	470	0	470	339	(185)	154	809	0	809	0	0%
<b>Total Place Directorate</b>	<b>6,255</b>	<b>0</b>	<b>6,255</b>	<b>6,930</b>	<b>0</b>	<b>6,930</b>	<b>6,972</b>	<b>(764)</b>	<b>6,208</b>	<b>13,902</b>	<b>0</b>	<b>13,902</b>	<b>0</b>	<b>0</b>
<b>Managing Director</b>														
Adult Social Care	0	0	0	0	0	0	51	(51)	0	51	0	51	0	
Housing	500	(500)	0	1,495	(1,495)	0	575	(545)	30	2,070	0	2,070	0	0%
Democratic Representation	88	0	88	88	0	88	130	0	130	218	0	218	0	0%
Non Schools	475	0	475	475	0	475	259	(234)	25	734	0	734	0	0%
Schools – Non Devolved	28,030	(16,640)	11,390	28,220	(16,830)	11,390	3,573	(1,726)	1,847	31,793	0	31,793	0	0%
Schools – Devolved Capital	223	(223)	0	292	(292)	0	653	(653)	0	945	0	945	0	0%
<b>Total Managing Director</b>	<b>29,316</b>	<b>(17,363)</b>	<b>11,953</b>	<b>30,570</b>	<b>(18,617)</b>	<b>11,953</b>	<b>5,241</b>	<b>(3,209)</b>	<b>2,032</b>	<b>35,811</b>	<b>0</b>	<b>35,811</b>	<b>0</b>	<b>0</b>
<b>Total Committed Schemes</b>	<b>45,098</b>	<b>(21,381)</b>	<b>23,717</b>	<b>47,710</b>	<b>(23,318)</b>	<b>24,392</b>	<b>20,079</b>	<b>(6,274)</b>	<b>13,805</b>	<b>67,741</b>	<b>0</b>	<b>67,741</b>	<b>(48)</b>	<b>(0)</b>

<b>Portfolio Total</b>	(£'000)	<b>45,098</b>	(£'000)	<b>67,789</b>	(£'000)	<b>67,741</b>
<b>External Funding</b>						
Government Grants	(17,447)		(19,317)		(19,269)	
Developers' Contributions	(3,934)		(5,898)		(5,898)	
Other Contributions	0		(4,377)		(4,377)	
<b>Total External Funding Sources</b>	<b>(21,381)</b>		<b>(29,592)</b>		<b>(29,544)</b>	
<b>Total Corporate Funding</b>	<b>23,717</b>		<b>38,197</b>		<b>38,197</b>	

**Capital Monitoring Report - July 2017-18**

At 31 July 2017, the approved estimate stood at £67.789m

	<b>Exp</b>	<b>Inc</b>	<b>Net</b>
	£'000	£'000	£'000
Approved Estimate	67,789	(29,592)	38,197
Variances identified	(48)	48	0
Slippage to 2018/19	0	0	0
Projected Outturn 2017/18	67,741	(29,544)	38,197

**Overall Projected Expenditure and Slippage**

Projected outturn for the financial year is £67.741m

There is one variance to report this month. There is currently no slippage to report.

CZ46	P&OS-Vansittart Road Skate Park-Extension /Imps	(48)	48	0	Scheme will not be undertaken due to insufficient funding.
		(48)	48	0	

**Overall Programme Status**

The project statistics show the following position:

<b>Scheme progress</b>	<b>No.</b>	<b>%</b>
Yet to Start	118	39%
In Progress	118	39%
Completed	39	14%
Ongoing Programmes e.g.. Disabled Facilities Grant	24	8%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
<b>Total Schemes</b>	<b>300</b>	<b>100%</b>



		July 2017 @ 06/7/17																	
Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTIONS-MAY 2017			PROJECT STATUS					
		Gross £000	Income £000	Estimate £000	Gross £000	Income £000	Estimate £000	Gross £000	Income £000	Estimate £000	2017/18 Projected Variance Underspend as negative £000	2018/19 Expected Slippage £000	2018/19 SLIPPAGE Projected £000	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion	
<b>Communities Directorate</b>																			
<b>Sports &amp; Leisure</b>																			
CZ18	Magnet LC Reprovision Design / Initial Site Costs	1,650	0	1,650	350	0	350	2,000	0	2,000	0	0							
<b>Highways &amp; Transport</b>																			
CD12	Roads Resurfacing-Transport Asset & Safety	1,650	(1,650)	0	132	(131)	1	1,782	(1,781)	1	0	0							
CD84	Street Lighting-LED Upgrade	1,600	0	1,600	634	0	634	2,234	0	2,234	0	0							
<b>Community, Protection &amp; Enforcement Services</b>																			
CT52	Disabled Facilities Grant	600	(600)	0	0	0	0	600	(600)	0	0	0							
<b>Place Directorate</b>																			
<b>Regeneration</b>																			
CI14	Maidenhead Waterways Construction phase 1	0	0	0	1707	(141)	1566	1,707	(141)	1,566	0	0							
CI29	Nicholson's Car Park & Central House Scheme	0	0	0	2952	(187)	2765	2,952	(187)	2,765	0	0							
<b>Managing Director</b>																			
<b>Housing</b>																			
CT51	Key Worker DIYSO	0	0	0	510	(510)	0	510	(510)	0	0	0							
CT55	Brill House Capital Funding	500	(500)	0	0	0	0	500	(500)	0	0	0							
<b>Non Schools</b>																			
CKVT	Marlow Road Youth Centre Roofing and Maintenance Work	400	0	400	0	0	0	400	0	400	0	0							
<b>Schools - Non Devolved</b>																			
CSGR	Charters Expansion	3,420	(2,952)	468	203	(203)	0	3,623	(3,155)	468	0	0							

Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTIONS-MAY 2017			PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 Expected Slippage	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
CSGT	Windsor Boys Expansion	1,120	(1,120)	0	(108)	108	0	1,012	(1,012)	0	0		0					
CSGV	Cox Green School Expansion Year 1 of 3	3,780	(2,127)	1,653	133	(133)	0	3,913	(2,260)	1,653	0		0					
CSGW	Furze Platt Senior expansion Year 1 of 3	6,750	(2,212)	4,538	431	(431)	0	7,181	(2,643)	4,538	0		0					
CSGX	Dedworth Middle School Expansion Year 1 of 3	3,780	(2,081)	1,699	153	(153)	0	3,933	(2,234)	1,699	0		0					
CSHU	Windsor Girls Expansion	1,800	(1,800)	0	(64)	64	0	1,736	(1,736)	0	0		0					
CSHV	Lowbrook Expansion	0	0	0	1,543	0	1,543	1,543	0	1,543	0		0					

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