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NOTICE OF MEETING



CABINET

will meet on

THURSDAY, 28TH JULY, 2016

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF CABINET

COUNCILLORS SIMON DUDLEY (CHAIRMAN)
DAVID COPPINGER, ADULT SERVICES & HEALTH (DEPUTY CHAIRMAN)
PHILLIP BICKNELL, HIGHWAYS AND TRANSPORT
CARWYN COX, ENVIRONMENTAL SERVICES
GEOFF HILL, CUSTOMER AND BUSINESS SERVICES
DEREK WILSON, PLANNING
NATASHA AIREY, CHILDREN'S SERVICES
MJ SAUNDERS, FINANCE
SAMANTHA RAYNER, CULTURE & COMMUNITIES
JACK RANKIN, ECONOMIC DEVELOPMENT AND PROPERTY

PRINCIPAL MEMBERS ALSO ATTENDING: CHRISTINE BATESON,
NEIGHBOURHOOD PLANNING, ASCOT & THE SUNNINGS AND COMMUNICATIONS;
LISA TARGOWSKA, HR AND LEGAL; DAVID EVANS, MAIDENHEAD REGENERATION
AND MAIDENHEAD

DEPUTY LEAD MEMBERS: Ross McWilliams – Policy, Malcolm Alexander - Streetcare
and Windsor, Hari Sharma - Bus Champion, Stuart Carroll - Public Health and
Communications, Marius Gilmore - Manifesto Delivery, Mike Airey – Conservation, David
Evans - School Improvement, Jack Rankin – Finance, David Hilton – Ascot Regeneration

Karen Shepherd - Democratic Services Manager - Issued: Wednesday, 20 July 2016

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 or contact the Panel Administrator **Karen Shepherd** 01628 796529

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AGENDA

PART I

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7.	<p><u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u></p> <p>To consider passing the following resolution:-</p> <p>"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"</p>	

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MEMBERS' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs 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 license 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.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you 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 discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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Agenda Item 3

CABINET

THURSDAY, 30 JUNE 2016

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice Chairman) Phillip Bicknell, Carwyn Cox, Derek Wilson, Natasha Airey, MJ Saunders, Samantha Rayner and Jack Rankin

Principal Members also in attendance: Lisa Targowska

Also in attendance: Councillors Malcolm Alexander, Stuart Carroll, Malcolm Beer, Lynne Jones and Leo Walters.

Officers: Alison Alexander, Russell O'Keefe, Simon Fletcher, David Scott, Karen Shepherd, Anna Trott, Louisa Dean and Richard Bunn

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bateson and Hill.

DECLARATIONS OF INTEREST

Councillor Coppinger declared a Disclosable Pecuniary Interest in the item Holyport College – Safe Routes to School (Petition) as one of the options passed in front of his house. He left the room for the duration of the discussion and voting on the item.

Councillor Bicknell declared an interest in the item Holyport College – Safe Routes to School (Petition) as his son was Director of Sport at the school. He left the room for the duration of the discussion and voting on the item.

Councillor Dudley declared an interest in the item Holyport College – Safe Routes to School (Petition) as he was a Founder and Chair of Governors at the school and a Bray Parish Councillor; his wife was also a founder and Governor of the school. He left the room for the duration of the discussion and voting on the item.

Councillor D. Wilson declared an interest in the item Holyport College – Safe Routes to School (Petition) as he was a Holyport Parish Councillor. He remained in the room for the duration of the discussion and voting on the item.

Councillor D. Wilson declared an interest in the item Key Worker Housing in the Royal Borough as he was a council appointed representative on Housing Solutions. He remained in the room for the duration of the discussion and voting on the item.

Councillor S. Rayner declared a Disclosable Pecuniary Interest in the urgent Part II item 'Heathrow Expansion – Legal Challenge'. She left the room for the duration of the discussion and voting on the item.

Councillor Walters declared an interest in the item Holyport College – Safe Routes to School (Petition) as he was a Bray Parish Councillor. He remained in the room for the duration of the discussion and voting on the item.

MINUTES

RESOLVED UNANIMOUSLY: That:

- i) **The Part I minutes of the meeting held on 26 May be approved.**
- ii) **The minutes of the Cabinet Participatory Budget Sub Committee held on 13 June 2016 be noted.**
- iii) **The Part I minutes of the Cabinet Regeneration Sub Committee held on 13 June 2016 be noted.**

APPOINTMENTS

The Chairman announced the appointment of Councillor David Hilton as Deputy Lead Member for Ascot Regeneration.

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 an urgent Part II item had been added to the agenda in relation to 'Heathrow Expansion – Legal Agreement' with the agreement of the Chairman of the Highways, Transport & Environment Overview and Scrutiny Panel.

CABINET MEMBERS' REPORTS

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be amended.

D) KEY WORKER HOUSING IN THE ROYAL BOROUGH

Cabinet considered proposals for providing more housing opportunities for key professional groups who took up employment in the Royal Borough.

Cabinet was addressed by Heidi Swidenbank from Cox Green Academy, who commented that key worker housing was essential if schools were to recruit and retain the highest quality staff. In the current climate it was extremely difficult to recruit, with schools often having to re-advertise because of few or low quality applicants. The housing market in the area was equivalent to London where teachers could access inner London weighting and key worker housing. Ms Swidenbank had a great staff, some of whom were looking for promotion. Of her senior leadership team, three staff members were looking to relocate because of the cost of living.

Cabinet was addressed by Richard Pilgrim, who commented that when he started his career at Charters 32 years previously, properties owned by Berkshire County Council were readily available at affordable rents. There was no such priority today despite the recent crisis. Advertising costs annually ran into the tens of thousands, yet often no enquiries were received. This had previously been in specific subjects but was now across the board. Private schools in the area often offered accommodation as part of the package, which added to the problem for local schools. Unprecedented funding pressures meant newly qualified teachers (NQT) were needed. Good and outstanding

schools offered promotion opportunities but NQTs could not afford the cost of living. A strategy was needed to stop the downward spiral.

Cabinet was addressed by Liz Clark, who commented the problem had existed for a number of years but was now at crisis point. She was the longest serving headteacher in the borough at 17 years. In previous times headteachers would have received a significant number of applications and therefore would have been able to shortlist. Now headteachers could no longer be confident of expecting applications with any certainty. Affordable housing was one barrier to recruitment. She referred to one Maidenhead school that had 3 NQTs. Two still lived at home with their parents and wanted to move out but could not afford rental costs; one wanted to buy locally but was aware a deposit of £60,000 was needed. At the same school there were two youngish members of the senior leadership team who had been trained as part of succession planning, but may need to move elsewhere because of the cost of living. Another Maidenhead school said the risk of no key worker housing was long commutes, which were not possible given the workloads. In addition, pension changes and national criticism of the profession were issues. The least that could be done would be to offer key worker housing.

The Chairman thanked all school staff in the Royal Borough for the work they did to give Royal Borough children the best opportunities going forward.

The Chairman explained that the council could not change the housing market but through its own portfolio of properties it could help to build a borough for everyone. The council was investing heavily in the bricks and mortar of schools but there was also a need for strong leadership and teaching staff. Key worker housing was part of the solution. Via the council's trading company, RBWM Property Company Ltd, a number of properties would be converted using existing social housing S106 funds to be offered as key worker housing at affordable rents. The initial suggested level was 80% of market rates. A further £500,000 would be used to provide DIYSO in conjunction with Housing Solutions. The Chairman also highlighted that the Borough Local Plan would include an affordable housing target of 30% for new developments in the borough. The proposal for key worker housing would lead to a reduction in yield, therefore the council was effectively putting council tax payer money in to support key workers.

The Chairman acknowledged the comments from the Overview and Scrutiny Panels and confirmed that all questions raised would be responded to directly, with the responses placed in the public domain.

The Lead Member for Adult Services and Health commented that as a Chair of Governors at a borough school, he was aware of the issues raised by the public speakers. He was also aware of the need for key worker housing for newly qualified social workers, both in children's and adult services.

The Lead Member for Highways and Transport commented on one school that had arranged a flat share for two NQTs, to enable them to afford to live in the borough.

The Lead Member for Planning fully endorsed the report, in particular the wider definition of a key worker. He also welcomed the fact that planning officers were included in the definition. He highlighted that the Housing Solutions DIYSO scheme operated across the whole of the borough.

The Lead Member for Finance commented that he was acutely aware of the problems as a Governor himself. Schools often found that no applicants came forward, with the main reason being the cost of living. The borough needed to be a proactive facilitator of the lower end of the housing market. As Lead Member he was aware of the financial implications: By virtue of the proposed policy the council would receive a direct reduction in yield from 3.2% to 0.7% less. This equated to a subsidy of £130,000 per annum.

Councillor Walters highlighted that the Planning and Housing Overview and Scrutiny Panel had endorsed the report, with some comments in relation to prioritisation.

The Lead Member for Children's Services commented that the report showed how the council was supporting other organisations in the borough that also put residents first, including teachers and the emergency services.

Councillor Mrs Jones stated that she fully supported the proposal, however she highlighted that the figure of 80% may or may not be achievable on key worker salaries. The level needed to be set appropriately to ensure the scheme succeeded. It would also be important to ensure those running the schemes had the skills and expertise to ensure success. The Chairman commented that the figure of 80% was indicative and would be looked at carefully. He referred to a meeting he was due to have the following week with Housing Solutions, who had much experience of the issues.

Councillor Beer commented that given the nearest prison was in Reading he did not feel prison workers should be included in the definition.

It was noted that the first recommendation should refer to point 2.5 (rather than 1.5) and should be amended accordingly.

RESOLVED UNANIMOUSLY: That Cabinet:

- i) Approve the revised definition of key worker, see point 2.5, and further consultation with partners, including local schools.**
- ii) Delegate authority to the Managing Director/Strategic Director Adult, Children and Health Services, the Leader of the Council and the Lead Member for Finance to transfer the properties designated for affordable housing to RBWM Property Company Limited, following refurbishment, see point 2.10.**
- iii) Approve the plans from RBWM Property Company Limited for delivering key worker housing by 31 March 2017, see point 2.10.**
- iv) Note that the £500k agreed for investment in existing Do It Yourself Shared Ownership schemes will be invested with Housing Solutions Limited to focus on key worker housing, see point 2.14.**
- v) Approve one-off funding of £10K to Housing Solutions Limited to deliver a new shared ownership scheme specifically for key workers, see point 2.15.**

vi) Authorise officers to work with housing associations and the Homes and Communities Agency to deliver a variety of shared ownership schemes in the Royal Borough, with a particular focus on key workers.

A) WRAYSBURY RAILWAY BRIDGE - INSTALLATION OF A FOOTPATH

Cabinet considered the recommended design option to install a footpath over the Wraysbury railway bridge and the detailed cost estimate and proposes that the approved capital programme (2016/17) be increased by £135,000 to deliver the project.

Henry Perez, Lead Petitioner, addressed Cabinet. Mr Perez explained that on 23 February 2016 he and his fellow lead petitioner had addressed the Cabinet regarding the proposal for safety at Wraysbury Railway Station Bridge and had been delighted when the Cabinet unanimously agreed to it and stated that they would get the project costed. The lead petitioners had not been sure if they needed to attend and address Cabinet again, however they were, like the residents, passionate about the proposal and felt it only right that they should attend and assist the Cabinet with some background facts regarding the proposal.

In December 2014 a Facebook site namely Wraysbury Speed Watch had been set up with the objective being to enhance road safety in the village. Members were invited to identify areas in the village that gave them concerns about road safety. Wraysbury Railway Station Bridge topped their list.

It had been quickly discovered that for over 20 years residents had expressed safety concerns regarding access over the bridge. During this period the population had increased and in the same period the number of passengers using the station had increased from 36,575 in 2003/4 to a staggering 112,004 in 2014/15.

Four meetings had been set up with Network Rail, South West Trains and RBWM. Councillor Margaret Lenton, Chair of Wraysbury Parish Council and Borough Councillor John Lenton were invited to attend the meetings. In addition to some £600,000 spent on redevelopment at the station by South West Trains, RBWM came up with the proposal under discussion.

In December 2015 a petition ran for one month which stated, 'To provide immediate funding to enable work to commence at the earliest opportunity, within this financial year on the agreed road safety proposal for the bridge'. The petition was signed by some 2,800 persons including all the councillors on both Horton and Wraysbury Parish Councils.

On 1st February 2016 year the Highways, Transport and Environment Overview and Scrutiny Panel strongly recommended funding from this year's budget. On 11 February 2016 the Budget Committee gave warm words of support from the then Lead Member of Finance, then again Mr Perez addressed Cabinet on 23 February 2016.

The proposal had now been costed and was approximately £50,000 over the estimated costs. A contractor has been chosen and work could commence in October 2016 and be completed in November 2016. Earlier in the week Mr Perez had addressed the Highways Overview and Scrutiny Panel and once again they had unanimously agreed to the proposal. The timescale fitted ideally to the current needs of everyone that used the bridge as it was considered that not only did it fall short on current good practice guidelines in respect of access for people with disabilities, but that it contravened the Highway Code's guidelines for pedestrians and was therefore

unsafe and not fit for purpose for pedestrian traffic making it a big health and safety issue.

Mr Perez quoted a resident, Harriet Comes: 'I often have to run across with my two year old in his pushchair as fast as I can. If it is dark I shine my phone torch so that drivers have more chance of seeing me and I keep glancing backwards as I make a dash for the safety of the pavement at the other end.'

Mr Perez asked that Cabinet would again give favourable consideration to the proposal so that he could convey good news to the residents who have patiently waited over 20 years.

The Lead Member thanked the Lead Petitioners who had spent much time on the issue. He highlighted that the cost had increased to £135,000, but the safety of the community was the priority. He commented that the council was in the main moving to fixed price works. He highlighted the support given by the Highways, Transport & Environment Overview and Scrutiny Panel.

Councillor Beer commented that he had raised concerns at the O&S meeting about the long drop by the fence. Mr Perez confirmed that Councillor Beer had raised the concern but the Head of Highways had assured the Panel that the contractor was reputable and would not leave any dangerous problems. The Lead Member commented that he was confident the officers had the issue in hand but he would be happy to discuss the issue with Councillor Beer outside of the meeting if necessary.

RESOLVED UNANIMOUSLY: That Cabinet:

- i. Approves the scheme set out in Appendix A to install a new footway over the bridge at Wraysbury Station be approved for implementation;**
- ii. Approves an increase to the capital programme (2016/17) of £135,000 to deliver this project.**

B) HOLYPORT COLLEGE - SAFE ROUTE TO SCHOOL (PETITION)

The Chairman nominated the Lead Member for Environmental Services to Chair the item.

Cabinet considered a review into possible safe routes to school for children that lived within a mile of Holyport College.

Cabinet was addressed by James Blunden, a pupil at the school, on behalf of the Lead Petitioner. Mr Blunden explained that when he first attended the school he had cycled but following concerns about safety he had stopped and now took the bus for the one mile journey. He was delighted that the council had supported the petition. The college had links to Wraysbury Primary and journeys between the two could now be taken on foot. Half the school population were boarders who felt trapped; they would now be able to walk into the village. He understood the complexities of the issue including lighting and path width and a spell of disruption for residents, but safety should be paramount.

Cabinet was addressed by Kate Sheehan. Ms Sheehan commented that she was a fan of walking to school as it provided so many wellbeing benefits. When the plan had been made to build a school on the site, many people including the parish council and

borough planning staff had raised the issue of a safe route. They had been told by the founders that this was not a problem as a free school bus would be available.

Ms Sheehan stated that the report did not cover all the potential options:

- The school could approach the Department for Education to request an additional grant for a safe route not specified at the time of build
- Go back to the original transport plan which stated that free buses would be provided for all pupils in all years, which would negate the need for a footpath
- Would the sponsor of the school be willing to fund the works?
- The PTA could look at fundraising for the facility.

If the above were not possible (and point 2 would need clear indication as to why it was not possible), Ms Sheehan suggested the following needed to be looked at:

- A full transport survey of the proposed junction improvements including vehicle movements once the school was full to see if the S106 funds would be needed
- If the S106 agreement was rewritten, there would be no cost to the borough in time, money or legal fees
- If in future any junction improvements were required, these would be fully funded by the school
- Holyport College be added to the list of schools requiring safe routes and prioritised according to need
- To enable an informed decision about benefits versus costs it would be useful for residents to have the number of pupils who could use the route, as the report suggested the number would be limited, and to ensure the borough was not setting precedent

Ms Sheehan stated that all she wanted was transparency and fairness on the use of limited resources.

The Deputy Lead Member for Streetcare and Windsor presented the report. He explained that the petition had been debated at Full Council, where the need to create and maintain a safe route had been recognised. A number of options had been considered; there was no magic bullet. Each route had been considered in terms of deliverability, affordability and likely usage. The proposal for a 400m walkway on the A330 was not ideal but it was proposed that it should now be consulted upon. A contribution of £83,000 would come from the school.

Councillor Jones stated that the safety of residents was paramount but she was extremely concerned that the original planning application had not highlighted the issue nor had it been covered in the travel plan.

Councillor Walters stated that from the beginning he had been supportive of the siting of the college. At an early stage the inaccessibility of the site had been recognised for walking or cycling. The approval for the planning application had said that it was on the basis that no pupil or staff would need to walk or cycle to the school. The college had therefore fully committed to the travel plan. After the school had been built a small group of parents had suggested pupils should be able to walk or cycle to the school. Officers had looked at the options in November and concluded that the number of children living within walking distance was low and safety concerns were likely to remain. Councillor Walters commented that in his opinion he could not imagine a more dangerous scenario than the proposal for a path on the eastern side of the A330. The

footpath would be narrow and unlit. He asked the Strategic Director for Operations and Customer Services whether the proposal was a safe route.

The Strategic Director explained that the width of the proposed path (1.5m) would not meet the normal standard required for new developments. He quoted the highways engineer: 'The new footpath is not unsafe. It is not ideal and did not meet the standards expected of a new footway built as part of a development however it was consistent with other lengths of footway in the area and in some rural locations across the borough. The petitioners suggest that even if it was not ideal it was preferable.'

The Lead Member for Planning commented that he knew the area well as a parish councillor and, as a governor, wanted children to walk to school. The proposal would also alleviate traffic problems. He commented that the proposal for a new footpath around the village green would disrupt the oak tree and was unnecessary as there was plenty of space. He supported all the other options. The Strategic Director confirmed the village green area was not being proposed.

Councillor Beer commented that the travel plan had stated a minimum of 8 minibuses by 2018; he asked how many were currently in operation? He highlighted that the S106 funds were for junction improvements if traffic movements continued to increase. He did not believe cabinet was in a position to accept the change to the S106 agreement.

The Strategic Director agreed to provide the number of minibuses to Councillor Beer outside the meeting. In relation to the S106 agreement, planning colleagues had confirmed that such agreements were negotiated at the time of the application using the information available to the local authority and its consultees. It was negotiated on the basis of what was needed to mitigate the impact of the development, but if it was later agreed that this mitigation was not required or an alternative was demonstrated to be better then this could be agreed by the two parties to the agreement.

The Lead Member for Finance highlighted that Members were being asked to agree to a consultation on the proposed option. If the positions put forward during the discussion were valid, they would presumably be highlighted by the consultation. However if the consultation showed support, it would be rational to support the proposal.

The Strategic Director confirmed that the increase in traffic movements was not actively being investigated at the moment. If volumes increased in future, it would need to be considered. Any funding required in future would need to come from the annual highways programme budget.

The Managing Director confirmed that a written response would be sent to Ms Sheehan and the answers made publically available on the borough website.

RESOLVED UNANIMOUSLY: That:

- i. The new footway link along Ascot Road (between Holyport Green and Holyport College) forms the basis of consultation on the recommended scheme detail with residents, Members; Bray Parish Council and Holyport College**
- ii. Subject to the outcome of the consultation, the new footway link be delivered at the earliest opportunity**

- iii. **The approved capital programme 2016/17 be increased by £140,000 to deliver this project (Note: a contribution secured from Holyport College of £83,000 is available to part fund the scheme)**

(Councillors Bicknell, Coppinger and Dudley left the room for the duration of the discussion and voting on the item)

C) HIGHWAYS AND TRANSPORT CAPITAL WORKS 2016-17 PROGRAMME

Cabinet considered approval of the detailed schemes which made up the individual works programmes of the Highways and Transport Capital Works: 2016-17 Programme.

The Lead Member highlighted that the report detailed the proposed schemes for 2016/17, and indicative schemes for the following two years. Officers graded roads around the borough to ensure they were fixed on a regular basis. Feedback had been received from ward councillors and officers would deal with the issues raised.

Councillor Walters left the meeting at 9.00pm.

The Lead Member also highlighted that the proposal was to keep the same contractors for the summer period, to undertake as much as possible before while the weather was good.

RESOLVED UNANIMOUSLY: That Cabinet:

- i. **Delegate authority to the Director of Operations & Customer Services to implement the programme of work set out in Appendix A;**
- ii. **Delegate authority to the Director of Operations & Customer Services in consultation with the Lead Member for Highways & Transport to agree minor amendments to the approved schemes within approved budgets, and implement reserve or substitute schemes should this become necessary;**
- iii. **authorise a waiver to Contract Rules to permit the use of existing contractors to progress these works until a replacement highways contract is awarded.**
- iv. **Approve the indicative programmes for 2017-18 and 2018-19 as set out in Appendix B.**

E) APPOINTMENTS TO OUTSIDE AND ASSOCIATED BODIES

Cabinet considered the appointment of representatives to serve the Council on a number of associated and outside bodies.

The Lead Member for Adult Services and Health presented the report. He highlighted that in addition to core council business, Members were representatives on a number of external bodies. He highlighted the Spoore, Merry, Rixman organisation that distributed up to £500,000 per year to assist borough children in their education.

The Lead Member for Planning requested that for the Joint Strategic Planning Committee it be noted that he was the voting member, with Councillor Walters as the observer.

Councillor Beer commented that Old Windsor Day Centre was now leased to East Berkshire Age Concern and managed on an independent basis. The Democratic Services Manager was asked to check if any community involvement was required.

RTESOLVED UNANIMOUSLY: That:

- a) **Representatives are appointed to serve on the organisations listed in the schedule, see Appendix 1.**
- b) **The Democratic Services Manager, in consultation with the Leader of the Council and Leader of the Opposition Group, be authorised to fill any ad hoc vacancies that might arise through the year from nominations received.**
- c) **The annual reports for 2015/16 of associated and outside bodies representatives are noted, Appendix 2.**

F) APPOINTMENT OF TRUSTEES TO THE WINDSOR ROYAL FREE AND INDUSTRIAL SCHOOLS TRUST

Cabinet considered the appointment of two councillors as Trustees to the Windsor Royal Free and Industrial Schools Trust to act with the other trustees.

The Lead Member explained that Trevelyan had received its order to convert to Academy status in January 2016. As part of this process the borough would lease the land to the academy for a 125 year period. The land in question was in three ownerships; the Crown Estate, the borough and a dormant trust between the Church of England and council.

The report proposed to properly constitute the trust with the sole purpose of registering the land and then transferring it to the school.

RESOLVED UNANIMOUSLY: That Cabinet:

- i. **Appoints two Royal Borough Councillors as follows to the Windsor Royal Free and Industrial Schools Trust:**
 - a. **Cllr Natasha Airey, Cabinet Member for Children's Services.**
 - b. **Cllr David Evans, Deputy Lead Member, School Improvement.**

G) PROPERTIES FOR HOMELESS RESIDENTS

Cabinet considered the use of two council owned properties by a voluntary organisation to provide services for homeless residents in Maidenhead on a pilot basis. Both properties were currently vacant and were part of the council's commercial property portfolio.

The Chairman commented that homelessness was a problem nationally as well as locally. There were currently a number of individuals camped outside the town hall. The council was not going to use its legal powers to remove them; instead it would work with the individuals on their particular needs.

The report proposed the use of two properties, one as a day centre and one as halfway house accommodation. Refurbishment would cost £100,000 from S106 funds; an additional cost of £50,000 would come from foregone rental income. The Chairman explained that the Overview and Scrutiny Panels had raised a number of questions, these would be responded to in writing and published on the borough website.

The council was working closely with the Brett Foundation; he thanked Sue Brett and all the volunteers for their work.

The Lead Member for Planning commented that both facilities would be in Oldfield ward in reasonable distance of the town centre. Day centre facilities had previously been provided at the Methodist church and a halfway house at Stafferton Lodge, but these had since closed.

The Managing Director confirmed that the halfway house would be open within 2 months. The day centre would require one month for design, two months for planning and a further two months to undertake the work. She also confirmed that it was anticipated that the two individuals outside the town hall would be in assisted into accommodation within 7-10 days.

It was agreed to add the capital cost as a third recommendation.

RESOLVED UNANIMOUSLY: That Cabinet:

- i) Approves the use of two Council-owned properties for a day service and emergency housing for homeless residents.**
- ii) Delegates authority to the Managing Director/Strategic Director Adult, Children and Health Services and Strategic Director Corporate and Community Services, in consultation with the Leader of the Council, to apply for all necessary consents and permissions to enable the recommendation i) and to finalise the details of the Service Level Agreement.**
- iii) Approves the capital spend of £100,000 (of S106 funding) for the refurbishment of the two properties.**

H) FINANCIAL UPDATE

Cabinet considered the latest financial update.

The Lead Member thanked the Interim Head of Finance for his work in recent months.

The report stated a modest overspend of £163,000, accompanied by a clear determination by officers to mitigate the overspend in coming months. Reserves were £1m above the required minimum.

The Lead Member highlighted that the highways department had secured additional funding for potholes; the report requested approval to add this to the capital programme.

An additional recommendation was also proposed, to amend the Business Rate Discretionary Relief policy. The purpose was to allow charities or community interest companies to remain in empty retail units for longer periods than the current maximum of six weeks, without affecting future commercial tenant's ability to obtain Retail Re-occupation Relief.

The Lead Member for Children's Services explained that £30,000 of the overspend related to the reduction in a grant for the Youth Offending Team; officers were looking to mitigate the overspend. She highlighted two areas of concern. The first was Home to School Transport, which was experiencing pressures nationally. The full impact would not be known until the start of the school year in September. The council was looking at innovative schemes with other boroughs. The second was agency spend; officers were working to move staff to permanent contracts.

The Lead Member for Adult Services and Health explained that it was difficult to manage his portfolio's budget as there were a number of factors outside the council's control. The overspend was driven in the main by good news, that people were living longer. However the cost of care fell to the council. The definition of 'ordinary residence' also caused problems. The definition was not legally defined but if a council got it wrong it could lead to large costs.

RESOLVED UNANIMOUSLY: That Cabinet:

- i) **Notes the report and the projected outturn position.**
- ii) **Approves the addition of £145k Department for Transport (DfT) Pothole action fund budget to the Highways 2016-17 capital programme (see paragraph 4.6).**
- iii) **Agrees to change the Business Rate Discretionary relief Policy by amending the section on Retail Reoccupation Relief as follows:**

Properties that will benefit from the relief will be occupied hereditaments that:

- **Were empty for 12 months or more immediately before their reoccupation (except for occupation by a pop up shop (6 weeks or less) or by a charity providing work that is valued by the local community as assessed by the Lead Member for Finance and Section 151 officer.)**

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 8-10 on the grounds that they involved 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 10.00 pm

CHAIRMAN.....

DATE.....

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CABINET REGENERATION SUB COMMITTEE

TUESDAY, 28 JUNE 2016

PRESENT: Councillors Simon Dudley (Chairman), Carwyn Cox, Samantha Rayner, MJ Saunders and Derek Wilson.

Also in attendance: Councillors David Hilton (Deputy Lead Member for Ascot Regeneration) and Philip Love (Deputy Lead Member for Maidenhead Regeneration).

Officers: Simon Fletcher, Russell O'Keefe, Chris Hilton, Marie Percival and Tanya Leftwich.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Christine Bateson, Phillip Bicknell and Jack Rankin.

DECLARATIONS OF INTEREST

Councillor Love declared an interest in the agenda as the Deputy Lead Member for Maidenhead Regeneration and the Leader's Representative on Partnership of the Rejuvenation of Maidenhead (PRoM).

Councillor Wilson declared an interest in the agenda as a Member of the Maidenhead Town Partnership and the Partnership of the Rejuvenation of Maidenhead (PRoM).

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting on the 13 June 2016 were agreed as a correct record.

The Chairman welcomed Councillor David Hilton to the Sub-Committee and explained that he would be attending future meetings in his role as the new Deputy Lead Member for Ascot Regeneration.

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 5&6 on the grounds that they involved 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 2.30 pm, finished at 3.50 pm

CHAIRMAN.....

DATE.....

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CABINET REGENERATION SUB COMMITTEE

THURSDAY, 14 JULY 2016

PRESENT: Councillors Simon Dudley (Chairman), Phillip Bicknell, Samantha Rayner, Derek Wilson, and David Coppinger

Principal Member also in attendance: Councillor Christine Bateson

Officers: Russell O'Keefe, Chris Hilton, Karen Shepherd, Alison Alexander, Rob Stubbs, Mark Shephard, Zareena Ahmed-Shere and Wendy Binmore

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Evans, Rankin and Saunders

DECLARATIONS OF INTEREST

Councillor Wilson declared a personal interest in all items as a member of the Maidenhead Town Partnership Board and the Partnership for the Rejuvenation of Maidenhead

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 28 June 2016 be approved.

THE COUNCIL'S USE OF COMPULSORY PURCHASE POWERS - CHAPEL ARCHES DEVELOPMENT

Members considered using the council's compulsory purchase powers to facilitate the land assembly needed to deliver the final (3rd) phase of Chapel Arches. The report requested the council's support in principle to use its powers of Compulsory Purchase orders (CPO) should they be needed to facilitate the remainder of the land required.

Members noted that the Shanly Group was in possession of all bar two units in the Colonnade. The two tenants were proving difficult in terms of making a decision about leaving the premises. The Shanly Group had requested the council to be on stand-by to use its CPO powers as a last resort. It had been made clear in previous negotiations that the council would, subject to Member decision, be prepared to use its CPO powers. The Shanly Group felt that a more formal process was now required.

It was confirmed that if no CPO was needed, work could start on site in early 2017; the need for CPO could delay the timetable for a year. The timelines were crucial as contractors were already on site working on the first two phases. The Chairman suggested the two tenants in question be advised that if they moved to another premises in the town that had been vacant for 12 months, they could take advantage of business rate relief from the council. The Lead Member for Planning commented that any delay could also affect the Waterways project. It was also confirmed that the Shanly Group was not relying on the council's CPO powers, it had already put alternative locations to the two tenants, to encourage them to make a decision.

It was highlighted to Members that it was common practice for local authorities to use CPO powers in relation to town centre regeneration and large scale development. The Strategic Director commented that the council would be using its CPO powers, if needed, to facilitate the vision for the town centre and support the redevelopment. Unless the two tenants moved, the council could not ensure the redevelopment could go ahead including the homes, shops and jobs that would be provided for the town.

It was noted that one of the two tenants was operating a profitable business and was concerned that they should not leave until the very last moment. The proposal, if agreed, would provide certainty that they would have to move at a certain point. The second tenant had a general reluctance to move, possibly due to a lack of understanding of the process.

RESOLVED UNANIMOUSLY: That Cabinet Regeneration Sub Committee:

- i. Approves its support, in principle, to using compulsory purchase powers to facilitate the land assembly needed to deliver the final phase of Chapel Arches.**
- ii. Delegates authority to the Strategic Director of Corporate & Community Services to undertake all necessary negotiations to enter into a CPO Indemnity Agreement with Sorbon Estates Limited, the developer of Chapel Arches.**
- iii. Following completion of the CPO Indemnity Agreement above, delegates authority to the Strategic Director of Corporate & Community Services to proceed with preparations for the making of the CPO (as described in paragraph 2.8 of this report) in parallel with discussions and negotiations for the acquisition of property by agreement.**
- iv. Endorses a subsequent report being brought to full Council making the case for a CPO.**

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 6-8 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 2.00 pm, finished at 2.44 pm

CHAIRMAN.....

DATE.....

CABINET PARTICIPATORY BUDGET SUB COMMITTEE

THURSDAY, 14 JULY 2016

PRESENT: Councillors Geoff Hill (Chairman), Derek Wilson, Natasha Airey and Christine Bateson

Also in attendance: Councillor Samantha Rayner

Officers: Rob Stubbs, David Scott, Andrew Scott, Karen Shepherd and Andy Carswell

APOLOGIES FOR ABSENCE

None received.

DECLARATIONS OF INTEREST

Cllr Bateson declared an interest in the item 'School Participatory Budget Scheme – Summer 2016 Voting Round' as a school governor at Charters School

Cllr Hill declared an interest in the item 'School Participatory Budget Scheme – Summer 2016 Voting Round' as an associate governor at Oldfield School

Cllr D. Wilson declared an interest in the item 'School Participatory Budget Scheme – Summer 2016 Voting Round' as a school governor at Desborough College

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on June 13 2016 be approved, subject to an amendment to refer to Members by role rather than by name.

The Lead Member for Planning said that he wanted to make it clear that his comments in the minutes of the meeting of 13 June 2016 were not intended to sound negative, and that his comments should be viewed in a positive manner.

SCHOOL PARTICIPATORY BUDGET SCHEME - SUMMER 2016 VOTING ROUND

Members considered the results of the voting for 15 projects that had applied for funding. The maximum total amount available was £100,000, to be split into equal amounts of £33,000 across each of the three school terms. Schools were advised that the maximum amount of funding they could apply for was £6,000.

The Interim Performance Manager reminded Members that this was the first round of voting for a new pilot scheme, and that there were 15 applications from 14 schools to be considered. Around 8,500 votes had been received in total. He said that a weighting system had been devised so as not to disadvantage schools with a smaller number on its roll. Voting was not currently restricted to one vote per person, although there had been very few duplicate votes.

The Principal Member for Neighbourhood Planning, Ascot & The Sunnings & Communications highlighted an apparent typographical error Appendix A in that Charters School had applied for £5,316 for funding rather than the £6,000 stated in the Appendix and that St Edmund Campion Catholic Primary School had applied for £6,000, rather than the £5,316 stated in the appendix..

With regard to the number of votes received from a number of schools with small roll numbers, it was highlighted that smaller schools had tighter-knit school communities and therefore appeared to generate more votes per pupil. The Chairman advised that the weighting system would be reviewed after the third round of voting. He added that officers would impress upon schools the importance of all pupils being encouraged to vote, as four schools received fewer votes than there were pupils on its roll. The Interim Performance Manager highlighted that the project for Charters School had only been added with two weeks of voting left, compared to other schools which had up to nine weeks of voting. He advised that the document detailing how the weighting of votes would be applied would be added to the RBWM website. He also explained that when the scheme was being designed an option to group schools into specific categories based on school size had been considered but that the weighting system was considered the fairest method.

It was noted that schools that were unsuccessful in the current round of applications would be included in the next round, together with any new applications.

Members requested that future reports include details of the total cost of projects for which schools were applying for funding.

Members voted to give funding to the five schools that had received the highest number of votes, taking into account the weighting.

RESOLVED UNANIMOUSLY: That:

- **£6,000 be awarded to The Royal CE (Crown Aided) School**
- **£6,000 be awarded to Knowl Hill CE Academy**
- **£6,000 be awarded to Braywood CE First School**
- **£6,000 be awarded to Waltham St Lawrence Primary School**
- **£6,000 be awarded to Trevelyan Middle School**

The meeting, which began at 5.00 pm, finished at 5.25 pm

CHAIRMAN.....

DATE.....

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
The Council's Use of Compulsory Purchase Powers – Chapel Arches Development	-	Cabinet Regeneration Sub Cttee 14/7/16	New Item
Borough Local Plan – Regulation 19 Consultation	28/7/16	-	Cabinet decision not required
Adoption of the Statement of Community Involvement	28/7/16	-	Cabinet decision not required
Land at Ray Mill Road East - Appointment of a Development Partner	-	Cabinet Regeneration Sub Cttee 14/7/16	New Item
Grant of 30 year lease for Riverside Gardens, Maidenhead	28/7/16	-	Cabinet decision no longer required
Parking Strategy	28/7/16	27/10/16	Further work required
Additional Library – Report of Consultation & Feasibility Studies	28/7/16	27/10/16	To allow for sufficient further time for the consultation in two wards and further discussion with potential partners
Berkshire Community Equipment Service	25/8/16	-	Report no longer required

FORWARD PLAN OF CABINET AND COUNCIL 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), Hill (Customer and Business Services, incl. IT), D Wilson (Planning), Mrs N Airey (Children's Services), Saunders (Finance), S Rayner (Culture & Communities), Rankin (Economic Development and Property). Also in attendance (non-Executive): Councillors Bateson (Principal Member Neighbourhood Planning, Ascot & the Sunnings), Targowska (Principal Member HR and Legal) and D. Evans (Maidenhead Regeneration and Maidenhead)

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

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)
30 Integrated Performance Monitoring Report Q1	Part exempt - 1,2,3,4,5,6,7	Report detailing performance of the Council against the corporate scorecard for quarter 1 2016/17	Yes	Chairman of Cabinet (Councillor Simon Dudley), Principal Member for Transformation and Performance	David Scott	Internal process	Corporate Services Overview and Scrutiny Panel 23 Aug 2016 Culture and Communities Overview and Scrutiny Panel 16 Aug 2016	Cabinet 25 Aug 2016	
Ascot Primary School Places	Open -	The report sets out the responses to the consultation about the options for primary school place growth in	No	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	Website, public meetings and governing body discussions.	Children's Services Overview and Scrutiny Panel tbc	Cabinet 25 Aug 2016	

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)
		Ascot							
Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 23 Aug 2016	Cabinet 25 Aug 2016	
Changes to the Home to School Transport Policy	Open -	Report on proposals to change the borough's home to school transport policy, following public consultation in June/July 2016.	No	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	Public consultation June & July 2016	Children's Services Overview and Scrutiny Panel tbc	Cabinet 25 Aug 2016	
31									
Neighbourhood Participatory Budget Scheme - Results of Public Vote	Open -	The results of the neighbourhood participatory budget scheme as voted for by the public	Yes	Principal Member for Culture and Communities	Andrew Scott	Public vote	Corporate Services Overview and Scrutiny Panel via email	Cabinet Participatory Budget Sub Committee 17 Aug 2016	
Member Participatory Budgets	Open -	To receive details of how Members propose to spend their PB allocation	Yes	Principal Member for Culture and Communities	Andrew Scott	Internal process	Corporate Services Overview and Scrutiny Panel via email	Cabinet Participatory Budget Sub Committee 17 Aug 2016	

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)
Council Manifesto Tracker	Open -	An outline of performance against the Council's manifesto Commitments	Yes	Chairman of Cabinet (Councillor Simon Dudley)	David Scott	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 29 Sep 2016	
32 Delivery of Children's Services	Part exempt - 3	To consider and, if appropriate, approve the Inter-Authority and Member's Agreement	Yes	Lead Member for Children's Services (Councillor Natasha Airey), Lead Member for Adult Services and Health (Councillor David Coppinger), Lead Member for Culture and Communities (Councillor Samantha Rayner)	Hilary Hall	Internal process	Children's Services Overview and Scrutiny Panel 22 Sep 2016 Adult Services and Health Overview and Scrutiny Panel 20 Sep 2016 Corporate Services Overview and Scrutiny Panel tbc	Cabinet 29 Sep 2016	
Financial Update	Open -	To receive the latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 29 Sep 2016	
Streetworks Permit Scheme	Open -	Cabinet received a report on 31 March 2016 regarding a Streetworks Permit scheme and resolved '...to	Yes	Lead Member for Highways and Transport (Councillor Phillip Bicknell)	Ben Smith	Statutory consultation with stakeholders	Highways, Transport and Environment Overview and Scrutiny Panel 19 Sep 2016	Cabinet 29 Sep 2016	

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)
		receive a further report in September 2016 to consider the outcome of the consultation...'. This report responds to the Cabinet resolution.							
Budget 2017-18 - Initial Savings Proposals	Part exempt - 3	Bringing forward initial proposals for the 2017-18 budget	Yes	Lead Member for Finance (Councillor MJ Saunders)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel tbc Adult Services and Health Overview and Scrutiny Panel 20 Sep 2016 Children's Services Overview and Scrutiny Panel 22 Sep 2016 Crime & Disorder Overview & Scrutiny Panel 15 Sep 2016 Culture and Communities Overview and Scrutiny Panel tbc Highways, Transport and	Cabinet 29 Sep 2016	

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)
							Environment Overview and Scrutiny Panel 19 Sept 2016 Planning & Housing Overview & Scrutiny Panel tbc		
34 York House Windsor - Office Accommodation Update	Open -	To update Cabinet (prior to submission of a planning application) on the financial and practical implications of the proposed works	No	Lead Member for Finance (Councillor MJ Saunders), Lead Member for Children's Services (Councillor Natasha Airey)	Mark Shephard, Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 29 Sep 2016	
Outcome Based Homecare – Year One Review	Open -	An update report about the progress of the Outcome Based Commissioning Homecare Service after Year One of the contract	No	Lead Member for Adult Services and Health (Councillor David Coppinger)	Hilary Hall	Internal process	Adult Services and Health Overview and Scrutiny Panel 20 Sep 2016	Cabinet 29 Sep 2016	
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)	Karen Shepherd	Consultation with relevant schools/academies	n/a	Cabinet Local Authority Governors Appointments Sub Committee	

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)
								e 29 Sep 2016	
Council Trusts - others	Open -	An update on the list of charitable trusts in which the Council is involved.	Yes	Principal Member for Neighbourhood Planning, Ascot & The Sunnings & Communications (Councillor Christine Bateson)	Karen Shepherd	All trustees	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 27 Oct 2016	
Additional Library – Report of Consultation & Feasibility Studies	Part exempt - 3	Following agreement in February to undertake feasibility studies into options for a new library this report provides an indication of likely costs for the potential new library	Yes	Principal Member for Culture and Communities	Mark Taylor	Public & Parish consultation in Bray & Sunningdale Wards	Culture and Communities Overview and Scrutiny Panel 19 Oct 2016	Cabinet 27 Oct 2016	
Council Trusts - Cabinet as Trustees	Open -	An update on the list of charitable trusts in which the Council is involved. This report focusses on those bodies for which Cabinet is the Trustee	Yes	Principal Member for Neighbourhood Planning, Ascot & The Sunnings & Communications (Councillor Christine Bateson)	Karen Shepherd	All trustees	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 27 Oct 2016	

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)
Financial update	Open -	To receive the latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 27 Oct 2016	
Dynamic Purchasing System Pilot Scheme Findings and Recommendations	Open -	Findings and recommendations of the DPS pilot scheme for home to school transport and residential care	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs, Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel 25 Oct 2016 Children's Services Overview and Scrutiny Panel 20 Oct 2016	Cabinet 27 Oct 2016	
36 Parking Strategy	Fully exempt - 1	Strategic paper setting out the principles, priorities and approach to parking / parking enforcement across the Royal Borough.	Yes	Lead Member for Environmental Services (Councillor Carwyn Cox), Lead Member for Highways and Transport (Councillor Phillip Bicknell)	Simon Fletcher	Internal and external consultation	Highways, Transport and Environment Overview and Scrutiny Panel tbc	Cabinet 27 Oct 2016	
Pocket Parks	Open -	To update Cabinet on the progress of the pocket parks project	No	Lead Member for Culture and Communities (Councillor Samantha Rayner)	Kevin Mist	Internal process	Culture and Communities Overview and Scrutiny Panel 19 Oct 2016	Cabinet 27 Oct 2016	

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)
Member Participatory Budgets	Open -	To receive details of how Members propose to spend their PB allocation	Yes	Lead Member for Culture and Communities (Councillor Samantha Rayner)	Andrew Scott	Internal process	Corporate Services Overview and Scrutiny Panel via email	Cabinet Participatory Budget Sub Committee 20 Oct 2016	
Neighbourhood Participatory Budget Scheme - Results of Public Vote	Open -	The results of the neighbourhood participatory budget scheme as voted for by the public	Yes	Lead Member for Culture and Communities (Councillor Samantha Rayner)	Andrew Scott	Public vote	Corporate Services Overview and Scrutiny Panel via email	Cabinet Participatory Budget Sub Committee 20 Oct 2016	
Delivering Improved Adult Services	Fully exempt - 2	To consider and, if appropriate, approve an agreement for the future delivery of adult services	Yes	Lead Member for Adult Services and Health (Councillor David Coppinger)	Hilary Hall	Internal process	Adult Services and Health Overview and Scrutiny Panel 23 Nov 2016	Cabinet 24 Nov 2016	
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 16 Nov 2016	Cabinet 24 Nov 2016	
Integrated Performance Monitoring Report Q2	Part exempt - 1,2,3,4,5,6,7	Report detailing performance of the Council against the corporate scorecard for	Yes	Chairman of Cabinet (Councillor Simon Dudley)	David Scott	Internal process	Corporate Services Overview and Scrutiny Panel tbc Culture and	Cabinet 24 Nov 2016	

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)
		quarter 4 2016/17					Communities Overview and Scrutiny Panel 15 Nov 2016		
RBWM Trading Activities Update	Open -	A regular update to Cabinet on the activities of the two trading companies – Two5Nine and RBWM Commercial Services.	No	Chairman of Cabinet (Councillor Simon Dudley)	Simon Fletcher	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 24 Nov 2016	
38 Finance Update	Open -	To receive the latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel tbc	Cabinet 24 Nov 2016	
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)	Karen Shepherd	Schools	n/a	Cabinet Local Authority Governor s Appointm ents Sub Committe e 24 Nov 2016	

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

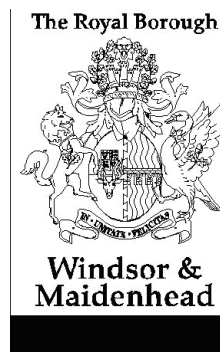
ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, 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)
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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.

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Report for: ACTION



Contains Confidential or Exempt Information	No
Title	Expansion of Secondary School Provision
Responsible Officer(s)	Alison Alexander, Managing Director and Strategic Director Adult, Children and Health Services
Contact officer, job title and phone number	Kevin McDaniel, Head of Schools and Educational Services
Member reporting	Cllr Natasha Airey, Lead Member for Children's Services Cllr David Evans, Deputy Lead Member School Improvement
For Consideration By	Cabinet
Date to be Considered	28 July 2016
Implementation Date if Not Called In	9 August 2016
Affected Wards	All

REPORT SUMMARY

1. The Royal Borough's ambition for education is high – we want to support a high quality estate so that all parents can have access to high quality education and choice over the school their child attends.
2. In September 2015 Cabinet approved an expansion programme, costing approximately £20.5m, to increase the number of school places by 1,244 across six schools, Charters, Cox Green, Dedworth, Furze Platt, Windsor Boys and Windsor Girls. Delegated authority was given to the Lead Member for Education and Strategic Director of Children's Services to amend adjust and finalise the details of the expansion programme.
3. The revised costs of the whole programme are sufficiently different, between £6.1m - £9.1m, dependent on the final scheme chosen for each school, to the previous estimate that further Cabinet consideration is needed.
4. The Department for Education basic need funding for school growth in RBWM is insufficient to fund the expansion programme, consequently the programme is only affordable if RBWM invest capital of £11.3m to £14.3m which would include an Education dividend from the Maidenhead Golf Club.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
Sufficient, diverse, high quality school places in the borough, providing parental choice.	From September 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i. To agree the proposed programme of school expansion and delegate responsibility to the Managing Director/Strategic Director, Adults, Children and Health to begin procurement, with the final proposals to be approved by full Council, at a cost of up to £29.6m, see point 2.18 for full details. The average price per place, if the schemes are approved, is £23,817 versus the £10k per place approved for Holyport College in 2015. Schemes:
 - Charters School: Option A2 scheme total £4.3m.
 - Cox Green School: Option B2 scheme total £4.7m.
 - Dedworth Middle School: Option C2 scheme total £4.7m.
 - Furze Platt Senior School: Option D2 scheme total £4.5m.
 - The Windsor Boys' School: Option E1 scheme total £1.8m.
 - Windsor Girls' School: Option F1 scheme total £2.3m.
 - 30 places in Maidenhead: Option to be determined, based on a cost of approximately £3.5m.
 - Programme design and risk contingency of £3.7m.
- ii. Approve the Managing Director/Strategic Director of Adults, Children and Health with the Lead Member for Children's Services to undertake negotiation with two schools, Cox Green and Furze Platt, to agree the location of the remaining 30 places by the end of September 2016
- iii. Notes the continuing increase in demand for secondary, middle and upper schools in the Royal Borough from 2019, see Appendix D: Projected shortfall of secondary school places, and approves:
 - Discussion with all secondary schools in the Royal Borough over small increases in Published Admission Numbers to provide places for demographic growth in 2019.
 - Development work for addressing the growth from 2020 and requests a report to Cabinet in April 2017 with proposals for meeting this demand.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1. In September 2015 Cabinet approved two phases of the Royal Borough's secondary school expansion programme. The programme provides 1,244 new places, across all year groups, in six middle, upper and secondary schools. The first places will be available from September 2017. Appendix A sets out the decisions taken at previous Cabinet meetings in relation to the expansion programme.
- 2.2. Over the last nine months development work has been taking place with the six schools to develop scheme options. The schemes described in this paper are all individual, because the current configuration of the school sites varies. The objective of each scheme is to add capacity to the existing school space to provide teaching and core facilities, such as: toilets, dining, hall, circulation space, so that schools has sufficient facilities to educate the expanded number of pupils. It must be noted that all the schools in the programme have sites that

are a mixture of buildings of varying numbers, ages and states of repair. It is not possible for this expansion programme to address all of these needs.

- 2.3. The new 1,244 places will result in the existing Published Admission Number (PAN)¹ changing at the six schools. *Table 1: Approved secondary expansion programme* sets out current and proposed PAN for the six schools.

Table 1: Approved secondary expansion programme

<i>a</i>	<i>B</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>
Area	School	Current PAN	Proposed PAN post expansion	Increase	First year of increase (Sept.)
Phase 1					
Ascot	Charters School	240	270	+30	2017
Maidenhead	Cox Green School	176	206	+30	2017
	Furze Platt Senior School	193	223	+30	2017
Windsor	Dedworth Middle School	120	150	+30	2017
	The Windsor Boys' School	230	260	+30	2017
	Windsor Girls' School	178	208	+30	2017
Phase 2					
Maidenhead	To be determined	-	-	+30	2018
Windsor	Dedworth Middle School	150	180	+30	2018

- 2.4. In developing the schemes the following has been taken into account:
- **Building Bulletin 103:** Department for Education (DfE) guidance on the design of school accommodation.
 - **Net Capacity figures:** A figure, based on DfE formula, to indicate how many pupils can be taught in a school's existing accommodation.
 - **Curriculum and timetabling requirements:** These vary by school, depending on the curriculum offered and options selected by pupils.
 - **Site and accommodation limitations:** Assessment of whether the core infrastructure, such as dining facilities, halls and corridors are large enough to cope with additional pupil numbers.
 - **School priorities:** Stemming from the schools own infrastructure plan.
- 2.5. Through working in partnerships with the six schools options have been developed, summarised in *Table 2 – Schemes for the six schools*. Appendix B gives more details about the schemes, school priorities and likely costs for each school. Column C in the Appendix B table sets out the details of each scheme. In each case Option 1 is the minimum scheme for the proposed expansions to be agreed by the schools. Option 2 is the scheme schools prefer following discussions with officers. The other options listed could be implemented but are not acceptable for a number of reasons. The cost range for those options, and the size of the proposed increase, are set out in *Table 2 – Schemes for the six schools*.

¹ PAN – the number of places a school has in each year group.

Table 2: Schemes for the six schools (see Appendix B for details)

	School	No. of schemes*	Cost range £m	No. of places**	
				Year Group	Total
1	Charters	2	3.9 - 4.3	30	211
2	Cox Green	2	4.4 - 4.7	30	170
3	Dedworth	2	4.1 - 4.7	60	240
4	Furze Platt	3	2.6 - 4.5	30	190
5	Windsor Boys	1	1.9	30	121
6	Windsor Girls	1	2.3	30	123
7	Maidenhead	Undetermined	3.5	30	189

*No. of schemes under consideration. **Taking into account current staying-on rates into sixth form.

- 2.6. The schemes for The Windsor Boys' and Windsor Girls' School are well advanced and are now out to tender. The other four schools are at design work stage, with options still being considered. Once decisions are made about the level of available funding, design of the appropriate options can proceed, followed by tenders for Design and Build contractors in late 2016.
- 2.7. The seventh scheme is for 30 places in Maidenhead, in Phase 2 (2018), at a school that has not yet been determined. Following the development work for two Phase 1 schemes at Cox Green and Furze Platt schools, and the resulting cost estimates, it is proposed that these Phase 2 places are provided by creating more places at either Cox Green or Furze Platt School. The reasons for this are:
- Economies of scale.
 - Infrastructure required for 30 places would also enable 60 places.
 - More cost effective to build 60 places now, rather than 30 places now, and returning to the school later for another 30 places.
- 2.8. Due to changes in statute the local authority can not require an academy school to expand. This is because, for academies, it is the academy trust that applies to the Secretary of State for final approval to expand, once planning permission has been obtained. An academy can decide not to apply to the Secretary of State for permission to expand. All expansions are therefore dependent on an agreement between the school and the Local Authority. This affects all of the schools in the expansion programme, with the exception of Dedworth Middle School, which completed the formal expansion approval process prior to becoming an academy on 1st May 2016.

Comments on the costings of each of the schemes

- 2.9. *Table 3: Secondary expansion programme estimated costs* summarises the estimated costs for the whole programme. The costs include the estimated sum of £3.5m for the additional 30 places in Maidenhead, Phase 2, and the programme contingency fund.

Table 3: Secondary expansion programme estimated costs

^a	^b	^c	^d	^e
Area	School	Minimum schemes – est. cost (£m)	School preferred – est. costs (£m)	Total new Places
Phase 1				
Ascot	Charters	3.9 (A.1)	4.3 (A.2)	211
Maidenhead	Cox Green	4.4 (B.1)	4.7 (B.2)	170
	Furze Platt Senior	3.5 (C.1)	4.5 (B.2)	190
Windsor	Dedworth Middle	4.1 (D.1)	4.7 (D.2)	240
	The Windsor Boys'	1.8 (E.1)	1.8 (E.1)	121
	Windsor Girls'	2.3 (F.1)	2.3 (F.1)	123
Phase 2				
Maidenhead	Proposed Cox Green/Furze Platt	3.5	3.5 (estimate)	189
Windsor	Dedworth Middle	Included above (D.1).	Included above (D.2).	Included above.
Subtotal				
Phase 1 and Phase 2		23.6	25.9	-
Contingency				
Phase 1 and Phase 2 contingency		3.0	3.7	-
Total				
Total Phase 1 and Phase 2		26.6	29.6	-

- 2.10. Table 3 shows a wide difference in the cost of the various schemes, although there are differences in the number of new places being added. The cost differences also reflect the differing needs of each school and site specific elements. A single storey classroom block or a sports hall are relatively easy to build and cheap on a per m² basis, on a clear site. The costs increase if for example, an existing structure needs to be demolished, or a second storey is required, e.g. accessibility and evacuation considerations. There are also parking needs and external areas to consider at each site, as well as individual school priorities.
- 2.11. Table 3 shows that the cost of building the recommended schemes, column d, is estimated at £29.6m. This figure includes sums of:
- £3.5m for Phase 2 in Maidenhead.
 - £3.7m programme contingency fund. This figure is based on a cumulative percentage for risk allowance and design development. It is highly likely that some of this will be spent, as designs are developed for the specific site and if unknown factors arise as the programme develops.
- 2.12. If the minimum acceptable options, column c in Table 3, are selected then the comparable costs are estimated at £26.6m.
- 2.13. The costs of the recommended schemes £29.6m is £9.1m higher than the estimate of £20.5m reported to Cabinet in September 2015. The reasons for this cost increase include:
- Previous costs were based on desk-top assessments. The new costs are based on schemes devised after much discussion with the schools, reflecting their key priorities and assessments of requirements to support excellent education.
 - Building costs have risen since the last year's estimates.
 - The procurement of Official Journal of the European Union (OJEU) compliant projects, and delays in decisions about which schemes to progress, have

resulted in higher cost estimates than would have been the case if schemes had been agreed at the same timeframe as the Windsor schools were.

- 2.14. The costs in Table 3 do not include furniture and IT costs. The schools would be expected to fund these items from their own budgets.

Benchmarking of the scheme costs

- 2.15. A National School Delivery Cost Benchmarking exercise, carried out by a number of local authorities working in partnership with the Department for Education and the Education Funding Agency, has looked at the cost of secondary school projects across 63 contributing local authorities. Based on 44 schemes, the 2015 cost of providing a secondary school place was, on average, £14,102 per additional pupil place. Appendix C compares this average, adjusted for local cost and inflation to £18,554 per additional pupil place, to the estimated costs of each of the proposed schemes.
- 2.16. Applying the £18,544 per place cost to the 1,244 additional places being created, including the as yet undetermined Maidenhead Phase 2, results in a nominal programme cost of £23.1m. See section 4 of this report for full details.
- 2.17. There are options for decreasing the overall programme costs, see *Table 5 – Options for the secondary school expansions programme*, which could bring costs in line with the nominal amount of £23.1m. This report recommends, however, that funding is made available to enable the option 2 schemes for each school. This means the overall programme costs of £29.6m would be £6.5m over the national average with an average per cost per place is **£23,817**, based on implementation of schemes A.2, B.2, C.2, D.2, E1, F1 and Maidenhead Phase 2 and programme contingency, compared to the £10k per place at Holyport College approved in 2015. Table 4 sets out the average cost per place of the constituent elements with reference to scheme details from Appendix B.

Table 4: Estimated cost per place

	Programme element	Minimum schemes	Recommended schemes	Key cost drivers
1	Charters	(A.1) £18,485	(A.2) £20,380	Replacing existing block to fit new capacity
2	Coxs Green	(B.1) £25,880	(B.2) £27,645	New dining hall
3	Dedworth Middle	(C.1) £17,085	(C.2) £19,585	Additional sports hall
4	Furze Platt	(D.1) £18,420	(D.2) £23,685	Increased dining hall capacity
5	Windsor Boys		(E.1) £15,700	Mainly refurbishment
6	Windsor Girls		(F.1) £18,700	Mainly refurbishment
7	Maidenhead		£18,520	Economies by implementing with earlier phase
8	Contingency	£2,410	£2,975	

Table 5: Options for the secondary school expansions programme

	Option and recommendation	Comments			
		On school reaction	On school places	On finance	On timing
1	To approve the recommended options for phase 1 (A.2, B.2, C.2, D.2, E.1 and F1) and phase 2 of the secondary expansions programme and the funding for their delivery. Recommended	Will have the support of schools, providing the facilities that they need to raise standards further.	The Royal Borough will meet its legal duty to ensure that there are sufficient school places to meet demand and will provide a 5-10% surplus over 2017 and 2018 in most parts of the borough.	Will require additional capital of £9.1m which will need to be funded by the Royal Borough.	Will enable Phases 1 and 2 to go ahead as planned.
2	To approve the minimum acceptable options for phase 1 (A.1, B.1, C.1 and D.1) along with E.1 and F1, and phase 2 of the secondary expansions programme and the funding for their delivery. Not recommended	Will have the support of schools, providing the minimum level of facilities they require.	The Royal Borough will meet its legal duty to ensure that there are sufficient school places to meet demand and will provide a 5-10% surplus over 2017 and 2018 in most parts of the borough.	Will require additional capital of £6.1m, which will need to be funded by the Royal Borough.	Will enable Phases 1 and 2 to go ahead as planned.
3	To make either the Cox Green or Furze Platt scheme into a 60 place per year group project (rather than 30 places) for 2017. The other school would still be expanded for 2017, with 30 places per year group. Recommended	Previous public consultation has made clear that either school could be expanded by 60 places per year group, and the initial plan was that Furze Platt would be expanded by 60. Reprioritisation of the programme resulted in two schools expanding by 30 instead. Both schools have indicated a willingness to consider this, providing that their accommodation needs are met.	The Royal Borough will meet its legal duty to ensure that there are sufficient school places to meet demand and will provide a 5-10% surplus over 2017 and 2018 in most parts of the borough.	Could lead to lower programme costs for Phases 1 and 2, if sufficient economies of scale are found. Desktop assessments indicate that projects to add 60 (rather than 30) places per year group could cost an additional £3.5m. Costs could escalate once the schools begin to consider their needs for a further increase in size. There	Some concept work has been carried out on 60 place expansions at both schools, but no detailed discussions have taken place with schools to confirm requirements. There would be some delay, therefore, whilst further discussions take place. It is recommended that a deadline is set for end of September for the conclusion of these discussions. This will minimise delay,

				may also be a need for temporary accommodation in September 2017, as the selected school would be taking pupils although the scheme may be delayed..	and should still allow sufficient time for the new accommodation to be in places for September 2018. The schools might also feel that they need to consult parents again.
4	To seek to reduce the programme costs by reducing the scale of the expansion programme, providing fewer new places. Not recommended.	n/a.	Current information suggests that the expansions planned for Phase 1 and Phase 2 are still needed to provide enough places and a 5-10% surplus on demand.	This could lead to a lower programme cost for Phases 1 and 2, but increases the risk that expensive temporary solutions might be required at short notice.	Will enable Phases 1 and 2 to go ahead as planned, though reduced in scale.
5	To seek to reduce programme costs by selecting the lowest cost options at each school. Not recommended.	Could lead to two schools (Charters and Furze Platt Senior) refusing to expand. The Cox Green option is already the cheapest, and Dedworth Middle School are legally committed to the expansion.	In turn, this could threaten the ability of the Royal Borough to meet its legal duty to ensure that there are sufficient school places to meet demand.	Will lead to a reduced shortfall, on the cheapest options, but this will still need to be funded by the Royal Borough.	If the schools refuse to expand, then other options would need to be examined, and it is unlikely that these could be implemented for September 2017.

	Option and recommendation	Comments			
		On school reaction	On school places	On finance	On timing
6	To only provide funding for each scheme at a level comparable to the adjusted national average benchmark figure of £18,544 per new place. Not recommended.	Could lead to two schools (Cox Green and Furze Platt Senior) refusing to expand.	In turn, this could threaten the ability of the Royal Borough to meet its legal duty to ensure that there are sufficient school places to meet demand.	Will lead to a reduced shortfall, on the cheapest options, but this will still need to be funded by the Royal Borough.	If the schools refuse to expand, then other options would need to be examined, and it is highly unlikely that these could now be implemented for September 2017.
7	To seek to reduce the cost of Phase 2 in Maidenhead by seeking small (temporary or permanent) increases in the Published Admission Numbers at the other four secondary schools in the town. Recommended	This has not been discussed yet with schools.	The Royal Borough will meet its legal duty to ensure that there are sufficient school places to meet demand and will provide a 5-10% surplus over 2017 and 2018 in most parts of the borough. This could result in some schools increasing that do not meet the criteria.	Doesn't impact on Phase 1, and it may be possible to link S106 monies from forthcoming developments to specific schemes at these other schools, in line with the borough's Interim Education S106 Methodology. To be prioritised for funding, these schemes have to be agreed as Priority 1 schemes by Cabinet.	Phase 1 and 2 will still go ahead as planned.

Demand for secondary, middle and upper school places

- 2.18. An annual projection of demand for middle, upper and secondary, schools is completed by the Royal Borough and submitted to the Department for Education as part of the yearly School Capacity (SCAP) survey. The 2016 projections are due to be completed and submitted by late July 2016, and so have not been available during the development of this report. The information here is based, therefore, on the 2015 projections, however it is not expected that the new projections will be significantly different.
- 2.19. The 2015 projections were reported to Cabinet in September 2015, and are re-provided and re-examined in Appendix D. The conclusion is that there is not thought to be any necessity to change the scale or timing of the already agreed Phase 1 and Phase 2 school expansion schemes for September 2017 and 2018.
- 2.20. Delivering the programme in this timeframe ensures a surplus of places in the 6-7% range. Surplus at this level is at the mid to lower end of the 5-10% range. This means there is limited scope for reducing the places made available by reducing the surplus places targets. In addition, analysis of out-borough

numbers suggests that there is only limited scope for scaling back the expansion programme by actively reducing the number of extra places taken by out-borough children.

Secondary schools expansion criteria and ranking

2.21. In September 2015, Cabinet approved a set of criteria allowing for the prioritisation of expansion at schools that are:

- Good/Outstanding as rated by Ofsted.
- At or above national attainment at:
 - Key Stage 2 for middle schools.
 - Key Stage 4 for secondary/upper schools.
- Consistently oversubscribed on 1st preferences.
- Has sufficient capacity on site to accommodate expansion.
- Provides value for money per place provided.

2.22. The latest data, on each school, has been put into this model, including the available value for money information and is summarised in *Table 6 – RBWM schools assessed against the revised criteria (June 2016)*. The prioritisation model now includes, therefore:

- The latest Ofsted grades.
- The 2015 school attainment data.
- The 2016 school preference data.
- The capacity of the site.
- The value for money data.

2.23. The value for money prioritisation compares the per place cost for the recommended schemes to the adjusted national per pupil place cost of £18,544.

Table 6: RBWM schools assessed against the revised criteria (June 2016)

	Criteria Points					Total	% score	Rank
	Ofsted	Attainment	Popularity	Site	Value for Money			
	25 points available	20 points available	15 points available	10 points available	10 points available			
Ascot Year 7								
Charters	25 25	19 20	12 15	8 10	1 10	65.0 80	81.3	1
Datchet Year 7								
Churchmead	18.75 25	13 20	1.5 15	10 10	n/a	43.3 70	61.8	1
Maidenhead Year 7								
Altwood	12.5 25	2 20	1.5 15	10 10	n/a	26.0 70	37.1	6
Cox Green	18.75 25	14 20	3 15	10 10	1 10	46.8 80	58.4	4
Desborough	18.75 25	13.5 20	3 15	1 10	n/a	36.6 70	51.8	5
Furze Platt	12.5 25	19 20	12 15	10 10	1 10	54.5 80	68.1	2
Holyport College	n/a	n/a	15 15	1 10	n/a	16.0 25	64.0	3
Newlands	18.75 25	17.5 20	12 15	0 10	n/a	48.3 70	68.9	1

Windsor Year 5

Dedworth	18.75 25	3 20	12 15	10 10	3 10	46.8 80	58.4	2
St Edward's	18.75 25	13 20	12 15	0 10	n/a	43.8 70	62.5	1
St Peter's	0 25	8 20	12 15	5 10	n/a	25.0 70	35.7	4
Trevelyan	12.5 25	10 20	3 15	5 10	n/a	30.5 70	43.6	3

Windsor Year 9

Holyport College	n/a	n/a	12 15	1 10	n/a	13.0 25	52.0	3
Windsor Boys'	12.5 25	19.0 20	3 15	8 10	10 10	52.5 80	65.6	1
Windsor Girls'	25.0 25	14.0 20	3 15	1 10	5 10	48.0 80	60.0	2

- 2.24. The value for money prioritisation model for future expansions should be further extended to include the success of disadvantaged children to further align with this key priority.

3. KEY IMPLICATIONS

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Delivery of the programme within approved budget	>£29.6m	<£29.6m	<£26.6m	<£23.1m	September 2018
That there are sufficient places in middle, upper and secondary schools	<5% surplus of places	5 - 7% surplus of places	7 - 10% surplus places	n/a	September 2017 and September 2018

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1. *Table 7 – Financial Summary* sets out the funding currently available for the secondary expansion programme; the estimated cost of the programme, based on the recommended options, and the resulting shortfall in funding.

Table 7 – Financial summary

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
Budget line	Detail £m	Totals £m	As reported to Cabinet in September 2015
FUNDING			
Grant and S106 Funding			
Basic Need Grant (up to & including 2018-19 allocations)	13.331		
Section 106 available for schemes	2.006	15.337	14.000
Additional RBWM approved funding			
2017-18 capital programme	4.084		
2018-19 capital programme	2.416	6.500	6.500
TOTAL FUNDING AVAILABLE (A)		21.837	20.500
Note: the difference between the £20.5m available funding reported to Cabinet in 2015 and the £21.8m now available is due to savings on existing schemes and additional S106 receipts.			
EXPENDITURE			
Estimated costs of schemes			
Secondary programme (Phases 1 and 2)	Minimum options	Recommended options	
	26.6	29.6	20.500
TOTAL ESTIMATED COST (B)	26.6	29.6	20.500
FUNDING BALANCE (A) – (B)	52		

	Minimum options	Recommended options	
Total Balance	(4.797)	(7.781)	0.000

- 4.2. The recently signed contract to buy back the Maidenhead Golf Club lease, which will open up the opportunity for the site to be brought forward for development and help to make a town for everyone, will enable the Council to invest in high priority areas. The council will create an Education dividend which will be used to contribute towards the increased funding need to deliver a high quality education estate.
- 4.3. Resources available for funding this level of capital expenditure could be supplemented by borrowing at an approximate cost of £60k per £1m borrowed. Under existing school funding arrangements, these financing costs would be classed as 'new commitments' and would not therefore be eligible for charging to the Dedicated Schools Grant. Additional funding may also be available when the Community Infrastructure Levy starts to operate in the borough.
- 4.4. Any delays in the decision-making process, including appointment of the design team and the contractor, will result in additional costs. The current delivery model and costings are based on completion by Summer 2018 – if the delivery programme is extended beyond this period, further design and contractor costs could be incurred.
- 4.5. Note: there are also commitments in the capital programme to new primary school provision in Ascot (options out to consultation) and Maidenhead (Lowbrook Academy). These will also need to be funded.

5. LEGAL IMPLICATIONS

- 5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area, Education Act 1996, Section 14, subsections 1 and 2 and is retained under the government's March 2016 white paper, Excellent Education Everywhere.

Changes to academies

- 5.2 Most of the schools in the expansion programme, Charters, Cox Green, Furze Platt Senior, The Windsor Boys' and Windsor Girls, were academies in September 2015, when the expansion programme was approved. The final decision on expansion of these schools lies, therefore, with the Secretary of State, delegated to the Regional Schools Commissioner (RSC).
- 5.3 In March 2016 the Department for Education published new guidance on Making Significant Changes to an Open Academy. If an expansion of a school provides space at least 30 additional pupils, it counts as a significant change. It is the expectation of the Department for Education that only academies rated 'good' or outstanding' by Ofsted will expand, except in very limited circumstances. The RSC will consider approval of an expansion from a school in another category where, for example:
- The academy is in an area of critical basic need;
 - All other options for providing additional places have been fully explored; and
 - The academy has a robust improvement plan in place.

- 5.4 Significant changes can be considered either through the ‘fast track’ or full business case route. A school expansion would normally be considered as a ‘fast track’ application, except where:
- The proposed change sets a precedent or is potentially contentious.
 - The proposal results in an increase of more than 50% in the school’s capacity.
 - The proposal increases the pupil numbers to 2,000 pupils or more.
- 5.5 These criteria do not apply to the proposed expansions, so they can all be considered as ‘fast track’ applications. The Royal Borough will be working with the schools to help complete these applications, which will then be considered by the RSC, advised by their Head Teacher Board (HTB).
- 5.6 It is expected that RSCs will approve the majority of fast track requested from ‘good’ and ‘outstanding’ academies where it can be demonstrated that:
- A fair and open consultation has taken place, including any relating to the school admissions arrangements.
 - Funding has been secured for capital costs, and there are no issues with revenue budgets/finance.
 - The change is aligned with local pupil plans and is unlikely to have a negative impact on educational standards at the academy or other local schools.
 - That appropriate planning permissions and other consents required have been secured.
- 5.7 The requirement to have planning permission means that final approval of the expansions comes relatively late in the process. The academies must contact the EFA no less than three months prior to the proposed change coming into effect, to give time for the funding agreement and, if necessary, the articles of governance, to be varied.

Changes to Dedworth Middle School

- 5.8 Dedworth Middle School was not an academy when the expansion programme was approved, and only became an academy on 1 May 2015. As part of the academy conversion process, the Education Funding Agency requested that the Royal Borough formally approve the proposed expansion prior to conversion. Accordingly, the Royal Borough published a proposal to expand the school, which was formally agreed on 29 February 2016.

Procurement

- 5.9 The expansion programme must be procured within OJEU regulations, so for all except Windsor Boys’ and Windsor Girls’ schools which are already underway, RBWM has used the SCAPE framework which is OJEU compliant. Project management for the mini programme is led by Faithful and Gould.

6. VALUE FOR MONEY

- 6.1 Tendering for the capital works should ensure that schemes are value for money. Officers have worked closely with schools to achieve a scheme that balances value for money with educational benefits. Options are presented that range from providing sufficient space to accommodate and educate the extra pupils, to providing a generous amount of space to enable schools to deliver an enriched learning environment for all pupils.

7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 The design and construction will comply with the sustainability aspirations as set out by the Council particularly in terms of energy efficiency and use of recycled and naturally sourced materials wherever practicable. In addition, emphasis will be placed on sourcing resources and materials locally, as far as possible, to enhance carbon reduction principles through the works in accordance with the principles and policies as set out by the Council.

8. RISK MANAGEMENT

- 8.1 Table 8 captures the risk.

Table 8 - Risks

Risks	Uncontrolled Risk	Controls	Controlled Risk
That scheme costs rise higher than the estimates reported here, either due to unforeseen elements, or due to high tender results.	High	A considerable contingency allowance has already been made in the overall budget estimate.	Medium
That some or the entire programme is delayed, causing cost increases possible shortages of places.	High	That early decisions are taken to approve the schemes to enable the projects to move forward.	Medium
That one or more schools refuse to proceed with expansion if the governors and the council do not agree on a scheme and funding level.	Medium	Much discussion has taken place with schools, and the costs represented show schemes that are acceptable to the school.	Low - if sufficient funding is agreed by the council.

9. LINKS TO STRATEGIC OBJECTIVES

- 9.1 Residents First, Delivering Together, Equipping Ourselves for the future.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

- 10.1 No equalities impact assessment has been carried out at this stage.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

- 11.1 There are no staffing/workforce or accommodation implications apart from within each individual school.

12. PROPERTY AND ASSETS

- 12.1 Expansions will increase the asset base of each school, although each is leased to the relevant Academy Trust for 125 years.

13. ANY OTHER IMPLICATIONS

- 13.1 Other implications are included in the body of the report.

14. CONSULTATION

- 14.1 The borough consulted local residents on the future of secondary school provision in the borough, in autumn 2014. The outcome of this consultation was reported to Cabinet in December 2014 and subsequent reports during 2015 see Appendix 1. The borough has had regular meetings with middle, upper and secondary school Heads and the principals of East Berkshire College and Berkshire College of Agriculture concerning the secondary sector expansion programme.
- 14.2 Schools involved in the expansions programme have been consulted in depth regarding the amount of accommodation required at their school, and on the ensuing options for expansion at their school.

15. TIMETABLE FOR IMPLEMENTATION

- 15.1 No changes to the timetable for implementation of the formal expansion of numbers are proposed, although the completion of each scheme will depend on construction timeframes. The delivery programme depends on approval to proceed with agreed schemes, and on planning permission. Assuming neither is delayed, the likely programme for Charters, Cox Green, Dedworth Middle and Furze Platt Senior group of schools is set out in Table 9:

Table 9 – Timetable

Activity	Timescale
Formal commissioning of consultants to proceed with an agreed expansion programme.	July 2016
Development of design and employer's requirements documentation	July to Jan 2017
Submission of planning applications	Dec 2016
Confirmation of cost estimates	Jan 2017
Tender for contractors	Jan – May 2017
Appointment of contractors	May 2017
Start on site	Aug 2017
Completion	Aug 2018

- 15.2 The timetable is tight and assumes approval of this report's recommended schemes by Cabinet in July 2016. Any delays will push completion(s) back and could incur further costs.
- 15.3 All schools are aware that the completion dates, August 2018, are later than the planned increases in numbers, September 2017, and they will manage additional students in the first year through using their existing accommodation. The Windsor Girls and Boys school scheme tenders are due back 1 August 2016. Work starting on site in the autumn, with completion due by August 2017.

16. APPENDICES

Appendix A: Previous secondary expansion reports and recommendations.

Appendix B: Detail of scheme options in secondary expansion programme.

Appendix C: Comparative Capital Costs

Appendix D: Projected shortfall of secondary school places.

17. BACKGROUND INFORMATION

Government guidance

- *Making significant changes to an Open Academy*, DfE Guidance, March 2016.
- *Building Bulletin 103*.

Previous Cabinet reports

- *10 Year School Expansion Programme*, Cabinet Report, 21st March 2013.
- *Expansion of Secondary Sector Provision*, Cabinet Report, 28th November 2013.
- *Expansion of Secondary Sector Provision*, Cabinet Report, 27th March 2014.
- *Expansion of Secondary Sector Provision*, Cabinet Report, 24th July 2014.
- *Expansion of Secondary Sector Provision*, Cabinet Report, 17th December 2014.
- *Expansion of Secondary Sector Provision*, Cabinet Report, 24th September 2015.
- *Satellite Grammar School Provision in RBWM*, Cabinet Report, 29th October 2015.

Other documents

- *National School Delivery Cost Benchmarking*, Hampshire County Council/East Riding of Yorkshire Council/Education Funding Agency, February 2016.

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Airey	Lead Member for Children's Services	26/6/16	30/6/16	
Cllr D Evans	Deputy Leader for Children's Services	23/6/16	23 & 28 June 2106 and 2/7/16	
Russell O'Keefe	Strategic Director Corporate and Community Services			
Alison Alexander	Managing Director/ Strategic Director Adults, Children and Health	26/6/16	1/7/16	Throughout
Simon Fletcher	Strategic Director Operations and Customer Services			
Edmund	Finance Partner			Finance table

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Bradley				contribution
Michaela Rizou	Cabinet Policy Officer			
Legal	Shared Legal Services			
Arnab Mukherjee	Shared Building Services			Cost estimates contribution
External				

REPORT HISTORY

Decision type:	Urgency item?
Non-key decision	No

Full name of report author	Job title	Full contact no:
Ann Pfeiffer	Education Officer, School Accommodation	01628 796364

Appendix A - Previous Cabinet report recommendations

1. PURPOSE OF APPENDIX

1.1 This appendix:

- Contains links to earlier cabinet reports about expanding RBWM secondary sector provision.
- List the recommendation's from the seven Cabinet reports.
- Confirms actions delivered to implement the recommendations.

2. PREVIOUS CABINET REPORTS

Table A1: Previous Cabinet Reports

	Table 1: Name of report	Date of report	Internet link
1	<i>10 Year School Expansion Programme</i>	21 March 2013	Link to meeting agenda
2	<i>Expansion of Secondary Sector Provision</i>	28 November 2013	Link to meeting agenda
3	<i>Expansion of Secondary Sector Provision</i>	27 March 2014	Link to meeting agenda
4	<i>Expansion of Secondary Sector Provision</i>	29 March 2014	Link to meeting agenda
5	<i>Expansion of Secondary Sector Provision</i>	17 December 2014	Link to meeting agenda
6	<i>Expansion of Secondary Sector Provision</i>	24 Sept. 2015	Link to meeting agenda
7	<i>Satellite Grammar School Provision</i>	29 October 2015	Link to meeting agenda

3. REPORT RECOMMENDATIONS

Table A2: Recommendations from the five reports

		Recommendation	Status	Actions
March 2013: 10 Year School Expansion Programme				
Report 1: March 2013	1	Officers begin the process of planning for secondary, middle and upper school expansion, in partnership with schools.	Complete	Working group established.
	2	Officers report back to Cabinet on progress in November 2013.	Complete	Report developed and presented to Cabinet.
	3	Officers continue to investigate options for further free school provision in the borough as a way of providing more primary, secondary and special school places and choice for parents.	Complete	Meetings with free school network; supported free school application – Forest Bridge.
	4	Officers investigate the use of non-traditional school building options for future school use.	Complete	
November 2013: Expansion of Secondary Sector Provision				
Report 2: November 2013	5	Officers carry out initial, open-ended consultation with the public on ideas/views about how to provide extra places for year groups 5, 7 and 9 and upwards, using innovative solutions that offer choice and variety to residents.	Complete	
March 2014: Expansion of Secondary Sector Provision				
Report 3: March 2014	6	Officers carry out further work on options for meeting rising demand for secondary sector provision in the borough. The	Complete	Investigative work carried out and presented to Cabinet.

		Recommendation	Status	Actions
		options are to:		
		Option A: Open a new school in Windsor and/or Maidenhead	Complete	
		Option B: Open a sixth form college in Windsor and/or Maidenhead	Complete	
		Option C: Develop the Alliance Technical Academy and other collaborative plans	Complete	
		Option D: Expand existing schools	Complete	
		Option E: Provide grammar places locally by establishing a satellite to an existing grammar school	Complete	
		Option F: Establish all-through schools	Complete	
		Option G: Explore opportunities for multi-academy trusts	Complete	
	7	Officers provide a further report, in August 2014, giving detailed assessments of those options that Members want explored further.	Complete	Paper prepared and presented to Cabinet.
July 2014: Expansion of Secondary Sector Provision				
Report 4: July 2014	8	Carry out public consultation on five proposals to increase secondary sector education places across the borough. The five proposals to be consulted on are:	Complete	Complete. Public consultation carried out in Autumn 2014 on these options.
		Proposal 1: Support the development of post-16 provision through: East Berkshire College and Berkshire College of Agriculture, to deliver technical qualifications for 14-16 year olds, leading to apprenticeships at 18, and A-level for provision for 16-19 year olds. Windsor Girls' and The Windsor Boys' School formal collaboration on delivery of A-level provision.		
		Proposal 2: Support, where requested, opportunities for schools to become all-through schools, teaching children of primary and secondary school age.		
		Proposal 3: Support, where requested, the development of localised Multi-Academy		

		Recommendation	Status	Actions
		Trusts (MATs).		
		Proposal 4: Invite public views on expanding existing schools and or another idea.		
		Proposal 5: Invite public views on expanding two or three of the existing fourteen schools by four forms of entry (4 FE), in 2015/16 and 2017/18.		
	9	Present a report for Cabinet in December 2014 on the outcome of the public consultation, with recommendations for the first phase of a new secondary sector places programme, to be implemented in 2015/16 and 2016/17.	Complete	Cabinet considered a report in December 2014 on secondary sector provision.
	10	Agrees the creation of a new capital budget to start the feasibility, design and development works arising from the approval of the above recommendations to a value of £100k from the Basic Need Grant.	Complete	Capital budget created.
	11	Request a report for Cabinet in September 2015 on the second phase of a new secondary sector places programme, with further work undertaken on the options for new schools, collaborative sixth form provision, a satellite grammar school, further expansion at existing schools and other ways of providing more capacity.	Complete	This report.
	12	Request a report on sixth form provision in November 2014.	Complete	Cabinet considered a report on secondary school attainment in January 2015.

December 2014: Expansion of Secondary Sector Provision				
Report 5: December 2014	1	Notes the outcome of the consultation on the expansion of secondary sector provision in the Royal Borough.	Complete	
	2	Approves, in principle, the expansion of secondary school places at the following schools, subject to recommendations iv, v and vi as follows:	In progress	
		<ul style="list-style-type: none"> Up to 60 extra places per year group at Furze Platt Senior School, starting with Year 7 from September 2016. This would increase the Published Admission Number (PAN) from 193 to 253. 	Superseded	Superseded by recommendations in September 2015 report.
		<ul style="list-style-type: none"> Up to 100 extra places per year group across the Windsor Learning Partnership (The Windsor Boys' School and Windsor Girls' School) and Holyport College, starting with Year 9 from September 2016. This would increase the number of available Year 9 places from 408 to 508. 	In progress	Feasibility and design works well underway at the Windsor Learning Partnership to provide 60 additional Year 9 places. An additional 8 Year 9 places have also been agreed at Holyport College.
		<ul style="list-style-type: none"> Up to 30 extra places per year group at Charters School, starting with Year 7 from September 2017. This would increase the PAN from 240 to 270. This is subject to a review of the likely impact of changes to the school's admissions policy, recently proposed by the school. 	In progress	
Report 5: December 2014		<ul style="list-style-type: none"> Up to 50 further extra places per year group across the Maidenhead secondary schools (Altwood Church of England Secondary School, Cox Green School, Desborough College, Holyport College and/or Newlands Girls' School), starting with Year 7 from September 2017. This (together with the Furze Platt expansion) would increase the number of available Year 7 places from 894 to 1,004. 	In progress	Feasibility work is already underway in relation to a potential S106 funded scheme at Newlands. All schools are being reprioritised for expansion under new criteria. An additional 4 Year 7 places have also been agreed at Holyport College.
		<ul style="list-style-type: none"> Up to 60 extra places per year group at Dedworth Middle School, starting with Year 5 from September 2017. This would increase the PAN from 120 to 180. 	Not yet started	The later start date of 2017 means that feasibility has not yet started on this scheme.
		<ul style="list-style-type: none"> Approves the publication of proposals in relation to Dedworth Middle School, and delegates authority to the Lead Member for Children's Service and the Director of Children's Services to agree the proposal after the end of the four week statutory notice period, having considered the outcome of the consultation. 	Not yet started	Dedworth Middle School is now likely to be an academy before expansion takes place, which means that the borough will no longer need to publish proposals. The school will instead need to seek permission from the Secretary of State.
		<ul style="list-style-type: none"> Requests that officers agree affordable schemes with each school 	In progress	Feasibility works underway at various

		approved for expansion, with individual scheme budgets to be approved via the borough's capital programme.		schools will result in budgets, which will need approval via the capital programme.
		<ul style="list-style-type: none"> Requests that the Director of Children's Services writes to the academy schools in the programme to ask them to seek approval for their expansion from the Secretary of State for Education. 	Not yet started	This will happen once planning permission has been obtained for new buildings.
September 2015: Expansion of Secondary Sector Provision				
Report 6: September 2015	1	Notes the updated pupil forecasts for secondary sector provision in the Royal Borough.	No further action	
	2	Approves the new secondary school expansions criteria and ranking model for school expansion.	No further action	(An updated version is attached to this report).
	3	Approves changes to the expansion plan and timetable as follows:		
		<ul style="list-style-type: none"> Charters School – 30 places be created for September 2017 as previously agreed. 	In progress	(Addressed in this report).
		<ul style="list-style-type: none"> Cox Green School – 30 places and Furze Platt Senior School 30 places for 2017, instead of 60 places at Furze Platt in 2016. 	In progress	(Addressed in this report).
		<ul style="list-style-type: none"> Dedworth Middle School – 30 places in September 2017 and a further 30 places in 2018 instead of 60 places in 2017. 	In progress	(Addressed in this report).
Report 6: September 2015 continued		<ul style="list-style-type: none"> The Windsor Learning Partnership 60 (Windsor Boys' School 30 places and Windsor Girls' School 30) places in September 2017 instead of September 2016. 	In progress	(Addressed in this report).
		Delegates to the Lead Member for Education and the Strategic Director of Children's Services to amend, adjust and finalise the details of the re-phased works up until September 2019 including:		
		<ul style="list-style-type: none"> Amending the timetable in response to change in demand on places. 	No current action needed.	(Addressed in this report).
		<ul style="list-style-type: none"> Seeking tenders, where required, to deliver the agreed programme 	No current action needed.	(Addressed in this report).
		Officers share with Cabinet the Department for Education's conclusion on satellite grammar schools when available.	Completed	Completed in the subsequent October 2015 report.

October 2015: Satellite Grammar School Provision in RBWM				
Report 7: October 2015	1	Approves up to £200K, from the Development Fund, to be available, and delegates authority to the Lead Member for Education and the Managing Director/Strategic Director of Children's Services to:	In progress	Relevant code being set up in 2016/17 financial year.
		<ul style="list-style-type: none"> Support due diligence work by Sir William Borlase's Grammar School in respect to a school expansion via a satellite site within the Royal Borough of Windsor and Maidenhead. 	In progress	Due diligence statement from Sir William Borlase's Grammar School to be reported to July 2016 Cabinet.
		<ul style="list-style-type: none"> Agree a programme of public consultation for 2016, in partnership with Sir William Borlase's Grammar School. 	In progress	Further clarity on sites needed ahead of any public consultation.
		<ul style="list-style-type: none"> Undertake further work in relation to costings and the detail of acquisition of a satellite site. 	In progress	Work on potential sites is continuing.
		Legal challenges to the Secretary of State's decision regarding grammar school provision in Kent permitting.	In progress	No legal challenge launched yet.
	2	Requests a progress report to Cabinet in April 2016	In progress	Now expected to go to July 2016 Cabinet.

Appendix B: Detail of scheme options in secondary expansion programme

School	Each school's key expansion priorities (as well as classrooms)	Main elements of schemes		Cost (£m)	Commentary
<p>Charters</p> <p>+30 places per year group.</p> <p>7 year groups</p>	<p>To create a single teaching block for maths and science. This will enhance curriculum delivery and improve the school's ability to attract and retain high quality staff. This requires the maths block to be demolished, so the school has compromised on the numbers of additional classrooms required.</p>	<p>Option A.1</p>	<ul style="list-style-type: none"> New block of 11 classrooms, including 2 science labs - adjacent to existing science block. Demolition of old modular maths block. Extension to the dining room. 	<p>3.9</p>	<p><i>The co-headteachers have indicated that they would accept Options A.1 and A.2 (preferred). They will not accept option A.3, and could refuse to expand if this option is chosen.</i></p> <p><i>The co-headteachers' preference was for 14 classrooms, but after considerable negotiation, they agreed to just 11. 13 could fit into the proposed location.</i></p>
		<p>Option A.2 Recommended</p>	<ul style="list-style-type: none"> Two additional classrooms (13 instead of 11) in the new classroom block. 	<p>4.3</p>	
		<p>Option A.3</p>	<ul style="list-style-type: none"> New block of 6 classrooms only, not adjacent to existing science block. Old modular maths block retained. Costed for benchmarking purposes. 	<p>2.5</p>	
<p>Cox Green</p> <p>+30 places per year group.</p> <p>7 year groups</p>	<p>Expansion of the very small dining room. The school currently has to cope by using an external covered area. Additional pupils would make the dining facilities unacceptable.</p> <p>Sufficient classrooms to enable their new curriculum model.</p>	<p>Option B.1</p>	<ul style="list-style-type: none"> Extension of the dining room to include: <ul style="list-style-type: none"> New block of 10 classrooms. Demolition and rebuild of the drama block. Enlargement of 2 classrooms to create science labs. 	<p>4.4</p>	<p><i>The Headteacher has indicated strongly that option B.2 is preferred.</i></p> <p><i>In practice Option B.2 (rebuilding the dining room) would probably carry less risk and would produce a better building solution, but at this concept stage, is estimated to be slightly more expensive than B.1 (extending the dining room.)</i></p> <p><i>Both schemes are expensive because the need includes a bigger dining and kitchen space as well as classrooms. It also includes demolition and re-provision of either the drama or the dining room.</i></p> <p><i>An alternative option (not listed) involves moving the undersized dining room & kitchen to the current gym. The gym is, however, part of the Cox Green Leisure facility, leased to Parkwood, and would need to be replaced. This negates any savings arising from not having to rebuild the dining hall.</i></p> <p><i>Cox Green could accommodate a +60 places per year group expansion if necessary, possibly making a better value scheme. This has not been explored with the school in detail.</i></p>
		<p>Option B.2 Recommended</p>	<ul style="list-style-type: none"> Similar to Option B.1, but demolishes and rebuilds the dining room, rather than the drama block, to make way for the new block. 	<p>4.7</p>	
<p>Cox Green</p> <p>+60 places per year group.</p> <p>7 year groups</p>	<p>This has not been discussed in detail with the school.</p>	<p>Alternative Proposal</p>	<ul style="list-style-type: none"> This would require the accommodation set out in B.1/B.2 plus further infrastructure and teaching spaces. 	<p>7.5 (initial estimate)</p>	<p><i>Cox Green could accommodate a +60 places per year group expansion if necessary, possibly making a better value scheme. This has not been explored with the school in detail.</i></p>
<p>Dedworth Middle</p> <p>+60 places per year group.</p> <p>4 year groups</p>	<p>Construction of a new sports hall.</p>	<p>Option C.1</p>	<ul style="list-style-type: none"> New, 2 court, sports hall. New block of 8 classrooms. Increased dining space. Conversion of 1 classroom into a science lab Levelling of floor in school hall to make single large space. 	<p>4.1</p>	<p><i>The Headteacher has indicated that the school preference is for Option C.2, although Option C.1 may be acceptable.</i></p> <p><i>The Headteacher favours the new, larger, sports hall, rather than the adaptation of existing spaces to provide a similar facility.</i></p>
		<p>Option C.2 Recommended</p>	<ul style="list-style-type: none"> As Option C.1, but larger, 3 court, sports hall. No levelling of floor in school hall. 	<p>4.7</p>	

Furze Platt Senior +30 places per year group. 7 year groups	Extension of the hall to provide more dining space, and to improve circulation around the site, relieving pressure at break times. Safer circulation around the site. Would like to replace 4 modular classrooms.	Option D.1	<ul style="list-style-type: none"> New hall on site of demolished gym/netball court. New block of 5 classrooms, with 3 science labs and 2 general teaching classrooms. Demolition of one poor science lab. 	3.5	<p><i>The Headteacher strongly prefers Option D.2. Option D.1 may be acceptable, but Option D.3 is probably not. If this option is chosen the school could refuse to expand.</i></p> <p><i>The Headteacher favours an option that expands their main hall, although professional advice is that this would be more expensive and difficult to achieve. The new hall would go where the current gym is, and would extend into either the netball court or the modular classroom block area.</i></p> <p><i>Government guidance, in Building Bulletin 103, suggests that Furze Platt already has sufficient hall/dining space, but it remains a top priority for the school. In particular it will give them increased space for the 6th form, dining and school events, especially where public use of the sports hall/leisure centre conflicts with exams.</i></p> <p><i>Furze Platt could accommodate a +60 places per year group expansion if necessary, possibly making a better value scheme. This has not been explored with the school in detail.</i></p>
		Option D.2 Recommended	<ul style="list-style-type: none"> New hall on site of demolished gym. New block of 9 classrooms, with 3 science labs and 6 general teaching classrooms. Demolition of modular block of 4 classrooms. Demolition of one poor science lab. 	4.5	
		Option D.3	<ul style="list-style-type: none"> As Option D.2, but with no new hall or demolition of the gym. 	2.6	
Furze Platt +60 places per year group. 7 year groups	This has not been discussed in detail with the school.	Alternative Proposal	<ul style="list-style-type: none"> This would require the accommodation set out in D.1/D.2/D.3 plus further infrastructure and teaching spaces. 	7.0 (initial estimate)	<p><i>Furze Platt Senior could accommodate a +60 places per year group expansion if necessary, possibly making a better value scheme. This has not been explored with the school in detail.</i></p>
The Windsor Learning Partnership +30 places per year group at each site. 5 year groups	The Windsor Boys' School Making better use of existing space.	Option E.1 Agreed (from Cabinet September 2015)	<ul style="list-style-type: none"> Internal remodelling to create larger teaching spaces and more efficient administration space. Small extensions to enlarge dining and changing rooms. 	1.8	<p><i>Out to tender – tenders due back 1st August, start on site Sept / Oct 2016.</i></p>
	Windsor Girls' School Dining extension.	Option F.1 Agreed (from Cabinet September 2015)	<ul style="list-style-type: none"> Extension of kitchen/dining. .New two storey block of five classrooms. 	2.3	

APPENDIX C - Comparative Capital Costs of Secondary Expansion Programme Phase 1 and Phase 2 schemes

School and scheme	Total number of additional places	Likely project cost £	Likely project cost per place £	Gross Internal Floor Area (GIFA) m ²	Space per new pupil m ²	National average cost per secondary place £	Inflation to 2017		Location Factor	Adjusted national average cost per place £	National space per pupil m ²	Project cost per extra place created, compared to Adjusted National Average Cost.	Project space per pupil, compared to national average. m2	Comments
							2016	2017						
<p>Number of extra places being created at the school.</p>		<p>Project costs, including build costs and fees, for the whole project and calculated on a per place basis.</p>				<p>Source: National School Delivery Cost Benchmarking - February 2016, which examined 44 secondary school completed extension and refurbishment schemes nationally.</p> <p>Inflation forecasts quoted are from RICS (Royal Institute of Chartered Surveyors), and are applied to bridge the gap between the national cost (benchmarked to November 2015) and the point at which the borough will need to pay for the schemes.</p> <p>The location factor, which adjusts for different construction costs in different</p>								
Charters School	211	3,916,874	18,584	1,138	5.4	14,102	5.5%	4.8%	1.19	18,554	7.6	£30	-29%	
Option A.1	<ul style="list-style-type: none"> New block of <u>11</u> classrooms, including 2 science labs - adjacent to existing science block. Demolition of old modular maths block. Extension to the dining room. 													
<p>Cost of 211 places at £18554 per place = £3910638</p>														
Charters School	211	4,321,215	20,502	1,271	6.0	14,102	5.5%	4.8%	1.19	18,554	7.6	£1,948	-21%	
Option A.2 Recommended	<ul style="list-style-type: none"> New block of <u>13</u> classrooms, including 2 science labs - adjacent to existing science block. Demolition of old modular maths block. Extension to the dining room. 													
<p>Cost of 211 places at £18554 per place = £3910638</p>														
Charters School	211	2,452,751	11,637	653	3.1	14,102	5.5%	4.8%	1.19	18,554	7.6	-£6,917	-59%	
Option A.3	<ul style="list-style-type: none"> New block of <u>6</u> classrooms only, not adjacent to existing science block. Old modular maths block retained. Costed for benchmarking purposes. 													
<p>Cost of 211 places at £18554 per place = £3910638</p>														
Cox Green School	170	4,379,267	25,743	1,014	6.0	14,102	5.5%	4.8%	1.19	18,554	7.6	£7,189	-22%	
Option B.1	<ul style="list-style-type: none"> Extension of the dining room to include: <ul style="list-style-type: none"> New block of 10 classrooms. Demolition and rebuild of the drama block. Enlargement of 2 classrooms to create science labs. 													
<p>Cost of 170 places at £18554 per place = £3156286</p>														
Cox Green School	170	4,712,892	27,705	1,154	6.8	14,102	5.5%	4.8%	1.19	18,554	7.6	£9,150	-11%	
Option B.2 Recommended	<ul style="list-style-type: none"> Similar to Option B.1, but demolishes and rebuilds the dining room, rather than the drama block, to make way for the new block. 													
<p>Cost of 170 places at £18554 per place = £3156286</p>														

School and scheme	Total number of additional places	Likely project cost £	Likely project cost per place £	Gross Internal Floor Area (GIFA) m ²	Space per new pupil m ²	National average cost per secondary place £	Inflation to 2017		Location Factor	Adjusted national average cost per place £	National space per pupil m ²	Project cost per extra place created, compared to Adjusted National Average Cost.	Project space per pupil, compared to national average. m2	Comments		
							2016	2017								
		Number of extra places being created at the school.	Project costs, including build costs and fees, for the whole project and calculated on a per place basis.			<p>Source: National School Delivery Cost Benchmarking - February 2016, which examined 44 secondary school completed extension and refurbishment schemes nationally.</p> <p>Inflation forecasts quoted are from RICS (Royal Institute of Chartered Surveyors), and are applied to bridge the gap between the national cost (benchmarked to November 2015) and the point at which the borough will need to pay for the schemes.</p> <p>The location factor, which adjusts for different construction costs in different</p>										
The Windsor Learning Partnership Dedworth Middle School Option C.1	240	4,111,528	17,131	1,103	4.6	14,102	5.5%	4.8%	1.19	18,554	7.6	<p>Cost of 240 places at £18554 per place = £4453000</p> <p>-8%</p> <p>£-1,423 below national per place cost</p>	<p>-40%</p> <p>-3.0 below national m2 per place</p>			
<ul style="list-style-type: none"> New, 2 court, sports hall. New block of 8 classrooms. Increased dining space. Conversion of 1 classroom into a science lab Levelling of floor in school hall to make single large space. 																
The Windsor Learning Partnership Dedworth Middle School Option C.2 Recommended	240	4,677,270	19,489	1,290	5.4	14,102	5.5%	4.8%	1.19	18,554	7.6	<p>Cost of 240 places at £18554 per place = £4453000</p> <p>£934</p> <p>+5% above national per place cost</p>	<p>-29%</p> <p>-2.2 below national m2 per place</p>			
<ul style="list-style-type: none"> As Option C.1, but larger, 3 court, sports hall. No levelling of floor in school hall. 																
Furze Platt Senior School Option D.1	190	3,532,399	18,637	1,008	5.3	14,102	5.5%	4.8%	1.19	18,554	7.6	<p>Cost of 190 places at £18554 per place = £3516747</p> <p>£83</p> <p>+0% above national per place cost</p>	<p>-30%</p> <p>-2.3 below national m2 per place</p>			
<ul style="list-style-type: none"> New hall on site of demolished gym/netball court. New block of 5 classrooms, with 3 science labs and 2 general teaching classrooms. Demolition of one poor science lab. 																
Furze Platt Senior School Option D.2 Recommended	190	4,513,186	23,811	1,444	7.6	14,102	5.5%	4.8%	1.19	18,554	7.6	<p>Cost of 190 places at £18554 per place = £3516747</p> <p>£5,257</p> <p>+28% above national per place cost</p>	<p>+0.0</p> <p>+0% above national m2 per place</p>			
<ul style="list-style-type: none"> New hall on site of demolished gym. New block of 9 classrooms, with 3 science labs and 6 general teaching classrooms. Demolition of modular block of 4 classrooms. Demolition of one poor science lab. 																
Furze Platt Senior School Option D.3	190	2,604,722	13,742	790	4.2	14,102	5.5%	4.8%	1.19	18,554	7.6	<p>Cost of 190 places at £18554 per place = £3516747</p> <p>-26%</p> <p>£-4,812 below national per place cost</p>	<p>-45%</p> <p>-3.4 below national m2 per place</p>			
<ul style="list-style-type: none"> As Option D.2, but with no new hall or demolition of the gym. 																

School and scheme	Total number of additional places	Likely project cost £	Likely project cost per place £	Gross Internal Floor Area (GIFA) m ²	Space per new pupil m ²	National average cost per secondary place £	Inflation to 2017		Location Factor	Adjusted national average cost per place £	National space per pupil m ²	Project cost per extra place created, compared to Adjusted National Average Cost.	Project space per pupil, compared to national average. m2	Comments	
							2016	2017							
<p>Source: National School Delivery Cost Benchmarking - February 2016, which examined 44 secondary school completed extension and refurbishment schemes nationally.</p> <p>Inflation forecasts quoted are from RICS (Royal Institute of Chartered Surveyors), and are applied to bridge the gap between the national cost (benchmarked to November 2015) and the point at which the borough will need to pay for the schemes.</p> <p>The location factor, which adjusts for different construction costs in different</p>															
<p>Project costs, including build costs and fees, for the whole project and calculated on a per place basis.</p>															
<p>Number of extra places being created at the school.</p>															
The Windsor Learning Partnership The Windsor Boys' School Agreed scheme	121	1,846,822	15,306	1,410	11.7	14,102	5.5%	4.8%	1.19	18,554	7.6	-18% -£3,248 below national per place cost	+4.1% +54% above national m2 per place		
<ul style="list-style-type: none"> Internal remodelling to create larger teaching spaces and more efficient administration space. Small extensions to enlarge dining and changing rooms. 						Cost of 121 places at £18554 per place = £2238766									
The Windsor Learning Partnership Windsor Girls' School Agreed scheme	123	2,322,303	18,950	1,029	8.4	14,102	5.5%	4.8%	1.19	18,554	7.6	+2% £396 above national per place cost	+10% +0.8 above national m2 per place		
<ul style="list-style-type: none"> Extension of kitchen/dining. New two storey block of five classrooms. 						Cost of 123 places at £18554 per place = £2273737									
Maidenhead Phase 2 Undetermined school No options yet	190	3,525,291	18,554		0.0	14,102	5.5%	4.8%	1.19	18,554	7.6	-0% -£0 below national per place cost	above national m2 per place		
						Cost of 190 places at £18554 per place = £3525291									
ALL RECOMMENDED OPTIONS (A.2, B.2, C.2, D.2, TWBS, WGS and Maidenhead Phase 2)	1244	25,918,979	20,841	7,598	6.1	14,102	5.5%	4.8%	1.19	18,554	7.6	+12% £2,287 above national per place cost	-20% -1.5 below national m2 per place		
<ul style="list-style-type: none"> If 1,244 places were provided at the adjusted national average cost per place of £18,554, the cost would be £23.1m. 						Cost of 1244 places at £18554 per place = £23074464									

Appendix D: Projected shortfall of secondary school places

1. PURPOSE OF APPENDIX

- 1.1 This appendix revisits the 2015 projections for school place demand, as submitted to Cabinet in September 2015.
- 1.2 An annual projection of demand for secondary, middle and upper schools is completed by the Royal Borough and submitted to the Department for Education as part of the yearly School Capacity (SCAP) survey. The 2016 forecasts are due to be completed and submitted by late July 2016, and so are not currently available. The information here is based, therefore, on the 2015 forecasts.
- 1.3 A form of entry (FE) is equivalent to a class of 30 children in each year group. Two FE means 60 children in each year group, and so on.

2. 2015 BASED PROJECTIONS

- 2.1 Table B1 provides the number of extra school places needed for children starting school in Year 5 (middle schools), Year 7 (secondary schools) and Year 9 (upper schools) between now and September 2022. The number of extra places needed is based on the difference between the number of places available, and the expected demand for those places, assuming that no extra school places are provided. Each area of the borough is shown separately, because of the distance between them.
- 2.2 Table B1 also shows the number of extra places needed to provide a 10% surplus in the school intakes, and the current agreed proposals (from Cabinet in September 2015) to provide extra places.
- 2.3 Two sets of amendments have been made to the projected shortfalls as reported to Cabinet in September 2015, ahead of the release of the 2016 projections. These are:
 - Newlands Girls' School has increased its Published Admission Number from 186 to 192, making 6 additional places available each year. The surplus/deficit calculations have been amended to reflect this.
 - For the Windsor Year 9 intake, a mistake was made in the way in which Holyport College numbers were counted in the demand for Windsor Year 9 places (the school has a Year 9 intake and admits many children from Windsor). This has the effect of reducing the number of extra places needed by around 0.6 FE in each year.
- 2.4 In brief, the figures in Table B1 show that:
 - **Ascot** – is already under pressure. Cabinet has approved a 1 FE increase for September 2017.
 - **Datchet** - no extra places are currently needed. It should be noted that Slough Borough Council believe that they will need the spare places at Churchmead Secondary School as demand rises in the part of Slough that the school serves.
 - **Maidenhead** - no spare places projected in Maidenhead in September 2017. Cabinet has approved a 2 FE increase for September 2017, which will provide a 7% surplus. Demand will rise in subsequent years, necessitating further increases in places in 2019 and beyond.
 - **Windsor Middles** – is already under pressure. Cabinet has approved a 1 FE increase for September 2017, followed by a further 1 FE increase for September 2018. This should provide a surplus of 6-9% up to September 2019.
 - **Windsor Uppers** – no spare places projected in September 2017. Cabinet has approved a 2 FE increase for September 2017. Under the revised figures, this should provide a surplus of 5-14% up to 2021.

Table B1: Projected number of extra places needed at intake, by area (2015 forecasts)

		Intake Year (September)							
Ascot Secondary (Yr 7)		2015	2016	2017	2018	2019	2020	2021	
a	Extra places needed to give every child a place in Year 7: (no spare places)	+8	+3	+14	+16	+33	+20	+20	
b	Extra places needed to provide a 10% surplus in Year 7:	+33	+27	+39	+42	+60	+46	+46	
c	Extra places approved by Cabinet (cumulative):	None	None	+30	+30	+30	+30	+30	
d	Resulting surplus/deficit:	-8	-3	+16	+14	-3	+10	+10	
e	Resulting surplus/deficit (%):	-3.8	-1.4	+6.7	+5.8	-1.3	+4.2	+4.2	
Datchet Secondary (Yr 7)		2015	2016	2017	2018	2019	2020	2021	
f	Extra places needed to give every child a place in Year 7: (no spare places)	None (-69)	None (-71)	None (-38)	None (-34)	None (-29)	None (-25)	None (-17)	
g	Extra places needed to provide a 10% surplus in Year 7:	-	-	-	-	-	-	-	
Maidenhead Secondary (Yr 7)		2015	2016	2017	2018	2019	2020	2021	
h	Extra places needed to give every child a place in Year 7: (no spare places)	None (-98)	None (-72)	None (-6)	+22	+74	+86	+105	
i	Extra places needed to provide a 10% surplus in Year 7:	-	+15	+88	+119	+176	+189	+210	
j	Extra places approved by Cabinet (cumulative):	None	None	+60	+60	+60	+60	+60	
k	Resulting surplus/deficit:	+98	+72	+66	+38	-14	-26	-45	
l	Resulting surplus/deficit (%):	+10.4	+7.6	+6.6	+3.8	-1.4	-2.6	-4.5	
Windsor Middle (Yr 5)		2015	2016	2017	2018	2019			
m	Extra places needed to give every child a place in Year 5: (no spare places)	None (-22)	None (-8)	None (-1)	+17	+24			
n	Extra places needed to provide a 10% surplus in Year 5:	+21	+36	+33	+64	+71			
o	Extra places approved by Cabinet (cumulative):	None	None	+30	+60	+60			
p	Resulting surplus/deficit:	+22	+8	+31	+43	+36			
q	Resulting surplus/deficit (%):	+4.9	+1.8	+6.5	+8.4	+7.1			
Windsor Upper (Yr 9)		2015	2016	2017	2018	2019	2020	2021	2022
r	Extra places needed to give every child a place in Year 9: (no spare places)	None (-65)	None (-50)	+11	None (-15)	+21	+32	+35	+64
s	Extra places needed to provide a 10% surplus in Year 9:	-	-	+60	+32	+71	+83	+86	+119
t	Extra places approved by Cabinet (cumulative):	None	None	+60	+60	+60	+60	+60	+60
u	Resulting surplus/deficit:	+65	+50	+49	+75	+39	+28	+25	-4
v	Resulting surplus/deficit (%):	+13.6	+10.5	+9.1	+13.9	+7.2	+5.2	+4.6	-0.7

- 2.5 The current planned places do not provide a 10% surplus in each area in September 2017. The surplus provided is mainly around 6%-7% range, with a 9.1% in Windsor Year 9.
- 2.6 Table B2 shows the borough totals of the expected shortfalls without any extra places added.

Table B2: Projected number of extra places needed at intake, total (2015 forecasts)

RBWM	2015	2016	2017	2018	2019	2020	2021	2022
a Total of all shortfalls on available places at intake (Note: sum of deficits only. Surplus figures excluded).	+8	+3	+25	+55	+152	+138 (excl. middles)	+160 (excl. middles)	+64 (uppers only)
b Extra places needed to provide 10% surplus at intake	+54	+78	+220	+257	+378	-318 (excl. middles)	-342 (excl. middles)	-119 (uppers only)
c Extra places approved by Cabinet (cumulative):	None	None	+180	+210	+210	+210	+210	+210
d Further places needed to provide 10% surplus at intake	None	None	+40	+47	+168	+108 (excl. middles)	+132 (excl. middles)	None (uppers only)

3. OUT-BOROUGH DEMAND

- 3.1 Table B3 shows the number of out-borough children on roll in RBWM school intakes.

Table B3: Number of out-borough children on roll in RBWM schools

Area	Intake Year	Year of intake (September)					% of pupils on roll (2015)	Average 2011-2015	
		2011	2012	2013	2014	2015		No.	FE
Ascot	7	94	75	75	78	65	25.9	75	2.5
Datchet/Wraysbury	7	95	93	71	40	31	64.5	66	2.2
Maidenhead	7	172	140	140	150 ¹	173	20.6	155	5.2
Windsor Middle	5	42	38	46	32	35	8.1	39	1.3
Windsor Upper	9	59	47	60	84 ¹	80	17.8	66	2.2
RBWM	-	462	393	392	384	384	19.0	403	13.4

¹ Holyport College opens.

- 3.2 Over the past five years out-borough children have occupied around 13 of the 64 FE available in the secondary, middle and upper school intakes in the borough.
- 3.3 An extensive analysis of the out-borough demand for borough schools was reported as *Appendix 4 – Out-borough children in RBWM schools* to the September 2015 Cabinet report on secondary school places. This followed suggestions from headteachers that some of the places needed to meet growing demand from within the borough could be met by reducing the number of out-borough children on roll.
- 3.4 The analysis considered what opportunities there are for the reduction in demand by reducing the number of out-borough children on roll. It concluded that it would be difficult to reduce demand in this way because the 1989 'Greenwich Judgement' makes it illegal for an admission authority to prioritise children on the basis that they live in the local authority

area.

- 3.5 In addition, many applicants are children that we might reasonably expect to attend a borough school, because:
- They live in the school's designated area, which covers an out-borough area.
 - They live just across the border in villages that, in practice, are closely linked to the borough.
 - They have siblings at borough school.
 - They have Statements of Special Educational Needs naming a borough school.
 - They have been admitted to a borough school as a Looked After child.
 - They have been admitted to a borough school because of specific medical or social needs.
 - They have a boarding place at Holyport College.
 - They have attended a borough primary school and are moving up with their peers.
- 3.6 The attendance of out-borough children in borough schools is also an outcome of parental choice, which has been the aim of successive governments and is a local priority. Many Royal Borough children do, of course, attend secondary (and particularly grammar) schools in other local authority areas.
- 3.7 Finally, many borough residents continue to only express one preference for a school at secondary transfer. If we are not able to offer them a place at that preferred school, then they have less priority for a place at an alternative school than an out-borough child who has indicated a preference for that alternative school.
- 3.8 Taking this demand into account, the analysis introduced the concept of 'Base demand', which is the underlying demand from borough residents, plus the out-borough demand from children falling into the above categories. The base demand can be compared against existing and planned capacity in the system. This then allows a 10% surplus capacity to be calculated on that base demand, rather than the overall demand. The number of children projected to take up places in schools isn't changed, but theoretically less capacity is then needed in order to provide a 10% surplus.
- 3.9 A minimum of 5% surplus places on the overall demand needs to be applied, to ensure that there are still places available for families moving into the area after secondary transfer.
- 3.10 Having applied this methodology to each part of the borough, the conclusion is that there are no realistic opportunities for meeting growing demand by admitting fewer out-borough children, except in Maidenhead.

Table B3: Amended number of extra places needed at intake, Maidenhead (2015 forecasts)

		Intake Year (September)							
Maidenhead Secondary (Yr 7)		2015	2016	2017	2018	2019	2020	2021	
a	Extra places needed to give every child a place in Year 7: (no spare places)(from Table B2)	None (-98)	None (-72)	None (-6)	+22	+74	+86	+105	
b	Extra places needed to meet the projected <u>base demand</u> in Year 7: (no spare places)	None (-171)	None (-147)	None (-81)	None (-53)	None (-1)	+11	+30	
c	Extra places needed to provide a 10% surplus in Year 7: (from Table B2)	-	+15	+88	+119	+176	+189	+210	
d	Extra places needed to provide a 10% surplus on <u>base demand</u> and minimum 5% surplus on all demand:	-	-	+41	+70	+125	+138	+157	
e	Extra places approved by Cabinet (cumulative):	None	None	+60	+60	+60	+60	+60	
f	Further places needed to then meet 10% surplus on all demand:	-	+15	+28	+59	+116	+129	+150	
g	Further places needed to then meet 10% surplus on <u>base demand</u> and minimum 5% surplus on all demand:	None	None	None (-19)	+10	+65	+78	+97	

3.11 Having applied this methodology to each part of the borough, the conclusion is that there are no realistic opportunities for meeting growing demand by admitting fewer out-borough children, except in Maidenhead.

3.12 Table B3 applies the base demand methodology to Maidenhead, where around half (2.5 FE) of the out-borough children on roll are applicants who are not in the categories listed above. The table shows that:

- To provide places for base demand only (row 'b'), no new places are needed before 2020. This is not recommended because all the spare places would be taken by out-borough children, leaving us with no spare capacity for families moving into the area. This would becoming increasingly difficult to manage as families move into the significant number of new dwellings being built in the town.
- To provide places for the overall demand +10% (row 'f') This would mean that the number of secondary school places in Maidenhead increases by 7 FE by September 2021, including the 2 FE that the borough has already approved. This would result in a significant amount of spare capacity in the town - equivalent to a whole secondary school.
- To provide places for the base demand + 10% (row 'g') Under this scenario, the number of secondary school places would increase by 5.2 FE by September 2021, including the 2 FE that the borough has already approved. This will still provide a good surplus of places (around 5%). It might be possible to delay one form of entry from September 2017 to September 2018, which would mean a low surplus of just 3.7% on all demand, but 11.4% on base demand in 2017. The surplus of 3.7% on overall demand of 3.7% is 36 places, which may be tight as families move into the significant number of new dwellings being built in the town.

4. CONCLUSION

- 4.1 The 2016 forecasts are not yet available but, on current information there is not thought to be any necessity to change the scale or timing of the already agreed Phase 1 school expansion schemes, for September 2017. The resulting surpluses of places are mainly in the 6-7% range, and so at the mid to lower end of the 5-10% range. This means there is limited scope for reducing the places made available by reducing the surplus places targets.
- 4.2 In addition, analysis of out-borough numbers suggests that there is only limited scope for scaling back the expansion programme by actively reducing the number of extra places taken by out-borough children. In Maidenhead, by pursuing a 10% surplus of places on the base demand instead of the overall demand, the number of extra places needed by September 2021 falls from 7 FE to 5.2 FE. There is some scope for delaying 1 FE of the expansion programme, from September 2017 to 2018, although this could leave a low surplus of just 3.7%. This may not be high enough to allow for families subsequently moving into the area.

Report for:
INFORMATION



Contains Confidential or Exempt Information	NO - Part I
Title	Child Sexual Exploitation – Update on Progress
Responsible Officer(s)	Alison Alexander, Managing Director/Strategic Director Adult, Children and Health Services
Contact officer, job title and phone number	Hilary Hall, Head of Commissioning Adults, Children and Health, 01628 683893
Member reporting	Cllr Natasha Airey, Lead Member for Children’s Services
For Consideration By	Cabinet
Date to be Considered	28 July 2016
Implementation Date if Not Called In	9 August 2016
Affected Wards	All

REPORT SUMMARY

1. The council recognises that child sexual exploitation poses a significant risk to children and young people. To provide assurance, to the Council, that council services and partners are working effectively together, using their statutory powers to minimise risks, the Lead Member and the Director invited, in early 2015, an internal audit of arrangements in place across the Council to protect and prevent child sexual exploitation alongside an external review focused on the council and its partners. A comprehensive action plan, derived from the two reviews, was approved by Cabinet in March 2015.
2. Operational arrangements to address the risks of child sexual exploitation are now supported through the Multi-Agency Safeguarding Hub, established in January 2016 and the Local Safeguarding Children Board’s Missing Children/Child Sexual Exploitation Operational Panel.
3. This report confirms that the action plan has been completed and provides an update on the progress made.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. Proactive and preventative management of the risks associated with child sexual exploitation by the local authority with its partners offers residents protection and promotes safer communities.	Immediately

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i. **Notes the completion of the council's action plan approved in Cabinet in March 2015.**
- ii. **Notes the operational arrangements in place through the Multi-Agency Safeguarding Hub and Missing Children/Child Sexual Exploitation Operational Panel.**
- iii. **Notes that the effectiveness of the arrangements will be tested through the Local Government Association safeguarding peer review in December 2016, the outcomes of which will be reported to Cabinet in January 2017.**

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1 On 26 March 2015, Cabinet considered a comprehensive report outlining the extent to which the council and all its partners were taking action to mitigate risks of child sexual exploitation within the Royal Borough. The report confirmed that the council was being proactive and there was a willingness to identify and address the issue.
- 2.2 The report was supported by a range of evidence including an internal audit that confirmed, in the main, adherence to, and use of, statutory regulations to address the issue; and an independent review of the council's and wider partners' activities to prevent and protect residents and prosecute those that were offending. All the activity described in the report assured Cabinet that the council was not blind to the issue. The three supplementary reports attached to the cabinet report were:
 - An internal audit investigation, which reviewed how the local authority's services were using their statutory powers to mitigate risks.
 - An external, independent review of statutory partners' response to child sexual exploitation in the Royal Borough and the extent to which their responses were combined and working effectively together.
 - The Windsor and Maidenhead Local Safeguarding Children Board's Missing Children/Young People and Child Sexual Exploitation Strategy which is structured around **preventing** risks, **protecting** children and young people and **prosecuting** offenders, the three P's.
- 2.3 **RBWM Missing Persons and Child Sexual Exploitation Action Plan**

Over the last year, work has been undertaken, through a task and finish group, to strengthen and implement the Royal Borough's Missing Persons and Child Sexual Exploitation Action Plan. The action plan has now been completed, see Appendix 1, and actions which are now in place, or existing actions that have been strengthened, to mitigate the risks of child sexual exploitation include:

 - **Systematic planning for children identified at risk of child sexual exploitation:** Following a one-day review of practice in May 2016, a new screening tool has been introduced which was an enhancement on the existing tool. This tool enables agencies to identify the triggers of child sexual exploitation more readily and the actions required to protect children/young

people. The outcomes are monitored through the Missing Children/Young People and Child Sexual Exploitation Operational Panel.

- **Systematic data monitoring and management:** The Missing Persons/Child Sexual Exploitation Coordinator post is managed within the Multi-Agency Safeguarding Hub. A key focus of this post is to ensure that there is a robust system for tracking children missing education, children missing from care or home, and those at risk of child sexual exploitation. The resource dedicated to this function assists in ensuring that all children/young people at risk are quickly identified and appropriate safeguarding arrangements put in place.
- **Training:** There is a range of training available, including:
 - Basic online training – which the council’s workforce has completed. All new employees are required to complete the online training as part of their induction.
 - Training on the use of the screening tool.
 - Specialist training for professionals who deal directly with children, young people and their families.
 - Training session dedicated for elected Members was delivered in 2015 and further training sessions will be delivered in the autumn of 2016.
- **Community awareness raising:** There is an ongoing programme of awareness raising, including posters and banners in all Council offices, ‘cue cards’ for young people, for parents/carers and for professionals, rolling programme of Tweets through the Council’s Twitter feed and awareness raising materials for all hotels, licensed premises and taxis.
- **Licensing:** An annual plan of licensing operations is in place to check compliance with licence requirements. This includes operations held jointly with Thames Valley Police (TVP) to counter under age alcohol sales. Licensing staff also participate fully in covert TVP operations in licensed premises offering accommodation (hotels, etc) where intelligence suggests that child sexual exploitation may be an issue. Taxi drivers must provide a satisfactory Enhanced Disclosure and Barring Service report in order to gain a private hire or taxi licence - and initial preparatory work is currently ongoing with a view to seeking, later in 2016, the approval of Members to impose as a licence condition for all taxi drivers (existing and new) that they undertake compulsory child sexual exploitation training.

2.4 In October 2015, a second multi-agency conference, with national speakers, was held to further expand professional knowledge of the risks of child sexual exploitation. Nearly 200 people attended the event, entitled Challenging Our Perceptions, including Headteachers and teachers, hospital consultants, GPs, health visitors, social workers, police officers, foster carers and other professionals working with children and young people. Feedback from attendees was overwhelmingly positive with one professional commenting: “The calibre of the speakers, the content and the breadth and depth of the coverage of current issues was superior to many national events we often engage in.”

2.5 Attendees were particularly moved by the keynote speech provided by Emma, a young woman from the north east of the country. She talked about her experience of, and escape from, child sexual exploitation, describing how she had been groomed over a long period of time from the age of 12, initially by some boys just a couple of years older than her.

Missing Children/Young People and Child Sexual Exploitation Strategy

- 2.6 In December 2015, Cabinet endorsed the revised Missing Children/Young People and Child Sexual Exploitation Strategy which had been approved by the Windsor and Maidenhead Local Safeguarding Children Board. Officers had worked with partners to review and strengthen the Strategy taking account of the findings of the external review, internal audit, Cabinet, as well as nuances in the local and national strategic direction of tackling child sexual exploitation. Specifically, the work strengthened the Strategy so that it:
- Outlined the **challenges** to be addressed, including the link between children who go missing from home, care or education and sexual exploitation, the vulnerability of males as well as females to exploitation and the dangers of internet and mobile technology to target vulnerable children/young people.
 - Set out agreed **principles** in terms of both missing and child sexual exploitation, including that going missing or being sexually exploited is a safeguarding issue, not a crime/offence and that coercers/sex abusers may not just be adults, but could be a child's peers or young people slightly older than them.
 - Identified the key **policy** decisions, including governance arrangements and the local response to the risks of child sexual exploitation which focuses on targeting known locations, identifying children/young people who are already vulnerable and may be more susceptible to being targeted and a multi-agency robust response to individual cases.
- 2.7 Officers are satisfied that the approved Strategy provides the strategic context within which each agency has its own action plan to take forward their contribution to addressing the risks of child sexual exploitation. The Strategy is supported through governance structure that includes all parties, see appendix 2.

Operational arrangements

- 2.8 The implementation of the Multi-Agency Safeguarding Hub (MASH) in January 2016 provides operational support to address child sexual exploitation in the borough. The MASH works with individual children, and the Child Sexual Exploitation Coordinator who works within the MASH, provides coordinated support across the agencies.
- 2.9 The MASH, through co-location of key partners, enables information about potentially vulnerable young people to be collated and checked quickly and appropriate safeguarding arrangements put in place. The co-location of the Missing Persons/Child Sexual Exploitation Coordinator in the MASH, see point 2.3, has strengthened the monitoring and management of data around vulnerable young people. In addition, the introduction of the new screening tool, see point 2.3, is enabling agencies to identify the triggers of child sexual exploitation better and to ensure more targeted plans are in place to address the specific risks identified.
- 2.10 The Local Government Association will be undertaking a safeguarding peer review in the Royal Borough in December 2016 and a key feature of the review will be to test the effectiveness of the MASH, including the council's and partners' operational arrangements to address the risks of child sexual exploitation. The outcome of the review will be reported to Cabinet in January 2017.

Female genital mutilation

- 2.11 Alongside its work to minimise the risk of sexual exploitation to children and young people, the council is equally committed to addressing other related risks and in

particular the risks associated with female genital mutilation (FGM). This commitment was underlined in the motion unanimously approved by Council on 25 February 2014.

2.12 Officers in Children’s Services have been active participants in the pan-Berkshire FGM Task Group. This Group, led by the Clinical Commissioning Group, developed specific operational procedures to enable practitioners to identify children at risk and respond appropriately. These have been approved by the Windsor and Maidenhead Local Safeguarding Children Board. Training on these procedures is provided to staff.

2.13 The Ofsted inspection framework for local authorities was revised in June 2015 to ensure that inspectors reported on the extent to which these risks were being addressed by local authorities and their partners. A feature of the new Joint Targeted Area Inspection, introduced in September 2015, is a ‘deep dive’ around a particular theme. The first cohort of inspections, September 2015 to June 2016, focused on child sexual exploitation. FGM is one of the themes under consideration for the second cohort starting in September 2016.

2.14 The options being presented to Cabinet are set out in table 1

Table 1: Option	Comments
The local authority continually reviews the risks of child sexual exploitation in the Royal Borough and actively works with its partners to address those risks. Recommended option	The local authority continues to review the arrangements in place and takes appropriate action, with its partners, to protect residents vulnerable to child sexual exploitation, and in doing so complies with its statutory responsibilities to keep children and young people safe.
The local authority does not address the risks of child sexual exploitation in the Royal Borough.	Failure to review the arrangements in place and take appropriate action to protect residents vulnerable to child sexual exploitation could result in the local authority failing in its statutory responsibilities to keep children and young people safe.

3. KEY IMPLICATIONS

3.1 The key implications are in table 2.

Table 2: Key implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date delivered by
Prevention - % of children/ young people removed from the Child Sexual Exploitation case tracker within three months of identification due	<90%	90-94% 81	95-99%	>99%	31 March 2017

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date delivered by
to successful intervention.					
Protection – No. of children/ young people identified at risk level 3.	>6	5-3	2-3	1-0	31 March 2017

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1 No additional budget is sought for this work. All the work undertaken in relation to child sexual exploitation is within the base budget of the three directorates and is based on the time of key officers engaged in the multi-agency Strategic Group and Operational Panel. The cost of the coordinator post is within the existing base budget of Adult, Children and Health Services.
- 4.2 The costs associated with running the MASH, including partner contributions, are set out in table 3.

Table 3: Financial implications of the MASH and Assessment teams

	2016/17 Full year estimated costs £	FTEs
RBWM contribution		
Social care 1 x team manager 2 x assistant team manager 9 x social worker 2 x access officer Non pay costs	892,000	14
Education Welfare officer	32,000	1
Early help Early help advisor	36,000	1
RBWM contribution to police costs	30,000	
RBWM contribution to health coordinator	10,000	0.3
RBWM contribution to DASH coordinator	30,000	
RBWM total	1,030,000	
Partner contributions		
Thames Valley Police contribution * 1 x DS 2 x Researcher 1 x Assessor	121,000	4
Clinical Commissioning Group contribution	10,000	0.3
Thames Valley Probation contribution*	0	
Partner total	131,000	
Grand total	1,161,000	

* Thames Valley Police while recorded as FTE 4, this is not representative of RBWM input, they cover 6 other boroughs.

* Thames Valley Probation not yet co-located, virtual input to the MASH at this point.

NB the total RBWM contribution is the previous monies from the Referral and Assessment Service plus the additional costs to support the MASH.

5. LEGAL IMPLICATIONS

5.1 The statutory framework for the local authority to use to address the risks of child sexual exploitation includes:

- Local authority's general duty to safeguard and promote children's welfare under Section 17 of the Children Act 1989 or to make child protection enquiries under Section 47 of the same Act.
- The power to share information to prevent crime and disorder under the Crime and Disorder Act 1998, Section 115.
- Housing Act 2004 in relation to the licencing houses of multiple occupation.
- Child Abduction under Section 2 of the Child Abduction Act 1984
- The Licensing Act 2003 to prevent children and young people gaining access to adult venues where they may be vulnerable to grooming.

6. VALUE FOR MONEY

6.1 Investment in proactive and preventative action should decrease the number of individual cases escalating to specialist safeguarding services.

7. SUSTAINABILITY IMPACT APPRAISAL

7.1 None.

8. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
Children and young people are at risk of child sexual exploitation and other related risks	High	<ul style="list-style-type: none"> • Effective Multi-Agency Safeguarding Hub. • Robust Missing Children/ Young People and Child Sexual Exploitation Strategic Group and Operational Panel. • Targeted training for the whole workforce 	Low

9. LINKS TO STRATEGIC OBJECTIVES

9.1 The recommendations, if adopted, support the Council's strategic objectives of putting residents first and delivering together through safeguarding children and

young people from risk of abuse or harm, working in close partnership with partner agencies.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 Effective work to address the risks of child sexual exploitation will contribute to eliminating discrimination and victimisation of vulnerable children and young people within the community.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 None.

12. PROPERTY AND ASSETS

12.1 None.

13. ANY OTHER IMPLICATIONS

13.1 None.

14. CONSULTATION

14.1 The report will be considered by Children’s Services Overview and Scrutiny Panel on 19 July 2016.

14.2 All officers involved in the implementation of the council-wide action plan have been consulted on the contents of the report.

15. TIMETABLE FOR IMPLEMENTATION

Date	Details
7 – 11 December 2016	Local Government Association safeguarding peer review

16. APPENDICES

- Appendix 1: Missing Persons/Child Sexual Exploitation Action Plan.
- Appendix 2: Missing Children/Young People and Child Sexual Exploitation governance structure

17. BACKGROUND INFORMATION

17.1 Background information to this report includes:

- Cabinet report – 26 March 2015.
- Cabinet report – 30 July 2015.
- Cabinet report – 17 December 2015.

17.2 Child sexual exploitation has a high national profile due to court cases in Rochdale and Oxford and the publication of the Jay and Casey reports relating to Rotherham Metropolitan Borough Council. For further background reading, see:

- [Independent inquiry into Child Sexual Exploitation in Rotherham 1997-2013](#) – Professor Alexis Jay, August 2014

- [The sexual exploitation of children: it couldn't happen here, could it?](#) – Ofsted, November 2014
- [Tackling Child Sexual Exploitation, a resource pack for councils](#) – Local Government Association, December 2014
- [Report of Inspection of Rotherham Metropolitan Borough Council](#) – Louise Casey CB, February 2015

18. CONSULTATION (MANDATORY)

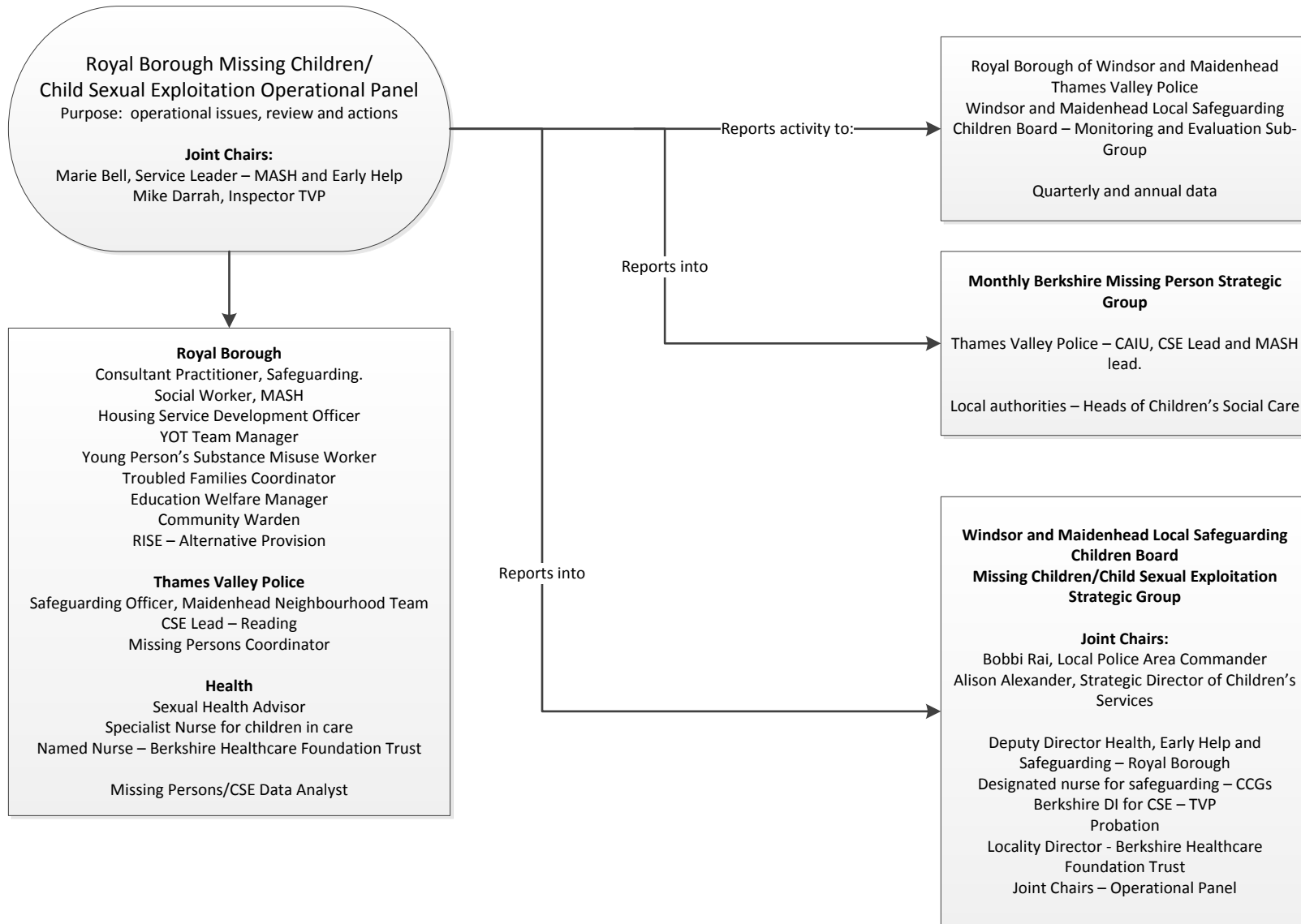
Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Natasha Airey	Lead Member for Children's Services	25/6/16	27/6/16	2.2, 2.3, 4.1
Russell O'Keefe	Strategic Director Corporate and Community Services	29/6/16		
Alison Alexander	Managing Director/ Strategic Director Adults, Children and Health	25/6/16	29/06/16	Throughout
Simon Fletcher	Strategic Director Operations and Customer Services	29/6/16		
Edmund Bradley	Finance Partner	29/6/16		
Michaela Rizou	Cabinet Policy Officer	25/6/16		
External				

REPORT HISTORY

Decision type:	Urgency item?
Non-key decision	No

Full name of report author	Job title	Full contact no:
Hilary Hall	Head of Commissioning – Adults, Children and Health	01628 683893

**Royal Borough of Windsor and Maidenhead
Missing Children/Child Sexual Exploitation governance**



RBWM MISSING PERSONS AND CSE PRELIMINARY ACTION PLAN

No.	Issue	Activity	Progress update	Responsible Officer – Strategic Director	Target Date	Status
1	Compliance with statutory requirements on DBS checks	Develop report in iTrent to produce monthly report on DBS checks, monitoring output and reporting failure of compliance to the relevant council management team.	<ul style="list-style-type: none"> • Reports are produced on a monthly basis for Adults and Children's Services. • These reports are checked in HR for expiry date of DBS and actioned where necessary. • The reports are sent to the appropriate DLT/DMT for noting and for chasing the employee if no action is taken. 	Head of HR	First report: April 2015 and monthly thereafter.	Completed and ongoing
2	Workforce assurance	Ensure an accurate system for monitoring HCPC registrations of all social workers across the Council is in place and reported quarterly to the Director of Children's Services.	<ul style="list-style-type: none"> • System in place. 	Head of HR	June 2015	Completed and ongoing
		Ensure job accountabilities clarify employee's roles and responsibilities with regards to safeguarding – with specific reference to the wider safeguarding issue of child sexual exploitation.	<ul style="list-style-type: none"> • New job accountabilities are updated when they are developed. • Existing ones are being reviewed as part of the appraisal process in 2015. • Further training and guidance has developed. 	Head of HR	October 2015	Completed and ongoing
		Issue a notification to all staff, for discussion at 2015/16 appraisals – of the incorporation of awareness to, and action against, child sexual exploitation into their job accountabilities.	<ul style="list-style-type: none"> • An email was sent to Directors and Heads of Service in March 2015. 	Head of HR	June 2015	Completed
		Update the Council's Whistle Blowing Policy, ensure its promotion to all staff and monitor its use.	<ul style="list-style-type: none"> • Policy has been updated. • Christabel's Comms on 13 February 2015 highlighted the policy following Rotherham and NHS items. • Annual compliance check to be undertaken. 	Head of HR	July 2015	Completed and ongoing
		Promote the function of the Local Authority Designated Officer – LADO.	<ul style="list-style-type: none"> • A series of bite size training sessions has been set up and put into the training calendar over June and July. • An email was sent to Directors and Heads of Service in May 2015 promoting the dates and seeking attendance 	Head of Commissioning	July 2015	Completed and ongoing

No.	Issue	Activity	Progress update	Responsible Officer – Strategic Director	Target Date	Status
			by all managers.			
3	Compliance with statutory requirement to ensure staff receiving appropriate training in safeguarding, including child sexual exploitation.	Review the Organisational Development Strategy for inclusion of the relevant safeguarding training requirements for council employees, including elected members.	<ul style="list-style-type: none"> Review has been completed and relevant amendments made to the Strategy. 	Head of HR	From April 2015	Completed
		Development of a system to record and report quarterly on safeguarding training completed by council workforce.	<ul style="list-style-type: none"> All training is booked through Quality Matters which enables reporting on an individual, team and service basis. 	Head of HR	From April 2015	Completed and ongoing
		Integrate the council's safeguarding, including child sexual exploitation, training programme with other Local Safeguarding Children Board (LSCB) partners to offer multi agency training – ensuring appropriate promotion of available programmes.	<ul style="list-style-type: none"> Completion of the online awareness training by all frontline staff completed. The Strategic Training Group of the Local Safeguarding Children Board has completed a training schedule identifying training required by different job roles across the council. 	Head of HR	From April 2015	Completed and ongoing
		Specific training to be provided to RBWM Community Protection and Enforcement Services Officers by Children's Services to assist with: a) identification of potential CSE issues; b) reporting and referral mechanisms for any CSE concerns identified during the course of an inspection or visit.	<ul style="list-style-type: none"> Training has been undertaken. 	Head of HR	September 2015	Completed
		Annual evaluation of the effectiveness of CSE training to be reported on a quarterly basis to the CSE Strategic Group.	<ul style="list-style-type: none"> This is scheduled within the work programme of the CSE Strategic Group. First report in July 2015 with annual reports thereafter. 	Head of HR	From July 2015	Completed and ongoing
4	Commissioning, contracting and service compliance	Commission a wider array of support services.	<ul style="list-style-type: none"> An analysis of cases that were on the CSE tracker is being undertaken by the CSE Coordinator to identify what additional support services could have been put in place to support the young people involved. No specific services were identified through this exercise. In the meantime, awareness raising continues. 	Head of Commissioning	September 2015	Completed and ongoing
		Contract managers to draw	<ul style="list-style-type: none"> Standard clauses have 	Head of	September	Completed

No.	Issue	Activity	Progress update	Responsible Officer – Strategic Director	Target Date	Status
		specific attention to all safeguarding requirements of contracts.	been agreed to be inserted into all contracts which will take account of the LSCB commissioning standards.	Procurement	2015	and ongoing
		All enforcement inspection regimes to have CSE addendum i.e. inspecting officers to be vigilant for signs of potential CSE (following training) and to refer cases where identified.	<ul style="list-style-type: none"> Following the specific training for Community Protection and Enforcement Services officers, inspection proformas have been updated to take account of these requirements. 	Head of Community Protection and Enforcement	September 2015	Completed and ongoing
5	Compliance with taxi licensing regulations, including school transport.	Delivery of an annual plan of checks and audits to be reported, together with any corrective action plan required, to the council's Management Team.	<ul style="list-style-type: none"> An annual plan of checks and audits, reported into IPMR, is in place around the number of licencing operations. 	Head of Community Protection and Enforcement	Plan in place from April 2015	Completed and ongoing
		Development of regular reviews of practice between Children's Services and the Taxi Licensing Service.	<ul style="list-style-type: none"> Quarterly attendance, commencing July 2015, at Community Protection and Enforcement Services Management Team meetings by a Children's Service's representative. Attendance to be reviewed annually. 	Head of Community Protection and Enforcement	Plan in place from July 2015	Completed and ongoing
		Completion of a 'Fundamental Service Review' on transport for children – exploring options for full centralisation and to secure best value in resource deployment across home to school transport.	<ul style="list-style-type: none"> Completed and action plan in place 	Head of Highways	Action Plan in place from July 2015	Completed
		Review and update content of driver and passenger training (as required) to include a focus on child sexual exploitation issues.	<ul style="list-style-type: none"> Training in place. 	Head of Community Protection and Enforcement	October 2015	Completed
		Issue the Code of Conduct to all transport providers with the annual confirmation of transport arrangements.	<ul style="list-style-type: none"> Code of Conduct issued to all new providers commissioned in-year Code of Conduct reissued to all providers in advance of each academic year 	Head of Highways	August 2015	Completed and ongoing
6	Compliance with licensing of bed and breakfast/hotel.	CSE posters and material to be distributed to all bed and breakfast/hotels licenses by RBWM.	<ul style="list-style-type: none"> Training delivered by Thames Valley Police to all hotels and licensed premises together with posters and materials. 	Missing Persons/CSE Coordinator	September 2015	Completed and ongoing
7	Communication of risk of child sexual	Up to date information and awareness raising materials to be produced and	<ul style="list-style-type: none"> A suite of cards targeting young people, parents/carers and 	Missing Persons/CSE Coordinator	April 2015	Completed and ongoing

No.	Issue	Activity	Progress update	Responsible Officer – Strategic Director	Target Date	Status
	exploitation to the community.	distributed to council staff and partners, including the Local Safeguarding Children Board cue cards.	<p>professionals has been produced, along with a set of posters.</p> <ul style="list-style-type: none"> Roller banners are in place in the reception areas at Town Hall, York House and Marlow Road Youth and Community Centre. Information available on the Council's website. 			
		Explore with schools, the use of financial resources from the dedicated schools fund to purchase sex education programmes tackling internet safety, bullying, consent etc for all schools.	<ul style="list-style-type: none"> Chelsea's Choice delivered in 13 out of 14 schools in July 2015. For Years 4 and 5 children, a pilot production of "In The Net" was delivered in one school at the beginning of July 2015. This is an internet safety awareness raising production.. All RBWM schools have been offered the opportunity to invite the Youth Service in free of charge to deliver sessions. 	Missing Persons/CSE Coordinator	September 2015	Completed and ongoing
8	Clarity of the role and responsibilities of Elected Members, Officers and the Local Safeguarding Children Board in respect of child sexual exploitation.	Update the role specification and constitution of the: Leader, Lead Member for Children's Services, Lead Member for Adult's Services, Deputy Leader, Children's Overview and Scrutiny Panel, and Corporate parenting in respect of children's safeguarding, including child sexual exploitation, in line with the Jay Report 2014.	<ul style="list-style-type: none"> CSE was referenced in the induction sessions for new Members on 13 and 18 May 2015. Amendments to the terms of reference for Corporate Parenting Forum and Overview and Scrutiny Panel were approved. 	Head of Commissioning	July 2015	Completed
		Update the terms of reference of the Local Safeguarding Children Board to reflect the emerging issue of child abuse through exploitation.	<ul style="list-style-type: none"> Terms of reference have been updated and approved. 	LSCB Business Manager	September 2015	Completed
9	Data capture and reporting	Incorporate indicators in the council's performance framework on safeguarding child sexual exploitation.	<ul style="list-style-type: none"> Two primary indicators and three supporting secondary indicators have been agreed. First reporting against them will be included in the IPMR for 2015-2016 in July 2015. 	Hilary Hall	April 2015	Completed
		Explore, with software provider, how to capture children at risk of and experiencing child sexual exploitation in the local authority case load management system 'Paris'.	<ul style="list-style-type: none"> Changes have been made to the case management system to enable this information to be captured. 	Head of Commissioning	July 2015	Completed

No.	Issue	Activity	Progress update	Responsible Officer – Strategic Director	Target Date	Status
		Local Safeguarding Children Board monitoring and evaluation group to develop a bespoke CSE dataset.	<ul style="list-style-type: none"> Bespoke CSE dataset has been drafted and agreed. 	Head of Commissioning	July 2015	Completed and ongoing
10	Efficacy of RBWM's Missing Children/Child Sexual Exploitation Operational Panel.	Procedures will be put in place to ensure that notifications from the Child Sexual Exploitation Operational Panel to practitioners and make it clear of the signs and indicators they should be looking for with regards children at risk and what they should supply to the panel, for instance: name, address and other details.	<ul style="list-style-type: none"> Covered in training and through bespoke presentations to groups, such as Community and Voluntary Sector Forum. 	Missing Persons/CSE Coordinator	October 2015	Completed and ongoing
		Any child presented to the Operational Child Sexual Exploitation Panel will be referred to the Referral & Assessment team and be subject to a single assessment, as a minimum.	<ul style="list-style-type: none"> This is now in place 	Joint Chair – Operational Panel	Immediately	Completed and ongoing
11	Lack of specialist resource	Monitoring of the work of the newly appointed Child Sexual Exploitation /Missing persons co-ordinator.	<ul style="list-style-type: none"> This is in place through standard management arrangements, including monthly supervision. Quarterly reports are being made to the CSE Strategic Group. 	Missing Persons/CSE Coordinator	Quarterly from appointment June 2015	Completed and ongoing
		Ensure coordination of the activity between Thames Valley Police and the Council's specialist Team/Officer.	<ul style="list-style-type: none"> The CSE coordinator works closely with Thames Valley Police to use intelligence to inform each other's work. Both organisations are confident that this joint working is maximising the use of intelligence. 	Missing Persons/CSE Coordinator	Immediately	Completed and ongoing
12	Compliance of Council contracts with safeguarding regulations.	LSCB's commissioning standards to be incorporated into all future commissioning.	<ul style="list-style-type: none"> Standard clauses have been agreed to be inserted into all contracts which will take account of the LSCB commissioning standards. 	Martin Strawson	September 2015	Completed and ongoing
13	Development of Council-wide activity in respect of tackling child sexual exploitation.	The establishment of a Council wide Task and Finish group to deliver the RBWM Missing Person and Child Sexual Exploitation Action Plan, as well as identify new activities for implementation.	<ul style="list-style-type: none"> The group was set up in April 2015 and met on a fortnightly basis to progress this action plan. 	Head of Commissioning	September 2015	Completed

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Report for: ACTION



Contains Confidential or Exempt Information	NO - Part I
Title	Tender for Residential and Nursing Support Contract for Older People
Responsible Officer(s)	Alison Alexander, Managing Director and Strategic Director Adults, Children and Health Services
Contact officer, job title and phone number	Hilary Hall, Head of Commissioning, Adults, Children and Health, 01628 683893
Member reporting	Cllr Coppinger, Lead Member for Adult Services, Health and Sustainability
For Consideration By	Cabinet
Date to be Considered	28 July 2016
Implementation Date if Not Called In	Immediately
Affected Wards	All

REPORT SUMMARY

1. The report recommends that a procurement exercise is undertaken to secure care provision in the two older people's residential and nursing homes owned by the Royal Borough, Clara Court in Maidenhead and Queens Court in Windsor. Leading to a contract let for up to 10 years.
2. Demand for Council funded residential and nursing care continues to growth and further growth is estimated to be by 20% by 2025 for the over 65 population, including those with dementia. Affordable residential and nursing care is a challenge to procure in the Borough.
3. The current 10-year contracts for providing care in the homes end in November 2017. The two homes provide 138 residents with personal care and support to manage dementia at a value of £2.5 million a year.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. Significant numbers of nursing beds for eligible residents in close proximity to family members.	1 November 2017
2. Residents receive care and support in line with Care Quality Commission standards.	1 November 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i. Approves a tender for two contracts for residential and nursing beds for older people in Clara Court and Queens Court at an estimated combined value of £2.5m a year.
- ii. Delegates authority to the Managing Director/Strategic Director of Adults, Children and Health and the Lead Member for Adult Services, Health and Sustainability to agree the final specification and invitation to tender.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1 Residential and nursing care is the provision of 24 hour care and support by professional carers to individual residents living in regulated residential or nursing care homes. Residents receive continued support to maximise their independence to enable them to manage daily living activities.
- 2.2 The Royal Borough has the largest number of care homes per capita in England. Of the 46 homes in the borough 26 homes are registered to provide care for older people within the Borough's boundaries with a total of 1,122 beds. 16 of these homes are registered to support people with dementia. 24 of the care homes are privately run and two by the Council. The more private beds available means that they could be occupied by other boroughs' residents and when they run out of funding, they come to the local authority to cover their costs.
- 2.3 The Royal Borough currently funds 303 people over 65 that require 24 hour, long term support in residential and nursing care homes. This comes at an annual cost of £10.4m. Beds are commissioned through a combination of block and spot contracts, approximately a 50:50 split. The Royal Borough purchases its spot placements by negotiating the best rate for each bed to meet resident's needs.

Future demand

- 2.4 It is projected that demand for residential and nursing provision will increase and the demand will be for those with more complex needs. At the time of the 2011 Census there were over 25,200 people aged 65 and over living in the Borough, of which nearly 7,585 (30.1%) were living alone and 3,489 (13.8%) were aged 85+. It was estimated that, by 2015, the 65+ population would have increased by a further 2,100 people to 27,300, with those aged 85+ numbering 4,100.
- 2.5 Increases of this scale in the older population have a significant impact of the numbers requiring care. For example, reablement, out of hospital care services and residential care services are all likely to experience increases in demand as the population ages with the numbers of individuals requiring crisis care rises for conditions such as stroke, heart attack, falls and hip fractures.

Proposal

- 2.6 Demographic data suggests that within the next 10 years, the Royal Borough will need to commission 82 more residential beds and 103 nursing beds, of which 60 will need to meet the needs of those with dementia. ,

2.7 The two contracts RBWM are seeking to tender to meet part of identified need are:

- **Clara Court** in Maidenhead. A residential care provision of 76 beds run by Care UK. The Royal Borough buys 60 beds at £461 a week for the care element of the contract, totalling £1.4m a year. In addition the weekly rent per bed is £140, making the total cost to the council £601 per week. In comparison, the spot price in the market is currently between £700- £850.

Care UK has successfully provided the care for 10 years and the current contract term runs until 6 September 2016, with an optional one year extension. The home is currently rated in the top 20 care homes in the South East.

The Council leases the building to Radian to provide the housing management services.

- **Queens Court** is a nursing and residential provision – 24 nursing beds and 22 residential beds – run by Central and Cecil in Windsor. The annual contract value for care is £1.15m and the contract expires in November 2017. The weekly residential care cost is £384 and the rent is £139 giving a total cost per week of £523. The weekly nursing care cost is £570, and with rent, the total cost is £709. In comparison, the spot price in the market is currently between £750 and £950 per week.

The council leases the building to Housing Solutions to provide the housing management services.

2.8 The provider at Queens Court announced a strategic decision to withdraw from the residential market and specifically from the contract before the full term. There are currently quality issues with the provision which is rated requires improvement. As a result, the Royal Borough is recouping funding for six voids as the home is embargoed by the Council and the Care Quality Commission has given them an overall rating of Inadequate.

2.9 The tender approach will ask providers to:

- Respond to an updated specification, terms and conditions aligned to the Care Act.
- Provide a contract price for one or both homes.
- Quote a price based on the length of contract and the mix of commissioned and private beds
- Outline how they will meet quality standards.
- Outline how they will provide opportunities for local workforce and sustain good home management.

2.10 The response to these questions will also inform discussions with Windsor, Ascot and Maidenhead and Bracknell and Ascot Clinical Commissioning Groups about potential joint commissioning.

2.11 There are a number of factors likely to impact on the tender, in particular the challenges of recruiting and maintaining a stable workforce. The introduction of the national living wage is already impacting on rates requested by providers from April 2016, with some providers requesting a 7% increase on their current rates. It

is estimated that the number of jobs paid less than £7.20, held by people aged 25 and over in Borough is approximately 650.

2.12 The Borough's overall strategy to provide the best outcomes for residents' independence continues to be focused on preventing and delaying the need for residential and nursing care through providing robust support to eligible residents in their own home.

2.13 The options being presented to Cabinet are set out in table 1.

Table 1: Options	Comments
Tender for two block contracts which will give greater flexibility and choice for residents in a preferred home. Recommended option.	Certainty of supply for a number of beds will control the Borough's costs and quality.
Do not block contract for beds and rely on spot purchases when required.	Demand is greater than supply. The Royal Borough needs to provide a viable contract in the buildings it is responsible for to meet the most acute high cost need.

3. KEY IMPLICATIONS

3.1 The key implications are in table 2.

Table 2: Key implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Contracts in place for Clara Court and Queens Court that offer best value for money and quality outcomes for residents	Later than November 2017	November 2017	October 2017	September 2017	November 2017

4. FINANCIAL DETAILS

Financial impact on the budget

4.1 There are no financial implications in relation to the proposal in this report to issue a specification for a block residential and nursing home contract that invites providers to tender. The outcome of the tender will be reported to Cabinet for approval.

Table 3: Financial implications

	2015/16	2016/17	2017/18
	Revenue £'000	Revenue £'000	Revenue £'000
Addition	£0	£0	£0
Reduction	£0	£0	£0

	2015/16	2016/17	2017/18
	Capital £'000	Capital £'000	Capital £'000
Addition	£0	£0	£0
Reduction	£0	£0	£0

5. LEGAL IMPLICATIONS

- 5.1 The services will be tendered in accordance with contract standing orders and the Public Contract Regulations 2006.
- 5.2 The Royal Borough has a duty to make arrangements for providing residential accommodation and care for persons who, by reason of age, illness, disability or any other circumstances, are in need of care and attention which is not otherwise available to them.
- 5.3 Providers will be required to be registered with the Care Quality Commission and to comply with their Fundamental Standards in line with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

6. VALUE FOR MONEY

- 6.1 This approach to commissioning and procurement is designed to ensure that the service is making effective and efficient use of the health and social care budgets.

7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 Environmental considerations and impact will be considered and evaluated through the tender process. Impact areas identified for these services are higher water and energy usage, and higher waste production levels. Care homes are contractually required to have adequate systems in place for the storage, disposal and documentation associated with any clinical waste produced.

8. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
Insufficient interest from providers to allow for	Medium	Actively engage providers through the provider forums. Ensure that smaller providers are able to bid for this	Low

Risks	Uncontrolled Risk	Controls	Controlled Risk
competitive tender process		service.	
Rates tendered are unaffordable	High	Tender to operate a flexible approach to number of beds required and over a variety of timeframes to achieve optimum rates.	Medium

9. LINKS TO STRATEGIC OBJECTIVES

9.1 This initiative links to, and works towards achieving the following of our strategic objectives:

Residents First

- Encourage Healthy People and Lifestyles
- Work for safer and stronger communities

Value for Money

- Deliver Economic Services
- Improve the use of technology
- Invest in the future

Delivering Together

- Enhanced Customer Services
- Deliver Effective Services
- Strengthen Partnerships

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 Equality Impact Assessments will be undertaken if they are required to support a contract award report.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 None

12. PROPERTY AND ASSETS

12.1 The Council owns the Queens Court and Clara Court buildings and leases them to landlords.

13. ANY OTHER IMPLICATIONS

13.1 None

14. CONSULTATION

14.1 None

15. TIMETABLE FOR IMPLEMENTATION

Date	Details
August – September	Specification writing and preparation
October	Issue Invitation to Tender
1 st Week November	Deadline for receipt of written questions (by 12:00 hours)
1 st Week November	Issue answers to questions
Mid November	Deadline for submission of final tenders
November	Evaluate tenders
December	Shortlist of suppliers
January	Negotiations
Mid February	Recommendation decision on supplier award
April	Contract award decision made by the Council
May	Issue contract to supplier to sign
May - July	Implementation and TUPE consultations
December 2017 for Queens September 2017 Clara	Contract services transfer start date

16. APPENDICES

- Appendix 1: Future Demand for Care Homes - Summary needs analysis

17. BACKGROUND INFORMATION

17.1 None

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Coppinger	Lead Member for Adult Services, Health and Sustainability			
Russell O'Keefe	Strategic Director Corporate and Community			

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
	Services			
Alison Alexander	Managing Director/ Strategic Director Adults, Children and Health	25/6/16	25/6/16	throughout
Simon Fletcher	Strategic Director Operations and Customer Services			
Alan Abrahamson	Finance Partner			
Michael Llewelyn	Cabinet Policy Assistant			
	Shared Legal Solutions			

REPORT HISTORY

Decision type:	Urgency item?
Key decision 15 December 2015	No

Full name of report author	Job title	Full contact no:
Nick Davies	Service Leader - Commissioning	01628 683614

Appendix 1 - Residential and Nursing care – Summary needs analysis

1. Demographic context – Older People

- 1.1 The current number (2015) of people aged over 65 is estimated to be 27,300. RBWM's population is ageing with the number of people aged 65 and over, increasing by 9.2% (2500 individuals) in the next 5 years to 2020 and by 20.1% (5500 individuals) in the next 10 years to 2025. This represents a significant and growing challenge in terms of health and social care services. In terms of service use, the need for care services increases significantly over the age of 85. All demographic statistics presented in this report are taken from POPPI/Census 2011 or RBWM information systems.

Table 1: Population projections

Age Group	2015	2020	2025	2030	% total increase 2015 - 2030
65-69	8100	7200	7900	9400	16%
70-74	6200	7500	6800	7500	21%
75-79	5000	5700	7000	6400	28%
80-84	3900	4300	5000	6200	59%
85-89	2500	3000	3400	4100	39%
Over 90	1600	2100	2700	3600	125%
Total population 65 and over	27300	29800	32800	37200	27%

- 1.2 Growth in 85-89 and 90+ cohorts in RBWM are faster than the national average. Between 2014 and 2015 4% and 7% respectively compared with 3% and 4% nationally. The growth to 2020 is also ahead of the national figures, 20% for 85-89 compared with 18% nationally, and 31% compared with 28% for 90+. Increases of this magnitude in the older people population will have a significant impact of the numbers requiring care.

2. Trends

- 2.1 The trends, 2012-2015, for all RBWM commissioned long term beds are in table 2

Table 2: Trends in bed numbers

	Residential Home	Nursing Home	Total in care homes	% difference from previous year
2012/13	137	168	305	-
2013/14	137	152	289	-5.2%
2014/15	159	154	313	+8.3%
2015/16 YTD (October)	148	159	307	-1.9%
TOTAL	581	733	1214	

*does not include interim beds

- 2.2 In addition to the above, six residents were in interim beds awaiting a home of their choice.

3. Length of stay

- 3.1 Table 3 shows previous year's trends and highlights that there has been an increase in stay in both residential and nursing care over the last two years. Current year trends would indicate that this increase is likely to continue. Overall it would also appear that individuals stay slightly longer in nursing care than they do in residential care.

Table 3: Trends in stays in residential and nursing homes

	Residential Home		Nursing Home	
	Mean	Median	Mean	Median
2013/14	654 days/1.8 years	351 days/11.5 month	904 days/2.5 years	570 days/1.6 years
2014/15	978 days/2.7 years	505 days/1.4 years	995 days (2.7 years)	844 days/2.3 years
2015/16 YTD (October)	719 days/2 years	356 days/1 year	736 days/2 years	169 days/0.5 months

4. Future requirements

- 4.1 Table 4 shows the assumptions based on the current percentage of the population requiring residential and nursing care from the total over 65 population and increasing over time.

Table 4: Assumptions in requirements

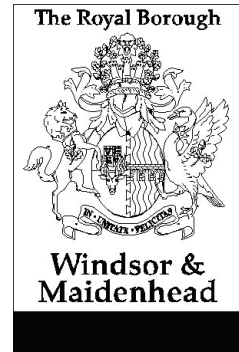
	% of over 65 population requiring RBWM funded residential care	% of over 65 population requiring RBWM nursing care
2015-2020	0.6%	0.7%
2020-2025	0.7%	0.8%
2025-2030	0.9%	1%

- 4.2 Applying these percentages to each setting enables projections of future demand to be made, see table 5.

Table 5: Projected demand for beds

	Residential Care Beds	Nursing Care beds	Dementia beds (of total number)	Respite beds (based on current numbers)
2015	148	159	82	50
2015-2020	179	209	108	55
2020-2025	230	262	141	60
2025-2030	260	372	155	65

Report for: ACTION



Contains Confidential or Exempt Information	NO – Part I except for Appendix 1 - Part II -Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Title	Trading Activities Update
Responsible Officer(s)	Simon Fletcher Strategic Director for Operations & Customer Services and Russell O’Keefe, Strategic Director Corporate & Community Services
Contact officer, job title and phone number	David Thompson, MD RBWM Property Company Ltd
Member reporting	Cllr Simon Dudley, Leader of the Council and Lead Member for Housing
For Consideration By	Cabinet
Date to be Considered	28 July 2016
Implementation Date if Not Called In	9 August 2016
Affected Wards	All

REPORT SUMMARY

1. This report provides an update to Cabinet on the activities, priorities and progress of the Council’s trading companies.
2. The initial focus and priority since April 2016 has been to establish a dedicated and wholly owned Property Management and Development Company (RBWM Property Company Ltd) capable of developing a housing portfolio to meet the needs of the commercial and affordable housing market through which the Royal Borough’s key worker private rental property portfolio will be managed.
3. The Council’s former trading company ‘Two5Nine’ has been re-designated as RBWM Property Company Limited with a mandate to manage and maximise the return on the property portfolio accessing existing Section 106 monies allocated for affordable housing of around £2.6m.
4. The establishment of additional trading entities will be considered on a ‘case by case’ basis as and when opportunities arise or are more fully developed.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. Residents will be able to access an affordable housing portfolio that will aid the recruitment/retention of key workers and provide an ongoing revenue stream that will mitigate reductions in future funding	1 April 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i) **Notes the content of the report**
- ii) **Receives an update on trading activities three times per annum**
- iii) **Be presented (dependent on the level of budget required) with a business case for approval that covers all the financial implications for each property prior to any work commencing with a recommendation to add the appropriate S106 funded budget to the capital programme.**

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Strategic context

- 2.1. With reduced levels of central government funding and increased demographic pressures councils need to become more commercial in their outlook in order to meet future funding challenges. Trading to generate efficiencies, surpluses/profits and charging to recover the costs of providing a discretionary service are options being considered to meet local needs through delivering value for money, sustaining communities and providing choice.
- 2.2. Profits and surpluses generated through trading activities in conjunction with ongoing cost reductions/efficiency reviews can be used to help hold down council tax and/or directed into frontline services. In addition the creation of a traded service to enter a market can be used to condition and manage prices for essential services and where there is a shortage of competition to keep pricing in check.
- 2.3. The General Power of Competence (GPC) contained in the Localism Act 2011 sits alongside local governments existing power to trade and charge. The Localism act 2011 allows commercial trading through a special purpose trading company and provides the ability to charge for discretionary services on a cost recovery basis.
- 2.4. The Council had previously established a company 'Two5Nine' Ltd for general trading activities and through the acquisition of the shares in Covanta RBWM Ltd established RBWM Commercial Services. 'Two5Nine' has recently been renamed 'RBWM Property Company' Ltd to reflect its focus and primary purpose as a property management and development Company whilst RBWM Commercial Services currently manages the Council's interest in its food and green waste contracts with Agrivert.
- 2.5. The 'Delivering Differently' project is looking at a number of initiatives for commercial trading and charging across the Council (such as Revenues & Benefits and Permitting & Licensing) where it is believed the Council have a competitive edge and skill that would enable it to access potential growth opportunities outside of the Borough. Consideration is being given to a number of different delivery vehicles such as public/private joint ventures each of which will be considered on a project by project basis as the business cases develop.
- 2.6. The initial commercial trading focus and priority for the Council since April 2016 has been to develop its wholly owned Property Management and Development Company focused on providing key worker accommodation.

- 2.7. The Council has recently allocated the use of £2.6m of S106 monies to be used for the development/refurbishment of existing Council and other owned properties that can be used as affordable/key worker accommodation. Given that no budget currently exists approval for each project or for a group of projects would be required.
- 2.8. Given the more ‘arms length’ nature associated with the use of trading entities it is proposed that in order to provide full transparency their activities are reviewed by Cabinet initially three times per annum to allow for a review of budgets, accounts and business plans.

RBWM Property Company Limited

- 2.9. The Royal Borough’s trading company, ‘Two5Nine’, managed existing residential property rented out by the Council. Recognising the need to increase the breadth of its property activities, particularly in relation to housing, this company has been renamed RBWM Property Company Limited, a company wholly owned by the Royal Borough but operating separately from it. Provision of properties at affordable rents for key workers is a priority focus for the company.
- 2.10. It is anticipated that within a period of approximately two years (subject to planning) that the company will manage between 50-60 affordable units for rental purposes generating £450k pa in rental income with an asset portfolio of £20m.
- 2.11. The primary focus, however, of the company during the 2016/17 financial year is to build up its property portfolio and to enable the renovation/refurbishment of a number of existing Council owned properties in order to provide suitable ‘key worker’ accommodation, enhance the value of existing assets and generate an ongoing rental income stream as from 1st April 2017.
- 2.12. The June Cabinet agreed the use of S106 monies to undertake property refurbishments and property purchases for affordable/key worker accommodation and for the Council to carry out such works before transferring those properties at a peppercorn value to RBWM Property Company Ltd for it to manage.
- 2.13. As outlined at the June Cabinet a number of Royal Borough properties have been identified as suitable for housing redevelopment together with some other sites that might be available for purchase and development. The initial programme of works will bring six sites to market as key worker accommodation for around 20 key workers by the end of March 2017, dependant on planning and property/land condition.

Table 1: Property list – Phase 1, 2016-2017

Site
Ex-caretakers House, 99 Vansittart Rd, Windsor
The House, 16 Ray Mill Road East, Maidenhead
Family Centre, Mill House, 18-20 Ray Mill Road East, Maidenhead
5a Bell Lane, Eton Wick and 18a Hampden Road, Maidenhead
The Brocket, 15 Boyn Hill Avenue, Maidenhead

Table 2: Property list – Phase 2, 2017-2018

Site
Development Site, Ray Mill Road East, Maidenhead
St Edmund’s House, Ray Mill Road West, Maidenhead

Caretakers House, Riverside School, Cookham Road, Maidenhead
Mokkatam, Altwood Bailey, Maidenhead
Empty house purchase Wraysbury
Private land purchase Wraysbury

2.14. Since the start of April, however, a number of surveys and studies have been undertaken on the existing property base in order to prepare the necessary planning applications and estimate the cost of works prior to any refurbishment activity taking place namely:

- A planning application has been submitted for 99 Vansittart Rd (a three bedroom property that could be utilised for shared use and for which a budget has already been allocated) in order to increase the living space and create an upstairs bathroom which will allow for shared use. Planning Officers have recommended the scheme for approval and the scheme is to be reviewed by the Windsor Urban Development Control Panel in July. Should planning be successful it is anticipated that the house will be brought back into occupation by the end of December this year.
- An architectural feasibility study has been completed with regard to the potential use of the Brocket a grade two listed building. Given restrictions with regard to room sizes and parking the use of the building for residential use is believed the only viable option and will potentially create upto six flats. Further work is underway to finalise the scheme design, prepare a draft planning application and a works budget. It is envisaged that a planning application will be submitted in September with work commencing during December 2016.
- Drawings have been prepared for conversion of the House and Family Centre at Ray Mill Rd East (creating up to 10 flats potentially) for costing and internal review with a view to submit a planning application by the end of July 2016.
- Refurbishment work should be complete on properties in Bell Lane, Eton Wick and Hampden Rd, Maidenhead by September allowing both properties to be brought back into use one of which can be used for key workers as the other already has a tenant in place.
- In addition it is the intention to sell St Edmund's House in Ray Mill Rd West and develop the site on the same basis as Ray Mill Rd East.

2.15. Given that the refurbishment programme will be undertaken prior to the transfer of properties to RBWM Property Council Ltd from within the Council (although managed on the Council's behalf by the Property Company) a business case that covers the financial implications of each property will be presented to Cabinet or Council prior to any work commencing for approval with a recommendation to add the appropriate S106 funded budget to the capital programme.

2.16. A number of options are being considered with regard to the operational management of the portfolio including the maintenance of the estate and management of its tenants along with the associated administration. In this respect a small number of housing associations and private sector providers will be invited to tender for the provision of such a service.

KEY IMPLICATIONS

3.1 As outlined in previous papers the key implications are set out in table 3 below:-

Table 3: Key implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Key worker housing delivered through RBWM Property Company Limited	Less than 18	18-20	21-22	More than 22	1 April 2017

4. FINANCIAL DETAILS

- 4.1 The proposals set out in this report in relation to RBWM Property Company Limited will be delivered through the use of Section 106 monies allocated to affordable housing. The table below shows the potential income from the development of the properties identified.

	2015/16	2016/17	2017/18
	Revenue £'000	Revenue £'000	Revenue £'000
Addition	£0	£0	£253
Reduction	£0	£0	£0

- 4.2 Attached at Appendix 1 is the projected income for RBWM Property Company Ltd through to March 2018. A forecast profit and loss account, cash flow projection and balance sheet will be prepared in due course taking account of income from existing sources together with any relevant costs.

5 LEGAL IMPLICATIONS

- 5.1 Councils can rely on Section 1 power under the Localism Act 2011, General Power of Competence to establish a wholly or partly owned company. Where the Council has a shareholding in a wholly or partly owned company each will have Officers of the Council representing it on its Board and will be governed by a shareholder agreement.
- 5.2 In the event that a wholly owned company is undertaking market rent activities, any transactions between the Royal Borough and the company would need to be on full market terms. Key worker accommodation, however, could be classified as affordable housing and therefore outside of the scope of the State Aid regime.
- 5.3 Advice on both the establishment and governance of trading entities and property matters is being provided by both Trowers & Hamlins and Shared Legal Services.

6. VALUE FOR MONEY

- 6.1 The establishment of trading companies will not only provide ongoing revenue streams that will grow year on year but will also help meet Council commitments with regard to key worker accommodation.

7. SUSTAINABILITY IMPACT APPRAISAL

7.1 None

8. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
The Council's trading entities do not work in the best interests of its shareholders	MEDIUM	<ul style="list-style-type: none">The Company and its officers authority is set out in a shareholders agreement and managed through a shareholder committee.	LOW

9. LINKS TO STRATEGIC OBJECTIVES

9.1 The recommendations, if adopted, supports all four of the Council's strategic objectives; putting residents' first, value for money, delivering together and equipping ourselves for the future.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 An Equality Impact Assessment is currently being developed.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 If approved, the recommendations in this report will provide increased options for the workforce to access affordable housing in the Royal Borough.

12. PROPERTY AND ASSETS

12.1 Key worker housing provision as part of RBWM Property Company Limited will create new revenue streams for the Council. In addition refurbishment of existing properties will enhance and increase the value of the Council's assets.

13. ANY OTHER IMPLICATIONS

13.1 None.

14. CONSULTATION

14.1 Comments from officers involved in this work across the Council have been incorporated into the report.

15. TIMETABLE FOR IMPLEMENTATION

15.1 The table below reflects the initial key priorities for the Property Company.

Date	Details
July 2016 – March 2017	Refurbishment of identified properties by RBWM Property Company Limited to deliver key worker housing.
1 April 2017	20 new key worker housing units delivered, subject to planning approval

16. APPENDICES

- Appendix 1 RBWM Property Company Projected Income 2016/17 & 2017/18. (Part II)

17. BACKGROUND INFORMATION

- Cabinet: Key Worker Accommodation 28th June 2016

18. CONSULTATION (MANDATORY)

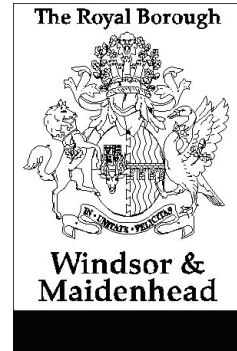
Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Cllr Simon Dudley	Lead Member	4/7/16	4/7/16 & 6/7/16	2.13, 2.16 & Appendix 1
Russell O'Keefe	Strategic Director Corporate and Community Services	4/7/16	-	-
Alison Alexander	Managing Director/ Strategic Director Adults, Children and Health	4/7/16	6/7/16	Appendix 1
Simon Fletcher	Strategic Director Operations and Customer Services	4/7/16	4/7/16	-
Richard Bunn	Interim Head of Finance	4/7/16	-	-
Chris Targowski	Cabinet Policy Manager	4/7/16	-	-

REPORT HISTORY

Decision type:	Urgency item?
Key decision 28th July 2016	No

Full name of report author	Job title	Full contact no:
David Thompson	MD RBWM Property Company Ltd	01628 796956

Report for: INFORMATION



Contains Confidential or Exempt Information	Main paper - Part I, Appendix F part II (Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)
Title	Financial Update
Responsible Officer(s)	Russell O'Keefe, Strategic Director of Corporate and Community Services, 01628 796521
Contact officer, job title and phone number	Richard Bunn, Interim Head of Finance, 01628 796510
Member reporting	Councillor Saunders, Lead Member for Finance
For Consideration By	Cabinet
Date to be Considered	28 July 2016
Implementation Date if Not Called In	Immediate
Affected Wards	All

REPORT SUMMARY

1. This report is an update to members on the Council's financial performance in 2016-17. Services are currently projecting a £111k overspend. Non-service variances are projected to be a £70k underspend. There is therefore a projected overspend of £41k on the General Fund.
2. The Council remains in a strong financial position with healthy reserves. The Council's Development Fund currently has a balance of £1.208m. Overall our combined General Fund Reserves sit at £6.166m in excess of the £5.27m recommended minimum level set at Council in February 2016.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which they can expect to notice a difference
Assurance that the Council is making effective use of its resources.	28 July 2016
Assurance that budgets are being reviewed regularly.	28 July 2016

1. Details of Recommendations

RECOMMENDED: That Cabinet:

- i) Notes the report and the projected outturn position.
- ii) Approves the changes to the Children's Services capital programme mainly resulting from lower than anticipated Condition Grant (see paragraph 4.6 and appendix E).
- iii) Approves the addition of £89k s106 funded capital budget for the Youth Centre & Equipment Modernisation Programme. (see paragraph 4.7).
- iv) Approves the addition of £74k s106 funded capital budget for additional works to the Devenish Road / Bagshot Road Roundabout scheme (see paragraph 4.8).
- v) Approves the addition of £64k s106 funded capital budget for Local Safety Scheme - Clarence Road / Alma Road (see paragraph 4.9).

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 As this is a monitoring report decisions are normally not necessary but may be required for some budget movements.

3. KEY IMPLICATIONS

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered
General Fund Reserves Achieved	Below £5.0m	£5.0m-£5.49m	£5.5m-£6.0m	Above £6.0m	31 May 2017

The General Fund Reserve is £4.958m and the balance on the Development Fund is £1.208m. The combined General Fund and Development Fund reserves now sit at £6.166m. The 2016-17 budget report recommended a reserve level of £5.27m or more to cover known risks for 18 months. For a complete breakdown of the balance on the Development Fund see appendix D.

4. FINANCIAL DETAILS

- 4.1. The Strategic Director of **Adults, Children & Health Services** reports a projected outturn figure for 2016-17 of £57.139m against a controllable net budget of £56.984m, an overspend of £155k. This is a reduction of £8k on the £163k overspend reported to Cabinet in June.

The most significant variances are:

- An increase of £193k in the pressure on costs of providing services to those with a learning disability and mental health problems, bringing the aggregate projected pressure for the year in these services to £440k. The

additional cost is due to the changing care requirements of a small number of residents with high needs.

- A reduction of £137k in the estimated cost of providing service to older people due to lower demand for services.
- Overspends due to the additional cost of agency staff in key posts across Commissioning (£78k), the Pods (£142k), and the MASH (£336k) and Children's disability teams (£97k). Recent initiatives to recruit permanent social workers and team managers are expected to result in a reduction in costs that will be reported in future finance updates when appointments are confirmed.
- These overspends are mainly being covered by projected underspends on the care costs of children in care, particularly in internal fostering (-£150k) and leaving care (-£75k), and children with disabilities (-£376k). This is mainly due to fewer than expected numbers requiring high cost support.

There are no projected variances to report in the HR budget.

In addition to the above variances, the following specific items and risks have been identified as having a potential impact on the budget position this year. These are not reported in the above variances:

- Home to School Transport – outturn projections will become clearer in September when demands on transport provision from new pupils are confirmed, but if spending continues at the same rate as in 2015-16, the additional budget allocated for 2016-17 could result in a further pressure of up to £300k. Actions being taken to address these pressures include reshaping transport policy and increasing numbers of high needs places in all areas to help provision in local schools and reduce reliance on expensive transport.
- There are a small number of high cost cases where the liability of the Council to meet their costs is uncertain either due to their Ordinary Residence or due to their eligibility for Continuing Health Care funding. This risk remains unchanged from the detailed position reported last month with the maximum additional cost to the Directorate estimated at £262k, and the maximum saving if all cases were settled in favour of the Council estimated at £692k this financial year.

- 4.2. The Strategic Director of **Corporate and Community Services** reports a projected outturn figure for 2016-17 of £5.027m against a controllable net budget of £5.071m, an underspend of £44k.

The main budget issues relating to the underspend are as follows:

- The Planning, Development and Regeneration Service reports a £10k budget pressure due to unavoidable roof repairs in the Theatre Royal Windsor.
- The increased frequency of building cleaning in our Administrative Buildings has increased the cost of the cleaning contract by £7k and this is unbudgeted.
- There is estimated to be a potential £45k shortfall in income generated from ticket sales and advertising in Tourism Support.

- A net £50k underspend is projected as a result of a number of vacant posts in Finance some of which are being filled by Agency staff.
- An underspend of £56k is forecast on the Shared Legal Service. This is currently being reported by Legal Services but the saving may be re-allocated at a later date.

Further savings are anticipated before the year end resulting from early implementation of 2017-18 budget savings. These are still being consulted on and variances have not been included in this report. However, an overall underspend on the Directorate budget is anticipated at the year end.

- 4.3. The Strategic Director of **Operations and Customer Services** projects a balanced budget position on the directorate 2016-17 approved budget of £20.201m.

In addition, the directorate management team is conducting an exercise to deliver significant in year savings.

We anticipate an underspend position for the full year.

- 4.4. **Revenue budget movements this month:**

	£000
Approved Estimate	82,139
Cleaning & maintenance costs at Cox Green Youth Centre	20
Redundancy costs funded by provision	97
Service Expenditure Budget this Month	82,256

- 4.5. **Capital Programme**

A summary of the capital programme is summarised below and in Appendices B and C.

The approved 2016-17 capital estimate is £42.469m; the projected outturn for the financial year is £42.469m. The capital outturn in 2015-16 was £27.421m.

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	42,469	(18,733)	23,736
Variances identified	0	0	0
Slippage to 2016-17	0	0	0
Projected Outturn 2016-17	42,469	(18,733)	23,736

Overall capital programme status

	Report to July 2016 Cabinet
Number of Schemes in Programme	497
Yet to Start	58%
In Progress	33%
Completed	2%
Ongoing Programmes e.g. Disabled Facilities Grant	7%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

4.6 **Children's Services – Condition Grant 2016-17**

The Children's Services 2016-17 capital programme was approved by Cabinet in December 2015. At the time, the level of condition grant from the DfE was unknown. The grant has now been confirmed resulting in an £532k decrease.

Between November and May, building services have been working on the highest priority schemes and most are now out to tender. They have also been assessing the detail of the lower priority schemes. These detailed assessments have led to some changes to the cost estimates with two rising and eight decreasing because lower cost repair solutions have been identified. The revised allocation of condition grant is set out in Appendix E.

Cabinet is requested to approve these scheme changes.

4.7 **Youth Centre & Equipment Modernisation Programme – Capital programme addition 2016-17**

The Youth Service operates a number of Community and Youth Centres across the Borough. It is proposed to spend S106 funds on a range of projects to replace, improve and expand community facilities including, but not limited to, the following: sports equipment, furniture, indoor and outdoor climbing facilities, trailers and mobile equipment.

These Projects have been included in the Supplementary Planning Document project list and the Service has now accumulated sufficient funds for the projects to be undertaken.

The additional capital budget of £89k will be fully funded from S106 contributions.

4.8 **Devenish Road / Bagshot Road Roundabout scheme – Capital programme addition 2016-17**

Devenish Road / Bagshot Road roundabout is an existing scheme within the Highways annual works programme.

An additional S106 funded budget is requested to cover the following additions beyond the scope of the original budget:

Diversion of increased length of gas services; new fencing to screen residential properties after tree clearance; retaining wall to enable mature trees to be retained; imprint to roundabout overrun; manual control of lights at school peaks; additional pedestrian protection through site during the build.

The additional capital budget of £74k will be fully funded from S106 contributions.

4.9 **Local Safety Scheme - Clarence Road / Alma Road – Capital programme addition 2016/17**

Local Safety Schemes is an existing work programme in the annual Highways works programme. Additional capital budget is requested for Clarence Road /

Alma Road. This will be for a signal upgrade including provision of pedestrian facilities.

The scheme will enable the installation of pedestrian facilities at a key junction to the west of Windsor town centre. Pedestrian facilities have been requested by residents on a number of occasions. A signal upgrade will reduce congestion whilst also improving pedestrian safety and accessibility.

The additional budget of £64k will be fully funded from S106 contributions.

4.10 Minimum Revenue Provision (MRP) 2016-17

In 2016-17 the Minimum Revenue Provision (MRP) charge is £130k higher than originally estimated. The MRP calculation is based on capital expenditure and financing relating to the 2015-16 capital programme and is estimated when the budget is approved.

The increase this time is due to two main issues:

- The low level of capital receipts to fund the capital programme.
- An increase in corporately funded infrastructure asset expenditure, which is written down at an MRP rate of 5%. The average rate is normally expected to be 2% of capital expenditure.

4.11 Drawdown of the provision for the clearance of Shurlock Road.

In March 2013 a provision (£300k) was created for legal and other costs that may be incurred in clearing the Shurlock Rd. traveller site.

No costs, as yet have been incurred but are currently estimated to be £100k. Therefore the balance of the provision (£200k) has been drawn back to the General Fund.

5. LEGAL IMPLICATIONS

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

6. VALUE FOR MONEY

- 6.1 Service monitoring ensures a constant review of budgets for economy, efficiency and effectiveness.

7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 N/A

8. Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

9. LINKS TO STRATEGIC OBJECTIVES

9.1 Residents can be assured that the Council is providing value for money by delivering economic services.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 This is a monitoring report with no actions related to staff or service provision. An Equality Impact Assessment (EQIA) has not, therefore, been completed for the production of this report. An EQIA would be required should this report generate any changes to policy.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 None.

12. PROPERTY AND ASSETS

12.1 None.

13. ANY OTHER IMPLICATIONS

13.1 None.

14. CONSULTATION

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

15. TIMETABLE FOR IMPLEMENTATION

15.1 N/A.

16. APPENDICES

16.1 Appendix A Revenue budget summary
Appendix B Capital budget summary
Appendix C Capital variances
Appendix D Development Fund analysis
Appendix E Children's Services – Condition grant changes 2016/17
Appendix F Property transaction (Part 2 Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)

17. BACKGROUND INFORMATION

17.1 Budget Report to Council February 2016.

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Saunders	Lead Member for Finance	27-6-2016	12-7-2016	
Cllr Rankin	Deputy Lead Member for Finance	27-6-2016	5-7-2016	
Corporate Management Team (CMT)	Managing Director and Strategic Directors	27-6-2016	5-7-2016	
External None				

REPORT HISTORY

Decision type:	Urgency item?
For information	No

Full name of report author	Job title	Full contact no:
Richard Bunn	Interim Head of Finance	01628 796510

SUMMARY	2016/17		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Adult, Children's & Health Commissioning	7,642	7,779	78
Schools and Educational Services	2,914	2,908	0
Health, Early Help & Safeguarding	10,411	10,374	(102)
Health and Adult Social Care	32,408	32,257	179
Human Resources	1,167	1,510	0
A,C&H Management	834	931	0
Total Adult, Children & Health	55,376	55,759	155
Better Care Fund-Expenditure	9,915	10,916	0
Better Care Fund-Income	(8,485)	(9,690)	0
Total Better Care Fund	1,430	1,226	0
Maintained Schools	42,127	43,576	0
Early Years Education and Childcare Provision	7,154	6,168	0
Admissions and Pupil Growth	545	545	0
Support Services for Schools and Early Years	1,714	1,709	0
High Needs and Alternative Provision	13,430	13,621	66
Dedicated Schools Grant	(64,970)	(65,620)	(66)
Total Schools Budget(DSG)	0	(1)	0
Total Adult, Children and Health Services	56,806	56,984	155
Director of Operations & Customer Services	(27)	63	0
Revenues & Benefits	816	726	0
Highways & Transport	163	359	0
Community, Protection & Enforcement Services	12,087	12,218	0
Customer Services	1,740	1,866	0
Technology & Change Delivery	2,915	2,645	0
Library, Arts & Heritage Services	2,280	2,324	0
Total Operations & Customer Services	19,974	20,201	0
Director of Corporate & Community Services	85	85	0
Planning, Development and Regeneration Service	(819)	(770)	17
Corporate Management	433	432	0
Performance	429	442	0
Democratic Services	1,955	2,000	0
Elections	261	261	0
Legal	104	104	(56)
Finance	2,353	2,413	(50)
Building Services	40	26	0
Communities and Economic Development	31	78	45
Total Corporate & Community Services	4,872	5,071	(44)
TOTAL EXPENDITURE	81,652	82,256	111

SUMMARY	2016/17		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Total Service Expenditure	81,652	82,256	111
Contribution to / (from) Development Fund	1,133	559	0
Pensions deficit recovery	2,115	2,115	0
Pay reward	500	500	0
Transfer to/(from) Provision for the clearance of Shurlock Road			(200)
Transfer to/(from) Provision for Redundancy		(261)	0
Environment Agency levy	150	150	0
Capital Financing inc Interest Receipts	<u>5,128</u>	<u>5,128</u>	<u>130</u>
NET REQUIREMENTS	90,678	90,447	41
Less - Special Expenses	(981)	(981)	0
Transfer to / (from) balances	<u>0</u>	<u>231</u>	<u>(41)</u>
GROSS COUNCIL TAX REQUIREMENT	89,697	89,697	0
General Fund			
Opening Balance	4,681	4,768	4,999
Transfers to / (from) balances	<u>0</u>	<u>231</u>	<u>(41)</u>
	<u><u>4,681</u></u>	<u><u>4,999</u></u>	<u><u>4,958</u></u>

NOTE Service variances that are negative represent an underspend, positive represents an overspend.

Memorandum Item	
Current balance on the Development Fund	
	£000
Opening Balance	649
Transfer (to) / from other reserves	
Transfer from General Fund - sweep	
Transfer (to) / from General Fund - other initiatives	<u>559</u>
	<u><u>1,208</u></u>

Portfolio Summary	2016/17 Original Budget			New Schemes – 2016/17 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	2016/17 Projected (£'000)	2016/17 SLIPPAGE Projected (£'000)	TOTAL Projected (£'000)	VARIANCE Projected (£'000)	VARIANCE Projected (%)
Community & Corporate Services														
SMILE Leisure	428	(120)	308	428	(120)	308	46	(14)	32	474	0	474	0	0%
Community Facilities	145	0	145	145	0	145	0	0	0	145	0	145	0	0%
Outdoor Facilities	703	(408)	295	957	(473)	484	1,007	(601)	406	1,964	0	1,964	0	0%
Property & Development	0	0	0	0	0	0	711	0	711	711	0	711	0	0%
Governance, Policy, Performance_Partnerships	838	0	838	613	0	613	610	0	610	1,223	0	1,223	0	0%
Regeneration & Economic Development	6,397	(185)	6,212	6,397	(185)	6,212	4,850	(1,096)	3,754	11,247	0	11,247	0	0%
Total Community & Corporate Services	8,511	(713)	7,798	8,540	(778)	7,762	7,224	(1,711)	5,513	15,764	0	15,764	0	0
Operations & Customer Services														
Technology & Change Delivery	0	0	0	0	0	0	335	(6)	329	335	0	335	0	0%
Revenues & Benefits	0	0	0	48	0	48	48	0	48	96	0	96	0	0%
Customer Services	0	0	0	0	0	0	249	0	249	249	0	249	0	0%
Highways & Transport	9,694	(3,155)	6,539	10,254	(3,300)	6,954	2,686	(1,402)	1,284	12,940	0	12,940	0	0%
Community,Protection & Enforcement Services	555	(380)	175	615	(380)	235	246	(211)	35	861	0	861	0	0%
Libraries, Arts & Heritage	367	(295)	72	367	(295)	72	270	(148)	122	637	0	637	0	0%
Total Operations & Customer Services	10,616	(3,830)	6,786	11,284	(3,975)	7,309	3,834	(1,767)	2,067	15,118	0	15,118	0	0
Adult, Children & Health														
HR	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Adult Social Care	41	0	41	41	0	41	217	(185)	32	258	0	258	0	0%
Housing	0	0	0	0	0	0	2,397	(2,017)	380	2,397	0	2,397	0	0%
Non Schools	0	0	0	0	0	0	305	(233)	72	305	0	305	0	0%
Schools – Non Devolved	4,550	(4,190)	360	4,750	(4,190)	560	2,727	(2,727)	0	7,477	0	7,477	0	0%
Schools – Devolved Capital	250	(250)	0	545	(545)	0	605	(605)	0	1,150	0	1,150	0	0%
Total Adult, Children & Health	4,841	(4,440)	401	5,336	(4,735)	601	6,251	(5,767)	484	11,587	0	11,587	0	0
Total Committed Schemes	23,968	(8,983)	14,985	25,160	(9,488)	15,672	17,309	(9,245)	8,064	42,469	0	42,469	0	0

Portfolio Total	(£'000)	23,968	(£'000)	42,469	(£'000)	42,469
External Funding						
Government Grants	(7,890)		(13,042)		(13,042)	
Developers' Contributions	(933)		(4,723)		(4,723)	
Other Contributions	(160)		(968)		(968)	
Total External Funding Sources	(8,983)		(18,733)		(18,733)	
Total Corporate Funding		14,985		23,736		23,736

Capital Monitoring Report - June 2016-17

At 30 June 2016, the approved estimate stood at £42.469m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	42,469	(18,733)	23,736
Variances identified	0	0	0
Slippage to 2016/17	0	0	0
Projected Outturn 2015/16	42,469	(18,733)	23,736

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £42.469m

Variances are reported as follows.

CSFF	School Kitchens	(150)	150	0	Revised Business Case
CSGF	Woodlands Park School Roof-2015-16	(20)	20	0	Revised Business Case
CSHA	Woodlands Park School Internal Remodelling	170	(170)	0	Revised Business Case
		<u>0</u>	<u>0</u>	<u>0</u>	

There is no slippage to report at this stage.

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	258	58%
In Progress	160	33%
Completed	47	2%
Ongoing Programmes e.g.. Disabled Facilities Grant	31	7%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	<u>497</u>	<u>100%</u>

Corporate Development Fund (AE35) £000		
Balance B/F from 2015/16		649
Transacted amounts in 2016/17		
To/From Capital Fund		0
To/From General Fund		
Transition Grant (2016/17 budget - February Council)	1,278	
Restructure of the Development and Regeneration service (2016/17 budget - February Council)	-56	
Minerals and Waste Strategy (2016/17 budget - February Council)	-61	
Adjustment to contribution due to revised New Homes Bonus (2016/17 budget - February Council)	-28	
Delivering Children's Services (March Cabinet)	-200	
Additional Transport Model costs (April CMT)	-43	
Heathrow Expansion (March Cabinet)	-30	
Delivering Operations Services (March Cabinet)	-100	
Road & Streetworks Permit scheme (March Cabinet)	-120	
Review of Sunday Parking charges (April Council)	-81	
		559
		<u>1,208</u>

Children's services - Condition grant changes 2016-17

Code	Projects	Approved Estimate 2016/17	Updated tender project cost	Proposed (saving) / overspend 2016/17	Notes
		£'000	£'000	£'000	
CSHB	Furze Platt Junior - Hall	200		(200)	Scheme will be re-prioritised and will form part of the 2017/18 bids if necessary.
CSHA-CSFF	Woodlands Park remodelling + kitchen	400	400	0	Scheme currently in progress. Budgets £250k CSHA Woodland Park and £150k CSFF School kitchens will be utilised.
CSGK	Alexander Roof	250	438	188	Tender higher than anticipated. Work to commence this summer.
CSGH	Holy Trinity Cookham Roof	48	40	(8)	
CSHC	Alwyn Ramp repair	40	5	(35)	Efficiencies found in delivery of the scheme.
CSGY	Asbestos Removal	80	0	(80)	Contingency budget no longer required for All Saints Junior expansion works.
CSDQ	Fire Safety works - various schools	75		(75)	2016/17 budget is not required. Slippage from 2015/16 is covering works.
CSHD	Bisham House refurbishment	50	3	(48)	RBWM responsible for lease repairs. Survey carried out, results to follow. Works to be carried out in 2017/18 pending outcome of survey.
CSHE	Furze Platt Junior - Boiler replacement - conversion from oil to gas	115	211	96	Tender includes new gas main for both schools. Infants boiler installation planned for next year.
CSHF	Bisham Rewire, new ceilings and lighting	260	0	(260)	Scheme to commence in 2017/18
CSGZ	Trevelyan roof repairs	200	90	(110)	Tenders are in for partial roof replacement. More work may be required in the future depending on outcome of the works.
	Total	1,718	1,187	(532)	

Agenda Item 8

By virtue of paragraph(s) 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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