

NOTICE
OF
MEETING



**ADULT SERVICES AND HEALTH OVERVIEW AND SCRUTINY
PANEL**

will meet on

THURSDAY, 21ST JULY, 2016

7.00 pm

DESBOROUGH 4 - TOWN HALL,

TO: MEMBERS OF THE ADULT SERVICES AND HEALTH OVERVIEW AND
SCRUTINY PANEL

COUNCILLORS MOHAMMED ILYAS, MICHAEL AIREY,
CHARLES HOLLINGSWORTH, JUDITH DIMENT, LYNNE JONES AND
JOHN LENTON

SHEILA HOLMES (HEALTHWATCH WAM)

SUBSTITUTE MEMBERS

COUNCILLORS MALCOLM BEER, DR LILLY EVANS, SAYONARA LUXTON,
ASGHAR MAJEED, MARION MILLS, NICOLA PRYER, JOHN STORY AND
SIMON WERNER

Karen Shepherd - Democratic Services Manager - Issued: Wednesday, 13 July 2016

Members of the Press and Public are welcome to attend this meeting.

The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel
Administrator: **Andy Carswell**

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN</u>	
2.	<u>APOLOGIES</u> To receive any apologies for absence.	
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
4.	<u>MINUTES</u> To approve the part I minutes of the meeting held on 19/5/16.	7 - 8
5.	<u>FINANCE UPDATE</u> For members to comment on the Cabinet report.	9 - 24
6.	<u>TENDER FOR RESIDENTIAL AND NURSING SUPPORT CONTRACT FOR OLDER PEOPLE</u> To comment on the Cabinet report to members.	25 - 34
7.	<u>FORWARD PLAN</u> To note the Forward Plan.	35 - 38
8.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 9 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

PART 2

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
9.	<u>MINUTES</u> To consider Part II minutes of the meeting held on 19/5/16. <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	39 - 40

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 4

ADULT SERVICES AND HEALTH OVERVIEW AND SCRUTINY PANEL

THURSDAY, 19 MAY 2016

PRESENT: Councillors Mohammed Ilyas (Chairman), Charles Hollingsworth, John Lenton and Judith Diment

ALSO PRESENT: Cllr Carroll, Cllr Coppinger

Officers: Hilary Hall, Alison Alexander, David Cook

APOLOGIES

Apologies for absence were received by Cllr M Airey, Cllr Jones (Cllr Beer attending as substitute) and Sheila Holmes.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

The Part I minutes of the meeting held on 24 March were approved as a true and correct record subject to the start time being changed to 7pm.

DAAT REVIEW OUTCOME

The Panel considered the Cabinet report detailing the outcome of the comprehensive review of drug and alcohol services commissioned by Cabinet in October 2015 and undertaken by a Task and Finish Group (TFG). Cllr Jones was the Panels representative on the TFG.

The objective was to present to Cabinet the most cost effective outcome-based service. A comprehensive review of the current service had been undertaken including benchmarking, a focus on best practice, identification of areas of risk and a stakeholder consultation.

Flexibility, adaptability and responsiveness were key factors in any service model delivery. Members noted the recommended cohort approach detailed in paragraph 2.8 of the report, alongside greater emphasis on prevention, better integration with the Joint Health and Wellbeing Strategy and better signposting of services.

The Deputy Lead Member for Public Health and Communications thanked those who took part in the TFG and explained that the report was the result of significant work by officers and members of the TFG. The outcome showed the benefit of a collaborative stakeholder approach. It was noted that as Children and Young people were identified as having prevention as a main focus existing worker would be moved to that directorate.

Cllr Lenton raised concern that the report had been issues late and thus he had not been able to give the excellent report the benefit it requited. The Panel were informed that it was unfortunate that the report was delayed by a change in the Cabinet cycle requiring all Cabinet reports to be signed off by Cabinet Briefing before releasing.

Cllr Beer had informed that Cllr Jones had contacted the Deputy Lead Member for Public Health and Communications questioning if the three year contract was sufficient. In reply the Panel were informed that the TFG did not discuss specific timelines but looked at usage

trends, especially drug use. It was felt that awarding three year contracts would allow the service to remain flexible and responsive to change.

Cllr Jones had also asked Cllr Beer to mention that with regards to sign posting to services that ever area needed to be covered to help reduce repeat offenders. The Panel were informed that this was covered in recommendations 10.1 and 10.2 of the report which mentioned reviews of other services carried out by agencies to assure quality and breadth of provision.

Resolved Unanimously that: The Adult Services and Health O&S Panel considered the report and fully endorsed the recommendations. The Chairman thanked those on the Task and Finish Group and supporting officers for their excellent work on the report.

FINANCIAL UPDATE

The Panel considered the latest financial update report due to go to Cabinet that presented the 2015/16 outturn.

With regards to Adult Services higher numbers of older people in residential and nursing care or social care in their own homes had caused budget pressures. The increased cost of supporting people with learning disabilities or mental health problems was also an issue. Some of this had been offset by careful management of support staff costs. Full details of pressures and mitigating actions were contained at section 4.2 of the report.

Cllr Lenton asked why the increased costs of meeting care needs had not been predicted. The Panel were informed that the costs of learning disability was hard to predict, although modelling was undertaken. Whilst younger many of the users are cared for at home by parents and it is when they can no longer support the child that care packages / supported living was required. There were currently about 120 high cost placements with the potential of another 300 coming into the service.

Cllr Lenton also raised concern about the high number of care homes in the district and the financial difficulties this brings when the cost of care can no longer be met by the individual. The Panel were informed that the Borough local Plan would contain a section detailing how providers would have to demonstrate need to get permission for new care homes.

Cllr Hollingsworth questioned if this would be an increased problem over time and also raised concern about the elderly being discharged from hospitals too early. The Panel were informed that we were an aging population and that there was good collaborative working between adult social care and hospitals regarding discharge of patients.

Resolve Unanimously: That the Adult Services and Health O&S Panel considered the report and fully endorsed the recommendations.

FORWARD PLAN

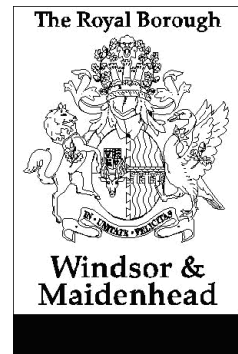
The Panel noted the Forward Plan and it was recommended that the a housing association be invited to attend a future meeting.

The meeting, which began at 7.00 pm, finished at 8.00 pm

CHAIRMAN.....

DATE.....

Report for: INFORMATION



Contains Confidential or Exempt Information	No - Part I
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 £170k underspend. There is therefore a projected underspend of £59k 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

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)	

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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 grow 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

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)
Berkshire Community Equipment Service	Fully exempt - 3	Contract award for the provision of a community equipment service	Yes	Lead Member for Adult Services and Health (Councillor David Coppinger)	Nick Davies	Internal process	Adult Services and Health Overview and Scrutiny Panel via email	Cabinet 25 Aug 2016	
35 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 Culture and Communities (Councillor Samantha Rayner), 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	
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	Adult Services and Health Overview and Scrutiny Panel 20 Sep 2016	Cabinet 29 Sep 2016	
Outcome Based	Open -	An update report	No	Lead Member		Internal	Adult Services	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)
Homecare – Year One Review		about the progress of the Outcome Based Commissioning Homecare Service after Year One of the contract		for Adult Services and Health (Councillor David Coppinger)	Hilary Hall	process	and Health Overview and Scrutiny Panel 20 Sep 2016	29 Sep 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	

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 37	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	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
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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Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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