

NOTICE
OF
MEETING

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

will meet on

TUESDAY, 14TH NOVEMBER, 2017

At 7.00 pm

in the

DESBOROUGH 4 - TOWN HALL

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

COUNCILLORS MOHAMMED ILYAS (CHAIRMAN), JUDITH DIMENT,
CHARLES HOLLINGSWORTH, JOHN LENTON, MARION MILLS AND LYNDA YONG

SUBSTITUTE MEMBERS

COUNCILLORS GERRY CLARK, DR LILLY EVANS, EILEEN QUICK, LYNNE JONES,
NICOLA PRYER AND JULIAN SHARPE

Karen Shepherd - Democratic Services Manager - Issued: Monday, 6 November 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk 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 VICE CHAIRMAN</u> To appoint a Vice Chairman to the Panel for the 2017/18 Municipal Year.	
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 17 th October 2017.	7 - 12
5.	<u>2018/19 BUDGET PREPARATION</u> To consider the report and make recommendations.	To Follow
6.	<u>FINANCE UPDATE</u> To consider the report and make recommendations.	13 - 34

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

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

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

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

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

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

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

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

Prejudicial Interests

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

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

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

Personal interests

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

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

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Agenda Item 4

ADULT SERVICES AND HEALTH OVERVIEW AND SCRUTINY PANEL

TUESDAY, 17 OCTOBER 2017

PRESENT: Councillors Mohammed Ilyas (Chairman), Michael Airey (Vice-Chairman), Judith Diment and Charles Hollingsworth

Officers: Andy Carswell, Alison Alexander, Angela Morris and Lynne Lidster

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Cllr Ilyas nominated himself for the position of Chairman. The motion was seconded by Cllr Diment and unanimously approved by Members. Cllr Ilyas was elected as Chairman of the Panel for the 2017/18 municipal year.

Cllr Airey nominated himself for the position of Vice Chairman. The motion was seconded by Cllr Diment and unanimously approved by Members. Cllr Airey was elected as Vice Chairman of the Panel for the 2017/18 municipal year.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lenton and Hilary Hall.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES

The Part I minutes of the meeting held on May 17th 2017 were unanimously agreed as an accurate record.

ANNUAL COMPLIMENTS AND COMPLAINTS REPORT

The Deputy Director of Health and Adult Social Care introduced the item by explaining the report covered all complaints received in 2016/17 under the statutory complaints procedures for adults and children's care, as well as the formal procedure for corporate complaints. She informed Members that complaints were taken very seriously by the Council, and the policy enabled staff the opportunity to receive feedback from customers and learn lessons as a result.

The Deputy Director of Health and Adult Social Care outlined the large number of interactions that adult social care staff had with customers to contextualise the complaints that were received. Members were informed that there were around 1,700 adults in the Royal Borough receiving long term care and support and 1,800 concerns and enquiries about safeguarding were received. There were 484 Deprivation of Liberty Safeguarding assessments carried out.

Members were informed that the complaints procedure had changed during the course of the time period referred to in the report, and the complaints process now consisted of only one stage. Members were informed that the Council aimed to resolve complaints within ten days, and the Complaints Team would liaise with a complainant if there were delays to their case. It was also explained that a complainant could escalate their complaint to the Local Government Ombudsman for further investigation. The Deputy Director of Health and Adult Social Care informed Members that a total of 12 complaints were investigated by the LGO, and that two of

them related to adult and social care services. Of those, one was upheld and the other was not.

The Deputy Director of Health and Adult Social Care informed Members that the Council received a total of 802 complaints in 2016/17. Of these, 42 related to adult and social care; around five per cent of the overall total. Members were informed this represented a reduction from 44 from the previous year. The Deputy Director of Health and Adult Social Care informed Members that 20 complaints related to the largest team, which handled interactions with older people and those with physical disabilities, and four related to finance. The Deputy Director of Health and Adult Social Care informed Members that these two teams had the largest number of interactions with customers. Of the 42 complaints relating to adult and social care, seven related to the attitude/behaviour of staff. Members were informed that 60 per cent of complaints were made by the service user.

The Deputy Director of Health and Adult Social Care informed Members that 71 per cent of complainants who made a complaint relating to adult and social care received a response within the agreed target timeframe of ten days, compared to 62 per cent the previous year. The Deputy Director of Health and Adult Social Care said those falling outside the timeframe often involved complex issues that required further investigation.

The Deputy Director of Health and Adult Social Care said that focus groups had been held on certain topic areas as a way of learning lessons and making improvements. A need to improve communication between staff and customers had been identified. Staff had also received additional training regarding data protection regulations, particularly in relation to younger people.

The Deputy Director of Health and Adult Social Care informed Members that 35 compliments on staff performance had been received, which was a reduction compared to the previous year. The Deputy Director of Health and Adult Social Care stated her belief that more compliments had been made, but some of these may have been verbal and not subsequently recorded. Members were informed that it was felt there was a general underreporting of compliments.

Cllr Hollingsworth asked about the system of informing customers of the progress of their case at appropriate times. The Deputy Director of Health and Adult Social Care said there was a tracker system which is monitored and reviewed each week at Team Manager Level; if a case had gone past the ten day timeframe, the Team Manager would raise the matter with the relevant member of staff. The Deputy Director of Health and Adult Social Care also stated that it was accepted that identifying appropriate times when a customer could be contacted and provided with an update on their case was a priority.

Cllr Diment said the report was very useful and that she was pleased to see the number of compliments that officers had received. She said that the process for submitting compliments should be publicised more widely amongst members of the public. The Deputy Director of Health and Adult Social Care said she would feed that back to the report author.

The Vice Chairman asked if it was felt some customers had unrealistic expectations of the services they were using. The Deputy Director of Health and Adult Social Care stated that in certain cases customers thought that adult social care could deliver more than it does. It was felt that the best way of informing customers about the services that were provided was to meet with the customer and explain what had been agreed about their care programme and what could be delivered. Additional training had been given to frontline staff to aid this process.

Cllr Diment asked how the Council compared to other Local Authorities with regards to complaints. The Deputy Director of Health and Adult Social Care said it would be possible to do a comparison as it was a legal requirement for all councils to produce a report on

complaints. It was agreed that a comparison report with other councils in Berkshire would be produced for a future meeting.

The Chairman asked if the number of complaints received was due to the systems enabling customers to make a complaint being improved. He also asked if it would be possible to make it easier for a compliment to be made at the point of contact with the member of Council staff. The Deputy Director of Health and Adult Social Care admitted that the Council needed to be more proactive in this respect, and that work was taking place to make it easier for compliments to be submitted.

Cllr Hollingsworth asked if processes were in place to inform customers about what other services were available if the Council was not in a position to help. The Deputy Director of Health and Adult Social Care explained that social prescribers attached to GP surgeries had recently been employed in the area, who would be able to liaise with care groups and find a solution for customers. Members were reminded that the Council also worked closely with the CCG and the volunteer sector to provide solutions.

Cllr Hollingsworth asked if customers would be assigned a social worker from the start of their interaction with the Council. The Deputy Director of Health and Adult Social Care confirmed that this was the case after a recent change in policy.

It was confirmed that the Council only had to provide reports on complaints received in relation to children's and adults services, but the report went further than this as a matter of good practice.

UPDATE ON TRANSFER OF ADULT SERVICES TO OPTALIS

The Head of Commissioning – Adults and Children, Strategy and Commissioning introduced the item and explained the governance and management of adult services as outlined in Appendix 1 of the report. Members were informed that the Optalis Shareholding Board makes decisions on Reserved Matters and is comprised of six directors, three from the Royal Borough and three from Wokingham Borough Council. Members were informed that the Joint Commissioning Board was responsible for reviewing contracts and commissioning work at Optalis, the Operational Commissioning Group was responsible for managing performance, and the Executive Board took responsibility for governance of the company's activities. The Adult Services and Health Overview and Scrutiny Panel at the Royal Borough retained the ability to scrutinise the contract between Optalis and the Council, and to scrutinise the performance.

The Head of Commissioning – Adults and Children, Strategy and Commissioning informed Members that the update report measured progress from March to the end of August. Members were informed that there had been a notable improvement in performance regarding delayed transfer of patients from hospital care, and in relation to applications for Deprivation of Liberty Standards. However it had been acknowledged that there were areas that required improvement, including timeliness of reviews for people and their carers receiving ongoing services, and reviewing of Independence Plans provided by the Council's care provider, Carewatch. Members were informed that these two areas were not meeting their targets. The Head of Commissioning – Adults and Children, Strategy and Commissioning informed Members that in order to meet satisfactory standards with regards to safeguarding, Optalis were in the process of recruiting additional staff and the company was confident targets would be met by March 2018 as a result. Members were informed that Finance was performing well and there had been an overall underspend in adult social care, due mainly to a number of one-off windfall payments.

The Vice Chairman asked for clarification on the performance indicator relating to the percentage of Deprivation of Liberty Standards applications not dealt with within 12 months. The Head of Commissioning – Adults and Children, Strategy and Commissioning explained that performance was currently much better than targeted. The process for carrying out a

Deprivation of Liberty Standards assessment, and which customers they relate to, was explained to Members.

The Vice Chairman asked if there were any issues pre-transfer which were affecting the most recent figures. The Deputy Director of Health and Adult Social Care said there was a stretched target in terms of reviews and carers' reviews. Members were informed that in order to meet the new stretched target permission had been given to recruit four new members of staff. Three of the vacancies had been filled but the Council was still seeking to recruit a fourth member of staff who would take responsibility for working with adults with autism.

The Vice Chairman asked for more information on Independence Plans, as this was an area where targets were not being met. The Deputy Director of Health and Adult Social Care stated that Independence Plans were completed by the home care provider and sent to the Social Work team so the needs of the resident could be met. The Deputy Director of Health and Adult Social Care stated that the Independence Plans had not always been reviewed and kept up to date; however over the last two months reviews had been taking place more regularly. Members were informed the reviews would be sent in the Social Work team for sign-off from the domiciliary workers. It was explained that the review process would highlight whether the service provided value for money.

Cllr Hollingsworth asked if there were more people with autism living in the Royal Borough compared to other Local Authority areas. The Deputy Director of Health and Adult Social Care stated that a report compiled around a year and a half ago confirmed there was a higher than average incidence of autism in the Royal Borough. Cllr Hollingsworth asked if there was any evidence to suggest levels of autism was related to people marrying their cousins. The Deputy Director of Health and Adult Social Care said she was not aware of this as being an issue but would look into it and report back at a future meeting.

Responding to a question from the Chairman, the Deputy Director of Health and Adult Social Care gave further clarification on the Deprivation of Liberty Standards assessment process and how it applied to people with mental health issues, particularly dementia. Responding to a question from Cllr Diment, the Deputy Director of Health and Adult Social Care stated that some cases relating to Deprivation of Liberty Standards would be referred to the Court of Protection and it would be for the Council to justify that the patient was receiving the correct care. However the majority of people would remain in the safe environment that had been allocated to them as part of the assessment.

UPDATE ON DELIVERY OF BUSINESS PLAN

The Deputy Director of Health and Adult Social Care explained that the Business Plan had been developed in order for targets and performance objectives to be set, and to reflect the work being carried out in the Royal Borough and in Wokingham.

The Chairman asked for examples of challenges that staff had faced with regards to the delivery of the Business Plan. The Deputy Director of Health and Adult Social Care stated that a system that ensuring a service user would be referred to the same member of staff each time they contacted the team was being implemented, and was proving a useful motivator for staff. She explained that having a member of staff assigned to a case reduced the time filling out assessments, and many callers wanted a quick intervention. The Deputy Director of Health and Adult Social Care stated that Delivering and Transforming Care Pathways, where staff worked with people with a learning difficulty who needed a health intervention, had also been challenging for staff. Members were informed that attracting staff had been a challenge, as social workers would traditionally apply for roles at a council rather than an outside body.

The Chairman asked the Deputy Director of Health and Adult Social Care if an example of a success could be shared with Members. She stated that the Transforming Care Pathways scheme had managed to secure places in the local area for three residents with profound learning difficulties. Members were informed that ordinarily people with this level of need

would be placed into care in specialist centres, often long distances from the Royal Borough; however this example, where Optalis staff had worked with the NHS, meant residents were able to stay in suitable care near their families.

Cllr Hollingsworth asked if staff were provided with additional support and/or funding in order to earn further qualifications. The Deputy Director of Health and Adult Social Care stated that a talent programme identifying members of staff with potential but little formal education had been implemented, as a means of recognising the values and attitude of staff members. She stated that as a result of this project a staff member had felt the confidence to apply for a management post within the organisation. Members were informed that two new social workers may soon be recruited as a result of an Open University education.

Responding to a question from Cllr Hollingsworth, the Deputy Director of Health and Adult Social Care stated she believed the relationship between the Council and NHS had improved and was positive.

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 item 9 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act."

The meeting, which began at 7.30 pm, finished at 8.24 pm

CHAIRMAN.....

DATE.....

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Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 23 November 2017
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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REPORT SUMMARY

1. This report sets out the Council’s financial performance to date in 2017-18. Pressures continue within Children’s Services, Housing, Visitor Management, Revenues and Benefits, Community Protection, and Library & Resident Services.
2. An in-year mitigation exercise was undertaken prior to September Cabinet and £1,290,000 of savings were identified. These savings continue to offset the pressures above.
3. The projected over spend on the General Fund is now £185,000 see Appendix A. The projected variances in each Directorate are detailed in section 4.
4. The Council remains in a strong financial position; with combined General Fund Reserves of £7,800,000 (8.82% of budget) in excess of the £5,780,000 (6.54% of budget) recommended minimum level set at Council in February 2017.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) **Notes the Council’s projected outturn position for 2017-18 and mitigating actions to address service pressures.**
- ii) **Approves an additional revenue budget of £50,000 p.a. for three years for a service level agreement with SportsAble, as detailed in paragraph 4.14.**
- iii) **Approves a £20k capital budget to support Cookham Parish Council in developing a Neighbourhood Plan.**

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

- 2.1 This is a monitoring report and cabinet are being asked to note it not make a decision.

3 KEY IMPLICATIONS

- 3.1 The Council is projecting a General Fund Reserve of £4,629,000 and a Development Fund balance of £3,171,000, see appendix B for a breakdown of the Development Fund. The combined reserves total £7,800,000. The 2017-18 budget report recommended a minimal reserve level of £5,780,000 to cover known risks for 18 months.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,800,000	£5,800,000 to £6,000,000	£6,000,001 to £6,500,000	> £6,500,000	31 May 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

Managing Director's Directorate

- 4.1 The Managing Director reports a projected outturn figure for 2017-18 of £62,184,000 against a net controllable budget of £62,214,000, showing an underspend of £30,000. The underspend has reduced by £101,000 from the position reported last month.
- 4.2 The mitigations of £1,056,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.

Children's Services

- 4.3 Children's Services has a net overspend of £1,659,000 which in appendix A is reflected as AfC Contract £1,159,000 & pre AfC Contract £500,000. This represents an increased overspend of £102,000 from the last reported position. The material variances are explained with sections 4.4 and 4.5 of this report.

Placement costs for children in care

- 4.4 The number of children in care and under child protection has grown over the last two years; currently there are insufficient placements available locally to meet the growth in demand and complexity of need. Consequently more children, than in previous years, are being placed outside of the borough in specialist provision that is at a higher rate than locally provided placements. As at 9th October 2017, if demand and placement type continue through 2017-18 the projected overspend will be £975,000, an increase of £102,000. Mitigating action includes the continued drive to increase the level of in-house foster care provision. To support this, the service has contracted Cornerstone to run a programme of foster carer recruitment.

Children's Services previously reported variances which are unchanged

- 4.5 Other variances previously reported within Children's Services:
- Home to school transport £296,000
 - Legal Services £162,000
 - Agency and interim employees £326,000
 - Health Visitor Services (£100,000)

Dedicated schools grant

- 4.6 There is a net in year deficit of £483,000 relating to the dedicated schools grant funded services. This is an increase of £325,000 on the position reported last month, mainly relating to the release of underachievement of the High Needs Block savings plan. The deficit of £483,000 consists of:
- underachievement of the High Needs Block savings plan due to schools not agreeing to a reduction in Top Up allocations and an increase in annual fees; further strategies are underway to deliver the remainder of the savings plan £300,000
 - estimated increased numbers of pupils receiving Alternative Provision support £80,000
 - costs of conversion to academy status for Bisham Church of England Primary School £69,000
 - in year increased school rates charged to the central school budget £40,000
 - other minor variances net (£6,000) underspend
- 4.7 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2017 was a deficit of £752,000; the revised projected deficit as at 31 March 2018 has increased to £1,235,000. The Schools Forum authorised the original deficit of £752,000 and a three year recovery plan which began in April 2017.
- 4.8 The National Funding Formula for Schools and High Needs policy document published September 2017 states there is a degree of flexibility enabling the transfer up to 0.5% of schools block into other funds such as the high needs block, with the agreement of their schools forum. Based on the latest National Funding Formula schools block allocation this transfer would contribute a maximum of £416,000 towards the mitigation of pressures in 2018-19.

Other previously reported variances which are unchanged

- 4.9 Other variances contributing to the position of the overall directorate:
- Adult Social Care (£407,000)
 - Housing £213,000 offset by grant income (£213,000)
 - Commissioning and Support (£252,000)
 - Law and Governance (£35,000)
 - Communications £60,000

Communities Directorate

- 4.10 The Executive Director reports an overspend projection of £295,000 on the Communities directorate's 2017-18 approved estimate of £14,985,000.
- 4.11 This is unchanged from the position reported to October Cabinet.

Place Directorate

- 4.12 The Executive Director projects an underspend of £80,000 in the Place directorate's 2017-18 approved estimate of £2,892,000.
- 4.13 The position has reduced by £66,000 since last month from a new pressure on the Building Control budget from the Shared Service contract terms.

SportsAble

- 4.14 An additional revenue budget of £50,000 p.a. for three years for a service level agreement (SLA) with SportsAble. The SLA will commence on January 1 2018, there will therefore be a £12,500 impact in 2017-18. Future year's budget will be adjusted through the medium term plan. The budget will be funded from the development fund.

Revenue budget movement

- 4.15 Revenue budget movements this month are in table 2, see appendix C for an expanded full year movement statement.

Table 2: Revenue budget movement

Service expenditure budget reported to October	£80,030,000
Salary budget increase (CMT)	£25,000
Redundancy cost funded by provision	£36,000
Service expenditure budget this month	£80,091,000

Cash balances projection

- 4.16 Appendix D provides details of the Borough's cash balance which is based on the assumptions contained in the 2017-18 budget report. Some of the capital schemes discussed in the 2017-18 budget report have been re-profiled prior to approval for budgets being sought. Consequently the projected new borrowing in 2017-18 has been revised downwards from £72,999,000 to £46,596,000.

Capital programme

- 4.17 The approved 2017-18 capital estimate is £74,995,000, see table 3. The projected outturn for the financial year is £72,350,000, an increase on the capital outturn in 2016-17 of £28,861,000.
- 4.18 There is no further slippage to report this month. Major slippage schemes this month include £485,000 for the Maidenhead Station Interchange and Car Park. RBWM's match funding of the works on this LEP project are now scheduled for 2018/19. £431,000 of Additional Car parking for Windsor is also likely to slip to 2018/19. A delay in the commencement of the Brill House project also means that funding is unlikely to be requested until 2017/18. Further details of variances and slippage are provided in appendix E and F. Table 4 shows the status of schemes in the capital programme.
- 4.19 Further information on key capital schemes has been provided in Appendix G.

Table 3: Capital outturn

	Exp	Inc	Net
Approved estimate	£74,995,000	(£29,386,000)	£45,609,000
Variances identified	(£59,000)	£49,000	(£10,000)
Slippage to 2018-19	(£2,586,000)	£1,281,000	(£1,305,000)
Projected Outturn 2017-18	£72,350,000	(£28,056,000)	£44,294,000

Table 4: Capital programme status

	Report Cabinet November 2017
Number of schemes in programme	300
Yet to Start	30%
In Progress	41%
Completed	14%
Ongoing Programmes e.g. Disabled Facilities Grant	15%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

Business rates

- 4.20 Business rate income at the end of September was 58.6% against a target of 57.8%. The annual collection target is 98.8%.
- 4.21 Following the Chancellor's announcement in the Spring Budget of 3 new types of Business Rate Relief, the Council has, to date, undertaken the following activity in connection with these:
- 4.22 **New business rate relief for pubs.** We identified 89 public houses that fit within the guidelines provided by DCLG. An application form was designed and issued to them on 21st July 2017, inviting them to confirm their eligibility for this assistance i.e. essentially that they are not disqualified on the grounds of State Aid. As at 12th October, we have received 39 applications back. Those eligible receive a flat £1,000 relief against their current year bill.
- 4.23 **New Discretionary Relief Scheme.** In line with the requirements for receipt of the S31 grant, the Council has consulted with the Fire Authority and received confirmation of their agreement to proceed with the proposed scheme. The Discretionary Rate Relief policy has been re-written and has now been approved by both Members and Officers. We identified 870 potential ratepayers and issued them with a claim form w/c 28th August. As at 12th October we have received 23 applications back. Only 2 have sufficient evidence/information to be able to make an award e.g. accounts or estimates of annual income/expenditure, a history of the business, details of the amount of assistance requested etc. Requests for the missing evidence/information have been made. A streamlined decision making process has now been agreed with a pro-forma developed for sign off by the S151 and Deputy Lead Member for Finance following officer recommendation.
- 4.24 **Supporting small businesses.** We have identified a potential 34 ratepayers who may benefit from this new relief and it is our intention to amend the existing Small Business Rate Relief application form to cover applications from these ratepayers. The required software upgrade has now been received by IT but it has not yet been made available for testing due to issues with the release.

5 LEGAL IMPLICATIONS

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

6 RISK MANAGEMENT

Table 5: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

7 POTENTIAL IMPACTS

7.1 None.

8 CONSULTATION

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

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

10.1 Appendices attached to this report are shown below.

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

11 BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2017.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr, Saunders	Lead Member for Finance		
Cllr Rankin	Deputy Lead Member for Finance		
Alison Alexander	Managing Director	16/10/07	
Russell O'Keefe	Executive Director	16/10/07	

Name of consultee	Post held	Date sent	Commented & returned
Andy Jeffs	Executive Director	16/10/07	

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796222	

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Revenue Monitoring Statement 2017/18 for November 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	292	429	1
Communications	294	359	60
Human Resources	1,441	1,118	0
Law & Governance	1,918	1,912	(35)
Commissioning & Support	5,139	2,738	(252)
Children's Services - AfC Contract	0	14,547	1,159
Children's Services - pre AfC Contract	15,865	3,822	500
Dedicated Schools Grant - Spend	63,413	62,036	483
Adult Social Care - Optalis Contract	0	29,099	0
Adult Social Care - Spend	24,107	13,247	114
Adult Social Care - Income	8,152	(8,387)	(521)
Better Care Fund	9,305	11,594	0
Public Health	4,910	4,909	0
Housing	1,107	1,251	213
Grant Income	(76,396)	(77,516)	(696)
Budget Extracted in Year	0	1,056	(1,056)
Total Managing Director's Directorate	59,547	62,214	(30)
Executive Director of Communities	184	187	0
Revenues & Benefits	370	256	160
Communities & Highways	5,203	5,126	(24)
Community Protection & Enforcement	5,825	5,889	180
Library & Resident Services	3,459	3,439	67
Budget Extracted in Year	0	88	(88)
Total Communities Directorate	15,041	14,985	295
Executive Director of Place	153	301	15
Planning Service	1,471	1,491	0
Property Service	(1,805)	(2,102)	51
Finance	2,149	1,532	0
ICT	2,199	1,524	0
Budget Extracted in Year	0	146	(146)
Total Place Directorate	4,167	2,892	(80)
TOTAL EXPENDITURE	78,755	80,091	185

Revenue Monitoring Statement 2017/18 for November 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Total Service Expenditure	78,755	80,091	185
Contribution to / (from) Development Fund	2,255	2,167	0
Pensions deficit recovery	2,415	2,415	0
Pay reward	500	0	0
Transfer to/(from) Provision for Redundancy	0	(353)	0
Apprentice Levy	280	211	0
Environment Agency levy	153	153	0
Variance on income from Trading Companies		143	0
Variance on Education Services Grant		(109)	0
Capital Financing inc Interest Receipts	5,069	5,110	0
	<u> </u>	<u> </u>	<u> </u>
NET REQUIREMENTS	89,427	89,828	185
Less - Special Expenses	(1,009)	(1,009)	0
Transfer to / (from) balances	0	(401)	(185)
	<u> </u>	<u> </u>	<u> </u>
GROSS COUNCIL TAX REQUIREMENT	88,418	88,418	0
General Fund			
Opening Balance	5,291	5,215	4,814
Transfers to / (from) balances	0	(401)	(185)
	<u>5,291</u>	<u>4,814</u>	<u>4,629</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	1,004
Transfer (to) / from other reserves	
Transfer from General Fund - sweep	
Transfer (to) / from General Fund - other initiatives	2,167
	<u>3,171</u>

Corporate Development Fund £000
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Balance B/F from 2016/17		1,004
Transacted amounts in 2017/18		
To/From Capital Fund		0
To/From General Fund		
Transition Grant (2017/18 budget - February 2017 Council)	1,263	
Contribution from the General Fund (2017/18 budget - February 2017 Council)	1,109	
Restructure of the Development and Regeneration service (2017/18 budget - February 2017 Council)	-56	
Minerals and Waste Strategy (2017/18 budget - February 2017 Council)	-61	
Crematorium feasibility study (CMT April 2017)	-30	
Contact Centre investment (May Cabinet)	-58	
	2,167	
		3,171

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Appendix C

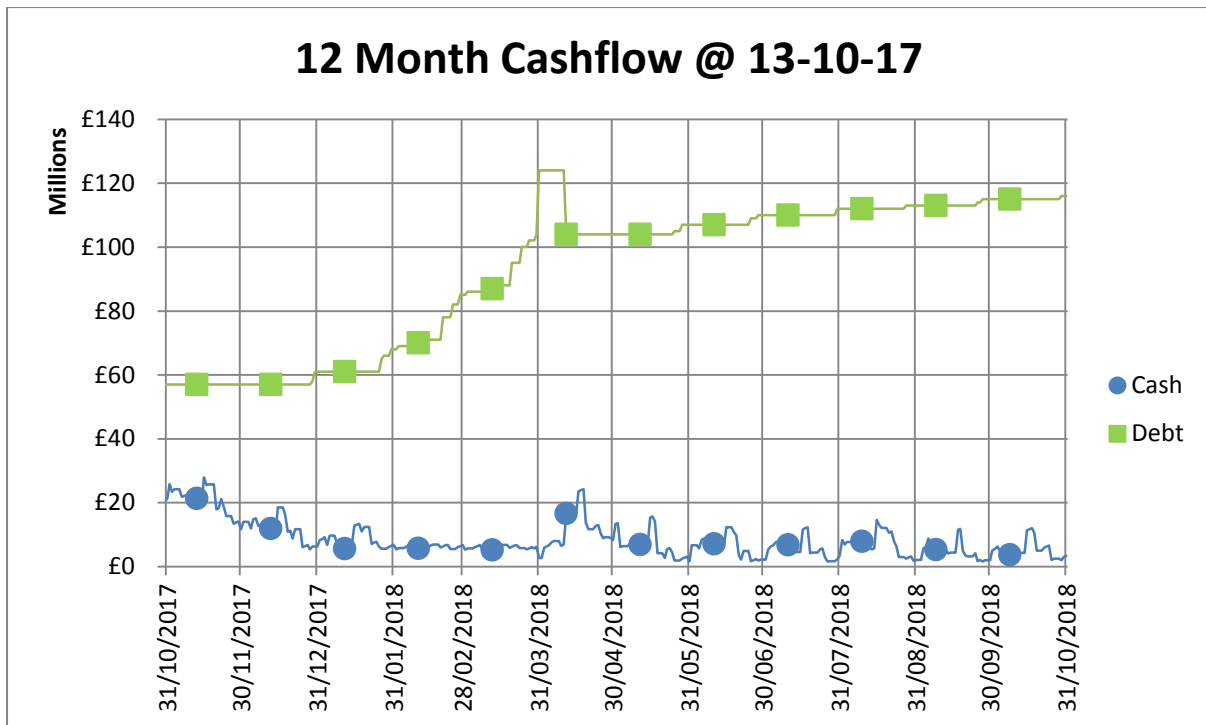
Budget Movement Statement 2017-18						
	Funded by Development Fund (1)	Funded by the General Fund (2)	Funded by Provision (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
Original Budget					78,755	
1 Carry forward of transforming services budgets re-allocated		264			264	Cabinet May 2017
2 Optalis share of pay reward / award budget re-allocated				75	75	Council Feb. 2017
3 Optalis share of apprentice levy budget re-allocated				36	36	Council Feb. 2017
4 Redundancy cost			43		43	Cabinet May 2017
5 Crematorium feasibility study	30				30	CMT April 2017
6 Budget rounding		4			4	N/A
7 Allocation of pay reward budget to services				425	425	Council Feb. 2017
8 Legal budget for Heathrow expansion		40			40	Prioritisation Sub Committee Oct 2016
9 Redundancy cost funded by provision			38		38	Cabinet May 2017
10 Election security costs		19			19	CMT June 2017
11 iPad / iPhone maintenance budget		10			10	Head of Finance delegated powers
12 Return on pre-payment of Optalis pension contributions		(41)			(41)	Treasury management policy
13 Redundancy cost funded by provision			236		236	Cabinet May 2017
14 Contact Centre investment	58				58	Cabinet May 2017
15 AfC share of apprentice levy budget re-allocated				33	33	Council Feb. 2017
16 Additional Members SRA budget		5			5	Council July 2017
17 Staff cost budget due to additional pay costs in MD's directorate		25			25	CMT
18 Redundancy cost funded by provision			36		36	Cabinet May 2017
Changes Approved	88	326	353	569	1,336	
Approved Estimate May Cabinet					80,091	

25

NOTES

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

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Note 1. When the 2017-18 budget was approved by Council in February 2017, new borrowing was anticipated to be £72,999,000 for 2017/18. Due to the re-profiling of a number of schemes on the cash flow forecast, expected new borrowing has reduced to £47m by the year end.

Note 2. Capital expenditure is projected to increase steadily throughout 2017-18. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

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	2017/18 Original Budget			New Schemes – 2017/18 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2017/18 Projected	2017/18 SLIPPAGE Projected	TOTAL Projected	VARIANCE Projected	VARIANCE Projected
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
Portfolio Summary														
Communities Directorate														
Sports & Leisure	2,050	0	2,050	2,050	0	2,050	647	(11)	636	2,697	0	2,697	0	0%
Community Facilities	710	(70)	640	710	(70)	640	423	0	423	1,122	10	1,132	(1)	0%
Outdoor Facilities	310	(120)	190	610	(420)	190	920	(400)	520	1,530	0	1,530	0	0%
Revenues & Benefits	0	0	0	0	0	0	126	0	126	76	50	126	0	
Green Spaces & Parks	281	(231)	50	281	(231)	50	99	(81)	18	332	0	332	(48)	-17%
Highways & Countryside	5,438	(2,977)	2,461	6,094	(3,633)	2,461	3,610	(1,004)	2,606	8,751	931	9,682	(22)	0%
Community Protection & Enforcement Services	668	(608)	60	668	(608)	60	1,063	(493)	570	1,300	431	1,731	0	0%
Library & Resident Services	470	(12)	458	753	(12)	741	978	(312)	666	1,731	0	1,731	0	0%
Total Communities Directorate	9,927	(4,018)	5,909	11,166	(4,974)	6,192	7,866	(2,301)	5,565	17,539	1,422	18,961	(71)	(0)
Place Directorate														
Technology & Change Delivery	275	0	275	275	0	275	96	0	96	348	23	371	0	0%
Property & Development	4,950	0	4,950	11,350	0	11,350	852	(251)	601	12,002	197	12,199	(3)	0%
Regeneration & Economic Development	560	0	560	1,235	0	1,235	5,685	(328)	5,357	6,920	0	6,920	0	0%
Planning	470	0	470	470	0	470	339	(185)	154	665	144	809	0	0%
Total Place Directorate	6,255	0	6,255	13,330	0	13,330	6,972	(764)	6,208	19,935	364	20,299	(3)	(0)
Managing Director														
Adult Social Care	0	0	0	0	0	0	51	(51)	0	51	0	51	0	
Housing	500	(500)	0	1,995	(1,995)	0	575	(545)	30	1,770	800	2,570	0	0%
Democratic Representation	88	0	88	88	0	88	131	0	131	189	0	189	(30)	-34%
Non Schools	75	0	75	114	(39)	75	259	(234)	25	374	0	374	1	1%
Schools – Non Devolved	28,030	(16,640)	11,390	28,220	(15,812)	12,408	3,283	(1,726)	1,557	31,547	0	31,547	44	0%
Schools – Devolved Capital	223	(223)	0	292	(292)	0	653	(653)	0	945	0	945	0	0%
Total Managing Director	28,916	(17,363)	11,553	30,709	(18,138)	12,571	4,952	(3,209)	1,743	34,876	800	35,676	15	(0)
Total Committed Schemes	45,098	(21,381)	23,717	55,205	(23,112)	32,093	19,790	(6,274)	13,516	72,350	2,586	74,936	(59)	(1)

	(£'000)	(£'000)	(£'000)
Portfolio Total	45,098	74,995	72,350
External Funding			
Government Grants	(17,447)	(17,583)	(17,152)
Developers' Contributions	(3,934)	(7,396)	(6,497)
Other Contributions	0	(4,407)	(4,407)
Total External Funding Sources	(21,381)	(29,386)	(28,056)
Total Corporate Funding	23,717	45,609	44,294

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Capital Monitoring Report - October 2017-18

At 31 October 2017, the approved estimate stood at £74.995m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	74,995	(29,386)	45,609
Variances identified	(59)	49	(10)
Slippage to 2018/19	(2,586)	1,281	(1,305)
Projected Outturn 2017/18	72,350	(28,056)	44,294

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £72.350m

Variances are reported as follows.

Highways & Countryside			
CD95	Safer Routes-Holyport College	(22)	0 (22) Planning Permission refused/delayed
Green Spaces & Parks			
CZ46	P&OS-Vansittart Road Skate Park-Extension /Imps	(48)	48 0 Scheme will not be undertaken due to insufficient funding
Property & Development			
CX32	MASH Building Works-Town Hall, Maidenhead	(3)	0 (3) Scheme completed
Democratic Representation			
CN75	Performance Management System	(30)	0 (30) Scheme no longer required
Schools - Non Devolved			
CSHH	Maidenhead Nursery School Structural Improvements	4	(4) 0 Revised Estimate
CSHX	Newlands Girls School	45	0 45 Revised Estimate
CSJA	Larchfield Nursery Refurbishment	(15)	15 0 No further expenditure expected
CSJK	Riverside Double Classroom	10	(10) 0 Revised Estimate
		<u>(59)</u>	<u>49</u> <u>(10)</u>

There is no further slippage to report this month.

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	91	30%
In Progress	121	41%
Completed	43	14%
Ongoing Programmes e.g.. Disabled Facilities Grant	44	15%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	300	100%

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		October 2017 @ 05/10/17																
Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTION		PROJECT STATUS					
		Gross £000	Income £000	Estimate £000	Gross £000	Income £000	Estimate £000	Gross £000	Income £000	Estimate £000	2017/18 Projected Variance <i>Underspend as negative</i>	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion	
Communities Directorate																		
Sports & Leisure																		
CZ18	Magnet LC Reprovision Design / Initial Site Costs	1,650	0	1,650	350	0	350	2,000	0	2,000	0	0						
Highways & Transport																		
CD12	Roads Resurfacing-Transport Asset & Safety	1,650	(1,650)	0	132	(131)	1	1,782	(1,781)	1	0	0						
CD84	Street Lighting-LED Upgrade	1,600	0	1,600	634	0	634	2,234	0	2,234	0	0						
Community, Protection & Enforcement Services																		
CT52	Disabled Facilities Grant	600	(600)	0	0	0	0	600	(600)	0	0	0						
Place Directorate																		
Regeneration																		
CI14	Maidenhead Waterways Construction phase 1	0	0	0	1707	(141)	1566	1,707	(141)	1,566	0	0						
CI29	Broadway Car Park & Central House Scheme	0	0	0	2952	(187)	2765	2,952	(187)	2,765	0	0						
Managing Director																		
Housing																		
CT51	Key Worker DIYSO	0	0	0	510	(510)	0	510	(510)	0	0	100						
CT55	Brill House Capital Funding	500	(500)	0	0	0	0	500	(500)	0	0	500						
Non Schools																		
CKVT	Marlow Road Youth Centre Roofing and Maintenance Work	400	0	400	0	0	0	400	0	400	0	0						

Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTION		PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
	Schools – Non Devolved																
CSGR	Charters Expansion	3,630	(2,952)	678	203	(203)	0	3,833	(3,155)	678	0	0					
CSGT	Windsor Boys Expansion	1,120	(1,120)	0	(108)	108	0	1,012	(1,012)	0	0	0					
CSGV	Cox Green School Expansion Year 1 of 3	4,880	(2,514)	2,366	133	(133)	0	5,013	(2,647)	2,366	0	0					
CSGW	Furze Platt Senior expansion Year 1 of 3	6,750	(2,212)	4,538	431	(431)	0	7,181	(2,643)	4,538	0	0					
CSGX	Dedworth Middle School Expansion Year 1 of 3	3,780	(2,081)	1,699	153	(153)	0	3,933	(2,234)	1,699	0	0					
CSHU	Windsor Girls Expansion	1,800	(1,800)	0	(64)	64	0	1,736	(1,736)	0	0	0					