

NOTICE  
OF  
MEETING

**CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL**

will meet on

**THURSDAY, 23RD AUGUST, 2018**

at

**6.30 PM**

in the

**COUNCIL CHAMBER - TOWN HALL,**

TO: MEMBERS OF THE CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL

COUNCILLORS COLIN RAYNER (CHAIRMAN), DAVID BURBAGE (VICE-CHAIRMAN), DR LILLY EVANS, MOHAMMED ILYAS, EILEEN QUICK, GERRY CLARK AND PAUL BRIMACOMBE

SUBSTITUTE MEMBERS

COUNCILLORS LYNNE JONES, DEREK WILSON, JOHN STORY, JOHN LENTON, JUDITH DIMENT, RICHARD KELLAWAY AND CARWYN COX

Karen Shepherd - Democratic Services Lead

Issued: 15/08/2018

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

The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Andy Carswell** – [Andy.Carswell@RBWM.gov.uk](mailto:Andy.Carswell@RBWM.gov.uk)

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## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES</u> To receive any apologies of absence.		
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.		5 - 6
3.	<u>MINUTES</u> To approve the Part I minutes of the meeting held on 21 June 2018 and 9 July 2018.		7 - 14
4.	<u>FINANCIAL UPDATE REPORT</u> To review the latest financial update report.		15 - 28
5.	<u>WORK PROGRAMME</u> To note the work programme.		29 - 32
6.	<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 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"		

**PRIVATE MEETING - PART II**

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
7.	<u>MINUTES</u>  To approve the Part II minutes of the meeting held on 21 June 2018 and 9 July 2018.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>		33 - 38

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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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# Public Document Pack Agenda Item 3

## CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL

THURSDAY, 21 JUNE 2018

PRESENT: Councillors Colin Rayner, Dr Lilly Evans, Mohammed Ilyas, Eileen Quick, Gerry Clark, Paul Brimacombe and David Evans

Also in attendance: Cllr D Evans

Officers: Rob Stubbs, Russell O'Keefe and David Cook

### ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

**Resolved unanimously: that Councillor C Rayner be elected as Chairman and Councillor Burbage be elected as Vice-Chairman of the Corporate Services Overview and Scrutiny Panel for the 2018-19 municipal year.**

It was noted that Panel Members in attendance had not been whipped on the vote.

### APOLOGIES

Apologies for absence were received from the Lead Member for Finance.

### DECLARATIONS OF INTEREST

There were no declarations of interest received.

### MINUTES

**Resolve unanimously: that the Part I minutes of the meeting held on 17 April 2018 be approved as a true and correct record.**

### ANNUAL PERFORMANCE REPORT 2017/18

The Panel considered the Annual Performance Report 2017/18 which summarised the performance towards the council's six strategic objectives in the 2017/18 municipal year and a summary of key projects. The report was due to be considered by Cabinet prior to going to Council.

The Executive Director informed the Panel that 17 (68%) of the key performance indicators met or exceeded target, whilst six (24%) were just short. Two of the targets (8%) were off target. The Panel were informed that the results showed high performance against stretched targets but there was still room for improvement.

The performance report also highlighted a number of key projects that had been completed throughout the year this included delivering services differently via Optalis and Achieving for Children, repairing 4,660 potholes, appointing Countryside as a joint venture partner, phase one of the Maidenhead Waterways project and a £30 million secondary school expansion programme. More projects were planned such as regeneration, new CCTV and car parks.

Cllr Brimacombe highlighted that the report contained some important messages to our residents but the very small text made it difficult to read. He also mentioned that although the report showed how many pot holes had been filled it did not say out of how many reported.

Cllr Quick mentioned that the Highways O&S Panel had also raised this point as well as concern regarding the percentage of children aged 2 to 2.5 years of age who had received a review. The Panel were informed that all children in the age group were offered a review but not all offers had been taken up, improving performance was a focus of the Health and Wellbeing Board.

The Chairman mentioned that although we could not make review compulsory they could be vulnerable children not being seen.

The Chairman also asked if there was anything highlighted within the report where poor performance could put our residents at risk or areas that required additional funding. The Panel were informed that underperformance would be reviewed but there was nothing that represented a risk to our residents wellbeing.

Cllr Brimacombe asked if there was still a backlog in processing planning applications and was informed that performance was better than it has ever been. There had been an increase in the number of application and we could not process 100% on time.

**Resolved unanimously: that the Corporate Services O&S Panel considered the Cabinet report and unanimously endorsed the recommendations. The Panel felt that more contextual detail should be added to the report for the key performance indicators, that with regards to those children not being given a review at ages 2 to 2.5 that Cabinet is aware that there may be safeguarding issues, the Panel were informed that there were no issues with performance that would put vulnerable children or adults at risk and that Cabinet should be proactive in getting the message to our resident that we are using stretched targets and performance is above the national average.**

## FINANCIAL UPDATE

The Head of Finance introduce the Financial Update report that was the first statement of 2018-19 and confirmed a projected balanced budget.

The Panel were informed that there was a projected overspend of £564k with General Fund reserves of £7.001m and a Capital Fund of £1.729m. the minimum level of reserves agreed at Council in February 2018 was £5.86m.

There had been a mitigation exercise to bring spend back into line, but pressures remain in:

- Revs and Bens
- Bus subsidies
- Children's services

It was expected to see similar pressures coming through in the coming months. Substantial amount of work was ongoing for officers working on these pressures and this would be reported more fully in future Cabinet updates.

Report recommends to Cabinet to note the report and approve several additional grant funded budgets.

Cllr L Evans asked if a possible delay in the Borough Local Plan was included in this report and was informed that it would not be unless there was an impact on large capital projects that would be shown as being slipped.

Cllr Brimacombe mentioned that at paragraph 4.6 it showed that £1,210,980 from the MHCLG has been awarded to the Borough for help with homelessness. He asked if there had been an underspend on this the previous year and if the funding was linked to the homelessness strategy that was due out this autumn. The Panel were informed that last year's funding had



been fully utilised and it was expected that this year's allocation would also be used. The funds were to help prevent homelessness as well as helping those who were homeless and the funds were ring-fenced.

Cllr Brimacombe asked if there was going to be any additional increase in borrowing and was informed that there were no plans for 2018/19.

The Chairman mentioned that a resident had raised concerns about the quality of pot hole repairs. The Head of Finance said that the quality of repairs would be covered by the contract we have with our contractors and action could be taken if they were not fulfilling their obligations.

Cllr Quick reported that a contractor had informed her that they filled pot holes but no longer 'tapped' the material down as this would be done by traffic.

Cllr Brimacombe also raised concerns about utility companies not repairing the road correctly after repairs and was informed that they were obliged to repair to the same standard they found the road.

In response to a question from the Chairman the Panel were informed that there still remained a concern with regards to pressure in Children's Services and Adult Social Care.

**Resolved unanimously: that Corporate Services O&S Panel considered the Cabinet report and unanimously endorsed the recommendations. The Panel asked for additional information regarding the quality of pot hole repairs and if any action can be taken against utility companies doing poor repairs. The Panel also asked for clarification on the revenue budget for flexible homeless support; how the money was used and if it was linked to the upcoming homelessness report.**

### VICUS WAY CAR PARK

The Lead Member for Maidenhead Regeneration introduced the Cabinet report that sought approval for the construction of a new car park at Vicus Way, Maidenhead, creating 513 permanent car parking spaces for the use by local business, residents and commuters.

The Panel were informed that if approved the report would go to Council and if approved Council a new car park in Maidenhead would be completed by 2020. He added the car park was a central piece in a jigsaw to deliver more parking in the Town Centre of Maidenhead as promised.

The Lead Member informed that on the 26 September 2017 Council agreed a budget of £12,344,600 for the construction of new temporary and permanent parking provision across the Borough in line with the emerging parking plan. Delegated authority was provided to the executive director and Lead Member to finalise the parking plan and carry out procurement for temporary and permanent parking provision.

During the period September 17 to date several options and locations had been explored for the provision of car parking, including exploration on provision of additional permanent car parking, and reduction of the expenditure on temporary car parking, which did not deliver value for money. The option for permanent car parking provision at Vicus Way, meant the Council could reduce its planned expenditure on temporary parking, and provide good value for money by investing capital in a permanent public parking solution for the long term benefit of residents, visitors, commuters and businesses, in addition to delivering a financial return to the Council.

The Lead Member stated he expected work to begin in the last quarter of 2018 and for the car park to be completed by January 2020. The project could achieve about 10% savings if it went to open procurement but this would come at the cost of a 12 month delay. A planning application would be submitted for Broadway car park which would follow the completion of Vicus Way car park. Broadway car park and Vicus Way car park would give the Borough substantially more parking in the centre of Maidenhead. He had ensured at no point would there be a reduction in parking during the redevelopment of Maidenhead and the proposals in the report made sure that happened.

The Chairman mentioned that the proposed scheme needed to be of high quality and that he was not in favour of the two story car park being proposed for central Windsor.

The Lead Member also informed that the report contained as an appendix the risk register and governance arrangements.

Cllr L Evans mentioned that there had been a press release already about the site and asked if a planning application had been submitted. The Panel were informed that the press release was regarding engaging with the public and that a planning application would be submitted after Council approval of the report.

Cllr Brimacombe raised concern about the proposed governance arrangements shown as they did not confirm to Prince II standards and guidance, he would like to have seen which methodology they were following. Cllr Brimacombe also asked if disabled parking spaces and family spaces would be provided at the correct size.

In response the Panel were informed that there would be DDA compliant spaces and that the project management methodology used was the RIBA Plan of Work which has been the industry standard process for the building design and construction process. Cllr Brimacombe was still concern about what was being shown especially as there was no tension built into the project methodology shown. The Panel were informed that a report was due to be presented to the Council's Audit and Performance Review Panel regarding project management arrangements.

The Chairman asked if we had allowed for future proofing the project fro example an increase in electric cars. The Panel were informed that there would be a small number of charging points at the start but the infrastructure would allow for this to be expanded upon as and when required.

Cllr Quick mentioned that there were a lot of acronyms in the report that needed a key.

Cllr Brimacombe mentioned that it was important that the consultants consider traffic flow along the road especially at the Homebase exit.

**Resolve unanimously: that the Corporate Services O&S Panel considered the Cabinet report and unanimously endorsed the recommendations. Concern was raised about the project methodology being used but the Panel welcomed the project and felt that it was being undertaken at the right time, in the right place and would help reduce town centre traffic.**

(Cllr L Evans left the meeting)

#### 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 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 6.30 pm, finished at 7.45 pm

CHAIRMAN.....

DATE.....

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CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL

MONDAY, 9 JULY 2018

PRESENT: Councillors Dr Lilly Evans, Mohammed Ilyas, Gerry Clark (Chairman for meeting) and Paul Brimacombe

Officers: Russell O'Keefe and David Cook.

APOLOGIES

Apologies for absence were received by Councillors C Rayner (Chairman), Burbage (Vive-Chairman) and Quick.

**Resolved unanimously: that Councillor Clerk be appointed as Chairman for the duration of this meeting.**

DECLARATIONS OF INTEREST

Councillor Brimacombe declared a Disclosable Pecuniary Interest in the item 'Maidenhead Golf Club' as he had property and business interests in the area. He had taken advice and could debate the item but did not vote on the item.

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 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 8.40 pm

CHAIRMAN.....

DATE.....

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Report Title:	<b>Financial Update</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	CSOSP– 23 August 2018
Responsible Officer(s):	Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

## REPORT SUMMARY

1. This report sets out the Council's financial position to the end of period four of the financial year 2018-19. There are pressures as previously identified during the 2017-18 financial year with partial mitigations resulting in a net pressure of £1,426,000. See Appendix A. The main pressures are: Children's Services facing continued pressure of placement costs for children in care and housing benefit subsidy.
2. The Council's base budget is £85,344,000. Aggregated usable reserves are in a healthy position at £8,688,000 (10.19% of budget) which remains in excess of the £5,860,000 (6.87% of budget) recommended minimum level set at Council in February 2018, see Appendix B.

## 1 DETAILS OF RECOMMENDATION(S)

### RECOMMENDATION: That Cabinet:

- i) Notes the Council's projected outturn position for 2018-19 and requests the Directors to continually work to mitigate the projected variance.

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

- 2.1 Cabinet are required to note the council's financial position and the Directors will identify and propose mitigations for the projected variance.

## 3 KEY IMPLICATIONS

- 3.1 The Council is projecting an aggregated usable reserve totalling £8,688,000. The 2018-19 budget report recommended a minimum reserve level of £5,860,000 to cover known risks for 18 months.

**Table 1: Key implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,900,000	£5,900,000 to £6,000,000	£6,000,001 to £6,900,000	> £6,900,000	31 May 2019

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

### **Council outturn position**

- 4.1 The expected outturn position for the Council is an overspend of £1,426,000 on service budgets of £78,703,000. The variances are unchanged from those reported last month.

### **AfC Contract - Children's Services**

- 4.2 Children's services has a net overspend of £911,000 as a result of the number of placements for children in care in independent fostering and residential care. The service continues to seek to mitigate these costs through continued scrutiny of provision, improved commissioning for buying bulk placements; ensuring partners, health partnerships, organisations are fairly contributing to placement costs and completing the registration process to Ofsted to become an independent fostering agency with an indication of this coming on line in April 2019.
- 4.3 The local pressure reflects current national pressures. The Local Government Association are predicting a children's services funding gap nationally of £2 billion by 2020 to maintain services at the current level with nearly half of local authority children's services budgets being spent on foster care and residential placements.

### **Commissioning - Communities**

- 4.4 There is a projected overspend of £153,000 within the service which relates to Cabinet approved expenditure to support the bus routes covering Maidenhead, Wraysbury and links between Maidenhead and Windsor for which offsetting savings have not proved to be available.
- 4.5 A similar picture is appearing nationally where nearly half of all bus routes in England are now fully or partially subsidised. Operating costs for bus companies are rising while passenger journeys are falling. Since 2013/14 there have been 297 million fewer journeys across the country.

### **Communities, Enforcement and Partnerships**

- 4.6 Communities, Enforcement and Partnerships project an overspend of £106,000 comprising:
- £16,000 additional cost for the shared emergency planning service with West Berkshire and Bracknell Forest Councils, which started on the 1 April 2018.
  - £90,000 unachievable income for printing as a result of external income not being generated.

### **Finance**

- 4.7 Finance are projecting an underspend of £68,000 as a result of freezing vacancies.

### **Library and Resident Services**

- 4.8 Library and Resident Services projects an overspend of £20,000. This one-off pressure is as a result of employing agency staff to cover vacancies to ensure performance in the call centre is maintained.

### **Planning Service**

- 4.9 The planning service projects an underspend of £90,000, this is made up of £50,000 surplus planning application income and £40,000 income for CIL administration.



### Revenues and Benefits

- 4.10 Revenues and benefits projects an overspend of £394,000 for Housing benefit subsidy. The budgeted recovery rate for subsidy has been under 100% since 2014-15, and in 2017-18 was 101%. This is not achievable and the actual recovery rate for subsidy has been over 100% over the same period, and in 2017-18 was 99.7%, 1.3% less. Over the period £2.5 million of budgeted subsidy has not been recovered, the vast majority of which, has been covered by a release in bad debt provision, or a positive move in debtors, which is no longer achievable.

### AfC contract - Dedicated Schools Grant & Dedicated Schools Grant Retained

- 4.11 There is a net in year deficit of £795,000 relating to the dedicated schools grant funded services consisting of £52,000 within AFC Contract & £743,000 within the retained element. The net in year deficit consists of:
- Manor Green School increased places and additional funding to support the provision of high needs within the school £436,000.
  - Maintained schools additional funding to support the provision of high needs within schools £352,000.
  - Others net £7,000.
- 4.12 The overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2018 was a deficit of £1,212,000. The revised projected deficit as at 31 March 2019 has increased to £2,007,000.
- 4.13 At the Schools Forum in April 2018 the deficit carry forward of £1,212,000 was approved. The projected deficit at 31 March 2019 was reported to the Schools Forum in July 2018.

### Transfers to and from the General fund reserves

- 4.14 There is no change to the General fund reserves for this period.

**Table 2: Revenue budget movement**

<b>Service expenditure budget reported to July cabinet</b>	<b>£77,941,000</b>
Pay award and reward which was included in the original budget	£561,000
Heathrow judicial review	£100,000
Early retirement and severance pay funded from the provision	£101,000
<b>Service expenditure budget this month</b>	<b>£78,703,000</b>

### Cash balances projection

- 4.15 Throughout the year the council's cash balances have been revised, Appendix D sets out the Borough's cash balance which is based on the assumptions contained in the 2018-19 budget report. A twelve month capital cash flow projection is shown in Appendix D.

### Capital programme

- 4.16 The approved 2018-19 capital estimate is £62,190,000, see table 3. The projected outturn for the financial year is £62,165,000, see table 4 for capital programme status, with further information in Appendices E - G.

**Table 3: Capital outturn**

	<b>Exp</b>	<b>Inc</b>	<b>Net</b>
<b>Approved estimate</b>	£62,190,000	(£20,566,000)	£41,624,000
Variances identified	(£25,000)	£25,000	£0
Slippage to 2019-20	(£0)	£0	£0
<b>Projected Outturn 2018-19</b>	£62,165,000	(£20,541,000)	£41,624,000

**Table 4: Capital programme status**

	<b>Report Cabinet July 2018</b>
<b>Number of schemes in programme</b>	<b>175</b>
Yet to Start	25%
In Progress	44%
Completed	6%
Ongoing Programmes e.g. Disabled Facilities Grant	24%
Devolved Formula Capital Grant schemes budgets devolved to schools	1%

4.17 **Business rates:** Business rate income at the end of June 2018 was 32.56% against a target of 31%. The annual collection target for 2018-19 is 98.8%.

4.18 **Business rate revaluation support.** Following a meeting with the Lead Member for Finance, the previous distribution methodology for the £329,000 available from MHCLG is being revised and the outcome reported in a future finance update.

## 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**

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

## 7 POTENTIAL IMPACTS

7.1 None.

## 8 CONSULTATION

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

## 9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

### APPENDICES

9.2 The appendices to the report are as follows:

- Appendix A Revenue Monitoring Statement 2018/19 for August cabinet
- Appendix B General Fund Reserves
- Appendix C Revenue movement statement
- Appendix D 12 month cash flow
- Appendix E Capital budget summary
- Appendix F Capital monitoring report
- Appendix G Major capital scheme progress

## 10 BACKGROUND DOCUMENTS

10.1 Background documents relating to this report are detailed below.

- Budget Report to Council February 2018.

## 11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Saunders	Lead Member for Finance		
Cllr Rankin	Deputy Lead Member for Finance		
Alison Alexander	Managing Director	23/7/2018	27/7/2018
Russell O'Keefe	Executive Director	23/7/2018	
Andy Jeffs	Executive Director	23/7/2018	
Rob Stubbs	Section 151 Officer	23/7/2018	24/7/2018
Nikki Craig	Head of HR and Corporate Projects	23/7/2018	27/7/2018
Louisa Dean	Communications	23/7/2018	
Hilary Hall	Deputy Director Strategy and Commissioning	23/7/2018	26/7/2018

### REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
For information	No	No
Report Author: : Ruth Watkins, Senior Accountancy and Finance Operations Lead, 01628 683504		

## Revenue Monitoring Statement 2018/19 for August CSOSP

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	660	348	0
Communications	412	450	0
Human Resources	883	1,069	0
Law & Governance	2,350	2,365	0
Commissioning & Support	3,872	3,809	0
Commissioning - Communities	8,182	8,222	153
AfC Contract - Children's Services	21,356	21,741	911
AfC Contract - Dedicated Schools Grant	12,196	11,311	52
Children's Services - Retained	(2,118)	(2,553)	0
Dedicated Schools Grant - Retained	50,385	51,878	743
Adult Social Care - Optalis Contract	29,443	29,414	0
Adult Social Care - Spend	15,461	15,764	0
Adult Social Care - Income	(10,658)	(10,867)	0
Better Care Fund	12,033	12,103	0
Public Health	4,780	4,790	0
Grant Income	(78,166)	(78,841)	(795)
<b>Total Managing Director's Directorate</b>	<b>71,071</b>	<b>71,003</b>	<b>1,064</b>
Executive Director of Communities	229	233	0
Revenues & Benefits	(109)	(68)	394
Communities, Enforcement & Partnerships	732	1,013	106
Library & Resident Services	3,019	3,096	20
<b>Total Communities Directorate</b>	<b>3,871</b>	<b>4,274</b>	<b>520</b>
Executive Director of Place	298	304	0
Housing	1,370	1,461	0
Planning Service	1,344	1,397	(90)
Property Service	(2,577)	(2,574)	0
Finance	1,269	1,286	(68)
ICT	1,133	1,552	0
<b>Total Place Directorate</b>	<b>2,837</b>	<b>3,426</b>	<b>(158)</b>
<b>TOTAL EXPENDITURE</b>	<b>77,779</b>	<b>78,703</b>	<b>1,426</b>

## Revenue Monitoring Statement 2018/19 for August CSOSP

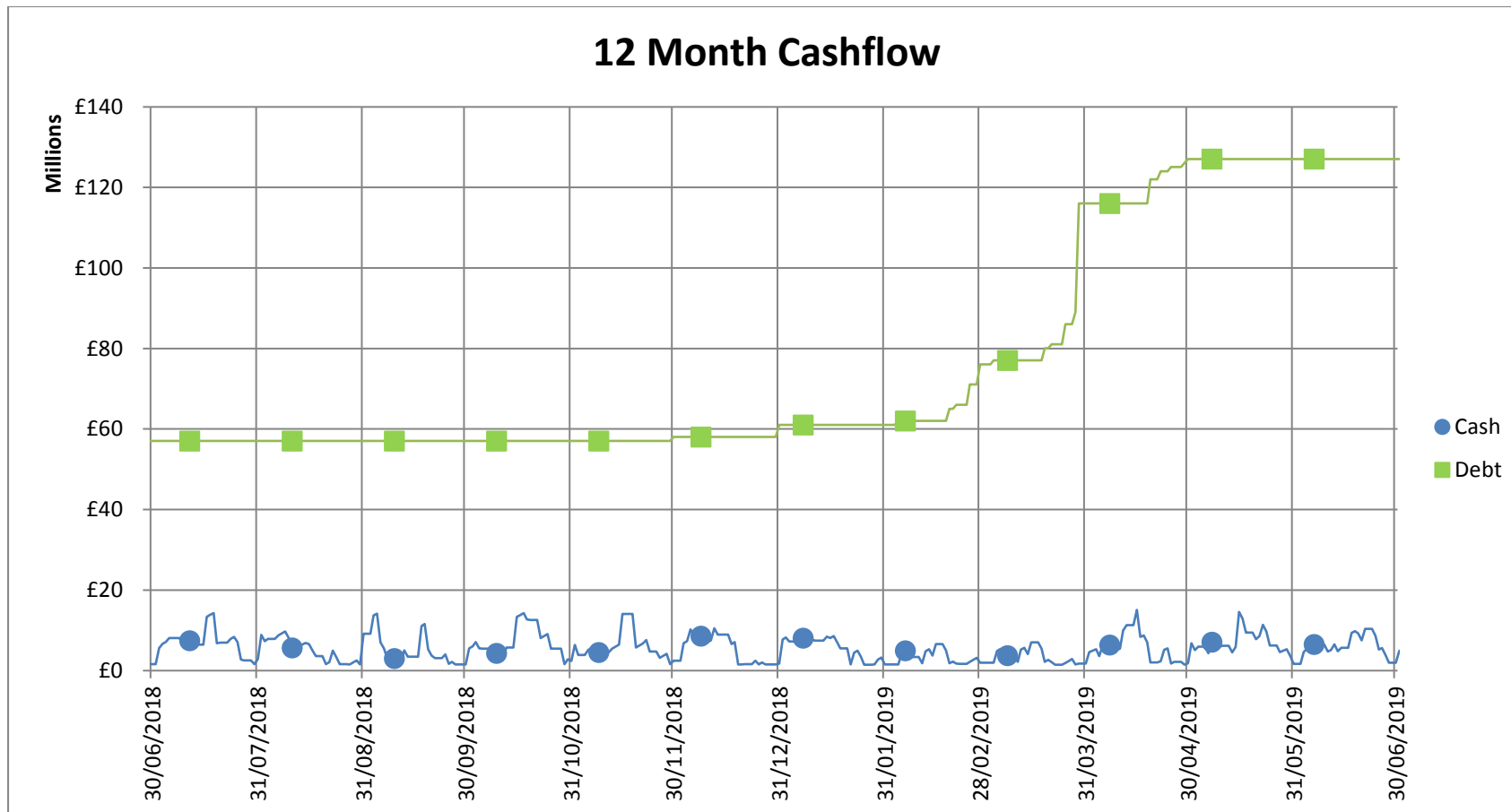
SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
<b>Total Service Expenditure</b>	<b>77,779</b>	<b>78,703</b>	<b>1,426</b>
Contribution to / (from) Development Fund	5	5	0
Pensions deficit recovery	2,428	3,176	0
Pay reward	500	(6)	0
Transfer from Provision for Redundancy	0	(101)	0
Transfer to Provision for Redundancy			0
Increase / (Decrease) to provision for bad debt			0
Apprentice Levy	0	0	0
Environment Agency levy	156	156	0
Variance on income from Trading Companies			0
Variance on Education Services Grant			0
Variance on Business Rates income		(2,896)	0
Transfer to / (from) Capital Fund		1,863	0
Variances on general grants			0
Capital Financing inc Interest Receipts	5,523	5,523	0
<b>NET REQUIREMENTS</b>	<b>86,391</b>	<b>86,423</b>	<b>1,426</b>
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	(32)	(1,426)
<b>GROSS COUNCIL TAX REQUIREMENT</b>	<b>85,344</b>	<b>85,344</b>	<b>0</b>

<b>General Fund Reserves £000</b>	
<b>Opening Balance 2017/18</b>	<b>8,947</b>
<b>Transacted amounts To/(From) General Fund reserves in 2018/19</b>	
May reported service variance	(32)
June reported service variance	(1,426)
<b>Total reported variances in 2018/19</b>	<b>(1,458)</b>
Fire & Rescue Inspections	(130)
Pay award	(55)
NNDR reversal of projected provision	500
Section 31 grant	186
Overstated levy	710
Projected Pooling surplus	1,500
Pension deficit shortfall	(748)
Heathrow judicial review	(100)
<b>Transfers to/(from) General reserves</b>	<b>1,863</b>
<b>Balance reported to June Cabinet</b>	<b><u>9,352</u></b>
<b>To be transacted / reported in 2018/19</b>	
Redundancy costs	(664)
<b>Projected year end balance 2018/19</b>	<b><u>8,688</u></b>

Revenue Monitoring Statement 2018/19						
	Funded by the General Fund (1)	Funded by Provision (2)	Funded by the Capital Fund (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
<b>Original Budget</b>					<b>77,779</b>	
1 Empty homes supplementary	32				32	May 2018 Cabinet
2 RBFRS Inspections	0		130		130	May 2018 Cabinet
3 Pay Reward				561	561	Feb 2018 Cabinet
4 Early retirement		36			36	Jun 2018 cabinet
5 Severance pay		65			65	Jun 2018 cabinet
6 Heathrow judicial review			100		100	July 2018 cabinet
<b>Changes Approved</b>	<b>32</b>	<b>101</b>	<b>230</b>	<b>561</b>	<b>924</b>	
<b>Approved Estimate July Cabinet</b>					<b>78,703</b>	

**NOTES**

- 1 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 1 are funded by the General Fund.
- 2 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 2 are redundancy costs funded by the provision for redundancy.
- 3 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 3 have been funded from a usable reserve (Capital Fund).
- 4 Transactions in column 3 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.



Note 1. Capital expenditure is projected to increase steadily throughout 2018-19. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.



Portfolio Summary	2018/19 Original Budget			New Schemes – 2018/19 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	2018/19 Projected (£'000)	2018/19 SLIPPAGE Projected (£'000)	TOTAL Projected (£'000)	VARIANCE Projected (£'000)	VARIANCE Projected (%)
<b>Communities Directorate</b>														
Revenues & Benefits	0	0	0	0	0	0	69	0	69	69	0	69	0	
Communities, Enforcement & Partnerships	3,098	(635)	2,463	5,818	(635)	5,183	4,369	(1,597)	2,772	10,187	0	10,187	0	0%
Library & Resident Services	435	0	435	720	0	720	948	(189)	759	1,668	0	1,668	0	0%
<b>Total Communities Directorate</b>	<b>3,533</b>	<b>(635)</b>	<b>2,898</b>	<b>6,538</b>	<b>(635)</b>	<b>5,903</b>	<b>5,386</b>	<b>(1,786)</b>	<b>3,600</b>	<b>11,924</b>	<b>0</b>	<b>11,924</b>	<b>0</b>	<b>0</b>
<b>Place Directorate</b>														
ICT	360	0	360	360	0	360	38	0	38	398	0	398	0	0%
Property	1,045	0	1,045	1,045	0	1,045	8,566	(282)	8,284	9,611	0	9,611	0	0%
Housing	0	0	0	0	0	0	881	(856)	25	881	0	881	0	0%
Planning	1,010	(50)	960	1,182	(222)	960	468	(185)	283	1,650	0	1,650	0	0%
<b>Total Place Directorate</b>	<b>2,415</b>	<b>(50)</b>	<b>2,365</b>	<b>2,587</b>	<b>(222)</b>	<b>2,365</b>	<b>9,953</b>	<b>(1,323)</b>	<b>8,630</b>	<b>12,540</b>	<b>0</b>	<b>12,540</b>	<b>0</b>	<b>0</b>
<b>Managing Director</b>														
Human Resources	0	0	0	0	0	0	64	0	64	64	0	64	0	
Adult Social Care	0	0	0	85	(85)	0	6	(6)	0	91	0	91	0	
Commissioning – Communities	7,156	(4,613)	2,543	7,417	(4,854)	2,563	3,994	(1,629)	2,365	11,411	0	11,411	0	0%
Law and Governance	0	0	0	0	0	0	26	0	26	26	0	26	0	
Green Spaces & Parks	183	(93)	90	183	(93)	90	223	(130)	93	406	0	406	0	0%
Non Schools	246	(46)	200	256	(56)	200	261	(146)	115	517	0	517	0	0%
Schools – Non Devolved	4,025	(875)	3,150	4,075	(925)	3,150	20,494	(8,034)	12,460	24,544	0	24,544	(25)	-1%
Schools – Devolved Capital	197	(197)	0	197	(197)	0	445	(445)	0	642	0	642	0	0%
<b>Total Managing Director</b>	<b>11,807</b>	<b>(5,824)</b>	<b>5,983</b>	<b>12,213</b>	<b>(6,210)</b>	<b>6,003</b>	<b>25,513</b>	<b>(10,390)</b>	<b>15,123</b>	<b>37,701</b>	<b>0</b>	<b>37,701</b>	<b>(25)</b>	<b>(0)</b>
<b>Total Committed Schemes</b>	<b>17,755</b>	<b>(6,509)</b>	<b>11,246</b>	<b>21,338</b>	<b>(7,067)</b>	<b>14,271</b>	<b>40,852</b>	<b>(13,499)</b>	<b>27,353</b>	<b>62,165</b>	<b>0</b>	<b>62,165</b>	<b>(25)</b>	<b>0</b>

<b>Portfolio Total</b>	(£'000)	<b>17,755</b>	(£'000)	<b>62,190</b>	(£'000)	<b>62,165</b>
<b>External Funding</b>						
Government Grants	(5,060)		(10,443)		(10,418)	
Developers' Contributions	(674)		(3,834)		(3,834)	
Other Contributions	(775)		(6,289)		(6,289)	
<b>Total External Funding Sources</b>	<b>(6,509)</b>		<b>(20,566)</b>		<b>(20,541)</b>	
<b>Total Corporate Funding</b>		<b>11,246</b>		<b>41,624</b>		<b>41,624</b>

**Capital Monitoring Report**

At 31st July 2018, the approved estimate stood at £62.190m

	<b>Exp</b>	<b>Inc</b>	<b>Net</b>
	£'000	£'000	£'000
Approved Estimate	62,190	(20,566)	41,624
Variances identified	(25)	25	0
Slippage to 2018/19	0	0	0
Projected Outturn 2017/18	62,165	(20,541)	41,624

**Overall Projected Expenditure and Slippage**

Projected outturn for the financial year is £62.165m

Variances are reported as follows.

CSDQ	Urgent Safety Works Various Schools	75	(75)	0	Expenditure on urgent schemes.
CSJN	Homer School - Electrical Re-Wire	(100)	100	0	Budget no longer required. This is now partly used for other urgent works.
		(25)	25	0	

There is no slippage to report at this stage.

**Overall Programme Status**

The project statistics show the following position:

<b>Scheme progress</b>	<b>No.</b>	<b>%</b>
Yet to Start	44	25%
In Progress	77	44%
Completed	11	6%
Ongoing Programmes e.g.. Disabled Facilities Grant	42	24%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	1%
<b>Total Schemes</b>	<b>175</b>	<b>100%</b>

Major Capital Scheme Progress		July 2018 @ 12/07/18																
Project	CAPITAL SCHEME	2018/19 TOTAL SCHEME VALUE APPROVED ESTIMATE				APPROVED SLIPPAGE FROM PRIOR YEARS			2018/19 TOTAL BUDGET			PROJECTIONS		PROJECT STATUS				
		Gross	Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2018/19 Projected Variance	2018/19 Expected Slippage	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£'000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000				
<b>Communities Directorate</b>																		
<b>Communities, Enforcement &amp; Partnerships</b>																		
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	0	0					
CZ18	Braywick Leisure Centre	33,756	2,345	0	2,345	862	0	862	3,207	0	3,207	0	0					
CC60	Hostile Vehicle Mitigation Measures for Windsor	1,850	0	0	0	1850	(908)	942	1,850	(908)	942	0	0					
CC47	CCTV Replacement	1,302	1,300	0	1,300	2	0	2	1,302	0	1,302	0	0					
<b>Place Directorate</b>																		
<b>Property</b>																		
CI29	Broadway Car Park & Central House Scheme	33,000	0	0	0	2230	(140)	2090	2,230	(140)	2,090	0	0					
CI21	Windsor Office Accommodation	6,839	0	0	0	3898	(142)	3756	3,898	(142)	3,756	0	0					
CI62	Hines Meadow CP – Dilapidations	700	0	0	0	523	0	523	523	0	523	0	0					
CX40	Operational Estate Improvements	600	600	0	600	0	0	0	600	0	600	0	0					
<b>Housing</b>																		
CT55	Brill House Capital Funding	500	0	0	0	500	(500)	0	500	(500)	0	0	0					
<b>Managing Director</b>																		
<b>Schools – Non Devolved</b>																		
CSGR	Charters Expansion	4,560	380	0	380	2,556	(1,878)	678	2,936	(1,878)	1,058	0	0					
CSGV	Cox Green School Expansion Year 1 of 3	5,800	420	0	420	2821	(455)	2366	3,241	(455)	2,786	0	0					
CSGW	Furze Platt Senior expansion Year 1 of 3	8,000	750	0	750	6571	(2,033)	4538	7,321	(2,033)	5,288	0	0					
CSGX	Dedworth Middle School Expansion Year 1 of 3	4,700	420	0	420	3490	(1,791)	1699	3,910	(1,791)	2,119	0	0					
<b>Commissioning – Communities</b>																		
CC62	Maidenhead Missing Links (LEP Match Funded)	759	759	(659)	100	0	0	0	759	(659)	100	0	0					
CC67	Replacement Payment Equipment for Car Parks	775	775	(775)	0	0	0	0	775	(775)	0	0	0					
CD84	Street Lighting–LED Upgrade	5,100	0	0	0	600	0	600	600	0	600	0	0					

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**CORPORATE SERVICES O&S PANEL FORWARD PLAN – AUGUST TO DECEMBER 2018**

<b>ITEM</b>	<b>Private Meeting - contains exempt/confidential information? See categories below.</b>	<b>Short Description</b>	<b>REPORTING MEMBER (to whom representations should be made)</b>	<b>REPORTING OFFICER / DIRECTOR (to whom representations should be made)</b>	<b>Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings</b>	<b>Date of Overview and Scrutiny Panel</b>
29 1. Financial Update	Open -	Latest Financial Update	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel September TBC or via email
5. RBWM Property Company – Investment Reports	Fully exempt - 3	Investment reports to enable 2 council assets to be released for redevelopment for the use of affordable housing and the inclusion of s.106 affordable housing from 1 other council owned site.	Lead Member for Economic Development, Property, Communications and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal Process	Corporate Services Overview and Scrutiny Panel September TBC or via email

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	LEAD MEMBER	OFFICER / DIRECTOR	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel
6. RBWM Property Company Q1 Report 2018/2019	Fully exempt - 3	RBWM Property Company Ltd's Quarter One report for 2018/2019	Lead Member for Economic Development, Property, Communications and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal Process	Corporate Services Overview and Scrutiny Panel September TBC or via email
8. Appropriation of Land	Fully exempt - 3	The appropriation of land for planning purposes under section 122 of the Local Government Act 1972, the development of land held for planning purposes under section 235 of the Town and Country Planning Act 1990 (TCPA 1990) and the disposal of land held for planning purposes under section 233 of the TCPA 1990.	Lead Member for Economic Development, Property, Communications and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal Process	Corporate Services Overview and Scrutiny Panel September TBC or via email
1. Financial Update	Open -	Latest financial update	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 23 Oct 2018

<b>ITEM</b>	<b>Private Meeting - contains exempt/confidential information? See categories below</b>	<b>Short Description</b>	<b>LEAD MEMBER</b>	<b>OFFICER / DIRECTOR</b>	<b>Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.</b>	<b>Date of Overview and Scrutiny Panel</b>
1. Financial Update	Open -	Latest financial update	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel 20 Nov 2018
2. Council Performance Management	Open -	Summary of the council's progress towards meeting its strategic priorities and objectives.	Chairman of Cabinet (Councillor Simon Dudley)	Hilary Hall	Internal Process	Corporate Services Overview and Scrutiny Panel 20 Nov 2018
1. Financial Update	Open -	Latest financial update	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel December TBC or via email

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# Agenda Item 7

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

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