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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 30TH MAY, 2019

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL,

TO: MEMBERS OF CABINET

COUNCILLORS:

DUDLEY, LEADER OF THE COUNCIL, MAIDENHEAD REGENERATION AND
MAIDENHEAD (INCLUDES COMMUNICATIONS AND PROPERTY)

COPPINGER, DEPUTY LEADER OF THE COUNCIL, PLANNING

RAYNER, DEPUTY CHAIRMAN OF CABINET, CULTURE, COMMUNITIES AND
WINDSOR (INCL. CUSTOMER AND BUSINESS SERVICES)

CARROLL, ADULTS, CHILDREN AND HEALTH

HILTON, FINANCE AND ASCOT

CLARK, SUSTAINABILITY, WASTE SERVICES AND ECONOMIC
DEVELOPMENT

CANNON, PUBLIC PROTECTION

SHELMIM, HR, LEGAL & IT (INCLUDES PERFORMANCE MANAGEMENT)

COUNCILLOR JOHNSON, INFRASTRUCTURE, TRANSPORT POLICY AND
HOUSING

Karen Shepherd – Service Lead Democratic Services - Issued: Tuesday, 21 May 2019

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 **David Cook** 01628 796560

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Royal Borough
of Windsor &
Maidenhead

AGENDA

PART I

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2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 25 April 2019.	7 - 12
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5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period June 2019 to September 2019.	13 - 16
6.	<u>CABINET MEMBERS' REPORTS</u> Infrastructure, Transport Policy and Housing i. Proposed Revisions to the Highways Maintenance Management Plan - 24 Hour Pothole Response Chairman ii. Members' Allowances - Late Claims by Former Councillor Beer and Councillor Luxton Finance and Ascot iii. Financial Update	- 17 - 26 27 - 30 31 - 42
7.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 8 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	-

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>MINUTES</u> To consider the Part II minutes of the meeting of Cabinet held on 25 April 2019.</p> <p><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p>Details of representations received on reports listed above for discussion in the Private Meeting: None received</p>	43 - 44

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

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

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

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

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

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

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

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

Prejudicial Interests

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

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

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

Personal interests

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

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

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Agenda Item 3

CABINET

THURSDAY, 25 APRIL 2019

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman), Phillip Bicknell, Natasha Airey, MJ Saunders, Samantha Rayner and Stuart Carroll

Also in attendance: Cllr D Wilson, Cllr Bateson and Cllr Hilton.

Officers: Duncan Sharkey, Louisa Dean, Kevin McDaniel, Rob Stubbs, Andy Jeffs, Hilary Hall, Barbara Richardson, Russell O'Keefe, Nikki Craig and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Airey and Targowska.

The opposition leader, Cllr Jones, apologies for the inability to attend the meeting to speak on her comments sent to Cabinet.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 28 March 2019 were approved.

APPOINTMENTS

None.

The Chairman thanked Chris Pearse for his work in making it possible to hold the meeting at the redeveloped York House in the Grey Rooms. He informed Cabinet that the rooms had been called the Grey Rooms in respect of the recently deceased Cllr Grey and his family.

The Chairman also thanked Cllr Saunders and Cllr Targowska for their work as Lead Members, both councillors were not standing for re-election. He also thanked the Principal Members, Cllr Bateson and Cllr Hilton, and all the Deputy Lead Members for their work. It was proposed to no longer appoint Principal or Deputy Members after the election.

FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made since the last meeting including the addition of the following report to the May 2019 Cabinet; Proposed Revision to the Highways Maintenance Plan – 24 hour pot hole fix.

The Chairman reported that the paper would be to deal with the administrations manifesto commitment to fix pot holes within 24 hours.

CABINET MEMBERS' REPORTS

A) NICHOLSON'S SHOPPING CENTRE

The Chairman introduced the report that dealt with the future of the Nicholson's Shopping Centre in Maidenhead.

Cabinet were informed that in February 2019 Tikehau Capital with the cooperation of Areli Real Estate completed the purchase of Nicholson's shopping centre. The resources and expertise brought by the new owners, including Rob Tincknell the former chief executive of Battersea Power Station Development Company, provided an excellent opportunity to regenerate this key town centre location and formed a fundamental part of the overall regeneration of Maidenhead.

The Chairman explained that the council owned three important sites in the area, 50% of the freehold of the shopping centre which had a lease to the owners with 117 years remaining, the Broadway Car Park and Central House.

The heads of terms proposed the process for the sale of the Council's part ownership of the shopping centre and ownership of Central House providing significant capital receipt for the Council as well as a revenue return during the redevelopment period.

With regards to Nicholson's Car Park it was proposed to undertake a land swap that would allow a new car park of at least 1000 spaces to be built near Queens Street. The council would pay for the car park but Tikehau Capital would build it, this would also provide about 10% savings on the current car park plans. The existing car park site would be transferred to Tikehau Capital. They were planning to submit a planning application during the first quarter of 2020 with work starting later that year with a 3 year completion date. Cabinet noted that Crossrail had issued a press release that the Elizabeth Line section would be completed the end of 2020.

The Chairman said he proposed to add the following addition to recommendation two 'and bring such agreement to full council for approval by Members'.

The Lead Member for Finance and Economic Development reported that this was a critical piece of the jigsaw of the regeneration projects and working with Tikehau would bring a visionary approach to the centre and the area. The proposals would allow the Council to work in collaboration with major developers to deliver regeneration that Maidenhead deserves.

The Lead Member for Culture and Communities asked if the proposed development would allow access to the regenerated Desborough Suite and was informed that officers would look if it was possible to get access through Queens Street.

Resolved unanimously: that Cabinet notes the report and:

- i) Approves the virement of £470,000 from the Broadway Car Park capital budget for work with Tikehau Capital and Areli on the Nicholson's Shopping Centre redevelopment and a new car park.**
- ii) Delegates authority to the Leader of the Council and Cabinet Member for Maidenhead Regeneration and Maidenhead and the Executive Director to negotiate and agree a contract with Tikehau Capital and Areli for the Council's ownerships and a new car park and bring such agreement to full council for approval by Members.**

B) BOROUGH WIDE HERITAGE STRATEGY AND ACTION PLAN

The Lead Member for Planning and Health introduced the report that sought agreement for a brief for the drafting of a Borough Wide Heritage Strategy and to go to tender for a consultant.

The Lead Member informed Cabinet that with the Borough Local Plan there were a number of supplementary planning documents that were important for protecting the character of the

Royal Borough, such as the Borough Wide Design Guide. The Lead Member read out a letter published in the Maidenhead Advertiser praising the design guide and its importance.

The Borough Local Plan also includes a requirement for the development of a Heritage Strategy for the borough as a means of delivering conservation policies across the Borough.

The strategy would be designed to provide a shared future vision for the Borough's heritage, be a strategy with viable objectives and a long term program for achieving this through an action plan. It would support and work in partnership with stakeholders to address heritage issues to achieve social, cultural and educational gains.

The Lead Member for Culture and Communities welcomed the paper and its importance for the Royal Borough given our heritage with Windsor Castle, Eton, Cookham and Maidenhead to name a few.

Resolved unanimously: that Cabinet notes the report and:

- I. Agrees the brief for a Borough Wide Heritage Strategy and Action Plan and;**
- II. Authorises the Head of Planning to undertake the requisite procurement procedure to engage a consultant to undertake the project in accordance with the agreed brief.**

C) FINANCIAL UPDATE

The Lead Member for Finance and Economic Development introduced the latest Financial Update report.

The Lead Member informed that he had held a number of Cabinet positions since he had become a councillor but this would be his last Cabinet meeting. Cabinet were informed that the report showed a strong year end position despite a number of unprecedented challenges throughout the year.

Cabinet's attention was drawn towards agenda pack page 47 that contained appendix A and showed the projected general fund at £7,922,000. This projection did show the use of £1 million of reserves but as reported throughout the year there had been a number of pressures but our most vulnerable residents had been protected. There also remained a healthy level of reserves above the recommended level that enabled the council to respond to any future issues.

The Lead Member informed that Adult Social Care were reporting a net underspend of £111,000 even though there had been a number of pressures throughout the year such as increased demand for placements and homecare. There had also been higher contributions from clients who had the assets to pay for care totalling £432,000.

With regards to Children's Services the Lead Member highlighted the dedicated schools grant which had a reported deficit of £917,000 which had been reduced from £1,212,000 due to mitigating actions implemented by the Schools Forum. This was a healthier position than a lot of other authorities across the country who still had increasing deficits.

Cabinet were also informed of pressures relating to Revenues and Benefits where additional adverse movement had been identified during the reconciliation for the final quarter, details were provided in appendix G.

The Lead Member also reported that in February 2019 Cabinet endorsed a number of grant allocations, they also encouraged organisations to apply for community grants throughout the year. Delegated authority had been granted to the Head of Communities, Enforcement and Partnerships in consultation with the Grants Panel Chairman to award interim grants.

As the Lead Member for Finance and Economic Development was also the Grants Panel Chairman he wished to report those interim grants awarded, for transparency, as he would not be standing in the forthcoming local elections. Cabinet were informed that the following grants had been awarded since the February Cabinet meeting:

Rotary Club Ascot - £536
Furze Platt Scout Club - £1,500
Old Windsor Parish Church - £1,000
Windsor Homeless Project - £7,500
Berkshire Community Foundation - £5,000
Windsor Royals - £600
Wild About Gardens - £500
Neighbourhood Watch Association - £750
Mad Millenials - £1,000
Bracknell CAB - £2,000
Maidenhead Foodbank - £4,000
Maidenhead Sea Cadets - £500
Apna Verrsa - £1,000
Sports Able - £500

Resolved unanimously: that Cabinet notes the council's projected outturn position for 2018-19.

ITEM FOR INFORMATION

A) MAIDENHEAD STATION

The Chairman reported that he had asked for the information item to be added to the agenda as he had become aware that residents and Members were not fully aware of the planned traffic proposals that formed part of the delivery of the Maidenhead Station Forecourt Project.

The Chairman wanted better communication on the plans and thus he proposed a communication strategy and would ask for a meeting of the Maidenhead Town Forum as soon as possible after the elections to discuss the paper.

The Chairman said that if they were to form the next administration he would introduce a Lead Member for Infrastructure, Transport and Housing. It was important that residents were aware of the work being undertaken and that the appropriate infrastructure would be put in place before any development.

It was important that the proposals had been appropriately communicated before any work was commenced.

The information item was noted.

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 8.20 pm

CHAIRMAN.....

DATE.....

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CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Standards and Quality of Education – A Review of the Academic Year 2017- 18	30 May 2019	N/A	No decision required & report to be considered by the Schools Improvement Forum.
RBWM Property Company Ltd - Business Plan 2019-24	27 June 2019	26 July 2019	Requiring Property Board review.

FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillor Dudley Leader of the Council, Maidenhead Regeneration and Maidenhead (includes Communications and Property), Councillor Coppinger Deputy Leader of the Council, Planning , Councillor Rayner Deputy Chairman of Cabinet, Culture, Communities and Windsor (incl. Customer and Business Services), Councillor Carroll Adults, Children and Health, Councillor Hilton Finance and Ascot, Councillor Clarke Sustainability, Waste Services and Economic Development, Councillor Cannon Public Protection, Councillor Shelim HR, Legal & IT (includes Performance Management), Councillor Johnson Infrastructure, Transport Policy and Housing.

The Council is comprised of all the elected Members

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Tel (01628) 796560. Email: democratic.services@rbwm.gov.uk

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
14									
Annual Performance Report 2018/19	Open -	Report detailing performance of the Council against the corporate scorecard for quarter 3 and 4 2018/19.	No	Councillor Shelim HR, Legal & IT (includes Performance Management),	Hilary Hall	Internal Process	N/A	Cabinet 27 Jun 2019	
Appointment to Outside Bodies	Open -	To make appointments of council representatives on outside and associated bodies	Yes	Chairman of Cabinet including Maidenhead Regeneration and Maidenhead (Councillor Simon Dudley)	Duncan Sharkey	Internal Process	N/A	Cabinet 27 Jun 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
Financial Update	Open -	Latest financial update.	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Rob Stubbs	Internal process	N/A	Cabinet 25 Jul 2019	
RBWM Property Company Ltd - Business Plan 2019-24	Fully exempt - 3	Annual Business Plan update.	Yes	Chairman of Cabinet including Maidenhead Regeneration and Maidenhead (Councillor Simon Dudley)	Russell O'Keefe	internal process	N/A	Cabinet 25 Jul 2019	
Financial Update	Open -	Latest Financial Update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Rob Stubbs	Internal Process	N/A	Cabinet 29 Aug 2019	
Financial Update	Open -	Latest Financial Update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Rob Stubbs	Internal Process	N/A	Cabinet 26 Sep 2019	

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

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

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6 16	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Report Title:	Proposed revisions to the Highways Maintenance Management Plan – 24 hour pothole response
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Johnson, Lead Member for Infrastructure, Transport Policy and Housing
Meeting and Date:	Cabinet – 30 May 2019
Responsible Officer(s):	Hilary Hall, Interim Director of Adult Services and Deputy Director Strategy & Commissioning
Wards affected:	All

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REPORT SUMMARY

1. Following the local elections, the administration is now intent upon delivering its key manifesto commitments of investing more than £50m in our highways and pavements over the next four years, fixing every reported pothole within 24 hours and introducing an inspection regime for every road every year. This report outlines how the pledge of potholes repairs is proposed to be implemented.
2. Within the current Highways Maintenance Management Plan, a carriageway pothole requiring a repair within two or 24 hours is defined as 'a defect over 40mm on a high speed or strategic route (category 2 or 3(a))'. On a footway, an actionable defect is over 25mm and in a town centre or footways with high footfalls, these are also repaired within 24 hours.
3. It is proposed that the policy is changed to enable every carriageway pothole over 40mm or footway defect over 25mm to be repaired within 24 working hours (excluding weekends and Bank Holidays), regardless of the category of road. Retaining the existing definition of an actionable pothole, and at the same time extended the application to all categories of road, will enable the enhanced service to be delivered and still enable the council to defend any insurance claims.
4. This policy change will require a change to the contract with VolkerHighways to provide an additional gang with appropriate supervision at an additional annual cost of up to £450,000.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves a revision to the Highways Maintenance Management Plan to enable every carriageway pothole over 40mm, or footway defect over 25mm to be repaired within 24 working hours regardless of the category of road, at an additional annual cost of £450,000.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Current policy

- 2.1 The Royal Borough has a statutory duty to manage and maintain the public highway network. To do this efficiently and effectively, a suite of asset management plans and policies have been adopted. These include:
- Highway Asset Management Strategy (HAMS) – high level strategy focused on carriageways and footways.
 - Highway Maintenance Management Plan (HMMP) – policies, standards and methods for maintaining all highway assets, based upon the Code of Practice and good practice guidelines published by the Department of Transport.
 - Highway Safety Inspection Manual (HSIM) – determines where inspections are needed and where interventions are required for all highway assets.
- 2.2 It is this suite of policies that are considered when Government provides funds for highways – in 2018-2019, this totalled £2,968,000 for the Royal Borough.
- 2.3 The Royal Borough is committed to inspecting all roads every year. Data on the roads is taken using vehicle mounted SCRIM and SCANNER surveys, SCRIM relating to skid resistance and SCANNER relating to condition such as profile, rutting and cracking. Surveys are completed annually on all the borough's A, B and C roads. In addition, all streets are subject to at least an annual visual site inspection - frequency is dependent on their category.
- 2.4 Currently, an actionable carriageway pothole is defined in the policy as '*a defect over 40mm on a high speed or strategic route (category 2 or 3(a))*'. These potholes are fixed within two or 24 hours. On a footway, an actionable defect is 'over 25mm' and in a town centre or footways with high footfall, these also are repaired within 24 hours.
- 2.5 The HMMP contains a Defect Assessment Risk Matrix, see Appendix A, which provides guidance to inspectors on the evaluation of particular defect types and locations. The matrix illustrates the types of defects and the policy timescales to respond, which is fundamental when defending claims. A carriageway pothole over the intervention level of 40mm in a high traffic road would be classed as an actionable pothole and would be repaired within 24 hours. An actionable defect that appears on a lesser trafficked road would not attract the same priority and so would be repaired within a longer timeframe.
- 2.6 For comparative purposes, other Berkshire and neighbouring authorities have adopted policies which include the following intervention levels triggering a response within 24 hours. The proposed revisions to the policy means the Royal Borough would be offering a better response.

Table 1: Comparison with neighbouring authorities

Authority	Carriageway	Footway
Reading	Carriageway 50mm depth over an approx. area of 300mm by 300mm	Footway 20mm depth over an approx. area of 300mm by 300mm
Bracknell	Carriageway 50mm depth over an approx. area of 300mm by 300mm	Footway 20mm depth over an approx. area of 300mm by 300mm

Authority	Carriageway	Footway
Slough	Carriageway 50mm depth over an approx. area of 300mm by 300mm	Footway 20mm depth over an approx. area of 300mm by 300mm
West Berkshire	Carriageway 50mm depth over an approx. area of 300mm by 300mm	Footway depth 20mm depth over an approx. area of 300mm by 300mm
Buckinghamshire CC	No intervention level specified – risk based approach based on area inspector judgement	
Surrey CC	Carriageway 40mm depth (except cycleway and crossing points which are 25mm) over 150mm diameter within five days	Carriageway 20mm depth which are over 100mm diameter within five days.
Wokingham	No intervention level specified – risk based approach based on area inspector judgement	

Performance Data

- 2.7 Key performance indicators in the VolkerHighways contract require a two hour or 24 hour response time for all actionable defects including potholes and 2018-2019 performance is set out in table 2 below

Table 2: Performance 2018-2019

Indicator	Target	Q1	Q2	Q3	Q4
Percentage of 24 hour orders that were responded to on time within the reporting period	98%	100%	92.9%	90%	100%
Percentage of emergency two hour orders that were responded to on time within the reporting period	98%	100%	98.3%	100%	100%

- 2.8 Table 3 shows the number of pothole claims received in comparison with the number settled in the last four years. For context, analysis of insurance trend data for the last 10 years shows that the current policy is robust in protecting the Royal Borough against potentially high insurance pay-outs, of which the Royal Borough meets the cost up to the first £750,000 of any claim. The total estimated cost of settling all the pothole claims over this period is £715,000, whereas the actual cost of settled claims was £203,000, including a single (largest) claim of £90,000 relating to a severe injury arising from a pothole accident. Given that in 2018-2019 only 4% of claims were settled, any changes that are made to the policy need to take into account the ability to continue to defend claims which means that published performance levels must be met.

Table 3: Pothole claims 2015-2019

	2015-16	2016-17	2017-18	2018-19
Total number of pothole claims received	18	26	48	53
Number of settled claims	4	3	3	2
Percentage of settled claims	22%	12%	6%	4%
Cost of claims settled	£3,649.06	£1,430.51	£2,332.05	£696.19

- 2.9 Table 4 shows how many enquiries which were described as potholes were logged between January and March 2019. It also shows how many were classified according to the categories in the matrix at Appendix A and of those, how many were classified against policy as requiring a two or 24 hour repair.

Table 4: Pothole reports, January to March 2019

Potholes	January 2019	February 2019	March 2019
Number of enquiries reported as potholes on Confirm	133	148	159
Number of potholes classed as actionable and fixed within 24 hours (policy categories P1 and P2)	50	27	23
Number of potholes classed as actionable and fixed within seven days (policy category P3)	36	15	9
Number of potholes classed as actionable and fixed within 14 days (policy category P4)	1	2	0
Number of potholes classed as actionable and fixed within 25 days (policy category P5)	20	28	14
Number of potholes classed as actionable and fixed within three months (policy category P6)	0	0	0

Customer satisfaction

- 2.10 In parallel with technical factors, it is critical to understand customer perceptions and satisfaction to deliver a high quality service. In addition to the residents' survey, the Royal Borough has participated in the annual National Highways and Transport (NHT) Benchmarking Survey since 2013. 113 local authorities participate and detailed questions are asked of 3,300 Royal Borough residents, thereby allowing highway authorities to measure and compare service performance on a common and consistent basis and to learn from one another by sharing good and innovative practice.
- 2.11 A summary and comparative details of the Royal Borough's performance for 2017 is set out in table 5. This indicates that the Royal Borough performs very well compared to other local authorities, ranking 8th out of 113 authorities.

Table 5: Customer satisfaction, National Highways and Transport Benchmarking survey

	% overall satisfaction to highway maintenance	Rank of a total of 113 Authorities
Bracknell	61	3
RBWM	57	8
Wokingham	55	33
West Berkshire	55	34
Reading	53	54
Surrey CC	52	68
Buckinghamshire CC	49	104
Slough	No information available	No information available.

- 2.12 By making a commitment to fix potholes in 24 hours, it is very important that this is clearly defined and delivered, otherwise unmet customer expectations will reduce satisfaction.

Current additional approaches

- 2.12 Since August 2018, the Royal Borough, through VolkerHighways, has employed an additional gang to pilot a 'Find and Fix' scheme. This was to explore the viability of improving responsiveness and quality, by providing dedicated resources to deliver an enhanced service within high profile areas e.g. town centres.
- 2.13 The aim was not to deal with emergency defects but to improve the aesthetic appearance of high profile areas and reduce the 'lead in' time for works in these areas to be completed. This approach has proved extremely successful and allowed the Royal Borough to accelerate works in these areas without detrimentally affecting the timescales in fixing hazards or other routine works.
- 2.14 Another approach has been to focus on a geographic area, whereby dedicated funding is approved for a specific area, for example, Dedworth. This has enabled a targeted approach to repair defects and deliver aesthetic improvements over and above policy interventions which has again proved very successful.

Future delivery and mobilisation

- 2.15 It is critical to manage expectations and understand the intention and extent of any revision to the policy. The new standard must be clearly defined for the residents, the council and its contractors.
- 2.16 It is, therefore, proposed to revise the policy to define a carriageway pothole over 40mm and footway defect over 25mm being repaired within 24 working hours (excluding weekends and Bank Holidays), regardless of the category of road. The implications of this policy revision for the contract are:
- The requirement for an additional gang to deal with the increased workload, including appropriate supervision and additional call centre capacity.
 - An additional annual cost of up to £450,000 which will be subject to contract pricing uplifts in the future.
 - A commitment to keep the intervention levels and response times consistent in order to continue to successfully defend claims. It will impact claims if parameters are changed frequently.
 - The requirement for a contract variation with the term contractor.
- 2.17 It is equally important to ensure the quality of any repair. Where it is considered, in the professional view of the inspectors, that the road requires resurfacing due to the nature of the defect(s) rather than simply repairing the pothole, this will take priority over timeliness. The resurfacing works will then form part of the highways capital programme.
- 2.18 In order to enable VolkerHighways to secure the required resource, it is proposed that the revised policy is implemented with effect from 1 September 2019. This will allow time for recruitment and training and for the accompanying communications and changes to the system to be implemented.

Options

Table 6: Options arising from this report

Option	Comments
To revise the Highways Maintenance Management Plan to define a carriageway pothole over 40mm and a footway defect over 25mm being repaired within 24 working hours (excluding weekends and Bank Holidays), regardless of the category of road. This is the recommended option	This revision will enable the commitment to be met and an enhanced service delivered to residents, whilst at the same time protecting the council in terms of future insurance claims.
Make no revisions to the policy and retain the existing approach to actionable carriageway pothole repairs restricted to high speed or strategic routes (category 2 or 3(a))	This does meet the commitment.

3. KEY IMPLICATIONS

3.1 The key implications are set out in table 7.

Table 7: Key implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Percentage of actionable potholes fixed within 24 working hours of the reported time (excluding weekends and Bank Holidays).	Below 100%	100%	N/A		1 September 2019

4. FINANCIAL DETAILS / VALUE MONEY

Financial impact on the budget

4.1 The financial implications are set out in table 8 and the revisions to the policy will require additional annual revenue funding of up to £450,000. This funding will form a contract variation with the term contractor and will be subject to contract pricing uplifts in the future.

Table 8: Financial impact of report's recommendations

REVENUE COSTS	2019/20	2020/21	2021/22
Additional total	£450,000	£450,000	£450,000
Reduction	£0	£0	£0
Net Impact	£450,000	£450,000	£450,000

5. LEGAL IMPLICATIONS

- 5.1 The council has a duty under the Highways Act 1980 to maintain the roads in good order. This duty covers all roads which the council is obliged to maintain, including public rights of way.

6. RISK MANAGEMENT

Table 9: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Funding is insufficient to deliver the initiative	Medium	Budget estimates prepared; contractor rates confirmed; fixed prices secured where possible and robust financial governance in place.	Low
24 hour commitment cannot be achieved and customer satisfaction declines	Medium	Resources levels are identified and secured with contingency in place.	Low

7. POTENTIAL IMPACTS

- 7.1 None.

8. CONSULTATION

- 8.1 Consultation on the proposed revisions to the policy has taken place with VolkerHighways.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately'. The full implementation stages are set out in table 10.

Table 10: Implementation timetable

Date	Details
-------------	----------------

Date	Details
June to August 2019	Mobilisation including recruitment of additional gang, supervision and call centre capacity.
July to August 2019	Development and launch of communications campaign
	Amendments to system to accommodate policy revision.
1 September 2019	Launch of enhanced service

10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A – Defects assessment matrix from the Royal Borough's Highways Maintenance Management plan.

11. BACKGROUND INFORMATION

11.1 This report is supported by one background document:

- [Highways Asset Management Plan](#)

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Johnson	Lead Member for Infrastructure, Transport Policy and Housing	13/05/19 19/05/19	14/05/19 20/05/19
Duncan Sharkey	Managing Director	13/05/19	14/05/19
Russell O'Keefe	Executive Director	19/05/19	
Andy Jeffs	Executive Director	19/05/19	20/05/19
Rob Stubbs	Section 151 Officer	19/05/19	
Elaine Browne	Interim Head of Law and Governance	19/05/19	
Nikki Craig	Head of HR and Corporate Projects	19/05/19	
Louisa Dean	Communications	19/05/19	20/05/19
Kevin McDaniel	Director of Children's Services	19/05/19	
Hilary Hall	Deputy Director Strategy and Commissioning	13/05/19 19/05/19	14/05/19 20/05/19

REPORT HISTORY

Decision type: Key decision: 25 April 2019	Urgency item? No	To Follow item? No
Report Author: Ben Smith, Head of Commissioning – Communities, 01628 796147		

Appendix A

Risk Response matrix

Potholes and general surface defects						Verge erosion	Depressions	Manholes, stopcocks covers. Gullies
Recognised pedestrian areas, footways and marked cycle lanes.			Carriageway					
Risk of interaction with pedestrians (f/way)	>= 25mm	< 25mm Likelihood of worsening in short term e.g. advanced local crazing likely to pothole.	Risk of interaction with vehicle (c/way)	>= 40mm	<40 mm Likelihood of worsening in short term. Advanced local crazing likely to pothole.	Road edge breaking away so as to be potentially actionable. >100 mm depth adjacent to f/way edge >150 mm depth adjacent to c/way edge	Sunken bowl type defect with no defined edge determined on a case by case basis. Investigatory levels are >50mm depth and <300mm in width.	If not RBWM, these are referred to the utility companies with P1 and P3 made safe in the meantime.
Extreme. In a town centre or a main footfall area Cat 1a	P2	P4 Inspector discretion for repairs where there is evidence of short term deterioration	Extreme. In line with vehicle path of very high traffic flow. Cat 2	P2	P4 Inspector discretion for repairs where there is evidence of short term deterioration.	P3 Inspector discretion for repairs where there is evidence of short term deterioration	P4	P1 Cover missing/dislodged
Major. Adjacent to main areas of footfall in vulnerable areas. Cats 1 & 2	P2		Major. Adjacent to vehicle path in area of very high traffic flow. Cat 3(a)	P2				P2 broken cover
Moderate. Most other footway areas. Cat 3	P4	P5 Inspector discretion for repairs...	Moderate. Most other carriageway areas. Cat 3(b) and 4(a)	P3	P5 Inspector discretion for repairs...	P4	P5	P4 loose or uneven covers
Minor. Negligible risk of interaction, particularly obscure or unused locations. Cat 4	P5	P6 Inspector discretion for repairs...	Minor. Negligible risk of interaction, particularly obscure or unused locations. Cat 4(b)	P4	P6 Inspector discretion for repairs...	P5	P6	P5 cracked or noisy covers not providing an immediate danger

Risk score matrix

Risk score	Low	Low/Medium	Medium	Medium/High	High	Extreme
Defect category	2	2	2	2	1	1
Response category	P6	P5	P4	P3	P2	P1
Priority response	Within 3 months.	Works to be repaired within 28 calendar days	Up to 14 calendar days	Up to 7 calendar days	24 hours. Make safe or repair.	3 hours. Make safe or repair.

Report Title:	Members' Allowances – Late Claims by Former Councillor Beer and Councillor Luxton
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Dudley - Leader of the Council including Maidenhead Regeneration and Maidenhead
Meeting and Date:	Cabinet - 30 May 2019
Responsible Officer(s):	Duncan Sharkey – Managing Director
Wards affected:	None

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REPORT SUMMARY

Cabinet are asked to consider claims for payment of £95.13 for travel allowances from former Councillor Beer and £185.40 for travel allowances from Councillor Luxton. As the claims have been submitted in excess of six months after the date of the qualifying meetings it requires a Cabinet decision.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Agrees to pay the outstanding claims for former Cllr Beer and Cllr Luxton on this occasion only.**

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

2.1 The Member's Allowances Scheme operated by the Council provides that claims submitted in excess of six months after the date of the qualifying meeting must be referred to Cabinet for consideration. Claims have been received from former Councillor Beer totalling £95.13, which require Cabinet's sanction. The mileage involved is set out in table 1:-

Table 1: Former Councillor Beer Mileage Claim

<u>Month</u>	<u>Mileage</u>	<u>Total</u>
August 2018	30	£13.5
September 2018	124.5	£56.03
October 2018	52	£23.40

Included in former Councillor Beer's claim were lifts provided to Councillor Lenton totalling £2.20, this amount has been incorporated into his overall

claim. The Members' Allowances scheme allows for Councillors to claim 5p per mile for each passenger carried. Former Councillor Beer has provided the following information regarding his late claims 'the claims for the three months had been mislaid and following unsuccessful searches had to be re-written, this included checking lifts given to Cllr Lenton when attending the same meeting'.

2.2 Claims have also been received from Councillor Luxton totalling £185.40, which require Cabinet's sanction. The mileage involved is set out in table 2:-

Table 2: Councillor Luxton Mileage Claim

<u>Month</u>	<u>Mileage</u>	<u>Total</u>
September 2018	208	£93.60
October 2018	168	£75.60
November 2018	36	£16.20

Councillor Luxton has provided the following information regarding her late claims 'It has been a busy period and I forgot to put all the claim forms in, I have never done this before'.

Options

Table 2: Options arising from this report

Option	Comments
To pay the outstanding claims	Cabinet is entitled to authorise the payment of the claims, in accordance with the Members' Allowances Scheme operated by the council.
To refuse the outstanding claims	Cabinet may wish to refuse to authorise payment of the mileage claims on the basis that they are in excess of six months after the date of the qualifying meetings.
To pay the outstanding claims on this occasion only. Recommended option	Cabinet may decide to pay these outstanding claims only and not any other 'late claims', which are received from former Councillor Beer and Councillor Luxton for meetings in excess of six months after the date of the qualifying meeting.

3. KEY IMPLICATIONS

3.1 There are no key implications arising from this report.

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The combined mileage claims from former Councillor Beer and Councillor Luxton outside the qualifying period amount to £280.53, if Cabinet are mindful to approve the payment this would be met from the current budgetary provision for Members' allowances.

5. LEGAL IMPLICATIONS

5.1 The report is written in line with the council's constitution – Part 9 Members' Allowances Scheme. The council's Members' Allowances Scheme is framed in accordance with the regulations issued under the Local Government Act 1972 and amended legislation.

6. RISK MANAGEMENT

6.1 There are no risks associated with this report.

7. POTENTIAL IMPACTS

7.1 There are no potential impacts arising from this report.

8. CONSULTATION

8.1 Internal process only.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately

10. APPENDICES

10.1 There are no appendices.

11. BACKGROUND DOCUMENTS

11.1 This report is supported by the Members' Allowance Scheme in the RBWM Constitution.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
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Name of consultee	Post held	Date sent	Date returned
Cllr Dudley	Leader of the Council including Maidenhead Regeneration and Maidenhead	01/05/19	01/05/19
Duncan Sharkey	Managing Director	29/04/19	29/04/19
Rob Stubbs	Section 151 Officer	29/04/19	
Elaine Browne	Interim Head of Law and Governance	29/04/19	30/04/19
Nikki Craig	Head of HR and Corporate Projects	29/04/19	29/04/19
Louisa Dean	Communications	29/04/19	16/05/19
Russell O'Keefe	Executive Director	29/04/19	16/05/19
Andy Jeffs	Executive Director	29/04/19	
Kevin McDaniel	Director of Children's Services	29/04/19	29/04/19
Angela Morris	Director of Adult Social Services	29/04/19	16/05/19
Hilary Hall	Deputy Director of Commissioning and Strategy	29/04/19	29/04/19
Karen Shepherd	Service Lead – Governance	24/4/19	24/04/19

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? No
Report Author: David Cook, Democratic Services Team Leader, 01628 796560		

Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Hilton, Lead Member for Finance and Ascot
Meeting and Date:	Cabinet – 30th May 2019
Responsible Officer(s):	Robert Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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REPORT SUMMARY

- 1 This report is the final outturn statement in 2018-19. Pressures are being partially mitigated resulting in a financial pressure across the council of £2,058,000, see Appendix A.
- 2 The council's base budget is £85,344,000. Aggregated usable reserves are in a healthy position at £7,922,000 (9.28% 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 A.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) Notes the council's projected outturn position for 2018-19.

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

- 2.1 Cabinet are required to note the council's financial position.

3. KEY IMPLICATIONS

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 outturn position for the council shows an overspend of £4,094,000 on service budgets of £79,422,000 and after net non-service budget adjustments of £2,036,000 for non-service expenditure including additional income from the Berkshire-wide business rate pilot and section 31 grant income reconciliation from 2017-18, this results in a council overspend of £2,058,000.

Table 2: Outturn position

Directorate	£000
Managing Director	3,137
Executive Director – Communities	1,365
Executive Director – Place	(408)
Non service expenditure	(2,036)
Council overspend	2,058

Managing Director's Directorate

- 4.2 The Managing Director reports an outturn figure for 2018-19 of £74,500,000 against a net controllable budget of £71,363,000, a net overspend of £3,137,000 which is unchanged from the last reported position. The overspend is net of mitigations totalling £2,581,000 for the directorate.

Communities Directorate

- 4.3 Communities Directorate reports an outturn figure for 2018-19 of £5,810,000 against a net controllable budget of £4,445,000, a net overspend of £1,365,000 which is unchanged from the last reported position. This includes mitigations and underspends totalling £496,000 for the directorate.

Place Directorate

- 4.4 Place Directorate reports an outturn figure for 2018-19 of £3,206,000 against a net controllable budget of £3,614,000, an underspend of £408,000 which is unchanged from the last reported position. This includes mitigations and underspends totalling £777,000 for the directorate.

4.5 Revenue Budget**Heathrow costs**

These costs are yet to be finalised but they are not expected to exceed the budget of £100,000.

Cash balances projection

- 4.6 Throughout the year the council's cash balances have been revised, Appendix C shows the twelve monthly capital cash flow which is based on the assumptions contained in the 2018-19 budget report.

Provision for Redundancy

- 4.7 In May 2018 the provision for redundancy in 2018-19 was set at £493,000 based on the known redundancies at that time, redundancy costs of £762,000 were incurred in 2018-19 which is unchanged from the last reported position.

- 4.8 The redundancy provision has increased by £585,000 as previously reported.

- 4.9 This provision is funded from the general fund reserves as reflected in Appendix A.

4.10 Non service variances

There have been no changes to the Non service variances previously reported.

4.11 Capital Programme

The approved 2018-19 capital estimate is £87,455,000, see table 3. The provisional outturn for the financial year is £52,025,000, see table 4 for capital programme status, with further information in Appendices D - F.

Table 3: Capital outturn

	Exp.	Inc.	Net
Approved estimate	£87,455,000	(£22,439,000)	£65,016,000
Variances identified	(£1,645,000)	£668,000	(£977,000)
Slippage to 2019-20	(£33,785,000)	£7,158,000	(£27,134,000)
Projected Outturn 2018-19	£52,025,000	(£14,613,000)	£37,412,000

Table 4: Capital programme status

	March 2018
Number of schemes in programme	282
Yet to start	5%
In progress	44%
Completed	30%
Ongoing programmes e.g. Disabled Facilities Grant	21%
Devolved formula capital grant schemes budgets devolved to schools	0%

Business rates

- 4.12 Business rate income at the end of March 19 was 96.9% against a target of 98.8%. However, £2.7 million more was collected than in the previous year.
- 4.13 Business rate revaluation support to the value of £280,894 (85.4%) was awarded from a total resource of £329,000.

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

No changes reported during this period.

7 POTENTIAL IMPACTS

- 7.1 None.

8 CONSULTATION

- 8.1 Overview & Scrutiny will review the report prior to Cabinet. Those comments will be reported to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: immediately.

10 APPENDICES

10.1 There are seven appendices to the report:

- Appendix A Revenue Monitoring Statement
- Appendix B Revenue movement statement
- Appendix C 12 month cash flow
- Appendix D Capital budget summary
- Appendix E Capital monitoring report
- Appendix F Major capital scheme progress

11 BACKGROUND DOCUMENTS

The background document relating to this report is detailed below. Budget Report to Council February 2018.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Saunders	Lead Member for Finance	01/5/2019	02/5/2019
Cllr Hilton	Lead Member for Finance and Ascot	01/5/2019	08/5/2019
Duncan Sharkey	Managing Director	26/4/2019	
Russell O'Keefe	Executive Director	26/4/2019	30/4/2019
Andy Jeffs	Executive Director	26/4/2019	09/5/2019
Rob Stubbs	Section 151 Officer	26/4/2019	26/4/2019
Nikki Craig	Head of HR and Corporate Projects	26/4/2019	
Louisa Dean	Communications	26/4/2019	
Hilary Hall	Deputy Director Strategy and Commissioning	26/4/2019	26/4/2019

REPORT HISTORY

Decision type: For information	Urgency item? No	To Follow item? No
Report Author: Ruth Watkins, Senior Finance and Accountancy Lead, 01628 793504.		

Revenue Outturn Statement 2018/19 for May 2019 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Management	660	509	3
Communications & Marketing	412	508	194
Human Resources	883	1,019	275
Law & Governance	2,350	1,944	80
Commissioning & Support	3,872	3,876	(395)
Commissioning - Communities	8,182	7,934	1,644
AfC Contract - Children's Services	21,356	20,901	3,427
AfC Contract - Dedicated Schools Grant	12,196	11,466	117
Children's Services - Retained	(2,118)	(2,675)	600
Dedicated Schools Grant - Retained	50,385	51,587	(411)
Adult Social Care - Optalis Contract	29,443	29,280	210
Adult Social Care - Spend	15,461	15,853	112
Adult Social Care - Income	(10,658)	(11,599)	(433)
Better Care Fund	12,033	12,103	0
Public Health	4,780	4,782	0
Grant Income	(78,166)	(78,706)	295
Budget Extracted in Year	0	2,581	(2,581)
Total Managing Director's Directorate	71,071	71,363	3,137
Executive Director of Communities	229	193	0
Revenues & Benefits	(109)	(81)	1,283
Communities, Enforcement & Partnerships	732	719	462
Library & Resident Services	3,019	3,118	116
Budget Extracted in Year	0	496	(496)
Total Communities Directorate	3,871	4,445	1,365
Executive Director of Place	298	279	1
Housing	1,370	1,462	327
Planning Service	1,344	1,380	(287)
Property Service	(2,577)	(2,660)	(213)
Finance	1,269	1,285	(166)
ICT	1,133	1,757	41
Budget Extracted in Year	0	111	(111)
Total Place Directorate	2,837	3,614	(408)
TOTAL EXPENDITURE	77,779	79,422	4,094

Revenue Outturn Statement 2018/19 for May 2019 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Total Service Expenditure	77,779	79,422	4,094
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	(762)	0
Transfer to Provision for Redundancy	0	585	0
Increase / (Decrease) to provision for bad debt	0	0	178
Environment Agency levy	156	156	0
Royal Weddings 2018/19	0	130	0
Income resulting from VAT claim	0	0	(31)
Variance on Business Rates income	0	(2,893)	(2,033)
Capital Financing inc Interest Receipts	5,523	5,523	(150)
NET REQUIREMENTS	86,391	85,336	2,058
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	1,055	(2,058)
GROSS COUNCIL TAX REQUIREMENT	85,344	85,344	0
General Fund			
Opening Balance		8,925	9,980
			0
Transfers to / (from) balances		1,055	(2,058)
General Fund outturn		9,980	7,922

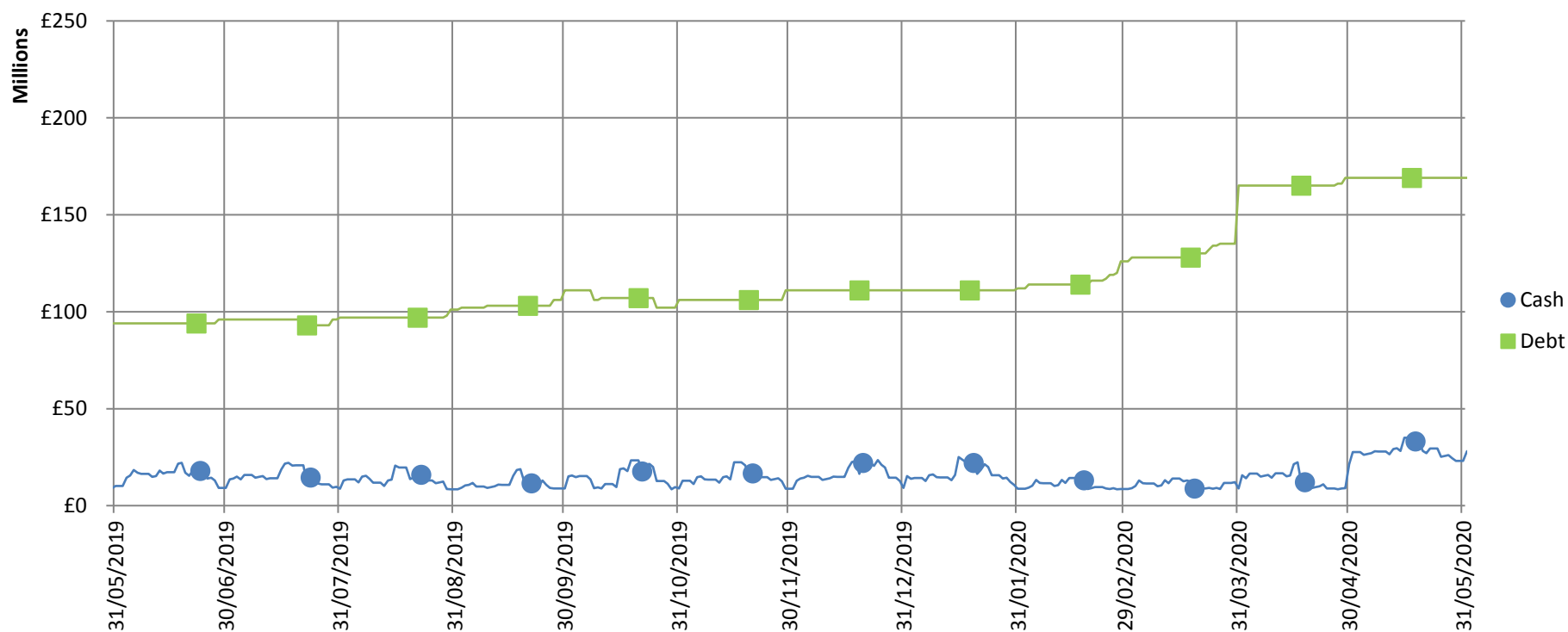
Appendix B

Revenue Monitoring Statement 2018/19					
	Funded by the General Fund (1)	Funded by Provision (2)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	
Original Budget				77,779	
1 Empty homes supplementary	32			32	May 2018 Cabinet
2 RBFRS Inspections	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
7 Severance Pay & Early Retirement		349		349	August 2018 cabinet
8 Optalis Redundancy payment		3		3	Optalis/RBWM meeting
10 Redundancy payments		16		16	December 2018 cabinet
11 Redundancy payments		41		41	January 2019 Cabinet
12 Redundancy payments		53		53	January 2019 Cabinet
13 Managing Director recruitment	35			35	January 2019 Cabinet
14 Communications printing costs	23			23	Head of Finance
15 Redundancy payments		42		42	November 2018 cabinet
16 Redundancy payments		13		13	November 2018 cabinet
17 Redundancy payments		144		144	November 2018 cabinet
Changes Approved	320	762	561	1,643	
Approved Estimate April 2019 Cabinet				79,422	

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.

12 Month Cashflow forecast @ 24-04-19



“Note 1. Capital expenditure is projected to increase steadily throughout 2019-20. 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.

Note 2. The cashflow graph does not account for future capital receipts”

Portfolio Summary**Communities Directorate**

Revenues & Benefits
Communities, Enforcement & Partnerships
Library & Resident Services

Total Communities Directorate**Place Directorate**

ICT
Property
Housing
Planning

Total Place Directorate**Managing Director**

Human Resources
Adult Social Care
Commissioning – Communities
Law and Governance
Green Spaces & Parks
Non Schools
Schools – Non Devolved
Schools – Devolved Capital

Total Managing Director**Total Committed Schemes**

2018/19 Original Budget			New Schemes – 2018/19 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2018/19 Outturn	2018/19 SLIPPAGE Final	TOTAL	VARIANCE	VARIANCE
£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
0	0	0	0	0	0	69	0	69	0	69	69	0	
3,098	(635)	2,463	8,533	(720)	7,813	4,366	(1,597)	2,769	9,224	3,701	12,925	26	1%
435	0	435	820	(1)	819	900	(141)	759	954	837	1,791	71	16%
3,533	(635)	2,898	9,353	(721)	8,632	5,335	(1,738)	3,597	10,178	4,607	14,785	97	0
360	0	360	429	0	429	38	0	38	328	139	467	0	0%
1,045	0	1,045	20,873	(244)	20,629	8,566	(282)	8,284	15,629	14,062	29,691	252	24%
0	0	0	24	0	24	881	(856)	25	519	381	900	(5)	
1,010	(50)	960	1,557	(597)	960	468	(185)	283	351	1,673	2,024	(1)	0%
2,415	(50)	2,365	22,883	(841)	22,042	9,953	(1,323)	8,630	16,827	16,255	33,082	246	0
0	0	0	0	0	0	64	0	64	33	15	48	(16)	
0	0	0	85	(85)	0	6	(6)	0	35	10	45	(46)	
7,006	(4,543)	2,463	9,071	(5,723)	3,348	3,936	(1,570)	2,366	10,612	2,383	12,995	(12)	0%
0	0	0	63	0	63	26	0	26	85	10	95	6	
333	(163)	170	345	(135)	210	211	(118)	93	358	213	571	15	5%
246	(46)	200	289	(69)	220	261	(146)	115	281	271	552	2	1%
4,025	(875)	3,150	4,093	(943)	3,150	20,494	(8,034)	12,460	13,368	9,284	22,652	(1,935)	-48%
197	(197)	0	542	(542)	0	445	(445)	0	248	737	985	(2)	-1%
11,807	(5,824)	5,983	14,488	(7,497)	6,991	25,443	(10,319)	15,124	25,020	12,923	37,943	(1,988)	(0)
17,755	(6,509)	11,246	46,724	(9,059)	37,665	40,731	(13,380)	27,351	52,025	33,785	85,810	(1,645)	0

	(£'000)	(£'000)	(£'000)
Portfolio Total	17,755	87,455	52,025
External Funding			
Government Grants	(5,060)	(15,410)	(11,815)
Developers' Contributions	(674)	(4,078)	(2,722)
Other Contributions	(775)	(2,951)	(76)
Total External Funding Sources	(6,509)	(22,439)	(14,613)
Total Corporate Funding	11,246	65,016	37,412

Capital Monitoring Report - Final Outturn 2018/19

At 31 March 2019, the approved estimate stood at £87.455m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	87,455	(22,439)	65,016
Variances identified	(1,645)	668	(977)
Slippage to 2018/20	(33,785)	7,158	(26,627)
Final Outturn 2018/19	52,025	(14,613)	37,412

Overall Projected Expenditure and Slippage

Final outturn for the financial year is £52.025m

As per last month, final variances are reported as follows.

Communities, Enforcement & Partnerships					
CV27	Properties for Homeless Residents	2	0	2	
CX29	Windsor Coach Park Bridge-Canopy, Resurfacing 14/5	(5)	0	(5)	
CY09	Superfast Broadband in Berkshire	20	0	20	Variance on West Berkshire Superfast Broadband project
CY13	Economic Development	(20)	20	0	Underspend used to fund West Berkshire Superfast Broadband project
CV12	Alexandra Gardens Entrances 2015-16	39	0	39	
CV16	Love Your Neighbourhood Scheme	1	0	1	
CV26	P&OS - Deerswood Wildlife Area	1	0	1	
CV36	Ockwells Park-Thriftwood Scheme & Bridge	(24)	0	(24)	
CZ00	Bath Island-Electrical works	16	0	16	
CZ49	Playing Pitch Improvements, Ascot United Football	1	(1)	0	
CZ91	Ascot War Horse memorial	30	(30)	0	Scheme complete. Fully funded.
CT52	Disabled Facilities Grant	(19)	19	0	DFG underspend based on estimate of works competed to 31/3/19
CKVT	Marlow Rd Youth Centre Roofing & Maintenance Work	(16)	0	(16)	
Library & Resident Services					
CC36	CSC Telephony Upgrade	46	0	46	Overspend relating to unforeseen costs
CC37	Town Hall Reception Refurbishment	5	0	5	Unforeseen costs
CC39	Old Court, Windsor Repairs	19	0	19	Overspend relating to unforeseen costs
CLC3	Sculpture Project - Danny Lane 2016-17	(15)	15	0	Project to be closed and not slipped
CP82	Mhead Lib-Small Pwr Rewire Gnd'1st Floors 15/16	16	0	16	Essential rewiring works were required to prevent the building from being shut down by the Fire Service
Property					
CM49	JV-York Rd, West St, Reform Rd, St Clouds Way	146	0	146	
CX28	Ray Mill Road Residential Development	30	0	30	
CI21	Windsor Office Accommodation	75	0	75	
Housing					
CT29	Low Cost Housing (S106 Funding)	(5)	5	0	
ICT					
CC18	Del Diff - Develop Intranet/Collaborative Software	(3)	0	(3)	Revised Business Case
CC20	Del Diff - Application Packaging	(1)	0	(1)	Revised Business Case
CC26	Secure File and Info Exchange Solution 2017-2018	4	0	4	Revised Business Case
CP03	Purchase of PCs	1	0	1	Revised Business Case
Human Resources					
CK90	AIC Phones & Signage	(17)	0	(17)	Underspend- EE early termination paid through revenue in 17/18
CN76	iTrent Development	1	0	1	Overspend due to additional consultancy costs
Adult Social Care					
CT57	Care Homes Reconfiguration	(46)	46	0	Project did not go ahead following feasibility study so grant funding was not received.
Commissioning - Communities					
CB96	Stafferton Way Link Road 2014-16	82	0	82	Legacy issue from contract dispute
CB99	Moorbridge Road Gateway 2014/15	(50)	0	(50)	Scheme not feasible
CC25	M4 Smart Motorway	(10)	0	(10)	Revised business case
CC29	Footbridge, The Green, Bisham-Raise Level-Flood Pr	(75)	0	(75)	Scheme can not be progressed, the EA have rejected this scheme.
CC43	Additional CCTV at 3 MS Car Parks	(22)	0	(22)	Scheme completed
CC50	Cox Green Road/Brill Close/Norreys Drive Drainage	1	0	1	
CC52	Clewer & Dedworth Neighbourhood Improvements	56	0	56	Scope creep - scope of works increased
CC67	Replacement Payment Equipment for Car Parks	(98)	98	0	Revised business case, costs now lower than originally anticipated
CD01	LTP Feasibility Studies/Investigation/Develop	10	0	10	Revised business case
CD16	Traffic Signal Removal	38	0	38	Unexpected increased works
CD27	Cycling Capital Programme	(26)	0	(26)	Revised business case
CD28	School Cycle / Scooter Parking	(17)	0	(17)	Several schemes were not feasible
CD34	Winter Service Community Facilities	98	(98)	0	Unexpected adverse weather conditions
CD37	Car Park Improvements	25	0	25	Unexpected lift works
CD39	Decriminalised Parking Enforcement Review	2	0	2	
CD48	Refuse and Recycling Bins-Replacement	65	0	65	Purchase of bins for residents above contracted allowance
CD55	Virtual Message Signs - Windsor 2015-16	(2)	0	(2)	Works completed
CD74	Footways-Assessments	1	0	1	
CD76	Bus Stop Waiting Areas	(10)	0	(10)	Works completed
CD77	Real-Time Bus Information Improvements	(19)	0	(19)	Several schemes were not feasible
CD80	Grenfell Road-Off-Street Parking	(59)	0	(59)	Savings due to scheme changes
CD81	Traffic Management & Parking-Sunninghill Imprvmnts	(82)	0	(82)	Revised business case
CD82	Intelligent Traffic System-Maintenance & Renewal	29	0	29	Unexpected traffic systems works
CD83	Traffic Signal Review	53	0	53	Unexpected traffic signal works
CD86	Vicus Way & Tinkers Lane - Site Works	(2)	0	(2)	Works completed
CE64	Additional Parking Provision for Windsor	(1)	1	0	
Green Spaces & Parks					
CC58	Grenfell Park Northern Access	12	(12)	0	Revised business case
CV03	Parks Improvements	2	0	2	Revised business case
CV30	Play Areas - Replacement Equipment	2	0	2	Revised business case
Law and Governance					
CY19	Legal Case Management System	6	0	6	
Non Schools					
CKVH	2Yr old capital entitlement	(1)	1	0	
CKVL	Hurley Canoe Centre Storage Facility	(1)	1	0	
CKVU	Prinkneys Green Youth Centre Roofing Repairs	3	0	3	Increased contractor costs
Schools - Non Devolved					
CSDQ	Urgent Safety Works Various Schools	(14)	14	0	To Fund overspend on CSHA - Woodlands Pk
CSEV	All Saints Primary Expansion	(1)	1	0	Savings on final costs
CSFC	Ascot Primaries Feasibilities-2015-16	(236)	236	0	Report savins £236k
CSFQ	Eton Wick kitchen 2015-16	(7)	7	0	Scheme completed
CSGK	Alexander First school Roof-2015-16	(3)	3	0	Scheme completed
CSGP	Trinity St Stephen Kitchen Refurbishment	(2)	0	(2)	
CSGR	Charters Expansion	(850)	123	(727)	Scheme completed
CSGT	Windsor Boys Expansion	(144)	2	(142)	Scheme completed
CSGV	Cox Green School Expansion Year 1 of 3	(500)	119	(381)	Scheme completed
CSHA	Woodlands Park School Internal Remodelling	14	0	14	Overspend offset by saving from Homer School Electrical rewire.
CSHB	Furze Platt Junior School - Hall Extension	(26)	26	0	Scheme completed
CSHM	All Saints Junior School Boiler Replacement	(4)	4	0	Scheme completed
CSHP	Wraysbury school - Staffroom Extension	(50)	0	(50)	Scheme completed
CSHV	Lowbrook Expansion	(50)	0	(50)	Scheme completed
CSHX	Newlands Girls School	(1)	0	(1)	
CSJC	King's Court School Heating System	3	1	4	Scheme completed
CSJE	Eton Wick School Boiler and Heating Replacement	1	(1)	0	Scheme completed
CSJK	Riverside Double Classroom	(18)	18	0	
CSJN	Homer School - Electrical Re-Wire	(50)	50	0	Underspend used for Homer School Electrical rewire.
		(1,645)	968	(977)	

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	13	5%
In Progress	125	44%
Completed	85	30%
Ongoing Programmes e.g., Disabled Facilities Grant	58	21%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	282	100%

Major Capital Scheme Progress			March 2019 @ 07/03/19															
	CAPITAL SCHEME	TOTAL SCHEME VALUE	2018/19			APPROVED SLIPPAGE			TOTAL BUDGET			PROJECTIONS		PROJECT STATUS				
Project			APPROVED ESTIMATE			FROM PRIOR YEARS			2018/19			2018/19 Projected Variance Underspend as negative	2019/20 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
			Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate							
		£'000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
Communities Directorate																		
	Communities, Enforcement & Partnerships																	
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	(19)	0					
CZ18	Braywick Leisure Centre	33,756	4,975	0	4,975	862	0	862	5,837	0	5,837	0	(334)					
CC60	Hostile Vehicle Mitigation Measures for Windsor	1,850	0	0	0	1850	(908)	942	1,850	(908)	942	0	1,691					
CC47	CCTV Replacement	1,302	1,300	0	1,300	2	0	2	1,302	0	1,302	0	925					
Place Directorate																		
	Property																	
CI29	Broadway Car Park & Central House Scheme	35,313	(228)	0	(228)	2230	(140)	2090	2,002	(140)	1,862	0	408					
CI21	Windsor Office Accommodation	10,058	3,219	0	3,219	3898	(142)	3756	7,117	(142)	6,975	75	0					
CI62	Hines Meadow CP – Dilapidations	700	0	0	0	523	0	523	523	0	523	0	110					
CX40	Operational Estate Improvements	600	600	0	600	0	0	0	600	0	600	0	249					
	Housing																	
CT55	Brill House Capital Funding	500	0	0	0	500	(500)	0	500	(500)	0	0	0					
Managing Director																		
	Schools – Non Devolved																	
CSGR	Charters Expansion	4,560	380	0	380	2,556	(1,878)	678	2,936	(1,878)	1,058	(850)	96					
CSGV	Cox Green School Expansion Year 1 of 3	5,800	420	0	420	2821	(455)	2366	3,241	(455)	2,786	(500)	111					
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	4,532					
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	513					
	Commissioning – Communities																	
CC62	Maidenhead Missing Links (LEP Match Funded)	733	733	(633)	100	0	0	0	733	(633)	100	0	610					
CC67	Replacement Payment Equipment for Car Parks	775	775	(775)	0	0	0	0	775	(775)	0	(98)	280					
CD84	Street Lighting–LED Upgrade	5,100	0	0	0	600	0	600	600	0	600	0	7					

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

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