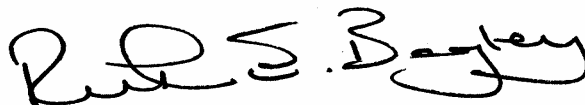


Date of issue: Tuesday 5th January, 2010

MEETING	OVERVIEW & SCRUTINY COMMITTEE (Councillors Mann (Chair), Coad, Cryer, Davis, A S Dhaliwal, Pabbi and Walsh)
DATE AND TIME:	THURSDAY, 14TH JANUARY, 2010 AT 6.30 PM
VENUE:	COUNCIL CHAMBER, TOWN HALL, BATH ROAD, SLOUGH
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	CATHERINE MEEK (01753) 875011

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

NOTE TO MEMBERS

This meeting is an approved duty for the payment of travel expenses.

AGENDA

PART 1

**AGENDA
ITEM**

REPORT TITLE

PAGE

WARD

Apologies for absence.

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

CONSTITUTIONAL MATTERS

1. Declaration of Interest

(Members are reminded of their duty to declare personal and personal prejudicial interests in matters coming before this meeting as set out in the Local Code of Conduct).

2. Minutes of the Last Meeting held on 19 November, 2009 1 - 8 All

SCRUTINY ISSUES

3. Performance and Financial Reporting for 2009/10 9 - 32 All
4. The Council's Grant Funding - Update on the Review and Information on Current Processes 33 - 44 All
5. Britwell & Haymill Regeneration - Land Appropriation Report 45 - 64 All
6. Forward Agenda Plan 65 - 66 All
7. Attendance Record 67 - 68 All
8. Date of Next Meeting

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

Overview & Scrutiny Committee – Meeting held on Thursday, 19th November, 2009.

Present:- Councillors Mann (Chair), Coad, Cryer, A S Dhaliwal and Walsh (from 6.43pm)

Also present under Rule 30:- Councillors Parmar, S K Dhaliwal and Matloob

PART 1

45. Chair's Announcement

The Chair, on behalf of the Committee, wished to place on record their appreciation and thanks to Kevin Barrett, Democratic Services Manager, for his valuable contribution to the Overview and Scrutiny Committee over the years and wished him well for the future.

46. Declarations of Interest.

Councillor Cryer declared a Personal Interest on Agenda Item 6 – Update on Grants to External Bodies – as his wife was Chair of the Slough Council for Voluntary Service.

47. Minutes

The minutes of the last meeting of the Committee held on 15th October, 2009 were approved as a correct record and signed by the Chair.

48. Presentation - Place Survey

The Local Strategic Partnership Manager presented to Committee Members the results of the Place Survey 2008/2009. Members were reminded that this was a statutory survey that had to be undertaken by every local authority in England and was carried out on a biennial basis. Members were informed that the survey provided a set of national indicators that were common to all areas and replaced the previous Best Value Performance Indicators (BVPI) survey. The LSP Manager stated that the methodology used to conduct the survey was a postal survey with a target for each local authority to achieve a minimum of 1,100 completed surveys. It was noted that between 25th September to 19th December, 2008 a mailer pack was sent out to 4,500 addresses which had been chosen at random. Members were advised that a 35% response rate had been achieved which was an improvement on the previous survey where 28% completed results were received.

Amongst the highlights in the presentation were the following:-

- Community Cohesion and the Local Area: Satisfaction with the local area had increased significantly since the 2006 indicator from 52% to 64%. 44% agreed that people not treating each other with respect and consideration was a problem. However, this was significantly lower

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than the 2006 BVPI indicator of 62% and represented a major improvement.

- Usage of Services Supported or Provided by the Council: It was noted that figures for this indicator were consistent with the average figures for England.
- Satisfaction with Services Supported or Provided by the Council – Environment: Satisfaction was highest for indicators relating to refuse collection. It was highlighted that satisfaction with parks and open spaces was well below the all England average and stood at 56% which was a marked decline since 2006 indicator where this service had been rated at 63%.
- Satisfaction with the Council: It was noted that whilst the indicator for satisfaction with the council had reduced from 39% to 30% this was not an issue that was particular to Slough. Comparative data highlighted that this decline was a national trend and could be attributed to the recession. It was also clarified that individuals were less likely to be satisfied with the Council if they were not satisfied with the services within their own local area.

The LSP Manager stated that a number of conclusions that could be made from the survey, which included:-

- National Indicator 5 - satisfaction with the local area and National Indicator 23 - proportion of people not treating each other with respect and consideration had both shown improvement
- Data relating to satisfaction with park and open spaces, theatres/concert halls and museums and galleries were all below the England average. It was noted however that generally cultural facilities were not seen as important to residents of Slough.
- Declines since 2006 in satisfaction with the Council and perceptions that it provides value for money reflected the national picture.
- Although there was evidence that ensuring residents can influence decisions had a positive benefit, care must be taken to ensure that residents were not burdened with involvement in decisions that they were not interested in.
- Suggestion that more could be done to ensure residents were informed by local public service.
- Whilst improvement in anti-social behaviour had been noted, this remained an area of high concern amongst Slough residents.
- Evidence existed that white residents felt a lack of respect and consideration was a bigger problem than other ethnic groups and that they were also the least likely group (by ethnicity) to feel proud of living in Slough.

Members were informed that work was being carried out to address the issues raised by the Place Survey and included a delivery chain workshop scheduled in December 2009 to capture partner actions with regard to addressing the issue of community cohesion. Other events scheduled were an Inter Faith week and a series of diversity days early in 2010. To improve

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the indicator regarding satisfaction with local area this was being addressed through neighbourhood working and included two pilot projects that were being undertaken in Manor Park and Colnbrook, with further work being planned in the Chalvey area.

The LSP Manager commented that a more detailed analysis of the survey results would be undertaken to identify all the issues that needed to be addressed prior to the next survey and that once this was completed, a plan would be produced and presented to Members of the Overview and Scrutiny Committee.

Members raised the following issues in the subsequent questioning and debate:-

- A Member queried that when comparing data with other local authorities why were the same authorities not used each time. The LSP Manager responded by stating that Slough was being compared to those local authorities that were considered to have the same demographic make-up as Slough.
- A Member asked as to how the questions in the survey were formulated. It was noted that the same questionnaire was used by all local authorities and would remain the same for any subsequent surveys carried out in order ensure consistency when comparing data from previous surveys.
- A Member commented that following the completion of the survey, a number of significant improvements had been made to the play areas in the Baylis and Stoke Ward and it was therefore anticipated that there would be an improvement to this indicator in the next survey.
- The accuracy of the results of the survey were questioned in that the questionnaire was sent out in English and it may have been sent to households where English was not the first language. The LSP Manager stated that whilst these were valid concerns, the survey was formulated by Central Government for all local authorities to use. It was also explained that the survey had been sent out to households on a random selection basis.
- A Member requested that the responses received be broken down by wards to be provided. It was agreed that this information would be distributed to Members of the Committee following the meeting.

The Chair thanked the Local Strategic Partnership Manager for his comprehensive presentation. It was requested that in future, presentation slides be distributed with the agenda to allow members sufficient opportunity to consider the information prior to the meeting.

49. Performance and Financial Monitoring for 2009/10.

The Strategic Director for Improvement and Development highlighted the Council's overall performance from delivery of service to financial management. A number of areas of significant improvement were highlighted and included :-

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- **Average queue time at My Council** – Performance had improved significantly from 50 minutes average waiting time at the end of financial year 08/09 to 19 minutes as at Quarter 2 of the current financial year. Members were advised that this exceeded the target of 30 minutes and was partially due to the fact that processes had been reviewed to maximise advisors productivity in ensuring queue awareness whilst improving customer service standards.
- **Issues resolved Live at My Council** – Performance was increasing and was judged to be at 89% for Quarter 2, therefore exceeding the target of 80%. Revised and updated frequently asked questions on the system had resulted in an improved service to customers with more queries resolved directly by the customer service advisors at the first point of contact.
- **Serious acquisitive crime rate** – It was noted that this indicator had reduced by 29% compared to the same reporting period last year. This equated to a reduction from 21.32 crimes per 1000 population to 15.1 crimes per 1000. This was seen as a significant achievement given the expected impact of the recession. It was stated that a number of key operations / actions had contributed to the sustained improvement and included the Dob-a-Robber Scheme and an increase in marked police patrols in hotspot areas.
- **Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths** - Provisional 2009 Outturn of 61.7% was a considerable improvement from the 2008 figure of 59.7% and was well above the national average of the 49.7%. It was also noted that Slough was ranked 11th nationally out of 152 local authorities.

Information relating to areas that required improvement was also brought to Members attention and included:

- **Percent of undisputed invoices paid within 30 days**
The implementation of the I-procurement system had resulted in some delays and further work and training had now been undertaken to ensure continuous improvement.
- **The number of adult attendances at all local Leisure Centres combined with participation in all sports development activities from SBC and Slough Community Leisure**
It was reported that performance for the first six months suggested that the end of year target would not be met and that a downward trend had been noted from September 08. Members were informed that Slough Community Leisure was constantly reviewing packages it marketed to the public in a bid to improve attendance and membership. A Member queried as to whether the facilities offered by the sports centres catered for the needs of the public and whether the fees charged by the leisure centres were competitive enough to attract customers. Members were informed that Slough Community Leisure ran the leisure centres on behalf of the Council and that they set their own fees. It was agreed that the Commissioner for Community & Leisure be invited to attend

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the next meeting of the scrutiny committee to clarify the issues and explain what input the Council had, if any, with regard to the pricing policy at the leisure centres.

- **Adult participation in sport**

It was reported that Slough was performing at the bottom end of the lowest quartile nationally with regard to adult participation in sport. To address this specific issue the Slough Sport and Physical Activity Forum had developed an action plan (adopted by the Slough Active Team) to encourage wider participation across all age groups. Actions taken to date included: a successful bid for funding to increase gym membership, a targeted marketing campaign to increase frequency of use of sporting facilities and promotion of free swimming for children and those aged over sixty.

(Councillor Coad left the meeting)

The Strategic Director for Improvement and Development reported on the Council's financial position and stated that the net revenue budget for 2009/10 was £102.6m. However, it was reported that there was currently a projected overspend for this period of £860k. It was noted that this position needed to be addressed against the following emerging issues:-

- **Adult Social Care / Changes to mental Health Provision** – Members were advised that a number of changes were being proposed relating to mental health care provision for Slough residents; namely the transfer of mental health provision from Slough to Prospect park Hospital in Reading and the suspension of plans to provide for new mental health services at Upton Park Hospital in Slough. A Member expressed serious concern with regard to these proposals, stating that mental health care required a significant amount of support from family and friends, which in turn required a service that was easily accessible. Relocating the service more than thirty miles away could be extremely disruptive for both the patient and their carers.

Committee Members agreed that a letter from the Chair, on behalf of the Committee, objecting to these proposals in the strongest possible terms, to be sent to the Chief Executive, Leader of the Council, Chair of the Health Scrutiny Panel and the Director of Community and Wellbeing.

- **Resources** – Savings had been generated from the management of vacancies and a change in the provision of drivers in relation to the Mayor's car. A Member queried as to whether the reduction in the Mayor's budget applied only to the current financial year or whether this was a long term proposal. Concerns were also expressed about what the current arrangements for the Mayor's driver were. It was agreed that details relating to the current arrangements and whether these were temporary arrangements would be provided to Members, together with a breakdown of the savings generated by the proposals.

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Resolved – That the position be noted.

50. Shared Services Update

Members were provided with an update on the shared services joint initiative, which was known as the Local Government Shared Services (LGSS). It was noted that the Council had entered into such a service with Cambridgeshire County Council (CCC) and Northamptonshire County Council (NCC) with a view to provide services from April 2010. It was explained that shared services involved local authorities working together to deliver better quality and more efficient services, with the aim of reducing the cost of providing back room functions and to reinvest these savings into front line services.

In November 2008 Slough Borough Council formally entered into a partnership agreement with CCC and NCC to explore the possibilities of delivering support service functions jointly. A Joint Management Board between the three councils was created, with each Council appointing a senior responsible officer to ensure suitable governance and programme management arrangements were in place. It was clarified that the services identified within the scope of the initiative included: transactional finance, Human Resources professional and administration processes, Revenues and Benefits and the Customer Service Centre. Other services such as IT were still being considered as potential opportunities. Having taken independent legal advice and the exploration of several different forms of partnerships it was established that the best way to deliver the services was to form a joint venture company. Members were informed that next stage was for each of the three Councils to prepare their respective Cabinet reports for the December 2009 cycle and that these reports would be seeking a recommendation on how to proceed based on the information contained within the Local Government Shared Services outline Business Case.

Members noted that this was an exciting initiative with the potential of generating significant cost savings for the local authorities involved. It was noted that a risk register was maintained to see that the risks were managed in an appropriate manner and it was agreed that the register would be distributed to all Members of the Committee.

Resolved – That the update be noted.

51. Grants to External Bodies

Details of the Small Grants 2009/2010 Round 1 grants awarded were detailed for Members information. A Member queried as to the service provided by Slough Equalities Commission and it was agreed that the terms of reference for this organisation would be sent to him for information. Members requested that future reports include information relating to ring fenced grants from central government and consideration of grants prior to allocations being made.

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Resolved – That the update be noted.

52. Forward Agenda Plan

The Committee noted its agenda plan for future meetings.

53. Attendance Record

Noted.

54. Date of Next Meeting

Thursday, 14th January, 2010.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 10.25 pm)

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SLOUGH BOROUGH COUNCIL

REPORT TO: Overview & Scrutiny Committee

DATE: 14th Jan, 2010

CONTACT OFFICER: Roger Parkin, Strategic Director of Improvement &
(For all enquiries) Development (01753) 875207
Julie Evans, Strategic Director of Resources (01753
875300)

WARD(S): All

PART I
FOR COMMENT AND CONSIDERATION

PERFORMANCE AND FINANCIAL REPORTING FOR 2009/10

1 Purpose of Report

This report highlights the Council's overall performance from delivery of service to financial management. This limited report focuses on updates to the arrangements for the management of performance and progress of the Council's key projects. February's papers will include a comprehensive report on quarter three performance which is currently being calculated and analysed.

The report covers the revenue monitoring position to November, 2009.

2 Recommendation(s) / Proposed Action

The Committee is requested to resolve:

a) That the following aspects of the report be noted:

- i. Update on Appraisal Performance
- ii. Financial performance – revenue and capital

3 Key Priorities – Taking Pride in Slough and Making a Difference to Communities

The budget is the financial plan of the authority and as such underpins the delivery of the Council's key priorities through the financial year.

Performance and budget monitoring throughout the financial year reflects on whether those priorities are being met and, if not, the reasons why, so Members can make informed decisions to ensure the Council remains within its available resources.

Community Strategy Priorities

This report indirectly supports the community strategy priorities. The maintenance of excellent governance within the Council to ensure it is efficient, effective and economic in everything it does is achieved through the improvement of corporate governance and democracy and by ensuring good people and management practices are in place.

4 Other Implications

(a) Financial

These are contained within the body of the report.

(b) Risk Management

5 Supporting Information

5.1 Performance Management

Purpose

The purpose of this report is to:

- Advise members of the updated performance of Performance Indicator L27 (% of staff with appraisal in place).
- Update members on performance management arrangements and initiatives across the Council.

5.2 Balanced Scorecard performance Indicators: L27: % of staff with appraisal in place.

There have been 358 appraisals which have taken place across the Council for the rolling year up to 12 December, 2009. There were 1636 staff eligible for appraisal in this period with 358 appraisals being completed giving an appraisal rate of 21.9%. We are nearly three quarters through the financial year and performance is still not on track to reach target. Although the majority of appraisals are undertaken towards the end of the year, we would expect a higher rate of completion by this point in time. The Directorate breakdown is as follows:

Rolling Year to 31st December 2009	Improvement & Development	Green & Built	Resources	Community & Wellbeing	Education & Children's Services	Chief Executive	Council Wide
No of staff with current appraisal	118	75	38	148	52	6	437
No of staff eligible for appraisal	215	208	252	469	444	21	1609
Appraisal rate	54.9%	36.1%	15.1%	31.6%	11.7%	28.6%	27.2%

5.3 Actions to improve performance: CMT are ensuring all Directorates comply with requirements and that appraisals are closely monitored with a tracking mechanism showing completion rates per Assistant Director.

5.4 The process of appraisals has been reviewed to ensure it aligns with the service planning cycle. The timeframes for appraisals are to be altered to ensure all appraisals are completed by 31st July.

5.5 Following consultation with staff simplified appraisal forms have been created, these forms are shorter and have a greater focus on how an individual's efforts link to service plans and council objectives.

5.6 A review is currently examining the detailed cost and staff time required for early implementation of the Oracle Performance management module to support the appraisal process. A publicity and communications campaign to improve take up, will be considered once Oracle/ new forms are in place.

Service Plan Action Monitoring

5.7 Phase one of the revised service planning framework has been completed and the quality assured plans have been uploaded onto the new tracking system. All service plans are available on SBCinsite under the Directorates' and Departments' folders.

5.8 The Performance team have been visiting all DMTs to ensure they are aware of the service plan tracking system.

5.9 Once DMTs have been visited, the named action owners in the service plans and the LAA delivery plans will be sent a list of their actions together with instructions on how to report progress to date against them at the end of the next quarter. Once all the returns have been received, summary reports will be compiled for DMTs, SMTs and CMT.

5.10 A pilot of the tracking system has now commenced with one service plan from each directorate being tracked. Initial analysis of the response indicates that

amongst action owners there has been a low awareness of both the tracking system and the content of their service plans.

5.11 Actions to improve performance: CMT have undertaken the following actions with their SMTs

- Inform all staff that copies of all service plans can now be accessed on the SBC Insite
- Review the content of Service Plans with their staff.
- Ensure that the appropriate action owner has been selected for the task
- Ensure that the action owner is aware that they have been named on the service plan and tracking system and they will be contacted by the Performance team for regular updates on progress.

5.12 Proposed change to Performance monitoring in place for Overview and Scrutiny

5.13 Recently, the Chairs of the Overview and Scrutiny Committee and Scrutiny panels discussed an alternative approach to performance monitoring and agreed that whilst Overview and Scrutiny has an overarching role in monitoring performance, the sub-panels should also have a key role in receiving regular performance and scrutinising performance relating to their specific areas.

5.14 Currently the Overview and Scrutiny Committee receives comprehensive and regular performance reports which includes the LAA balanced scorecard and narrative on a range of projects and performance information relating to a whole range of indicators across the council and its partners. This means that the committee is effectively scrutinising all performance in a forum where answers on the range of performance indicators may not be available.

5.15 It is proposed that performance information is broken down according to the Directorates and that the sub-panels are given an opportunity to consider performance and pass their feedback to the O&S committee (It is recognised that O&S will still need to have an overarching view). In this way the sub-panels are more actively engaged in the performance information relating to their area and can open up a dialogue with the relevant director, who will be in a better position to comment on specific indicators and initiatives.

5.16 It is proposed that this approach is undertaken on a pilot basis to test out the workability and logistics within the existing performance reporting cycle.

Financial reporting

5.17 The Council's net revenue budget for 2009/10 is £102.6m.

5.18 There is currently a projected overspend for 2009/10 of £753k which is broadly in line with that reported headline position outlined last month. This figure includes -£230k of savings arising from the re-profiling of the capital

programme and the review of earmarked reserves but this has been off set by corresponding pressures arising from client placement budgets during the month. Members should also be aware of any possible variances that may arise during the coming months highlighted in paragraphs 5.27-5.30.

5.19 The position is summarised in Table 1, below, and detailed in Appendix B.

Table 1 - Projected as at 30th November 2009

Directorate	Current Budget	Projected Outturn	Variance Over/(Under) Spend	Change	Previously Reported
	B	C	D = C - B		CABINET (7th Dec 2009)
	£'M	£'M	£'M	£'M	£'M
Community and Wellbeing	33.468	33.756	0.288	(0.039)	0.327
Education and Childrens Services	25.219	25.431	0.212	0.052	0.160
Green and Built Environment	27.022	27.076	0.054	0.004	0.050
Central Directorates	23.089	23.168	0.079	0.106	(0.027)
Corporate	(0.083)	0.267	0.350	0.000	0.350
Total Cost of Services	108.716	109.699	0.983	0.123	0.860
% of revenue budget over/(under) spent by Services			0.90%	0.11%	0.79%
Treasury Management	3.544	3.394	(0.150)	(0.150)	0.000
Contingencies & earmarked reserves	(1.318)	(1.398)	(0.080)	(0.080)	0.000
Area Based grant *	(8.312)	(8.312)	0.000	0.000	0.000
Total	102.629	103.382	0.753	(0.107)	0.860
% of revenue budget over/(under) spent in total			0.73%	-0.10%	0.84%

Month on Month Movement in Variances

5.20 Community and Wellbeing have reported a reduction in their overspend position of £39k from that reported last month to give a projected overspend of £288k. The detail behind this variance is outlined in Appendix B with summary headlines being as follows:

- **Adult Social Care –**

1. **Residential & Nursing Care Packages:** 1 extra LD client and revisions to existing packages across all client

groups result in additional costs of £46k along with an additional pressure of £68k relating to debt in connection with the defective pipe work at Longcroft have been partially offset by a saving of £94k from the revision in the amount of provision for debts owing to S117 clients;

2. **Day Care:** Additional costs of 1 MH client coupled with the reimbursement of client funds results in a pressure of £41k;
 3. **Staffing Costs:** The need to recruit additional agency staff to cover severe sickness absence and to assist in the response to the increasing demands of the transformation programme gives a pressure of £81k;
 4. **Home Care:** A reduction of 300 hours during October has resulted in projected savings of £87k;
 5. **Internal Residential Homes:** £35k of savings have resulted from the early closure of Newbeech House.
- **Learning Skills & Cultural Engagement** – Additional savings of £10k have resulted from the receipt of additional Education grant and updated information in respect of staffing costs;
 - **Personalisation, Commissioning & Partnerships** – Delayed recruitment to the Supporting People Team and a new vacancy within the Joint Commissioning Team are expected to reduce staff costs by £14k;

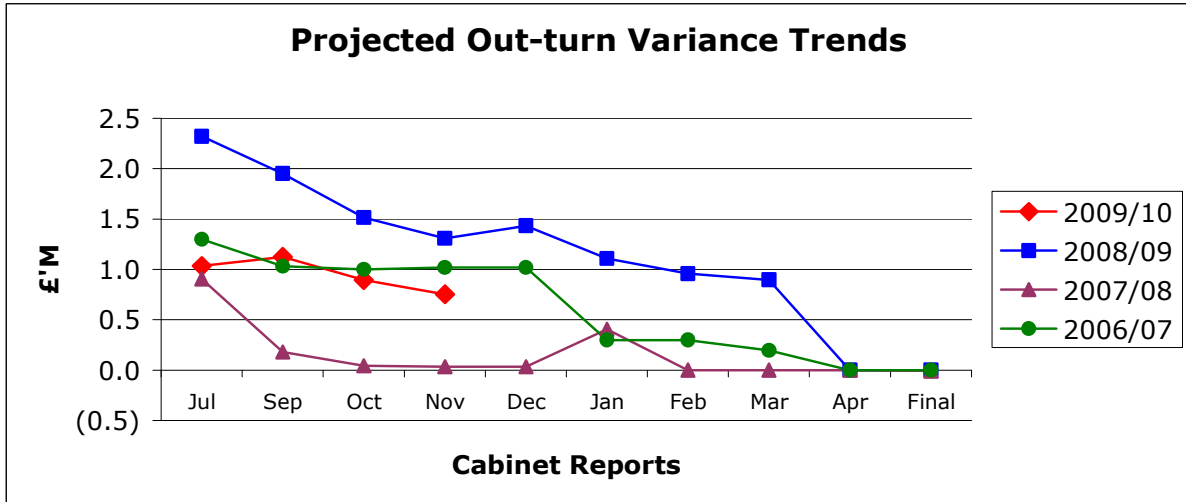
5.21 Education and Childrens Services are currently reporting an over spend of £212k which is an adverse movement of £52k from the position reported last month. However, it should be noted that this position takes into account the release of corporate funds and Migration funding to mitigate demographic pressures and alleviate social work case loads without which the position would be in the region of £0.6m overspent. **The main variances are:**

- **Children & Families** – Expenditure across Children Looked After settings has increased by £130k, primarily from the placement of 5 siblings into an IFA setting until the year end (overall placements are now up to 72). Increased activity across the out of hours service and S17 services for prevention of children becoming looked after have cost £37k (client numbers across S17 activity are 141);
- **Inclusion** - The reduction of 1 placement from 6 to 5 of clients within residential settings for CWD has been offset by increased respite cost for 1 client resulting in a net saving of £16k. Increases in the number of clients receiving direct payments from 23 to 40 has been offset by 2 clients no longer in receipt of home care payments due to their change in needs has resulted in a net cost of £12k;

- **Raising Achievement** - £40k from Extended Schools to fund parenting and pupil support facilities at Castleview School is now no longer required due to a recent decision by the school not to progress;
- **ABG** – The latest monitoring position includes savings of approximately £32k arising from efficiencies made from ABG funding.

- 5.22** Green and Built Environment has not materially changed from the position reported last month. The position being £54k overspent. The prime reason for the net movement of +£4k is the fall in fee income from the Planning Service inevitably driven by the current economic climate (£100k). However, this pressure has been partially offset by the reduction in projection of staff costs (£34k), a saving against a provision now not needed relating to a potential VAT liability on Home Improvement Agency fees (£34k), additional income from increased Home Office applications for Citizenship (£20k) and £8k from other budget heads.
- 5.23** The Central Directorates are currently reporting a year end pressure of £79k, which is a variance of £106k since last month. This pressure is due to a review of previous practice covering the accounting treatment of discretionary relief on rates. Broadly this cost requires being funded one year in arrears rather than the previous practice of two. This area has also been picked up in the forthcoming years budget build to ensure the appropriate budget is available in the future.
- 5.24** The Corporate pressure of £350k reported last month, being the non achievement of a previously agreed saving relating to the Customer Service Centre is still included in the overall reported position. This will be a cost as CMT agreed last month which requires funding from overall directorate variances.
- 5.25** Also included and financially quantified in this month's monitor are the two emerging opportunities reported last month. Firstly the impact of re-profiling the capital programme has resulted in less borrowing required in this financial year, this results in a saving of £150k. Secondly the earmarked reserves have been reviewed and overall it is prudent to report a saving of £80k. In total a - £230k variance is reported which has been used to offset the pressures reported across directorates.
- 5.26** Figure 1 overleaf illustrates the monthly projected outturn positions over the last 4 years. This shows, by comparison, the current projected position still being the second lowest outturn at this stage of the year.

Figure 1



Emerging Issues / Risks

5.27 Although the headline position is showing a net projected overspend of ££753k it is important to note there are emerging issues which may result in further pressures on this variance. These risks should not be underestimated and at this stage of the year should be seen as a significant factor in the council looking to achieve a year end break-even position.

5.28 Community and Wellbeing:

- **Savings Programme:** The savings programme remains largely on track although not all initiatives are now expected to be delivered in full. Any shortfall has now been removed from the forecast above. However, the actions that are estimated to be target need to be delivered in full for the reported variance to be realised.
- **Winter Pressures:** The department has no contingency to cope with any possible surge in new placements that may occur in the coming winter months. The departments' strategy of 1 in 1 out may not contain this change in demand.

5.29 Education and Children's Services:

- The volatility across client placements is still an area of concern and requires close scrutiny with preventative services being advocated where appropriate.

5.30 Green and Built Environment:

- As members will recall a significant 'down-time' at the EfW plant was experienced during August and September. Any further problems would impact on the budget this year by virtue of alternative disposal costs

(landfill). For example, a month of additional landfill activity would cost around £50K. This continues to be monitored closely by officers;

Current activity data in respect of planning applications has resulted in a worsening position for fee income. With no visible signs of imminent recovery, it is now thought more likely that this situation may prevail into 2010/11.

- The red bin recycling scheme has had an impact on landfill waste costs. This may result in savings which could help to partially offset any pressures in the service area;
- Higher levels of activity in the Housing Needs area as a result of the economic recession are evident, although any financial impact is still unclear at this stage;
- The costs to the council of the Swine Flu pandemic are being assessed and will result in a corporate pressure in the current year. Costs incurred are mainly for backfilling of seconded posts together with provision of supplies (hand gel, etc) and the cost of the immunisation programme in November/December 2009. Currently, some £40K expenditure has been committed across the council.

Efficiency Savings

- 5.31** As part of Comprehensive Spending Review 2007 (CSR07) announced in October 2007, the Government set a target for all of Local Government to achieve £4.9 billion in efficiency savings for the three year period to March 2011. This equates to 3% of the defined baseline expenditure.
- 5.32** At that time it was also reported that Government is to monitor the progress of individual Councils towards achieving the national efficiency targets. In order to facilitate this monitoring, Councils must submit information twice a year in respect of National Indicator 179 (NI179) which records 'the total net value of ongoing cash releasing value for money gains that have impacted (i.e. a forward and backward look) since the start of the 2008/2009 financial year.
- 5.33** This council has achieved more than the first year target but needs to continue to monitor against the achievement of the overall 3% target. Thus rather than have this exercise conducted at the year end it is prudent to incorporate this target as part of the routine monthly budget monitoring process so that CMT can be assured that the year end target is on course to be met. This exercise will begin from next month.
- 5.34** Monitoring carried out this month indicates an improvement in the achievement against the target set by the DCLG as can be seen in the table overleaf. The detail of savings items included can be seen in Appendix B. This position will continue to be monitored as we work through the second half of 2009/10

NI 179	As at 31st October 2009	
	Budget	Forecast
	£'000	£'000
Over Achievement of SR 04 gains	4,302	4,302
Efficiency savings carried forward from 2008/09	2,099	2,099
Efficiency Savings included in 2009/10 Budget Build	2,107	2,139
Withstanding Impact of Inflation	1,502	1,502
NI 179	10,010	10,042
Target	8,094	8,094
Indicative Over / (under) achievement	23.68%	24.07%

Capital

5.35 With the re-instatement of the Asset Management Group and the on-going work to reprofile the Capital programme in light of budget pressures in future years, it is prudent to include a monthly update on the Capital position as part of this report. This allows both the revenue and capital position to be monitored so the 'full picture' across the council's financial resources is reported to CMT. The current programme is attached as Appendix C,

Virements

5.36 In accordance with the Financial Procedural rules, virements require the approval of officers and Members.

5.37 There have been no virements requiring Member approval since the last report (dated 19th November 2009).

6 Conclusion

6.1 The position as at the end of November 2009 leaves an overall pressure for the Authority of £753k which needs to be contained in the remaining months to 31st March 2010.

6.2 The joint Performance Management report continues to be developed during 2009/10 in line with Member requirements.

7 Appendices Attached

- A** Schedule of Directorate Variances to Budget 09/10
- B** NI 179 – Savings items
- C** Current Capital Programme

8 Background Papers

- 1' Finance - Detailed working papers are held in Corporate Finance and the relevant departments.

Summary Variance Analysis

For the Period Ended: 30th November 2009

Community & Wellbeing

Service Area	Total Variance £'000	Explanation
Residential & Nursing Care	191	<p>New this month: A revision in the amount of provision for debts owing to S117 clients has yielded one off savings of £94k. This is offset by an additional pressure of £68k relating to the debt in connection with the defective pipe work at Longcroft which will not be received.</p> <p>Previously Reported: +£220k</p> <p>Overall the budget pressure is due to the increases in care packages last winter and a lower than expected attrition rate this year. This has added extra costs of £222k. Pressures resulting from the reprovision programme and the new unrealised debtor have added further costs of £201k. These have been offset by a robust in year savings programme which has so far realised savings of £138k by restricting growth and reducing existing packages across all client groups and service areas.</p>
Home Care	196	<p>New this month: a reduction of over 300 hours provided in the past month. This reflects the latest success in the department's savings plan.</p> <p>Previously Reported: +£232k</p> <p>Over 9,000 extra hours identified in the first 3 months of 2009/10, although pressures from hospital discharges remain a challenge; managers are striving to reduce and restrict care packages in order to bring this budget back under control.</p>
Direct Payments	122	<p>New this month: There have been a 6 new mental health clients resulting in a net pressure of £10k and is in response to the need to meet performance commitments.</p> <p>Previously Reported: £107k</p> <p>Additional growth to meet performance commitments has created a budget pressure and a number of packages have increased beyond their full year budget.</p>
Day Care & Community Services	-39	<p>New this month: 1 additional client with mental ill health during the past month plus other cost pressure of about £30k relating to client funds. This is offset by a variety of small savings elsewhere within the day care budgets totalling £14k.</p> <p>Previously Reported: -£53k</p> <p>Overspends at Wexham & Langley due to savings not achieved have been offset by savings on other day care budgets.</p>
Staffing Budgets	-182	<p>New this month: An increase in expenditure for 6 agency social workers to work across all client groups between now and the end of January 2010. This is a temporary increase to cover severe sickness absence and to assist the division to respond to the increasing demands of the transformation programme.</p> <p>Previously Reported: -£187k</p> <p>Vacancies (both current and past) on a number of teams have generated savings which have not been fully offset by expenditure on agency staff.</p>
Total Variance	288	

APPENDIX A (CONT.)

Education & Childrens Services

Service Area	Total Variance £'000	Explanation
Children & families	1,104	<p>Variance is 11% of budget.</p> <p>New This month: Expenditure across Children Looked After settings has increased by £130k, primarily from the placement of 5 siblings into an IFA setting until the year end. Increased activity across the out of hour's service and S17 services for prevention of children becoming looked after have cost £37k.</p> <p>Previously Reported: Increases in the level of Looked After Children across all settings result in pressures of £820k (which includes £120k one-off income from the sale of a bed within Mallards to WaM) and increases in activity across Family support services including Family Group Conferencing, Kinship Care and the prevention of children becoming looked after result in pressures of £189k. Late notification of increased costs for Joint Arrangements for the Legal Team and the Berkshire Advisory service will result in pressures of £118k. This is offset by one-off savings in respect of grant receipts for Asylum Seeking children of £60k. Adoption activity based on current client numbers awaiting placement results in an estimated saving of £90k.</p>
Youth	-25	<p>Variance is 1.5% of budget</p> <p>Previously reported: Staffing vacancy and reduced premises rental liability create savings of £25k.</p>
Inclusion	-217	<p>Variance is 5% of budget</p> <p>New this month: Increased levels of direct payments have been offset by client reduction in residential settings, net effect -£4k.</p> <p>Previously reported: Increased home care and school holiday support to Children with Disabilities costs £22k, offset by savings of £10k from Health Improvement team from reduced requirement to procure and distribute promotional and educational media and materials. Reduction in CWD client levels including successful removal of LAC status for 1 client has saved £201k. £27k saving through reduced demand from Voluntary sector placed on the Children's Fund and £19k saving through the delayed appointment to an Assistant Manager post for Children with SEN. £10k through management of discretionary spend. Re-assessment of financial support to be provided to organisations and service areas that access the Children's fund costs £27.</p>
Raising Achievement	-441	<p>Variance is 6% of budget</p> <p>New this month: Overall saving of £48k primarily due to the reduction in extended school support following decision of a school not to progress.</p> <p>Previously reported: Savings across the extended schools programme of £156k. Management of vacancies and reduced hours for staff saves £33k. Additional income generation within the Advisory Service saves £65k. The re-tender of the HTST provision will save £139k and the management of discretionary spend and utilisation of grants against core costs will save £40k. Partially offset by a pressure in respect of the Connexions contract of £60k.</p>
ABG	-32	<p>New this month: Savings to be made from additional ABG funding received mid-year.</p>
Strategy, Information and resources	-177	<p>Variance is 6.7% of Budget</p> <p>Previously Reported: Additional income of £62k from schools for EMS licences and use of grant to support Assessment Centre saves £40k. This is mainly in respect of the one off receipt of a rates refund and expected continuation of reduced Joint Arrangement charges in respect of PRC and Dismissal costs</p>

		together totalling £60k.
TOTAL	212	Total Variance

APPENDIX A (CONT.)

Green & Built Environment

Service Area	Total Variance £'000	Explanation
Waste Disposal	60	Previously Reported: Increased charges from a neighbouring authority for use of disposal facilities (£50K); plus prior year contractual indexation of costs not fully funded (£50K). Pressures partly offset by efficiencies in waste disposal emanating from diversion of landfill tonnage (£40K).
Planning Fee income	200	New This month: Latest statistics show a continuing downward trend in terms of activity, hence further potential shortfall against budget (now 33%). Previously Reported: Current indications are that small household applications are fairly constant but there is a lack of major applications which yield significant fee income. Budgeted income is over £600K, and, as a result of this economic climate, a shortfall representing 17% of budget is predicted.
Other demand-led income	41	Previously Reported: Potential shortfall in demand-led income across the directorate, other than Planning Fees above, due to economic recession. This assumes a 1% shortfall on £4M budget which includes car parking; licensing; building control; trade waste; and registrars.
Concessionary Fares	-125	Previously Reported: Estimated £100K saving from reassessed level of scheme take up/demand for service. Against a £2.4M budget, this represents a 4% saving. A further £25K saving from the provision made for outstanding 2008/09 reimbursement claims from bus operators which have not materialised.
New Road Street Works Act (NRSWA)	-50	Previously Reported: Anticipated additional fees through increased activity of statutory undertakers on highway. Against a budget of £75K, this represents an additional 66% of income.
Parks & Open Spaces	-55	Previously Reported: Reprofiting the expenditure of the £117K agreed growth from PPRG 2009/10, plus reduced in-year maintenance following capital expenditure can produce a one-off saving.
Staffing	-116	New This month: Further delays in recruitment to vacant posts has yielded a further saving of £34K, giving a net variance of just 1.3% against budget. Previously Reported: Slippage of £60K on implementing proposed savings in PPRG of £500K across all service areas is more than offset by delayed restructure/recruitment to new & vacant posts.
ABG	-8	New this month: <i>Savings to be made from additional ABG funding received mid-year.</i>
Other variances under £50K (net)	107	New This month: Increased demand for citizenship ceremonies pending changes in legislation. A likely surplus income of £20K is now predicted, being 28% of budget. It is now thought likely that a claim for repayment of VAT from HMRC for home improvement fees will not materialise, giving a £34K saving. Previously Reported: Wexham Nursery reduced income from client recharges & letting of buildings £55K; Chalvey Depot & Multi Storey Car Park late notification of Business Rates increases £21K; Flood Defence Levy increased £10K; People 1st contribution to community safety reduced by £28K through withdrawal from SLA; Bulky waste collection charges for

		pensioners ceased as per Members' wishes £10K; Roundabout sponsorship income unlikely to be achieved due to economic recession £12K; Coroners' Joint Arrangement contribution increased £25K.
Total	54	Total Variance

APPENDIX A (CONT.)

Central Directorates

Service Area	Total Variance £'000	Explanation
Chief Executive	£8k	Previously Reported: Additional salary costs for a temporary member of staff whose contract has been extended to the end of the financial year.
Resources	£282k	<p>New This month: Previous accounting practices have been reviewed with regard to the funding of NNDR discretionary relief. Any cost to the Council needs to be accounted for one year in arrears rather than the previous policy of two years. Hence this change results in a budget pressure of £121k. The transfer of Revenues & Payments from Resources to Improvement & Development has shifted previously reported savings of £25k out of this service area.</p> <p>Additional costs of salary & agency staff account for £6k pressure. Additional pressure of £25k from the under provision for dilapidations works at Wellington House.</p> <p>Previously Reported: Savings from staff vacancies over and above the additional costs of agency staff/consultants in lieu of staff -£53k.</p> <p>Income not achievable from Commercial Properties including advertising from hoardings +£277k and drop in income from Land Charge searches +£40k.</p> <p>Maintenance on Corporate Properties held to manage the overall budget -£166k.</p>
Improvements & Developments	-£211k	<p>New This month: As reported above the transfer of Revenue & Payments from Resources to Improvement & Development has shifted previously reported savings of £25k into this service area. Further savings from salary costs in Revenue & Payments of £35k and Shared Services of £13k.</p> <p>Previously Reported: Savings from staff vacancies over and above the additional costs of agency staff/consultants in lieu of staff -£166k.</p> <p>Council commitment to continue support of Voluntary Sector organisations has resulted in a pressure of £25k.</p>
	79k	Total Variance

NI179 VfM Gains - Analysis by Directorate

Appendix B

Directorate & Service Area		Title	Saving Agreed A £'000	Saving Expected to be Achieved B £'000	Actual Savings Achieved to date C £'000	Variance to date C-B £'000	Estimated Total Variance B-A £'000	Comments
CWB	Existing Business Plan items from 08/09 budget build	Social Care IT Project savings	-99	0	0	0	99	Savings cancelled, not expected to be delivered
CWB	Adult Social Care	Remodel transport to Langley day services	-40	-20	-12	8	20	On target to deliver revised savings amount
CWB	Community & Cultural Engagement	Minor housekeeping savings in CWB equipment and training budgets	-8	-8	-5	3	0	On target to deliver full savings
CWB		Restructure CWB - Merging Heads of Service to release efficiencies	-50	-50	-29	21	0	On target to deliver full savings
Total - CWB			-197	-78	-46	33	119	
ECS	Existing Business Plan items from 08/09 budget build	2% Efficiency Savings to be made across 'Inclusion'.	-61	-80	-47	33	-19	Target saving estimated to exceed budgeted level due to late recruitment of a manager within Services for LDD.
ECS	Children & Families	Reduce various non-staffing ECS budget lines to reflect efficiency requirements	-177	-252	-147	105	-75	The saving is projected to exceed target, largely due to reduced client activity in receipt of adoption allowances.
ECS	Inclusion	Reconfigure Health Improvement service delivery	-15	-15	-9	6	0	On target to deliver full savings
ECS	Raising Achievement	Renegotiate contract for Home to School Transport Service	-70	-217	-127	90	-147	Contract retendering projected to exceed the amount anticipated by £147k.
ECS	Strategy, Information & Resources	Multi Agency Locality Team re-configuration	-50	-50	-29	21	0	On target to deliver full savings
Total - ECS			-373	-614	-358	256	-241	

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NI179 VfM Gains - Analysis by Directorate

Appendix B

Directorate & Service Area		Title	Saving Agreed	Saving Expected to be Achieved	Actual Savings Achieved to date	Variance to date	Estimated Total Variance	Comments
			A £'000	B £'000	C £'000	C-B £'000	B-A £'000	
GBE	Existing Business Plan items from 08/09 budget build	Implement existing budget saving - Major Review of GBE Contracts	-50	-50	-29	21	0	On target to deliver full savings
GBE	Existing Business Plan items from 08/09 budget build	Public Protection Efficiencies	-50	-50	-29	21	0	On target to deliver full savings
GBE	Transport & Planning	Planning - restructure	-70	-70	-70	0	0	On target to deliver full savings
GBE	Transport & Planning	Building Control - delete post	-30	-30	-18	13	0	On target to deliver full savings
GBE		Delete 1 of 3 Highways inspectors	-25	-25	-15	10	0	On target to deliver full savings
Total - GBE			-225	-225	-160	65	0	
All	ECS	Centralise Marketing budgets to drive out efficiencies	-3	-7	-7	0	-4	On target to deliver full savings
All	CWB	Centralise Marketing budgets to drive out efficiencies	-7			0	7	
All	GBE	Centralise Marketing budgets to drive out efficiencies	-37			0	37	
All	Centrals	Centralise Marketing budgets to drive out efficiencies	-12	-12	-12	0	0	
All	ECS	Miscellaneous Housekeeping	-17	-17	-17	0	0	On target to deliver full savings
All	CWB	Miscellaneous Housekeeping	-10			0	10	
All	GBE	Miscellaneous Housekeeping	-116			0	116	
All	Centrals	Miscellaneous Housekeeping	-228	-212	-212	0	15	
Total - All			-431	-248	-248	0	183	
CEX	Chief Executive	Reductions in Memberships & Subscriptions	-32	0	0	0	32	
CEX	Communications	Review Comms Team Structure	-73	-62	-62	0	11	
CEX	Communications	Reduce Office Manager Post to P/T 0.5	-15	-15	-15	0	0	On target to deliver full savings
CEX	Communications	Reduce Chief Exec Projects Code	-7	-7	-7	0	0	On target to deliver full savings
Total - CEX			-127	-84	-84	0	43	
I&D	Commissioning, Procurement & Shared Services	Part use of savings from Market Place Licence	-33	-33	-33	0	0	On target to deliver full savings
I&D	Economic Development & Inclusion	Gen Econ Initiative	-2	-2	-2	0	0	On target to deliver full savings
I&D	Transformational Change, Policy & Performance	Reduce Attendance at Conferences	-5	-5	-5	0	0	On target to deliver full savings
I&D	Transformational Change, Policy & Performance	Efficiency savings across Training Budget (incl catering)	-96	-96	-96	0	0	On target to deliver full savings
I&D	Transformational Change, Policy & Performance	Reduce Spend on Best Value	-30	-30	-30	0	0	On target to deliver full savings

NI179 VfM Gains - Analysis by Directorate

Appendix B

Directorate & Service Area		Title	Saving Agreed A £'000	Saving Expected to be Achieved B £'000	Actual Savings Achieved to date C £'000	Variance to date C-B £'000	Estimated Total Variance B-A £'000	Comments
I&D	Transformational Change, Policy & Performance	Reduce Strategy Development Funding	-30	-30	-30	0	0	On target to deliver full savings
Total - I&D			-196	-196	-196	0	0	
Res		Require all staff to undertake own wordprocessing	-100	-80	-80	0	20	
Res	Borough Secretary & Monitoring	Reduce 2 posts in Land Charge Team reflecting current market conditions.	-53	-53	-53	0	0	On target to deliver full savings
Res	Borough Secretary & Monitoring	Reduction in Democratic Services Staffing	-20	-20	-20	0	0	On target to deliver full savings
Res	Borough Secretary & Monitoring	Reduce Civic Functions	-5	-5	-5	0	0	On target to deliver full savings
Res	IT	Review of IS/IT Services	-255	-255	-255	0	0	On target to deliver full savings
Res	Strategic Management	Reduction in External Audit Charges	-25	-10	-10	0	15	
Res	Existing Business Plan items from 08/09 budget build	Generate increased procurement savings	-100	-100	-100	0	0	On target to deliver full savings
Total - Res			-558	-523	-523	0	35	
Total			-2,107	-1,969	-1,615	353	139	

NI179 VfM Gains - Analysis by Directorate

Appendix B

Directorate & Service Area		Title	Saving Agreed A £'000	Saving Expected to be Achieved B £'000	Actual Savings Achieved to date C £'000	Variance to date C-B £'000	Estimated Total Variance B-A £'000	Comments
CWB	Adult Social Care	Require external agencies to pay for own training on mental health issues	-10	-10	-6	4	0	On target to deliver full savings
CWB	Adult Social Care	Ensure staff rigidly apply substantial and critical needs policies currently in place	-60	-60	-35	25	0	On target to deliver full savings
ECS	Children & Families	Reduce placement budgets	-140	16	9	-7	156	Increased client activity means that this efficiency will not be achieved.
ECS	Inclusion	Withdrawal of 'Looked After Child' (LAC) status, changes authority required to pick up costs	-50	-267	-156	111	-217	This saving will be achieved in addition to a further £217k due to disabled residential placements exceeding the budgeted number by 4 to a total of 9.
ECS	Raising Achievement	Reconfiguration of Governor Training Service	-15	-15	-9	6	0	On target to deliver full savings
GBE	Transport & Planning	Highways Planned Maintenance - capitalise	-250	-250	-250	0	0	On target to deliver full savings
I&D	Economic Development & Inclusion	Charge Management Time to Grants & reduce Aurat Support	-57	-57	-33	24	0	On target to deliver full savings

GENERAL FUND CAPITAL PROGRAMME 2009 / 2010			APPENDIX D									
COST CENTRE	EXPENDITURE	Funding	December 2009									
			Budget 2009/2010	Estimate 2010/2011	Estimate 2011/2012	Estimate 2012/2013	Estimate 2013/2014	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2016/17	Estimate Total
CODE		Source	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Community and Wellbeing												
P277	Community Care / Day Care Project	M	1	49	20	0	0	0	0	0	0	70
P309	Playground upgrade / Improvements	M	0	28	0	0	0	0	0	0	0	28
P314	Replace / Upgrade Library computer system (Includes P651)	M	0	20	10	0	0	0	0	0	0	30
P331	Social Care IT System (Replacement System for CRIS)	G	113	0	0	0	0	0	0	0	0	113
P380	Boiler/Electrical Replacement - Community Facilities	M	3	0	0	0	0	0	0	0	0	3
P636	Longcroft Care Home - Install LST. Radiators	M	1	0	0	0	0	0	0	0	0	1
P645	Voluntary Sector Accommodation	M	0	0	0	0	0	0	0	0	0	0
P722	Home Care e-timesheet System	M	60	0	0	0	0	0	0	0	0	60
P723	Home Care e-rostering System	M	60	0	0	0	0	0	0	0	0	60
P727	West Wing Arts Centre - Car Park Resurface	M	6	0	0	0	0	0	0	0	0	6
P730	Leisure Services Programme	M	108	8	0	0	0	0	0	0	0	116
P785	Care Home Re-provision Associated Roadworks	M	0	0	0	0	0	0	0	0	0	0
P793	Cippenham Library Extension	G	118	0	0	0	0	0	0	0	0	118
P852	Haymill Community Centre Re-Provision	M	0	0	0	50	50	3,500	500	0	0	4,100
P854	BIG Lottery Play	G/M	247	0	0	0	0	0	0	0	0	247
P857	Social Care Project DOH	G	60	0	0	0	0	0	0	0	0	60
P860	DCSF Play	G	405	405	0	0	0	0	0	0	0	810
P863	Free Swimming Initiative - Langley Leisure Centre	G	0	0	0	0	0	0	0	0	0	0
P869	New Community Centre at TVCC site	M	50	100	5,110	1,290	0	0	0	0	0	6,550
P872	Day Service Re-Provision	M	0	450	0	0	0	0	0	0	0	450
	Invest to Save Library Strategy	M	0	230	0	0	0	0	0	0	0	230
Community and Wellbeing			1,232	1,290	5,140	1,340	50	3,500	500	0	0	13,052
Education and Children's Services												
P068	The Crown Relocation (Young Peoples Centre)	M	5	0	0	0	0	0	0	0	0	5
P093	Voluntary Aided Schools LEA Liability	M	63	0	0	0	0	0	0	0	0	63
P376	Education Capital - Improvements to Schools Portfolio	M	109	0	0	0	0	0	0	0	0	109
P623	Littledown School - Toilets	G	3	0	0	0	0	0	0	0	0	3
P624	Lynch Hill School - External Surfaces (F)	G	391	0	0	0	0	0	0	0	0	391
P628	Our Lady of Peace Infant - Autistic Resource Unit	G	78	0	0	0	0	0	0	0	0	78
P648	Amalgamation/School Reorganisation - Lea School	G	1,906	52	0	0	0	0	0	0	0	1,958
P653	PFI. Safe Routes to School	M	12	0	0	0	0	0	0	0	0	12
P663	Baylis Court - Building Services (heating) Phase 1 (F)	G	15	0	0	0	0	0	0	0	0	15
P664	Baylis Court - Building a School for the Future Phase 1 (F)	G	575	3,441	0	0	0	0	0	0	0	4,016
P673	DDA/SENDA Access works	G	231	0	0	0	0	0	0	0	0	231
P680	Herschel Grammar - Window Replacement (F)	G	40	0	0	0	0	0	0	0	0	40
P684	Marish Junior - Replacement windows	G	2	0	0	0	0	0	0	0	0	2
P690	Schools Kitchen upgrades Programme	G	54	0	0	0	0	0	0	0	0	54
P692	Site Controller Accommodation - refurbishment programme	G	3	0	0	0	0	0	0	0	0	3
P699	Westgate School - Replace gym windows and structure (F)	G	27	0	0	0	0	0	0	0	0	27
P714	Marish Children's Centre	G	3	0	0	0	0	0	0	0	0	3
P719	Slough & Eton CE School (TCF)	G	19	0	0	0	0	0	0	0	0	19
P720	Wexham School for the Future (TCF)	G	1,335	0	0	0	0	0	0	0	0	1,335
P729	Khalsa Sikh Primary School (Funding Gap)	M	183	0	0	0	0	0	0	0	0	183
P748	Cippenham Nursery & Graduated Childrens Centre	G	1	0	0	0	0	0	0	0	0	1
P749	Colnbrook Graduated Childrens Centre	G	354	0	0	0	0	0	0	0	0	354
P751	St Mary's Graduated Childrens Centre (Upton)	G	25	0	0	0	0	0	0	0	0	25
P760	Wexham Court Primary - Correct drains and upgrade external areas	G	3	0	0	0	0	0	0	0	0	3
P765	Beechwood/Arbour Vale - Fibre optic installation diversion	G	20	0	0	0	0	0	0	0	0	20
P768	Godolphin Infant - Roof replacement	G	31	0	0	0	0	0	0	0	0	31
P769	Godolphin Infant - Window replacement phase 2	G	84	0	0	0	0	0	0	0	0	84
P771	Slough Grammar - Window replacement phase 1 (F)	G	50	0	0	0	0	0	0	0	0	50
P773	Slough Grammar - Mechanical Services Upgrade (F)	G	190	0	0	0	0	0	0	0	0	190
P783	Schools Devolved Capital	G	4,159	0	0	0	0	0	0	0	0	4,159
P046	LSC @ Wexham	G	161	0	0	0	0	0	0	0	0	161
P786	Godolphin Junior Phase 1 (M&E)	G	42	0	0	0	0	0	0	0	0	42
P850	James Elliman - Roof Repairs	M	35	0	0	0	0	0	0	0	0	35
P855	Westgate Expansion (TCF)	G/M	530	3,700	300	0	0	0	0	0	0	4,530
P856	Replace Springboard (TCF)	G	500	0	0	0	0	0	0	0	0	500
P859	Upton Lea Community Centre/ Children's Centre Refurbishment	G	88	0	0	0	0	0	0	0	0	88
P868	Slough Islamic School	g	500	0	0	0	0	0	0	0	0	500

COST CENTRE	EXPENDITURE	Funding	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
			2009/2010	2010/2011	2011/2012	2012/2013	2013/14	2014/15	2015/16	2016/17	2016/17	Total
CODE		Source										
P882	Priory School Childrens Centre	G/M	630	0	0	0	0	0	0	0	0	630
P884	Schools Bulge Classes (see note)	G/M	830	0	0	0	0	0	0	0	0	830
P885	Parlaunt Park Primary Refurbishmnet (PCP1)	G	292	2,708	0	0	0	0	0	0	0	3,000
P886	Wexham Court Primary Expansion (PCP2)	G	443	3,557	0	0	0	0	0	0	0	4,000
P887	Primary Expansion - Lea Primary School	M	500	2,400	100	0	0	0	0	0	0	3,000
	Education and Children's Services		14,522	15,858	400	0	0	0	0	0	0	30,780
	Includes 380,000 for Bulge classes approved Nov 09 from Council wide Reserve (£380,000)											
	Green and Built Environment											
P003	Housing Imp. Grants: Minor Works (Incl Home Repair Assistance)	G / M	175	175	174	0	0	0	0	0	0	524
P004	Housing Imp. Grants: Landlord (Private Rented)	G / M	280	503	502	200	0	0	0	0	0	1,485
P005	Housing Imp. Grants: Renovation (Owner Occupied)	G / M	160	162	162	0	0	0	0	0	0	484
P006/4020	Housing Imp. Grants: Disabled Facilities (Mandatory)	G / M	882	236	236	236	0	0	0	0	0	1,590
P006/4022	Housing Imp. Grants: Disabled Facilities (Discretionary)	M	105	50	50	50	0	0	0	0	0	255
P119	Air Quality Management (2005/2006)	M	14	0	0	0	0	0	0	0	0	14
P231	Art at the Centre - Revitalising High St	G/M	950	0	0	0	0	0	0	0	0	950
P302	Chalvey Waste Transfer Station	M	1	0	0	0	0	0	0	0	0	1
P322	Parking Strategy	M	70	0	0	0	0	0	0	0	0	70
P323/P661	Road Safety Programme	M	1	0	0	0	0	0	0	0	0	1
P383	Herschel Park Project (Heritage Lottery Parks)	G/M	243	0	0	0	0	0	0	0	0	243
P388	20 mph Speed Zones	M	8	0	0	0	0	0	0	0	0	8
P600	Highways/Land Drainage- Rehabilitation/Upgrading	M	91	0	0	0	0	0	0	0	0	91
P601	Urban Traffic Control System Development	M	197	0	0	0	0	0	0	0	0	197
P643	Gas Analysers - Slough Crematorium	M	40	0	0	0	0	0	0	0	0	40
P655/P323	Greener Travel	M	650	500	250	200	0	0	0	0	0	1,600
P656	Highway Asset Management System	M	15	0	0	0	0	0	0	0	0	15
P659	Subway Closure Programme	M	120	0	0	0	0	0	0	0	0	120
P661	Local Safety Scheme Programme	M	250	100	100	100	97	0	0	0	0	647
P662	Street Lighting Improvements Programme Phase 1	M	495	0	0	0	0	0	0	0	0	495
	Street Lighting Improvements Programme Phase2	M	0	400	400	400	150	0	0	0	0	1,350
P721	Lascelles Pavilion Refurbishment	G	97	0	0	0	0	0	0	0	0	97
P728	Highway Reconfiguration & Resurface (2008/09 - 2011/12)	M	672	450	450	450	250	0	0	0	0	2,272
P738	Air Quality Award Grant (2006/2007)	G	19	0	0	0	0	0	0	0	0	19
P782	Air Quality Grant 2007/08 & 2008/09	G	37	11	0	0	0	0	0	0	0	48
P795	Waste & Recycling Containers	M	360	205	20	0	0	0	0	0	0	585
P779	Britwell & Northborough Regeneration (P779)	M	218	1,000	1,000	0	0	0	0	0	0	2,218
P802	Crematorium - Replacement of Old Cremators	M	14	0	0	0	0	0	0	0	0	14
P813	Centre Nurseries Boiler Replacement	G/M	24	0	0	0	0	0	0	0	0	24
P861	Births, Deaths & Marriages Air Conditioning	M	36	0	0	0	0	0	0	0	0	36
P871	Neighbourhood Enhancements	M	500	400	300	300	0	0	0	0	0	1,500
P873	Crematorium EPA	M	100	700	600	0	0	0	0	0	0	1,400
P874	Casualty Reduction and Road Safety Programme	M	50	150	150	150	150	0	0	0	0	650
P875	CCTV Relocation	M	50	1,150	0	0	0	0	0	0	0	1,200
P877	Greener Slough	M	60	0	0	0	0	0	0	0	0	60
P878	Highways Road and Pavement Resurfacing	M	250	0	0	0	0	0	0	0	0	250
P879	ITS - Real Time Passenger Information GROSS	G/M	1,500	1,000	0	0	0	0	0	0	0	2,500
P880	Parks & Open Spaces	M	150	450	400	100	100	0	0	0	0	1,200
P881	Colnbrook By-Pass	G	358	0	0	0	0	0	0	0	0	358
P883	Upton Court Park	G	12	0	0	0	0	0	0	0	0	12
	Highway and Land Drainage Improvements	M	0	110	110	110	0	0	0	0	0	330
	Slough Station Forecourt/Brunel Way Enhancement (Net)?	G / M	0	250	350	0	0	0	0	0	0	600
	SubTotal		9,254	8,002	5,254	2,296	747	0	0	0	0	25,553
	SECTION 106 SCHEMES											
P745	Route 77 Bus Service Improvements	G	3	0	0	0	0	0	0	0	0	3
P862	Quality Inn - Brands Hill	G	4	0	0	0	0	0	0	0	0	4
	SubTotal		7	0	0	0	0	0	0	0	0	7
	Green and Built Environment		9,261	8,002	5,254	2,296	747	0	0	0	0	25,560
	Green & Built Environment: Affordable Housing											
P510	New Housing Provision Unallocated (pending funding)	G / M	1,193	0	980	0	0	0	0	0	0	2,173
P540	Thames Valley - Slough Garages Phase 2	G / M	20	0	0	0	0	0	0	0	0	20

COST CENTRE	EXPENDITURE	Funding	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
			2009/2010	2010/2011	2011/2012	2012/2013	2013/14	2014/15	2015/16	2016/17	2016/17	Total
CODE		Source										
P789	Paradigm 1-7 High Street Slough	G / M	331	0	0	0	0	0	0	0	0	331
P797	A2 Housing - Slough Garages Ph 3 (Swabey Rd)	G / M	65	65	0	0	0	0	0	0	0	130
P798	Sovereign HA - Misc. family homes purchases	G / M	433	0	0	0	0	0	0	0	0	433
P799	A2 Housing - Slough Garages Phase 3 (Other)	G / M	0	0	0	0	0	0	0	0	0	0
	Paradigm Slough Garages Phase 4	M	330	330	0	0	0	0	0	0	0	660
	Sovereign HA - Slough Gargaes Phase 5	M	90	90	0	0	0	0	0	0	0	180
	Arbour Vale STFC - Paradigm HA	M	0	250	250	0	0	0	0	0	0	500
	Britwell/Haymill Regeneration	M	0	500	500	0	0	0	0	0	0	1,000
	TVHA - Slough Garages Phase 6	M	0	0	210	210	0	0	0	0	0	420
	Green & Built Environment: Affordable Housing		2,462	1,235	1,940	210	0	0	0	0	0	5,847
	Resources / Improvement & Development / Chief Executive											
P157	Heart of Slough Project	M	5,665	13,100	8,339	0	0	0	0	0	0	27,104
P295	Server replacement and clustering	M	13	0	0	0	0	0	0	0	0	13
P296	Computer Hardware & operating Systems	M	500	1,000	0	0	0	0	0	0	0	1,500
P299	Business Objects / Discoverer	M	20	0	0	0	0	0	0	0	0	20
P300	E-Purchasing	M	168	0	0	0	0	0	0	0	0	168
P365	Customer Service Centre	M	249	0	0	0	0	0	0	0	0	249
P775	St Martins Place Fit Out Works	M	6	0	0	0	0	0	0	0	0	6
P784	Accommodation Strategy	M	1,000	1,275	0	0	0	0	0	0	0	2,275
P809	Town Hall Computer Room	M	50	0	0	0	0	0	0	0	0	50
P824	Access Control System (T.Hall/W.House/Landmark)	M	119	0	0	0	0	0	0	0	0	119
P827	DDA Improvement Works	M	308	500	500	500	500	0	0	0	0	2,308
P864	St Martins Place - Acquisition Leasehold Interest	M	221	0	0	0	0	0	0	0	0	221
P870	Shared Services	M	100	100	1,200	0	0	0	0	0	0	1,400
P809	Town Hall Computer Room	M	350	0	0	0	0	0	0	0	0	350
	Council Wide Reserve*	M	230	250	250	250	250	0	0	0	0	1,230
	Resources		8,999	16,225	10,289	750	750	0	0	0	0	37,013
	TOTAL GENERAL FUND CAPITAL		36,476	42,610	23,023	4,596	1,547	3,500	500	0	0	112,252
	* excludes bulge classes added to Education £380k											

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SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny **DATE:** 14 January, 2010

CONTACT OFFICER: Rafiq Chohan, Assistant Director, Economic Development,
Equality and Inclusion (01753 875849), Surinder Jassal, Grants
Programme Manager
(For all Enquiries) (01753 875597)

WARD(S): All

PART I
FOR COMMENT AND CONSIDERATION

THE COUNCIL'S GRANT FUNDING – UPDATE ON THE REVIEW AND INFORMATION ON CURRENT PROCESSES.

1. **Purpose of Report**

To provide Members with an update on the review of grant funding and support to the voluntary and community sector, and to provide information on the current grant making process.

2. **Recommendation**

The Committee is requested to note the progress of the review, and the current grant making process.

3. **Community Strategy Priorities**

- Celebrating diversity, enabling inclusion
- Being safe, feeling safe
- Prosperity for all

4. **Other Implications**

(a) **Financial**

There are no additional financial implications emanating from this report.

(b) **Human Rights Act and Other Legal Implications**

There are no Human Rights Act or other legal implications.

5. **Supporting Information**

- 5.1 The Council is currently carrying out a strategic review of all its funding, commissioning and support arrangements with the local voluntary and community sector with the aim of developing a new, equitable and effective funding regime which delivers a thriving third sector able to work alongside the Council on its priorities. The review is scheduled to be completed by mid 2010 with new

arrangements to be introduced during 2010, and to be implemented by April 2011. This report provides information on progress made to date, with specific reference to the findings of an initial consultation with the voluntary and community sector that will inform the future Funding Strategy.

- 5.2 An internal steering group, chaired by the Director of Improvement and Development is leading the review and meets on a monthly basis to monitor progress. Research has been carried out on different models used in other local authorities to identify best practice and innovative ways of working. An extensive council –wide mapping exercise is underway to provide information on all grants and contracts provided by the council, and related support and monitoring arrangements.
- 5.3 An initial consultation has been carried out with the voluntary and community sector to gain their views on current systems and provision, as well as to identify training and support needs and sustainability and development themes for the future.
- 5.4 The consultation was sent out to 350 organisations based or working in Slough. A range of funded and non-funded organisations responded to the consultation, from some very small community groups with no paid staff through to large well established organisations. The findings from the consultation have been analysed and will inform the future Funding Strategy as shown in the table in the table below:-

Key Findings from the consultation with the voluntary and community sector.

Key Issue identified by the VCS	How we aim to respond to this issue within the new Funding Framework
Not enough accessibility and transparency of grant and commissioning opportunities available to the VCS	Consider the development of Directorate Commissioning Briefs, ensuring all processes and timescales are open, appropriate and easily accessibly for all VCS and other providers. Central co-ordination and monitoring of Directorate commissioning and grant funding processes and systems.
Information is not always clear, with different approaches in different departments,	Develop agreed templates and processes for application, assessment and monitoring to used throughout the Council.
No single route of information	Development of a dedicated web-site for all grants and commissioning opportunities and on-going arrangements.
Not enough support given in completing applications, paperwork too lengthy and complicated for smaller organisations/organisations where English is not the first language.	Better signposting to VCS capacity building and support organisations through the web-site. Improved written guidance on how to complete applications. Paperwork requirement to be appropriate to level of grant funding. Work with SCVS to develop strategy to support organisations with language difficulties to access funding opportunities.

<p>Inadequate Level and Duration of Funding</p>	<p>Clarify all funding opportunities</p> <p>Where possible support funding opportunities longer than one year</p> <p>Improve signposting of VCS to other relevant funding sources</p> <p>Raise awareness of the Council's finite resources and efficiency savings across all services.</p>
<p>Small Grants (currently grants under £2,000 targeted at small and newly formed organisations)</p> <p>Over 50% of respondents stated that the ceiling for Small Grants funding should be between £2,000 to £3,000</p> <p>One year funding is inadequate for small organisations to develop, and funding should be increased in subsequent years</p> <p>30% of respondents wanted the small grants fund to be allocated an increased share of the total budget</p>	<p>Develop new criteria for Small Grants Funding to be informed by findings.</p> <p>Consider a three step, three year funding programme for Small groups with funding increasing incrementally (subject to satisfactory monitoring and project development) to support development and sustainability.</p> <p>Monitoring and paperwork requirement to be proportionate to level of grant funding.</p> <p>Consider increasing the budget allocation to smaller and newly developed organisations, taking into consideration that this will have an adverse affect on funding for larger established organisations.</p>
<p>Support needs – there was a long list of support needs included training, capacity building, development support, recruitment of volunteers, exploring different funding sources</p>	<p>Improved signposting to relevant training, funding sources and support services, locally, regionally and nationally through web-site and work of SCVS</p>
<p>Sustainability ideas included partnership bids for contracts, explore social enterprise options, joint working, mergers, share resources, improve internal systems</p>	<p>Raise awareness of statutory requirements for commissioning and procurement</p> <p>Support work of SCVS to develop partnership bids for contracts</p> <p>Work with SCVS's procurement project to make Council procurement processes accessible and transparent.</p>

6 Current Processes

We currently manage two grants programmes, the Small Grants Fund and the Longer Term Funding Agreement (three year arrangements). The process for allocating Small Grants funding is attached at appendix A. The Small Grants (grants under £2,000) are monitored through completion of self assessment forms.

For Longer Term Funding Agreements:

- Proposals and corresponding budgets are submitted for a three year period; and targets with outputs and outcomes are agreed annually at the time of renewal of

funding (February cabinet). The priorities and criteria for Longer Term Funding is attached at Appendix B

- The Longer Term Funded Groups are monitored on a six monthly basis against the agreed outputs and outcomes. Groups complete a monitoring form and receive an annual visit. Organisations are visited more often if there are issues of concern. All Longer Term Funded groups must provide a signed copy of audited accounts which are looked at as part of the monitoring and assessment processes. The second half payment of the grant is released on receipt of a signed copy of the organisation's audited accounts.
- There is also more informal monitoring, with officers attending AGMs, launches, and other events. Monitoring has also been carried out through questionnaires to service directorates that work more closely with individual groups to get professional feedback on the quality of the work being carried out.
- A summary report is provided to Cabinet annually on each organisation's performance in the previous year, with targets for the following year with recommendations for future funding.

7. Conclusion

A draft Funding Strategy is being produced and will take into account findings from the consultation with the voluntary sector as well as findings from research carried out internally and at other local authorities. The Strategy will be widely consulted on both internally and with the voluntary and community sector, and reported to Cabinet Committee in 2010 for implementation from April 2011.

8. Appendices Attached

A - Small Grants Fund process

B - Longer Term Funded organisations priorities and criteria.

Small Grants Fund

As soon as budget is agreed the Small Grants Fund is promoted through SCVS and other relevant voluntary sector organisation in Slough, as well as through Berkshire Community Foundation. The Fund is promoted at the annual Berkshire Funding Fair, and at other local events throughout the year. Currently there are 4 deadlines for submission of applications. Guidelines and application forms can be downloaded from SBC website and from SCVS, and can be requested electronically or hard copy.

Small Grants Fund Process

Small Grants Enquiry via Telephone or E-mail - information and criteria is explained.

- Maximum funding available is £2000.
- Individuals CANNOT apply for funding.
- Organisations must be voluntary or community sector.
- Organisations must have a constitution in place or be in the process of formulating one and have a management committee, with a chairperson, treasurer and secretary.
- Organisations with an Annual turnover of less than £20,000 only are eligible.
- The funding is for 1 year only, and organisations can be funded once only in any one year.
- Funding MUST be in the interests of Slough and bring benefits to the town and/or its residents



Brief discussion with applicant to ascertain whether the project and organisation is eligible for funding.



If at this stage, they do not meet the criteria:

- Are there any other funding strands within Slough Borough Council they can apply for?
- Advise the organisation of services provided by SCVS.
- Advise organisations about Berkshire Community Foundation's grants programmes.



Send Application Form and Guidelines or direct applicant to SBC's website. Encourage applicant to take advice from SCVS on the proposal.



Application Received

Send Acknowledgement Letter confirming receipt of organisations application, within 7 working days and keep copy on file.
(standard template for every applicant)



After Small Grants Deadline

Assessment period begins for all applications received.

Any applications received within 10 working days after deadline date to be notified that the organisation has missed the deadline and that the application will be dealt with in next round (where appropriate).



Assessment Period

Initial Assessment

- Is the application complete and signed?
- Is turnover less than £20,000?
- Is the applicant a statutory agency? If yes, not eligible.
- Does the organisation have a constitution? Or is in the process of writing one?
- Are details of Management Committee included? Chair, Treasurer and Secretary?
- Is the organisation's purpose clear?
- Is the project or activity based in Slough?
- Is need for the project evidenced in application?
- How is the project to be monitored?
- Has the applicant demonstrated ability to manage project and funding?
- Breakdown of grant requested is clear and justified by the applicant (i.e. Quotes for equipment/room rental provided)
- Evidenced bank/building society statement or letter in organisations name.
- Equal Opportunities Policy?
- Discuss project with applicant.
- Discuss project with relevant Council officers and/or Voluntary Sector organisations
- Take up references

Write Recommendation Report



Report presented to the Voluntary Sector Members Panel for input and discussion.



Director's Delegated Authorisation

Report signed of by Director
Prepare Offer letters with any specific conditions of grant if required and No Grant letters.

When signed, authorised report has been received, letters to be sent out with Grant Conditions form, Grant Conditions/Criteria and Self-Monitoring Form for the successful applicants.



When signed Grant Conditions forms have been returned

Payment documentation to be completed and forwarded to Finance Department.



Self-Monitoring Form returned.

Grants databases updated.



Follow Up

Chase up any Self-Monitoring Form not received after 6 month period.
Collect Press Coverage (if any).

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PRIORITIES AND CRITERIA FOR LONG TERM FUNDING

The Council's Overall Priorities for funding are:-

- Investment in capacity building towards strengthening and ensuring future independence of organisations.
- Support to second tier-organisations working to improve the infrastructure and capacity of the front line voluntary and community sector
- Provision of support to organisations addressing the needs of the most disadvantaged communities in Slough.
- Creating safe, environmentally friendly and sustainable neighbourhoods

The Criteria for funding:-

1. Grants will NOT be used to fund delivery of services, or activities, that are the direct responsibility of Council directorates.
2. Funding applied for must not create long term financial dependency on the Council.
3. The Council funding must be part of a package of funding supporting the organisation, and not be the sole or major contribution.
4. Applicants must be able to demonstrate how funding will add value to statutory services.
5. Organisations must be working within an equalities and quality assurance framework.
6. Organisations must be financially sound with a long term fundraising strategy.
7. Organisations must be working to three year business plans
8. Organisations must have clear management and governance policies and procedures.
9. A demonstrable commitment and involvement in strategic networking and partnership work.
10. A commitment and involvement with the Compact and ChangeUp programme.
11. Evidenced need for services/activities and a track record for successful delivery.
12. Clear monitoring and evaluation systems must be in place.

Your bid for funding should include:-

- A completed and signed contact sheet attached to the front of your bid.
- A copy of any new or revised policies since the last monitoring visit.
- A brief report on work carried out by your organisation, and the impact of this work on Slough through the last funding agreement. This should be no more than 2 sides of A4.
- Your proposal for funding over the next three years – your proposed targets, outputs and outcomes for each year. Your proposal should relate to your business plan and show how it meets one or more of the stated priorities for funding.
- Your 3 year projected budget for the organisation as a whole, indicating the amount being applied for in this proposal, and all other sources of funding to be applied for and/or secured.
- Your income and expenditure budget for the current year
- Your bid must address the 12 Criteria points listed above.

The bid as a whole should be no more than 10 pages of A4, not including the contacts sheet. As we will be consulting with Council departments on proposals it would be helpful if you could complete the Partnerships/networking table on the contact sheet.

Long Term Funding Contacts Sheet

Name of Organisation	
Address of Organisation	
Contact for this proposal	
Role of Contact in organisation	
Telephone Number	
E-mail	
Amount Requested in this bid 2007/08 2008/09 2009/10 Total	£
Name of person submitting bid	
Signature of person submitting bid	
Date	

Partnership/networking with Council Departments

Name of Contact Officer	Nature of partnership (eg contract, steering group involvement, policy etc)

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SLOUGH BOROUGH COUNCIL

REPORT TO: Overview & Scrutiny Committee **DATE:** 14th January 2010
CONTACT OFFICER: Neil Aves, Assistant Director, Housing
(For all enquiries) (01753) 875527
WARD(S): Britwell
PORTFOLIO: Neighbourhoods and Renewal - Councillor Swindlehurst

PART I
FOR COMMENT AND CONSIDERATION

BRITWELL & HAYMILL REGENERATION – LAND APPROPRIATION REPORT

1 **Purpose of Report**

To advise Overview & Scrutiny Committee of the proposal to appropriate the land within Kennedy Park from open space to planning purposes as shown hatched black on Appendix B to this Report and to seek Members' comments prior to the report being placed before Cabinet for decision.

2 **Recommendation(s)/Proposed Action**

The Committee is requested

- a) to note the communications received by the Borough Solicitor if any and
- b) to advise Cabinet of its views prior to their consideration of a resolution that the land within Kennedy Park as identified within appendix B be appropriated for planning purposes.

3 **Community Strategy Priorities**

- **Celebrating Diversity, Enabling inclusion**
- **Adding years to Life and Life to years**
- **Being Safe, Feeling Safe**
- **A Cleaner, Greener place to live, Work and Play**
- **Prosperity for All**

The Britwell and Haymill Regeneration Project is the Council's response to the identified needs of the area which suffers from higher levels of deprivation, illness, unemployment and lower educational attainment. The area also contains some of the poorest quality social housing in the borough, the improvement of which is beyond the Government's basic decent homes programme. Accordingly a successful regeneration programme will contribute to each of the above Community Strategy priorities.

4 **Other Implications**

(a) **Financial**

The appropriation of the land to planning purposes would not in itself have significant financial implications as it is a transfer of the land from one statutory purpose, i.e. open space to another, i.e. planning. However, if the land is appropriated for

planning purposes to facilitate the Britwell and Haymill Regeneration project there will be financial implications associated with the project.

Determination of the detailed cost and funding arrangements for the entire project are still some way off however there is an existing provision of £100,000 revenue and £2M capital which has been set aside to develop proposals to outline planning stage. The proposals contained within the report have explicit funding implications and in the short term the revenue cash flow may just exceed the available budget however by progressing to a master-planning stage it is anticipated that site preparation and construction will occur allowing costs to be capitalised in preparation for a start on site during 2010-11

(b) Risk Management

The regeneration of Britwell and Haymill will involve substantial capital and revenue investment from the Council and other third parties. The re-provision of around 25 existing commercial units and approximately 75 residential units within a densely populated area will require exceptional project management. Risk management will be embedded within the project plan and where necessary the Council will call upon specialist consultants to ensure that detailed advice and guidance is available.

(c) Human Rights Act and Other Legal Implications

As the scheme develops the legal requirements will become clearer but at this stage Members need to be aware that if the development refurbishment are to take place on Council owned land, public procurement procedure will need to be followed. If the land is to be disposed of then the Council's disposal policy will be followed.

(d) Race Relations Amendments Act Implications

The future determination of detailed plans for the regeneration of Britwell and Northborough will be subject to equalities impact assessments and the replacement of commercial and residential units will be required to meet both Planning and Building Control obligations with regard to disabled access. At this stage however there are no direct implications explicit in this report.

5 Supporting Information

5.1 Cabinet were advised in a report last month of the progress to date on delivering the regeneration proposals for Britwell and Haymill planning which culminated in the submission of an outline planning consideration which will be considered by February 2010.

5.2 As part of the proposals, members were advised that it is necessary to appropriate a proportion of the parkland from open space to development for planning purposes. A local authority as land owner may hold its land for a variety of statutory purposes e.g. housing, or open space. Section 122 of the Local Government Act 1972 ("the 1972 Act") permits a local authority to appropriate (transfer) its land from one statutory purpose to another where it concludes that the land is no longer required for the former purpose or where it would better meet an alternative purpose. However, where the land is currently used as open space a local authority cannot appropriate it for another purpose until its intention has been publicised in a notice and any objections received to the proposed appropriation have been considered. The relevant statutory provisions are contained in Appendix A to this Report.

- 5.3 A local authority, acting in good faith, is the sole judge of the question whether or not any land is still required for the purpose for which it is held immediately before the appropriation and its decision cannot be challenged in the absence of bad faith. The Cabinet must therefore consider all of the factual, legal and planning circumstances and in that context decide whether the land is no longer required as open space within Kennedy Park.
- 5.4 Following publication of the requisite Notice of Appropriation as required by S.122 any objections received must be considered by Cabinet. Following last month's report an official notice was placed in the Slough Express newspaper and a notice was displayed for two consecutive weeks on the notice board at the entrance to Kennedy Park. An example of the notice is attached at Appendix C.
- 5.5 Members will be provided with a written summary of the comments or objections received by the Council prior to the Cabinet meeting and given the short timescale and the intervening Christmas period this will be supplemented by a verbal update on the night of the meeting.

6 **Conclusion**

- 6.1 Significant progress has been made on delivering a regeneration programme for Britwell and Haymill and if members approve the appropriation of the land within Kennedy Park following due consideration of any objections, officers will be able to commence the procurement of a development partner for the retail element of the project.

7 **Appendices Attached**

- A – Relevant extracts from Section 122 Local Government Act (1972) (as amended)
- B – Site plan of area to be appropriated
- C – Copy of public notice
- D – Summary of comments and public objections
- E – Britwell & Haymill regeneration update report to cabinet 7th December 2009

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RELEVANT EXTRACTS FROM SECTION 122 LOCAL GOVERNMENT ACT (1972) (AS AMENDED)

(1) Subject to the following provisions of this section, a principal council may appropriate for any purpose for which the council are authorised by this or any other enactment to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation; but the appropriation of land by a council by virtue of this subsection shall be subject to the rights of other persons in, over or in respect of the land concerned.

(2A) A principal council may not appropriate under subsection (1) above any land consisting or forming part of an open space unless before appropriating the land they cause notice of their intention to do so, specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed appropriation which may be made to them.

(2B) Where land appropriated by virtue of subsection (2A) above is held-

- (a) for the purposes of S.164 of the Public Health Act 1875 (pleasure grounds); or
- (b) in accordance with S.10 of the Open Spaces Act 1906 (duty of local authority to maintain open spaces and burial grounds)

the land shall by virtue of the appropriation be freed from any trust arising solely by virtue of its being held in trust for enjoyment by the public in accordance with the said S.164 or, as the case may be, the said S.10.

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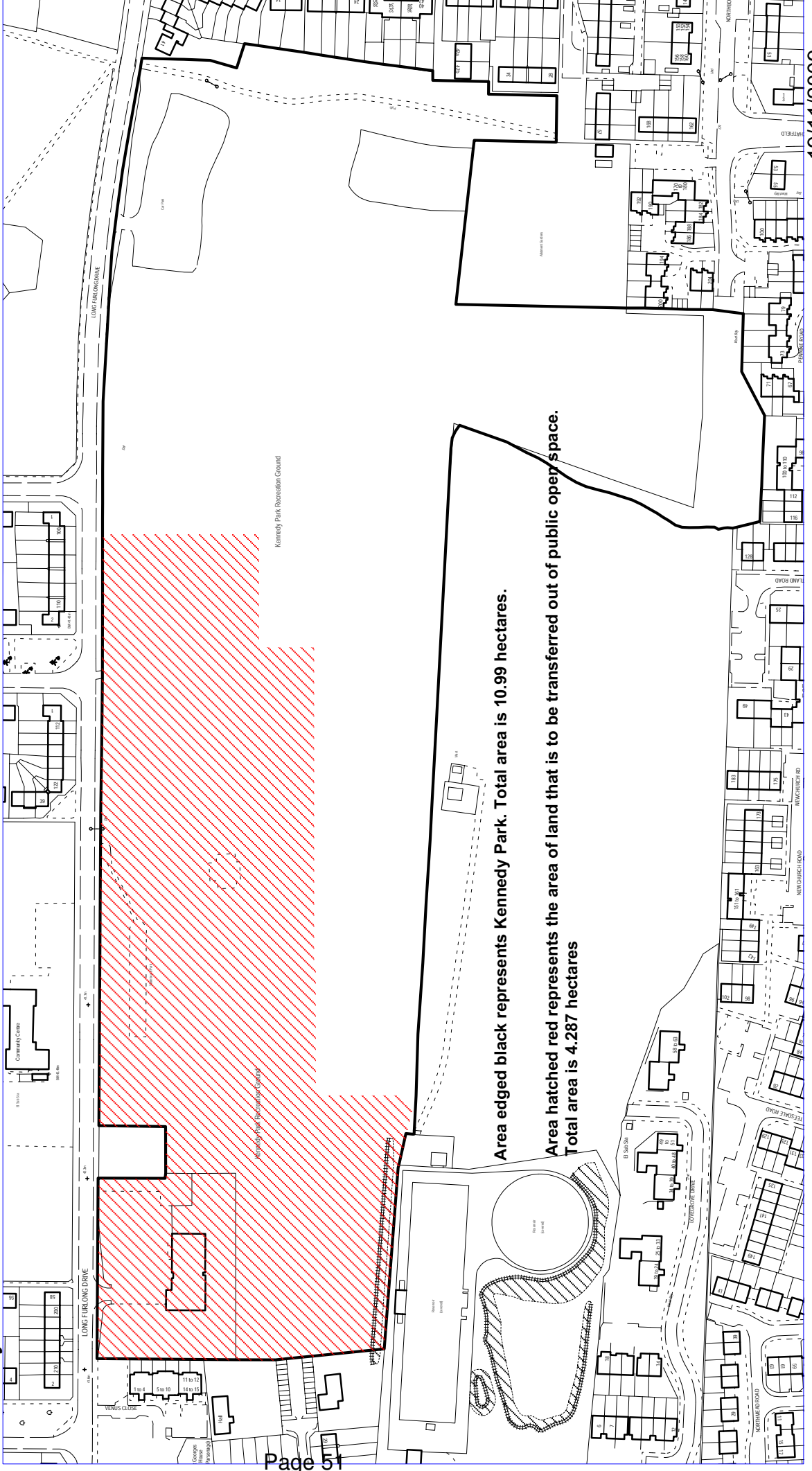
Asset Management Resources



Scale 1: 2,500

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Kennedy Park



Area edged black represents Kennedy Park. Total area is 10.99 hectares.

Area hatched red represents the area of land that is to be transferred out of public open space. Total area is 4.287 hectares

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**SLOUGH BOROUGH COUNCIL
LOCAL GOVERNMENT ACT 1972
SECTION 122(1)(2A)
LAND AT KENNEDY PARK, BRITWELL, SLOUGH**

Notice is hereby given that Slough Borough Council intends to appropriate from open space to planning purposes the land described in the Schedule below which forms part of an open space.

SCHEDULE

An area of land owned by the Council comprising 4.287 hectares which forms part of Kennedy Park, Long Furlong Drive, Britwell, Slough, currently used as open space.

A plan showing the area affected can be inspected on prior appointment during normal office hours at the office of the Borough Secretary and Solicitor as set out below.

Objections to the intended appropriation must be in writing and addressed to :-

Mr. S.M. Quayle,
Borough Secretary and Solicitor,
Slough Borough Council,
Town Hall, Bath Road,
Slough, SL1 3UQ.

By no later than 8th January 2010.

Dated the 18th December 2009.

Steven Quayle
Borough Secretary and Solicitor.

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APPENDIX D

Summary of responses received by the Borough Solicitor

At the time of agenda dispatch no contact had been received in relation to this matter. A verbal update will be offered at the committee if subsequent comments or objections are received.

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SLOUGH BOROUGH COUNCIL

REPORT TO: Cabinet **DATE:** 7th December 2009
CONTACT OFFICER: Neil Aves, Assistant Director, Housing
(For all enquiries) (01753) 875527
WARD(S): Britwell and Haymill
PORTFOLIO: Neighbourhoods and Renewal - Councillor Swindlehurst

PART I
NON KEY DECISION

BRITWELL & HAYMILL REGENERATION – UPDATE and LAND APPROPRIATION REPORT

1 **Purpose of Report**

To advise Cabinet on the progress to date in developing initial proposals to bring forward the Britwell & Haymill Regeneration Plan to the point of submitting an application for outline planning permission and to request members to consider the appropriation of the Council's land forming part of Kennedy Park from open space to planning purposes shown hatched black on Appendix B to this Report to facilitate the on-site delivery of the project.

2 **Recommendation(s)/Proposed Action**

- a) The Cabinet is requested to note the progress to date in bringing forward the regeneration of Britwell and Haymill and
- b) to resolve that officers take all necessary steps to appropriate the Council's land for planning purposes.

3 **Community Strategy Priorities**

- **Celebrating Diversity, Enabling inclusion**
- **Adding years to Life and Life to years**
- **Being Safe, Feeling Safe**
- **A Cleaner, Greener place to live, Work and Play**
- **Prosperity for All**

The Britwell and Haymill Regeneration Project is the Council's response to the identified needs of the area which suffers from higher levels of deprivation, illness, unemployment and lower educational attainment. The area also contains some of the poorest quality social housing in the borough, the improvement of which is beyond the Government's basic decent homes programme. Accordingly a successful regeneration programme will contribute to each of the above Community Strategy priorities.

4 **Other Implications**

- (a) **Financial**

The appropriation of the land to planning purposes would not in itself have significant financial implications as it is a transfer of the land from one statutory purpose, i.e. open space to another, i.e. planning. However, if the land is appropriated for planning purposes to facilitate the Britwell and Haymill Regeneration project there will be financial implications associated with the project.

Determination of the detailed cost and funding arrangements for the entire project are still some way off however there is an existing provision of £100,000 revenue and £2M capital which has been set aside to develop proposals to outline planning stage. The proposals contained within the report have explicit funding implications and in the short term the revenue cash flow may just exceed the available budget however by progressing to a master-planning stage it is anticipated that site preparation and construction will occur allowing costs to be capitalised in preparation for a start on site during 2010-11

(b) Risk Management

The regeneration of Britwell and Haymill will involve substantial capital and revenue investment from the Council and other third parties. The re-provision of around 25 existing commercial units and approximately 75 residential units within a densely populated area will require exceptional project management. Risk management will be embedded within the project plan and where necessary the Council will call upon specialist consultants to ensure that detailed advice and guidance is available.

(c) Human Rights Act and Other Legal Implications

As the scheme develops the legal requirements will become clearer but at this stage Members need to be aware that if the development refurbishment are to take place on Council owned land, public procurement procedure will need to be followed. If the land is to be disposed of then the Council's disposal policy will be followed.

(d) Race Relations Amendments Act Implications

The future determination of detailed plans for the regeneration of Britwell and Northborough will be subject to equalities impact assessments and the replacement of commercial and residential units will be required to meet both Planning and Building Control obligations with regard to disabled access. At this stage however there are no direct implications explicit in this report.

5 Supporting Information

5.1 Since the previous reports to Cabinet in December 2008 and April 2009, significant progress has been made in developing a scheme which will bring forward the regeneration on the Britwell and Northborough communities in north-west Slough. Regular project team meetings are continuing to co-ordinate the activities and this allows decision lists, project plans and timelines to be regularly reviewed and updated. All expenditure is agreed in advance by reference to the project team.

5.2 In preparation for submission of an outline planning application the phase I development proposals for Kennedy Park have been developed and are divided into three broad components:

- New retail: provision of approximately 2323 sq m retail development, comprising a small supermarket anchor store and up to 19 smaller retail

and takeaway units, with associated landscaping and parking. This element is located in the central portion of the proposed development site, to the west of the junction of Long Furlong Drive and Wentworth Avenue.

- New residential: 71 affordable family houses will be provided on the western side of the development site. These are replacement units for properties at Marunden Green and Wentworth Avenue which do not currently meet Decent Home Standards.
- Community Facilities: It is proposed that as part of the wider regeneration of Britwell and Haymill that some of the existing community uses located on Wentworth Avenue could be relocated in a new community centre. This could provide more flexible multi-occupancy space. Separate new facilities for Scouts and Guides will be provided on land next to the Family Action Centre, currently occupied by a building compound.

5.3 Throughout this year consultation and engagement with stakeholders has remained central to the ethos of providing a successful outcome which both meets the needs of the local population as well as the council, other stakeholders and the regulatory authorities. The following bullet points provide a summary of the methods used to raise awareness of the development proposals and to engage the local community in discussions about the principle of regeneration in Britwell:

- One to one meetings with community organisations;
- Group meetings with key stakeholders, including Britwell Parish Council;
- A retail attitudes survey undertaken by Beacon Research;
- A dedicated project website, launched in March 2009;
- Newspaper adverts and press coverage;
- Public consultation events, held in July 2009;
- Regular updates displayed at the consultation venue (monthly from consultation in July until submission in November);
- Ongoing discussions with key Council departments, including Planning; Highways; Housing; Parks; and Legal.

5.4 The greatest face to face response was achieved through the exhibition and consultation sessions held in July. The event was held at the existing Britwell neighbourhood centre, in a vacant shop unit (No.61 Wentworth Avenue). This venue was less than 400m from the proposed development site, provided level access and well located to enable people using surrounding facilities to be able to call in.

5.5 The events were scheduled to allow residents sufficient time to provide their views in advance of the planning application being submitted, enabling suggested changes to be incorporated into the application.

5.6 To ensure that all relevant and interested parties were aware of the consultation events, a number of methods were used to disseminate the message around the community.

- The time and dates of the consultation events were publicised on the dedicated regeneration website.

- In addition, all individuals who had sent comments and queries to the project team were emailed with the consultation details a week in advance of the event.
- Local community groups and organisations were also contacted to notify them of the forthcoming event. A member of the project team visited the local community facilities and put up a display poster advertising the event. Locations included:
 - Avenue Medical Centre, Wentworth Avenue;
 - Britwell Health Clinic, Wentworth Avenue;
 - Britwell Parish Council, Long Furlong Drive;
 - Family Action, Long Furlong Drive;
 - St. George's Church, Long Furlong Drive;
 - Britwell Ex-Servicemen's Club, Wentworth Avenue;
 - Britwell Library, Wentworth Avenue;
 - Britwell Youth & Community Project, Wentworth Avenue;
 - My Council / Talkshop, Wentworth Avenue;
 - Sure Start, Monksfield Way.
- To maximise awareness, shop keepers were also informed of the event and the poster was displayed by the each of the following retailers at Wentworth Avenue:
 - Co-op News;
 - Florist;
 - Unique Beauty Trends;
 - Slough Furniture Project;
 - Hardware Shop; and
 - The Wine Palace;
 - Butchers;
 - Tote Bookmakers;
 - Chemist;
 - Fish & Chip Shop.
- In total, 40 posters were displayed in well used venues around Britwell.
- Local schools (Beechwood Secondary, Claycott Primary, Lynchhill Primary) were all contacted via telephone and email informing them of the forthcoming consultation. A copy of the press release was forwarded to the Head teachers, along with the offer of a consultation poster which they could display.
- In addition to the above, a press release was issued to both the Slough Observer and Slough Express, publicising the forthcoming events. The press release was also published on the People 1st website. The monthly People 1st tenants newsletter also contains details of the Britwell Regeneration website and directs queries to it.

5.7 The event was also mentioned several times on Radio Berkshire, including a statement from the Commissioner for Neighbourhoods and Renewal and a brief interview with a Parish Councillor. Whilst not part of the formal publicity strategy, these occurrences helped to raise awareness of the consultation events, both locally and across the County.

- 5.8 The consultation event was originally scheduled to take place over three days however such was the demand from local residents that officers responded by extending the exhibition through the following week.
- 5.9 Sixteen consultation boards were prepared and displayed at the event to provide interested parties with an opportunity to view details of the draft Masterplan proposals, and raise the public's awareness of the scheme. A 3D scale model of Kennedy Park was located in the centre of the venue where it could be easily viewed and detailed aspects of the proposals discussed.
- 5.10 Throughout the consultation event a response questionnaire was made available. It provided people with the opportunity to give their views on the development proposals. The questionnaire asked for people's opinions on:
- The type of shops that they would like to see in a new retail centre;
 - What facilities they would like included as part of the park enhancements;
 - What services and facilities they would wish to see in a new community centre; and
 - What they thought about the site's design principles: e.g. better surveillance of the park, improved walking/cycling route.
- 5.11 Following closure of the consultation event, monthly update posters (August, September, October and November) have been produced to provide up to date information regarding consultation responses, project progress and the application process. These A1 posters have been displayed in the windows of the consultation venue, and are also available to view and download from the Britwell and Haymill Regeneration website.
- 5.12 An attendance register was kept during the event and while not compulsory 339 individuals signed the register over the duration of the consultation. A better estimate of the number of people who attended may be ascertained from the number of questionnaires which were given out during the events. This totalled 455, but even this number may underestimate the total number of visitors as some people declined to participate
- 5.13 A detailed breakdown of responses will form part of the Council's planning submission however in brief, the majority of attendees accepted that some development at Kennedy Park was necessary to free up land for redevelopment and to make the project deliverable. A small number of people expressed a desire for the existing shops to be retained but to undergo cosmetic improvement. Very few people suggested that the Wentworth Flats should be retained, and some people visited the venue specifically to enquire whether the flats would be demolished, as these were generally perceived as having a negative impact in the area: both visually and socially, due to anti-social behaviour. Understandably there was concern about the loss of open space however the majority of visitors were reassured by the suggested improvements in the park which the project would deliver, the provision of some replacement open space in Wentworth Avenue and the fact that by increasing the legitimate use of the park fringes anti-social behaviour would be reduced.
- 5.14 The timing of the regeneration process was explained to attendees, i.e. an outline planning application would be submitted in advance of more detailed applications. A number of residents of Marunden Green and Wentworth Flats expressed a desire for the new housing on Kennedy Park to be completed as soon as possible but additionally a certain amount of consultation fatigue was evident during the

consultation events, whereby some local people were sceptical of the scheme coming forward for delivery. This reflects the consultation which was undertaken a number of years ago, where a scheme could not be delivered due to viability.

- 5.15 In addition to the original survey undertaken by Beacon Research which was reported to members in April and the above consultation event, members may be aware through the local media that further consultation was recently undertaken by a Britwell Ward Councillor which suggested contradictory findings amongst the views of local residents. The project board has discussed this issue and has suggested that the findings be submitted to the local planning authority once the planning application has been registered. That way they can be considered along with all other objections and responses as part of the due statutory process.

Housing procurement and the development of a Local Housing Company

- 5.16 With regard to the housing element, the project team have not concluded consideration of the most appropriate delivery vehicle as the many recent proposals by the Government continue to open up new possibilities for the development of the new residential element of the project. With proposed changes to the financial controls on councils it will soon be possible to seek development funding from the Homes and Communities Agency and build council houses on a large scale for the first time in over 20 years. Not only does this make sense for the council, as we retain the land ownership and the asset but it is also the expressed preference of many existing tenants and clients on the waiting list who prefer a council landlord to a housing association.
- 5.17 The most popular method of procurement currently in use is through an LHC (Local Housing Company). LHC's are usually companies limited by shares but can be Limited Liability Partnerships although the commercial partners are not as familiar with those structures. The standard format is for a LA to procure a private sector partner (PSP) who is normally a contractor. They bring in the development expertise and funding. The LA brings in the land. Ideally the PSP would match the value of the LA's equity investment. The LHC then borrows the balance of the funding. The only special funding available is the Homes & Communities Agency funding and the LHC would have to be registered with them for the provision of new housing.
- 5.18 There is nothing to stop the LA wholly owning the LHC and using traditional procurement methods or forming the company after a competitive procurement with a Registered Social Landlord or with both the RSL and the PSP. There is an argument that all 3 would provide a more flexible model to carry out the full range of developments large and small.
- 5.19 A local authority has the power to participate using its well being powers under S2 of the Local Government Act 2000 which gives it the power to do anything likely to promote the economic social or environmental well being of its area. This power includes the ability to incur expenditure, give financial assistance, enter into arrangements and provide staff goods and services or accommodation to any person. The LHC is regarded in legal terms as a "person" as it is a different legal entity even if it is wholly owned by the LA.
- 5.20 The main constraint on the LA is the requirement to obtain best consideration for the disposal of its assets and this would include putting them into the LHC. If they were contributed having been undervalued there could be challenges on State Aid particularly if the profits were distributed in accordance with the equity investment.

- 5.21 Any land which goes into the LHC, if it is to achieve funding from the HCA will need to have “clean” titles, this would mean any restrictive covenants would need to be dealt with and the land would need to be registered. SBC has nearly completed a year long project to register all its titles but careful consideration would need to be given to the covenants issues. There would also be concerns about any contaminated land and the LHC would need to ensure remediation costs were taken into account before any transfer was made.
- 5.22 A final decision on the housing procurement route is expected by January 2010 which will coincide with the commencement of the OJEU procurement route for the retail elements of the scheme.

Retail procurement and land appropriation

- 5.23 Procurement of the retail element is virtually ready to proceed while the outline planning application is considered over the winter months however in order for the Council to offer the development site as part of the OJEU process and ultimately consider its disposal, the authority must first appropriate the land into the development portfolio.
- 5.24 A local authority as land owner may hold its land for a variety of statutory purposes e.g. housing, planning or open space. Section 122 of the Local Government Act 1972 (“the 1972 Act”) permits a local authority to appropriate (transfer) its land from one statutory purpose to another where it concludes that the land is no longer required for the former purpose or where it would better meet an alternative purpose. However, where the land is currently used as open space a local authority cannot appropriate it for another purpose until its intention has been publicised in a notice and any objections received to the proposed appropriation have been considered. The relevant statutory provisions are contained in Appendix A to this Report.
- 5.25 A local authority, acting in good faith, is the sole judge of the question whether or not any land is still required for the purpose for which it is held immediately before the appropriation and its decision cannot be challenged in the absence of bad faith. The Cabinet must therefore consider all of the factual, legal and planning circumstances and in that context decide whether the land is no longer required as open space within Kennedy Park.
- 5.26 Following publication of the requisite Notice of Appropriation as required by S.122 any objections received must be considered by Cabinet. Therefore if members authorise officers to proceed with the publication of statutory notices any responses will be brought before a future Cabinet, the aim is for this to be the January 2010 Cabinet, whereupon they can be considered prior to a formal resolution being passed.

6 Conclusion

- 6.1 Significant progress has been made on consulting the public and other stakeholders in Britwell, and with the design of an outline scheme that will finally allow the regeneration project to proceed. By the time this report is received by Cabinet the application for outline planning permission will have been submitted to the local planning authority for consideration.

7 Appendices Attached

- A – Relevant extracts from Section 122 Local Government Act (1972) (as amended)
- B – Site plan of area to be appropriated

SLOUGH BOROUGH COUNCIL
OVERVIEW & SCRUTINY COMMITTEE
FORWARD AGENDA PLAN 2010

Meeting	Policy Reviews, Etc.	Audit/Performance Monitoring/Other	Final Report Deadline (5 pm)
4th February 2010	<ul style="list-style-type: none"> • Budget & Council Tax (Director of Resources) • Action to Improve Performance at MyCouncil (Z Miller) 	<ul style="list-style-type: none"> • Performance Report (R Parkin/J Evans) • L35/N18 – Pricing policy and Take up campaigns/ leisure centre pricing (R Parkin) 	22nd January
25th February 2010	<ul style="list-style-type: none"> • Chief Constable, TVP • Sustainable Communities Act and Well being Powers (Rafiq Chohan) • Public Involvement in Health Act 2007 Sunita Sharma/Catherine Meek) • Carbon Management Plan – (Amanda Renn) 	<ul style="list-style-type: none"> • Performance Report (R Parkin/J Evans) 	12th February
15th April 2010		<ul style="list-style-type: none"> • Performance Report (R Parkin/J Evans) 	31st March
Unprogrammed	<ul style="list-style-type: none"> • Broom & Poplar – Performance of Pellings ((J Bell/S Pathak) • Post-Implementation Review of Art @ the Centre Scheme (G Ralphs/R Kirkham) - • Implications of 3rd Heathrow Runway • Impact of Recession and Use of Sustainable Communities Act and Well-being powers (R Chohan) • Regular Reports on the Work of the LSP (including issues of racist attacks against Sikhs & Slough Against 		

	<p>Violent Extremism) (K Gordon/N Mohammed) – to be submitted to Neighbourhoods and renewal Scrutiny</p> <ul style="list-style-type: none">• Policy on Removal of Travellers from Council Land (D Alder/S Quayle) to be submitted to Neighbourhoods and renewal Scrutiny• Updates on Shared Services – regular item		
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MEMBERS' ATTENDANCE RECORD

COUNCILLOR	08/06	02/07	03/09	15/10	19/11	14/01	04/02	25/02	15/04
Basharat	P	P*	-	-	-	-	-	-	-
Coad	P	P	P	P	P				
Cryer	-	-	P*	P	P				
Davis	P	P	P	P	-				
A S Dhaliwal	P	P*	P*	Ap	P				
Mann	P	P	P	P	P				
Pabbi	-	-	Ap	Ap	-				
Pantelic	P	P	-	-	-	-	-	-	-
Walsh	P	P*	P	P	P*				

P = Present for whole meeting
 Ap = Apologies given

P* = Present for part of meeting
 Ab = Absent, no apologies given

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