

To: Councillor Brock (Chair)  
Councillors Page, Barnett-Ward, Duveen,  
Emberson, Ennis, Hoskin, Jones, Pearce,  
Robinson, Rowland, Skeats, Stanford-Beale,  
Stevens, Terry and White

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14 August 2020

Your contact is: **Simon Hill - Committee Services (simon.hill@reading.gov.uk)**

### **NOTICE OF MEETING - POLICY COMMITTEE 24 AUGUST 2020**

A meeting of the Policy Committee will be held on Monday, 24 August 2020 at 6.30 pm via Microsoft Teams. The Agenda for the meeting is set out below.

### **ITEMS FOR CONSIDERATION IN CLOSED SESSION**

#### **1. EXCLUSION OF THE PRESS AND PUBLIC**

The following motion will be moved by the Chair:

“That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following items on the agenda, as it is likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A (as amended) of that Act”

#### **2. DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS**

#### **3. GREENWICH LEISURE LIMITED - FINANCIAL SUPPORT**

**BOROUGH  
WIDE 5 - 6**

### **ITEMS FOR CONSIDERATION IN PUBLIC SESSION**

#### **4. CHAIR'S ANNOUNCEMENTS**

#### **5. DECLARATIONS OF INTEREST**

#### **6. MINUTES**

**7 - 12**

#### **7. PETITIONS AND QUESTIONS**

To receive any petitions from the public and any questions from the public and Councillors.

<b>8.</b>	<b>DECISION BOOKS</b>		<b>13 - 14</b>
<b>9.</b>	<b>CORONAVIRUS PANDEMIC - DELEGATIONS FOR LOCAL LOCKDOWNS</b>	<b>BOROUGH WIDE</b>	<b>15 - 22</b>
	<p>This report outlines the new powers which have been given to councils to assist with their response to the pandemic and recommends delegations for their effective operation.</p>		
<b>10.</b>	<b>GREENWICH LEISURE LIMITED - FINANCIAL SUPPORT</b>	<b>BOROUGH WIDE</b>	<b>23 - 28</b>
	<p>This report sets out a recommendation to provide financial support to Greenwich Leisure Limited following a request for assistance from the Council relating to the impact of Covid-19.</p>		
<b>11.</b>	<b>GREENWICH LEISURE LIMITED - PLANNING COSTS AGREEMENT</b>	<b>BOROUGH WIDE</b>	<b>29 - 36</b>
	<p>This report seeks permission to enter into a Planning Costs Agreement with Greenwich Leisure Limited to meet a revised timetable to construct new leisure facilities at Rivermead Leisure Centre and Palmer Park Sports Stadium.</p>		
<b>12.</b>	<b>CONTRACT AWARD - EXTERNAL AND COMMUNAL MAINTENANCE CONTRACT 2020-2027</b>	<b>BOROUGH WIDE</b>	<b>37 - 40</b>
	<p>The report seeks approval for the award of a ‘works’ contract for the provision of repairs and decorations to the external and communal elements of housing blocks containing both Council flats and leaseholders.</p>		
<b>13.</b>	<b>2020/21 QUARTER 1 PERFORMANCE AND MONITORING REPORT</b>	<b>BOROUGH WIDE</b>	<b>41 - 96</b>
	<p>This report sets out the projected revenue and capital outturn positions for 2020/21 for both the General Fund and the Housing Revenue Accounts as at the end of June 2020, and the performance against the measures of success published in the Council’s Corporate Plan.</p>		

# Agenda Item 3

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

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**Present:** Councillor Brock (Chair);  
Councillors Page (Vice-Chair), Duveen, Emberson, Ennis, Jones, Pearce, Skeats, Stevens and White

### RESOLVED ITEMS

#### 24. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

That pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of item 25 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

#### 25. SOUTHCOTE LIBRARY

The Executive Director of Economic Growth and Neighbourhood Services submitted a report setting out commercially sensitive information relating to a marketing exercise to dispose of the freehold of Southcote Library. The report had appended a location plan and schedule and summary table of offers received.

Resolved -

**That the information contained within the report and appendices be noted and taken into account in making a decision on the proposed disposal (Minute 29 refers).**

(Exempt information as defined in paragraph 3)

#### 26. CHAIR'S ANNOUNCEMENTS

The Chair announced that he had been advised that the Monitoring Officer had exercised his delegation, on the recommendation of the Conservative Group Leader, to appoint Councillor Stanford-Beale to the Parenting Panel in place of Councillor Robinson.

#### 27. MINUTES

The Minutes of the meeting held on 20 July 2020 were agreed as a correct record and would be signed by the Chair, subject to replacing the reference to 'Minster Street' in Minute 21 'High Street Heritage Action Zone Programme 2020 - 2024 High Street Heritage Action Zone Programme 2020 - 2024' with 'London Street'.

#### 28. QUESTIONS

Questions on the following matters were submitted by Councillors:

## POLICY COMMITTEE MEETING MINUTES - 3 AUGUST 2020

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Cllr White	School Meals in Summer Holiday	Cllr Pearce
2.	Cllr White	Pedestrian Priority	Cllr Page

(The full text of the questions and responses were made available on the Reading Borough Council website).

### 29. SOUTHCOTE LIBRARY

The Executive Director of Economic Growth and Neighbourhood Services submitted a report on the outcome of a marketing exercise to dispose of the freehold of Southcote Library. Confidential information relating to the proposed disposal had been considered in closed session (Minute 25 above refers). A location plan was attached to the report at Appendix A.

The report explained that the highest offer received was for a residential development (Bidder A) on a conditional, subject to planning, basis. The other top offers received were also from residential developers (Bidder B & C) also both on a conditional basis subject to planning consent being granted. There was also a bid from a Housing Association (Bidder D) for a scheme of 15 x 1 & 2 bed affordable flats on a conditional basis subject to planning consent. The Committee was advised that Bids A, B and C should generate Community Infrastructure Levy (CIL) payments of approximately £100k, whereas Bidder D would not generate CIL payment as it would deliver an affordable housing scheme.

The report stated that the Housing Association's bid was the preferred offer, despite not being the highest bid. The proposal assumed that the Housing Association would receive £785,000 of Local Authority Social Housing Grant (LASHG) to support the delivery of the development. The properties would be 100% affordable housing, all rented, with rent levels capped at 70% of market rent and the Council would obtain 100% nomination rights for the ingoing tenants.

#### **Resolved -**

- (1) That the Property be sold to Bidder D for a development of affordable rented properties on the terms set out in paragraph 4.3.1 of the report;**
- (2) That the allocation of £785,000 Local Authority Social Housing Grant (LASHG) to support the delivery of the Housing Association's proposed development be approved as set out in paragraph 4.3.1 of the report;**
- (3) That, in the event that the offer price was subsequently reduced or the purchaser did not perform to an acceptable timescale the Executive Director of Economic Growth & Neighbourhood Services be authorised, in consultation with the Leader of the Council, the Lead Councillor for Corporate and Consumer Services and the Assistant Director for Legal and Democratic Services, to:**

- a) agree a revised offer price which secures best consideration;
  - b) re-engage with other bidders as appropriate or remarket the property for disposal at best consideration;
- (4) That, in the event that the LASHG increased above the sum of £785,000 then the Director of Economic Growth & Neighbourhood Services, in consultation with the Lead Councillor for Housing, be authorised to consider and agree any variation.

### 30. MODULAR DEVELOPMENT - CATTLE MARKET CAR PARK

The Executive Director of Economic Growth and Neighbourhood Services submitted a report on a proposal to provide 40 modular temporary accommodation units as 'move on' accommodation for rough sleepers at the Cattle Market site on Great Knollys Street. A plan of the site was appended to the report.

The report explained that Crown Commercial Service had offered assistance in procuring the modular housing solution both in terms of drawing up a specification and drawing off their frameworks for supply and construction which would help reduce costs. Homes England and MHCLG had confirmed that the Council could bid for the grant funding, which was available to cover 40% of the development costs of new or refurbished accommodation targeted for this client group. If the Council was not successful in this process, then 30% of the scheme cost could be funded through right to buy receipts. There would be intensive 24-hour support provided on site to ensure that the residents were adequately supported, and the site was effectively managed. The pods would be manufactured to high environmental standards using modern methods of construction to minimise waste and maximise efficiencies of the build process and although temporary in nature, they would be robustly manufactured and could be re-used many times in different locations.

The report stated that the Cattle Market site was currently being used for a surface level car park to bring additional income into the Council of around £150k per annum. A business case had been developed to improve access to the car park which indicated that it would provide the Council with an estimated additional income of £100k per annum. This improvement was unlikely to be possible if part of the land was made available for the 40 modular units. However, the loss of potential income would be more than offset by the provision of modular temporary accommodation, which would reduce the Council's spend on emergency accommodation by approximately £960k per annum. Additionally, depending on whether grant funding could be secured (£178k) or whether right to buy receipts needed to be used (£172k) the development would provide a net income to the HRA of about £172-178k per annum.

The project would be progressed in conjunction with the Local Planning Authority to ensure it was in line with planning requirements, and a full planning application would be submitted as soon as possible. However, the Council was allowed to move swiftly and install additional temporary accommodation without waiting for the planning application

## POLICY COMMITTEE MEETING MINUTES - 3 AUGUST 2020

to be approved in cases of emergency. As a result, it was anticipated that clearance of the site and installation of the modular units could start in August and be completed by October 2020.

**Resolved -**

- (1) That the £2m addition of the Modular Home Development to the 2020/21 - 2024/25 Housing Revenue Account (HRA) Capital programme be approved, funded through a combination of external subsidy and HRA borrowing;**
- (2) That spending up to £2m within the Housing Revenue Account for the purpose of delivering 40 units of modular accommodation units to rehouse rough sleepers currently accommodated in Bed and Breakfast (B&B) as part of the response to the Covid-19 pandemic be approved.**

### **31. CONTRACT AWARD - NORTHGATE NPS HOUSING**

The Executive Director of Economic Growth and Neighbourhood Services submitted a report seeking spending approval and authority to award a five-year contract with a possible two-year extension for software licences, support and maintenance and hosting of the Northgate NPS Housing IT system.

The report explained that the Housing Service required an IT system which could deliver services in an efficient and effective way; that enabled customers to self-serve as much as possible; and allowed staff to mobile work and work remotely. There were a limited number of Housing Systems in the market and the NCC Group had been commissioned to perform a soft market test of the available systems. The resulting report from NCC was appended to the report along with an Equality Impact Assessment and a Data Impact Assessment.

The report recommended procuring Northgate's NPS Housing as the replacement cloud IT system for the current Ohms system, which was no longer fit for purpose. The procurement of the upgraded software would support the Council's ICT and Digital Strategy, promoting better access for customers to digital and online service delivery and was in line with the future operating model of the Council. This proposal had been signed off by the Digital Futures Board and was aligned to the Council's cloud IT strategy. Since the current Ohms system was owned by Northgate, the NPS Housing System implementation would be treated as an upgrade by Northgate which would significantly reduce the implementation time and cost, compared with procuring an alternative system.

**Resolved -**

- (1) That the Assistant Director of Housing & Communities and the Chief Digital Information Officer in consultation with the Lead Councillor for Housing to be authorised to approve the award of a contract to Northgate Public Services Housing (UK) Limited for a period of five years from the**



commencement date for the provision of an upgraded cloud Northgate Housing system delivered as SaaS (software as a service);

- (2) That spend approval of £1,137,640 over 5 years to procure the upgraded cloud Northgate Housing system be authorised.

### **32. ESTABLISHMENT OF THE READING COVID-19 OUTBREAK ENGAGEMENT BOARD**

The Assistant Director of Legal & Democratic Services submitted a report on a proposal to set up a Reading Covid-19 Outbreak Engagement Board (OEB) to involve the public and partners in the evolution of the Reading COVID-19 Outbreak Control Plan, and to support swift and effective local communication with all residents potentially impacted by a local outbreak. The report also dealt with the membership, terms of reference and arrangements for holding meetings of the OEB.

It was proposed at the meeting that Councillor Hoskin be appointed as the Chair of the Board and Councillor Brock as the Vice-Chair. The remaining members would be nominated by Group Leaders and appointed under delegated powers by the Assistant Director of Legal & Democratic Services.

**Resolved -**

- (1) That the Reading Covid-19 Outbreak Engagement Board (OEB) be set up as a Sub-Committee of Policy Committee with the terms of reference as set out in paragraph 4 of the report;
- (2) That Councillor Hoskin be appointed as Chair and Councillor Brock be appointed as Vice-Chair of the OEB;
- (3) That Group Leaders be asked to send their nominations to the Board to the Assistant Director of Legal & Democratic Services in order to finalise the membership of the OEB as soon as possible;
- (4) That all non-Councillor members of the Health & Wellbeing Board (including co-opted members) be co-opted onto the OEB;
- (5) That the OEB be authorised to determine the frequency of its meetings, as necessary;
- (6) That the first meeting of the OEB be scheduled to take place on Friday 4 September 2020 at 2pm.

(The meeting started at 6.30 pm and closed at 7.26 pm)

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REPORT BY ASSISTANT DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

<b>TO:</b>	POLICY COMMITTEE		
<b>DATE:</b>	24 AUGUST 2020		
<b>TITLE:</b>	DECISION BOOKS		
<b>LEAD COUNCILLOR:</b>	COUNCILLOR BROCK	<b>PORTFOLIO:</b>	LEADER OF THE COUNCIL
<b>SERVICE:</b>	LEGAL & DEMOCRATIC SERVICES	<b>WARDS:</b>	BOROUGHWIDE
<b>LEAD OFFICER:</b>	MICHAEL GRAHAM	<b>TEL:</b>	0118 937 3470
<b>JOB TITLE:</b>	ASSISTANT DIRECTOR, LEGAL AND DEMOCRATIC SERVICES	<b>E-MAIL:</b>	<a href="mailto:michael.graham@reading.gov.uk">michael.graham@reading.gov.uk</a>

**1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY**

- 1.1 The Decision Book process was amended on 25 March 2020 to disapply the previous councillors’ call-in arrangements within the 10-day period after its publication and replace it with the ability to seek a review of the decision retrospectively, and to keep the changes in force temporarily during the ongoing Covid-19 situation.
- 1.2 To complement the amended process the list of Decision Books published will be reported to Policy Committee as a standing item on the agenda.
- 1.3 The following Decision Books have been published since the previous report to Policy Committee on 20 July 2020:

No.	Title	Date
607	<a href="#"><u>RELOCATION OF HAMILTON SCHOOL (FORMERLY PHOENIX COLLEGE) TO THE HAMILTON CENTRE</u></a>	24/7/20

**2. RECOMMENDED ACTION**

- 2.1 That the Decision Book Report be noted.

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## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

<b>TO:</b>	POLICY COMMITTEE		
<b>DATE:</b>	24 AUGUST 2020		
<b>TITLE:</b>	CORONAVIRUS PANDEMIC - DELEGATIONS FOR LOCAL LOCKDOWNS		
<b>LEAD COUNCILLOR:</b>	CLLR JASON BROCK	<b>PORTFOLIO:</b>	LEADERSHIP
<b>SERVICE:</b>		<b>WARDS:</b>	BOROUGHWIDE
<b>LEAD OFFICER:</b>	MICHAEL GRAHAM	<b>TEL:</b>	0188 937 3470
<b>JOB TITLE:</b>	ASSISTANT DIRECTOR LEGAL AND DEMOCRATIC SERVICES	<b>E-MAIL:</b>	michael.graham@reading.gov.uk

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report outlines the new powers which have been given to councils to assist with their response to the pandemic.
- 1.2 The [Health Protection \(Coronavirus, Restrictions\) \(England\) \(No.3\) Regulations 2020](#) came into force on 18 July 2020. They grant local authorities new powers to respond to a serious and imminent threat to public health and to prevent COVID-19 transmission where this is necessary. The implementation of measures should be proportionate to mitigate the spread of the coronavirus in the area.
- 1.3 This report explains the powers granted by the new Regulations and makes delegations for their effective operation. In addition to the delegations, the report sets out the approach for wider consultation with relevant lead Councillors where the powers have a wider community impact.

#### 2. RECOMMENDED ACTION

Policy Committee is asked:

- 2.1 To delegate the powers to direct under the Regulations, (including the power to review, revoke or replace the direction as envisaged by the Regulations) as follows:
  - (a) Regulation 4 (directions relating to individual premises) delegation to the Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
  - (b) Regulation 5 (directions relating to events) delegation to the Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
  - (c) Regulation 6 (directions relating to outdoor places) delegation to the Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
  - (d) Regulation 12 (enforcement of requirements), (including (i) the power to designate officers for the purpose of the Regulations and (ii) the power to delegate authority to designated officers to issue prohibition notices) delegation to the Executive Director of Economic Growth and Neighbourhood Services
  - (e) Regulation 14 (power to authorise persons to issue fixed penalty notices) delegation to the Executive Director of Economic Growth and Neighbourhood Services

### **3. POLICY CONTEXT**

3.1 Local authorities already have a number of statutory powers which can assist in response to a public health issue, for example:

- Power to apply to the Magistrates' Court to impose restrictions or requirements to close contaminated premises; close public spaces; detain a conveyance or movable structure; disinfect or decontaminate premises; or order that a building, conveyance or structure be destroyed (Public Health (Control of Disease Act) 1984)
- power to close a food business if there is an imminent risk of injury to health (Food Safety Act 1990)
- power to close a business by way of a Hygiene Emergency Prohibition Notice if the Regulations have not been followed and there is an imminent risk of injury to health (Food Safety and Hygiene (England) Regulations 2013)
- power to request persons to do or refrain from doing anything by serving a notice for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection or contamination which presents or could present significant harm to public health (the Health Protection (Local Authority Powers) Regulations 2010)

These powers are exercised by officers and Lead and Ward Councillors are informed as appropriate.

3.2 In addition to the above powers, local authorities may also seek support from ministers to use their powers under the Coronavirus Act 2020 to close schools or limit schools to set year groups' attendance, to cancel or place restrictions on organised events or gatherings, or to close premises.

#### **New powers**

3.3 The new Regulations include powers for local authorities to:

- restrict access to, or close, individual premises
- prohibit certain events (or types of event) from taking place
- restrict access to, or close, public outdoor places (or types of outdoor public places)

3.4 To make a direction under the Regulations, a local authority must be satisfied that the following three conditions are met:

1. the direction responds to a serious and imminent threat to public health in their area
2. the direction is necessary to prevent, protect against, control or provide a public health response to the incidence or spread of infection of coronavirus
3. the prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose

3.5 The powers will only be used following the principles laid out in the Corporate Enforcement Policy. The exercise of these powers is not something which will happen as a matter of course. These are additional tools which will be available to the Council should it need them. The use of the powers will be considered carefully by officers in consultation with the Director of Public Health. In cases where there are significant impacts for the borough, for example the restriction of an event or closure of a public

outdoor place, relevant lead councillors will also be consulted about the use of the powers. The use of the powers is subject to considerations of necessity and proportionality as part of the assessment of regulatory action under the Human Rights Act.

3.6 Before making a direction, local authorities must:

- gather sufficient evidence to demonstrate that these tests have been met
- consult with the director of public health and the police (if the direction prohibits, requires or restricts access to a premise, event or public outdoor place)
- have due regard to the Public Sector Equality Duty (s.149 of the Equality Act 2010) and consider carrying out an equalities impact assessment to determine whether the measure may disproportionately affect people with protected characteristics
- have regard to the need to ensure the public has access to essential public services
- be clear about why they are taking directive action and communicate this clearly to the Secretary of State, the persons to whom the direction applies and, where appropriate, those impacted by the direction

3.7 The Secretary of State may direct a local authority to issue a direction where he considers the conditions above have been met and can also direct a local authority to revoke an existing direction (with or without a replacement direction) where the above conditions are no longer met.

3.8 A local authority must review a direction at least every seven days and determine whether the three conditions for making the direction continue to be met. If at any stage the threshold for restrictions is no longer met, the direction should be immediately revoked or replaced with a direction which meets the threshold.

3.9 Those directly impacted by any direction under these Regulations have the right of appeal to a local magistrate and may make representations to the Secretary of State.

### Closure of premises

3.10 Regulation 4 provides a power for local authorities to make directions about individual premises, for the purpose of:

- closing the premises
- restricting entry to the premises
- securing restrictions in relation to the location of persons in the premises

3.11 Directions may not be made in relation to premises which form part of essential infrastructure. [Government guidance](#) details categories of essential infrastructure that may not be closed. However, the list is not exhaustive, and local authorities should use their discretion to consider whether premises could be considered essential local or national infrastructure before using the power. While public transport is included in the list of essential infrastructure, this doesn't include taxis or private hire vehicles. In deciding whether to close or restrict transport services, local authorities should be mindful of their duty under the Education Act 1996 to facilitate home to school transport for eligible children.

### Restrictions on events

3.12 Certain events (or types of event) may be prohibited from taking place, e.g. a planned event at which the numbers of people expected to seek to use a space, or the nature of a particular event, would make it unsafe due to the risk of coronavirus transmission.

- 3.13 A direction may only have the effect of imposing prohibitions, requirements or restrictions on the owner, occupier or organiser of premises for an event. This does not include people planning to attend the event.

#### **Closure of a public outdoor place**

- 3.14 The closure of, or restriction of access to, a public outdoor place may be directed, e.g. a planned event, or where past experience indicates a high risk that the numbers of people expected to seek to use a space would make it unsafe, including for example a popular open space.
- 3.15 Once a direction is made, people will not be allowed to enter or remain in the area, subject to the terms of the direction, without a reasonable excuse. The Regulations provide a non-exhaustive list of reasonable excuses, which include that people may enter the land where it is reasonably necessary for work purposes.

#### **Enforcement of requirements**

- 3.16 Where a local authority designated officer or a police officer or PCSO reasonably believes that a person is in contravention of a prohibition, requirement or restriction as set out in the Regulations, they may take such action as is necessary and proportionate to enforce a direction. A local authority designated officer may issue a prohibition notice to a person who contravenes a direction. Where the police consider that an event is being held in contravention of a direction, they may direct the event to stop, direct a person to leave the event, or remove a person from the event. Where the police consider that a person is, without reasonable excuse, in a public outdoor place that has been closed or where access has been restricted under a direction, they may direct that person to leave the place immediately and/or remove the person from the place.

#### **Offences**

- 3.17 Where it is reasonably believed that a person aged 18 or over has committed an offence under these Regulations, an authorised person - a local authority designated officer or a police officer or PCSO may issue a Fixed Penalty Notice (FPN). If paid within 28 days beginning from the day after the date of the notice no proceedings may be taken in respect of the offence. The amount of the FPN will be £100 for a first offence (reduced to £50 if paid within 14 days), doubling upon further offences up to a maximum of £3,200.

#### **Reading Borough Council Policy**

- 3.18 During the initial Response phase of the pandemic the Council identified a strategic framework for the duration of the emergency and Recovery period during which its priority objectives are to:
- Support and protect vulnerable children and adults by ensuring the social care system continues to function effectively
  - Support the people who are most vulnerable and isolated in our communities
  - Support businesses and the local economy, and secure Reading's economic recovery
- 3.19 As the Council approached the Recovery phase, it reviewed its priorities in order that it could respond to the challenges brought by the pandemic.
- 3.20 The overall vision for the Recovery phase is: To ensure Reading can be a thriving, virus-resilient community.
- 3.21 To achieve this there are three strategic objectives:
- 1) To ensure the Council itself is resilient and fit for the future:
  - 2) To help people be safe and communities thrive:



3) To secure the economic future of Reading:

Further details are contained in the 22 June 2020 [Policy Committee report](#).

3.22 These strategic objectives sit alongside the Council’s Corporate Plan 2018-2021 (which was refreshed in Spring 2019) and which sets out the following six priorities:

- Securing the economic success of Reading
- Improving access to decent housing to meet local needs
- Protecting and enhancing the lives of vulnerable adults and children
- Keeping Reading’s environment clean, green and safe
- Promoting health, education, culture & wellbeing
- Ensuring the Council is fit for the future

3.23 Full details of the Council’s Corporate Plan and the actions which will deliver the priorities are published on the [Council’s website](#) and demonstrate how the Council meets its legal obligation to be efficient, effective and economical.

3.24 Responding to rising rates of infection in the Borough is a key function of the Council to ensure the health, safety and well-being of the population. Utilising these new powers effectively is essential to ensuring the residents of the Borough are safe and that Reading is a thriving, virus-resilient place.

#### 4. THE PROPOSAL

4.1 The powers which are to be exercised by the Council should be delegated according to the following table. In each case, the power to give a direction, also includes the power to review, revoke or replace the direction as envisaged by the Regulations. In cases where there are significant impacts for the borough, the relevant lead councillors will also be consulted about the use of the powers.

Power	Delegation to
<b>Regulation 4</b> - directions relating to individual premises	Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
<b>Regulation 5</b> - directions relating to events	Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
<b>Regulation 6</b> - directions relating to outdoor places	Executive Director of Economic Growth and Neighbourhood Services in consultation with the Director for Public Health
<b>Regulation 12</b> - enforcement of requirements - (a) power to designate officers for the purpose of the Regulations (b) power to delegate authority to designated officers to issue prohibition notices	Executive Director of Economic Growth and Neighbourhood Services
<b>Regulation 14</b> - fixed penalty notices - power to authorise persons to issue fixed penalty notices	Executive Director of Economic Growth and Neighbourhood Services

<b>Regulation 15</b> - power to instigate prosecutions	Assistant Director of Legal and Democratic Services
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4.2 The Director of Public Health has been consulted about the operation of these powers across Berkshire, as have neighbouring councils.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Members will note that these powers correlate with the Council's Strategic Priorities for managing the Pandemic and Recovery Programme as well as the Council's Corporate Plan and support all three strategic frameworks.

## 6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

6.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers). There are no climate emergency implications arising from this report or the implementation of the new powers.

## 7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".

7.2 At the Policy Committee on 3 August 2020, members approved the establishment of an [Outbreak Engagement Board](#) with the purpose of increasing democratic oversight over future measures which need to be taken to respond to the pandemic. The operation and use of these powers is a matter which could be referred to this Board in its review of any response to an increase of the virus in Reading. Members should note that the Board's role would be confined to a review of the use of the powers and their efficacy in reducing the spread of the virus. The Board does not have a decision-making role in the use of the powers.

7.3 Before a direction is made, there is a statutory requirement for the local authority to consult with the Director of Public Health. In Berkshire there is a shared public health function across the six unitary councils and the Director of Public Health has been consulted in the preparation of this report.

7.4 If a direction is made then the local authority is under a duty to give notice in writing to the persons affected by it, bring it to the attention of neighbouring councils and publish the notice on the Council's website. A person who is affected by the notice has got the right of appeal to the Magistrates' Court.

## 8. EQUALITY IMPACT ASSESSMENT

8.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

8.2 The use of these powers on a case by case basis will require officers to consider the Public Sector Equality Duty and implications of the Human Rights Act. It is not possible

at this stage to narrow down the wide range of factors that would have to be considered, but officers will work with neighbouring councils and professional associations to make sure that assessments of these issues are consistent with emerging best practice in other parts of the country that exercise the powers.

## **9. LEGAL IMPLICATIONS**

9.1 Covered in the main body of the report. There are no other legal issues arising directly from this report.

## **10. FINANCIAL IMPLICATIONS**

10.1 There have been significant financial implications for the Council in responding to this emergency both in terms of additional costs as well as reduced income levels and officers have put in place procedures to record and track both.

10.2 There are no additional financial implications arising from this report. However, the operation of the power to close premises etc may well involve additional staff time and additional expense which is part and parcel of the Council's statutory obligations. There is no way of accurately assessing what the financial implications could be at this time.

10.3 However, to support its overall COVID-19 control activity, Reading Borough Council has received a one-off grant of £901k. This is ring-fenced for the following purpose "*to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred in relation to the mitigation against and management of local outbreaks of COVID-19*". To support the response work occurring at a Berkshire wide and at a Berkshire West level, the Council has committed to contributing £386k of this money to the Berkshire Shared Team to support the following roles and functions:

- Deputy Director of Public Health
- Covid Surveillance Specialist
- Analytical capacity
- Health protection cell project management support
- Public Health Expertise - capacity for Health Protection Cells
- Capacity for out of hours triage of notifications and response to organisational queries
- Specialist public health communications & engagement
- Social media management and delivery of campaign work
- Communications and engagement budget

10.4 That leaves a further £515k for Reading Borough Council to use at its discretion, within the conditions of the grant, to support local COVID-19 response and outbreak control. Further work will be undertaken to determine the most cost-effective use of these monies on local priorities.

10.5 Officers have checked with the Council's insurers that the operation of these powers will fall within the Council's ordinary cover.

## **11. BACKGROUND PAPERS**

11.1 There are none.

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF EXECUTIVE DIRECTOR ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	POLICY COMMITTEE		
<b>DATE:</b>	24 AUGUST 2020		
<b>TITLE:</b>	GREENWICH LEISURE LIMITED - FINANCIAL SUPPORT		
<b>LEAD COUNCILLORS:</b>	CLLR BROCK / CLLR GRAEME HOSKIN	<b>PORTFOLIO:</b>	LEADER / HEALTH, WELLBEING & SPORT
<b>SERVICE:</b>	CULTURE	<b>WARDS:</b>	BOROUGHWIDE
<b>LEAD OFFICERS:</b>	DONNA PENTELOW / PETER ROBINSON	<b>TEL:</b>	0118 937 2604
<b>JOB TITLE:</b>	ASSISTANT DIRECTOR CULTURE / INTERIM ASSISTANT DIRECTOR OF FINANCE	<b>E-MAIL:</b>	<a href="mailto:donna.pentelow@reading.gov.uk">donna.pentelow@reading.gov.uk</a> <a href="mailto:peter.robinson@reading.gov.uk">peter.robinson@reading.gov.uk</a>

#### 1. EXECUTIVE SUMMARY

- 1.1 This report sets out a recommendation to provide financial support to Greenwich Leisure Limited (GLL) following a request for assistance from the Council relating to the impact of Covid-19. The terms of the financial support are also set out.
- 1.2 The Covid-19 pandemic and the Government's lockdown resulted in the temporary closure of Rivermead Leisure Centre. GLL are seeking financial support from partners in order to remain financially viable as the centres reopen to the public.
- 1.3 The Government confirmed that indoor gyms, swimming pools and sports facilities were allowed to reopen from 25 July 2020. Rivermead reopened on 25 July 2020. The support package will enable Rivermead to remain open.
- 1.4 It is recommended that the Council provide GLL with additional financial support up to a limit of £410k to secure the opening and continuation of their operation this financial year based on open book accounting.
- 1.5 Elsewhere on this meeting's agenda in closed session commercial information in relation to this decision was presented and this should be considered when making a decision as regards the recommendation.

#### 2. RECOMMENDED ACTION

- 2.1 That Policy Committee authorises the Executive Director of Economic Growth and Neighbourhood Services to provide financial support of a maximum of £410k to Greenwich Leisure Limited within the terms set out at paragraph 4.4 of this report to address the impact of COVID-19.

### 3. POLICY CONTEXT

- 3.1 Reading has a range of leisure facilities that are of mixed quality and the Council recognises that the provision of suitable and readily accessible sports facilities underpins participation in sports and physical activity and supports the delivery of the social and economic benefits that can be attributed to an active community. With over 750,000 people using the Borough's sports and leisure facilities across the town each year, Reading needs a leisure offer that reflects its needs and aligns with the Council's wider policies and priorities, including public health objectives and tackling inequality.
- 3.2 Greenwich Leisure Limited (GLL) currently runs the Rivermead leisure facility and are contracted to do so until 31 December 2022. In 2018 the Council and GLL reached a mutual agreement to allow an early break in their contract which allowed Rivermead Leisure Centre to be included in a new integrated borough-wide leisure offer for residents.
- 3.3 The Council was in the process of finalising a Design Build Operate and Manage (DBOM) contract terms with GLL, when the Covid-19 pandemic arose in March 2020. This resulted in a Government 'lockdown' and the closure of all leisure centres, swimming pools and gyms including those run by the Council and GLL. Currently, the DBOM contract has not been signed as there were some key terms outstanding, predominantly related to the cost implications of any planning conditions and the need to complete detailed survey data.
- 3.4 GLL has also advised the Council that they do not wish to enter into the DBOM contract at this stage due to the uncertainty arising from Covid-19. GLL would, however, wish to proceed to seek planning approval in order to signal their intent to enter the DBOM contract and to minimise any potential impacts on the timeline that was originally agreed. This would involve entering into a separate Planning Costs Agreement (PCA) with GLL to progress the designs and seek to achieve planning consent. A report seeking approval to enter into a PCA is to be presented to this Policy Committee.
- 3.5 The Government has confirmed that indoor gyms, swimming pools and sports facilities were allowed to reopen from 25 July 2020. Officers agreed in principle with GLL to re-open the centre subject to taking into account Covid-19 health and safety requirements which will impact on the type and level of service which can be offered and the income levels achievable while social distancing rules remain.

### 4. THE PROPOSAL

#### **Current Position:**

- 4.1 GLL has written to the Council seeking financial support of £504k up to the end of December 2020. This consists of £254k for the closure period to cover the fixed costs of operating the pool and overheads and £250k as a further subsidy to reflect lost income in the remaining period. They had furloughed the majority of their staff and are paying them the balance of 20% from their own resources.

- 4.2 GLL has made it clear that they cannot maintain the operation of the centre without financial support and would terminate the current contract if the Council does not fund ongoing costs when the centre was shut.
- 4.3 It is in the Council's interests for the Rivermead site to remain open, with GLL operating it under their current contract, as there would be additional costs associated with Rivermead coming back into the Council's direct management or the Council setting up its own Leisure Trust. The leisure sector is competitive with a number of operators in this mature market. However, the sector is under significant pressure following the closure of all leisure centres in March due to Covid-19. Sport England and the Local Government Association (LGA) have lobbied government to ask for more support for the sector and have encouraged councils to support their leisure partners. LGA offered to link authorities with the same provider to share thinking, which the Council signed up to. Sport England has offered funding for consultancy support to negotiate agreements with councils who decide to offer financial support.
- 4.4 Officers have negotiated the following level of financial support with GLL and agreed to limit the duration of this support to minimise the financial impact on the Council as follows:
- The Council will pay GLL a capped amount of £410k for the rest of this financial year based on GLL opening on 25 July 2020. Payments will be made as follows:
    - RBC will pay GLL up front for costs incurred to date
    - the balance will be paid in instalments in arrears to December 2020.
  - Open book accounting has been agreed with any spend less than this shared between RBC and GLL.
  - The Council has agreed to be flexible in respect of GLL's operational decisions to open the centre safely. This may mean that the full pre-covid leisure offer cannot be provided including the use of the leisure pool (where social distancing rules makes this unviable at present). Concession rates will continue to be honoured.
  - GLL will aim to run 1,000 swimming lessons per week down from 1,400 due to the need for social distancing but are expecting a reduction in demand, any spare demand will be moved to RBC pools with capacity.
- 4.5 Officers have contacted some of GLL's other local authority partners to find out their respective positions. Others have confirmed they are providing financial support. One has confirmed they have offered financial support including deferred management fees, which has yet to be accepted by GLL.
- 4.6 GLL has asked the Council to follow the supplier relief PPN (PPN02/20) guidance to cover the net cost of providing the service. The Supplier Relief PPN asks public bodies to ensure suppliers will continue to be paid as normal (even if service delivery is disrupted or temporarily suspended by the pandemic) until 25<sup>th</sup> July. However, the Council does not pay a management fee to GLL and the PPN is non statutory guidance.

4.7 A summary of options is set out at below:

Options	Factors to consider	Financial implications
<p>Option 1: No financial support</p> <p>This carried the risk of GLL terminating the contract and returning Rivermead to the council.</p> <p><u>NOT RECOMMENDED</u></p>	<p>Difficult for GLL to succeed in loss of income claim under the terms of the Contract.</p> <p>Termination of the Contract may be brought about by GLL through the force majeure clause in the Contract.</p> <p>Supplier relief PPN (PPN02/20) is non statutory guidance.</p> <p>Reputational risk</p>	<p>Cost of Rivermead coming back in-house or the Council setting up its own Leisure Trust other costs/expenses e.g. tupe, redundancies, novation of third-party contracts, transfer of assets/property, termination of leases etc which will need to be considered and costed.</p>
<p>Option 2: financial support based on an open book accounting until March 2021.</p> <p><u>RECOMMENDED</u></p>	<p>Allows the centre to open to the public and a level of service resumed.</p> <p>Termination of the Contract may be brought about by GLL through the force majeure clause in the Contract</p> <p>Shows commitment to the intention of a long term partnership with GLL.</p> <p>May be able to recover costs via central government.</p> <p>Actual costs may be better than those forecast.</p>	<p>£410k for 2020/21</p>

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The Council’s Corporate Plan 2018 - 2021 (refreshed in June 2019) sets out the key priorities for the Council which include ‘Securing the economic success of Reading’ and ‘Promoting health, education, culture & wellbeing’. The proposals and recommendations set out in this report directly contribute to these priorities by supporting the reopening of the Rivermead Leisure Centre and its ongoing viability.
- 5.2 The Council has also agreed its strategic priorities for the recovery phase of the pandemic. The overall vision is to ensure Reading can be a thriving, virus-resilient community:



- To ensure the Council is resilient and fit for the future.
- To help people be safe and communities thrive
- To secure the economic future of Reading

## **6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

- 6.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers).
- 6.2 There are no direct environmental and climate change implications within this report although the decision to provide financial support will be key to the long term relationship of the Council with GLL as part of the proposed DBOM contract which will improve the quality of leisure services and increase participation rates. The current leisure facilities are ageing and do not have the benefit of being built to modern standards including current energy efficiency standards. GLL has committed to developing the designs for Rivermead and Palmer Park to BREEAM Excellent standards, to use renewables where possible to achieve building control compliance and to help reduce carbon emissions and improve environmental efficiency.

## **7. COMMUNITY ENGAGEMENT AND INFORMATION**

- 7.1 No direct consultation on the decision taken in this report has been undertaken.

## **8. EQUALITY IMPACT ASSESSMENT**

- 8.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 8.2 An Equality Impact Assessment is not applicable to this decision.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Council has a power to provide sport and recreation facilities in its area.
- 9.2 Pursuant to its powers, the Council entered a contract to provide leisure service on its behalf with GLL dated 23 May 2008. In the absence of COVID-19 related financial relief, GLL has indicated that it will determine the Contract and cease to provide the sport and recreation facilities thereunder at Rivermead Leisure Centre prior to the expiry date of 31 December 2022. Any offer of financial relief by the Council to avoid the situation at this paragraph 9.2, should be properly documented by way of a variation to the Contract, to be drafted in line with the Cabinet Office's Model

Interim Payment Terms Procurement Policy Note 02/20 requiring the parties to act in good faith, with integrity and through open book transparency.

## **10. FINANCIAL IMPLICATIONS**

10.1 The current contract with GLL for Rivermead is provided at nil cost. The £410k capped subsidy for 2020/21 will therefore mean that the service overspend will increase. However, the subsidy is within the amount included in the forecast costs of Covid-19 included in reports on this issue, budget monitoring reports and returns to government.

10.2 Financial risks have been limited through a capped subsidy.

## **11. BACKGROUND PAPERS**

11.1 None

## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	POLICY COMMITTEE		
<b>DATE:</b>	24 AUGUST 2020		
<b>TITLE:</b>	GREENWICH LEISURE LIMITED - PLANNING COSTS AGREEMENT		
<b>LEAD COUNCILLOR:</b>	GRAEME HOSKIN	<b>PORTFOLIO:</b>	HEALTH, WELLBEING & SPORT
<b>SERVICE:</b>	CULTURE	<b>WARDS:</b>	BOROUGHWIDE
<b>LEAD OFFICERS:</b>	DONNA PENTELOW / GIORGIO FRAMALICCO	<b>TEL:</b>	0118 937 2604
<b>JOB TITLE:</b>	ASSISTANT DIRECTOR CULTURE DEPUTY DIRECTOR PLANNING, TRANSPORT & REGULATORY SERVICES	<b>E-MAIL:</b>	<a href="mailto:donna.pentelow@reading.gov.uk">donna.pentelow@reading.gov.uk</a> <a href="mailto:giorigo.framalicco@reading.gov.uk">giorigo.framalicco@reading.gov.uk</a>

#### 1. EXECUTIVE SUMMARY

- 1.1 This report seeks permission to enter into a Planning Costs Agreement (PCA) with Greenwich Leisure Limited (GLL) to meet a revised timetable to construct new leisure facilities at Rivermead Leisure Centre and Palmer Park Sports Stadium.
- 1.2 On 20 January 2020 the Council authorised the award of a 25-year contract with GLL to design, build, operate and maintain (DBOM) the Council's four leisure centres; the contract includes:
  - A new-build solution at Rivermead, incorporating a new competition standard pool with provision for diving
  - A new community pool at Palmer Park linked to existing facilities
  - Improvements to existing leisure centres at South Reading and Meadway
  - Introduction of membership and customer schemes allowing access to all Council facilities
- 1.3 The Council delegated authority to the Executive Director for Economic Growth and Neighbourhood Services to finalise contractual arrangements in consultation with the Lead Councillor for the Health, Wellbeing and Sport, the Assistant Director for Procurement and the Assistant Director for Legal and Democratic Services.
- 1.4 These contractual discussions were progressing but were disrupted by the Covid19 pandemic and the temporary closure of leisure facilities which has delayed the signing of the DBOM contract. In the interim, officers are seeking permission to enter into a separate PCA with GLL to progress the design and planning approval of the new build elements at Rivermead and Palmer Park. This reduces the impact of the lost time due to Covid19 on the implementation of the scheme, secures the intellectual property rights of the designs developed since the contract award and

progresses the scheme through to planning approval and up to signing the DBOM contract.

- 1.5 A new timetable for both the signing of the DBOM contract with GLL and the construction of the facilities is also set out in the report.
- 1.6 A separate report related to the financial support for GLL due to the impact of Covid19 on the sports and leisure industry is also presented to this Policy Committee.

## **2. RECOMMENDED ACTION**

- 2.1 That Policy Committee delegates authority to the Executive Director for Economic Growth and Neighbourhood Services to enter into a Planning Costs Agreement (PCA) with Greenwich Leisure Limited (GLL) at a cost of £816k, in consultation with the Lead Councillor for Health, Wellbeing and Sport, the Assistant Director for Procurement and the Assistant Director for Legal and Democratic Services.
- 2.2 To note the updated timetable to formally enter into a DBOM contract and construct the new facilities at Rivermead Leisure Centre and Palmer Park Sports Stadium.

## **3. POLICY CONTEXT**

### **Background**

- 3.1 The Council's Corporate Plan 2018 - 2021 (refreshed in June 2019) sets out the key priorities for the Council which include 'Securing the economic success of Reading' and 'Promoting health, education, culture & wellbeing'. The proposals and recommendations set out in this report directly contribute to these priorities by securing a new operator to manage existing and develop new leisure facilities including a competition standard pool with diving provision and a new pool at Palmer Park to replace Arthur Hill Pool. The local economy would be boosted by a significant capital spend of circa £35m in the coming years.
- 3.2 Reading has a range of leisure facilities that are of mixed quality and the Council recognises that the provision of suitable and readily accessible sports facilities underpins participation in sports and physical activity and supports the delivery of the social and economic benefits that can be attributed to an active community. With over 750,000 people using the Borough's sports and leisure facilities across the town each year, Reading needs a leisure offer that reflects its needs and that aligns with the Council's wider policies and priorities, including public health objectives and tackling inequality.
- 3.3 An extensive procurement process to find a leisure partner to design, build, operate and maintain (DBOM) boroughwide leisure facilities culminated on 20 January 2020, with Policy Committee awarding a 25-year DBOM contract to Greenwich Leisure Limited (GLL) and delegating authority to officers to finalise the contract arrangements. The Policy Committee report set out the following timetable:

- Contract Award Decision - 20th Jan
- Contract Finalisation - Feb 2020

- New contract start- May 2020
- Construction Commence - Dec 2020
- New pool at Palmer Park open - Spring 2022
- New Pool at Rivermead open - Summer 2022

3.4 Officers were in the process of finalising the DBOM contract terms with GLL, when the Covid19 pandemic broke out in March 2020. This resulted in a Government 'lockdown' and the closure of all leisure centres, swimming pools and gyms including those run by the Council and GLL. Currently, the DBOM contract has not been signed as there were some key terms outstanding, predominantly related to the cost implications of any planning conditions and the lack of detailed survey data.

3.5 GLL have also advised the Council that they do not wish to enter into the DBOM contract at this stage due to the uncertainty arising from Covid19. They do however wish to proceed with seeking planning approval in order to signal their intent to enter the DBOM contract and to minimise any potential impacts on the timeline that was originally agreed. This would involve entering into a separate Planning Costs Agreement (PCA) with GLL to progress the designs and seek to achieve planning consent.

#### 4. THE PROPOSAL

4.1 Currently all design and survey work post 20<sup>th</sup> January 2020 award of contract to GLL has been running in parallel to the DBOM contract discussions, with costs incurred at risk to GLL. This work was paused in March. Design information has been shared in the spirit of partnering with the Council in the long term. To ensure the intellectual property rights of the design work can be legally owned and used by the Council, a more formal agreement, the PCA, is required.

4.2 The PCA protects the Council in the event that GLL either becomes insolvent or does not subsequently sign the DBOM contract. It means that the Council can access the work which has been commissioned by GLL and take it forward with another partner (if necessary). Without the PCA in place, legal advice is that the Council would not have any intellectual property rights to use the work that GLL has commissioned since 20<sup>th</sup> January contract award. The PCA brings forward work that would have otherwise been completed within the DBOM contract. In both contracts, the Council obtains legal rights to use any design / survey work, and the work can be sub-licensed to other parties. The PCA becomes particularly relevant if the DBOM contract does not progress for any reason.

4.3 The design work helps to de-risk the DBOM contract by reducing the impact of the current delays to the original programme and costs. Project delay caused by pausing the design and survey work until the formal DBOM is signed would be significant. The work is essential for the grant of planning permission, and the basis of detailed design.

#### Options Appraisal

4.4 The following options are applicable for consideration:

##### 4.5 **Option 1 - Do nothing - do not enter in to the PCA**

The Council could progress on the basis that GLL will ultimately sign the DBOM negating the need for a separate agreement. In the scenario that the DBOM contract is not signed until 1<sup>st</sup> April 2021, this would result in a 12-month delay to

the re-starting of the planning design work which paused in March 2020. There would be a subsequent 10-month knock-on delay to the construction start date of Spring 2022 which would mean the new swimming pool at Palmer Park not opening until Summer 2023 and the swimming pool at Rivermead not opening until Autumn 2023.

4.6 There would be also be an increase to the final construction cost for the two sites if construction inflation costs continue to rise as predicted. BCIS inflation indices predict a 3.6% construction cost increase between a construction start date of Winter 2020 and a revised construction start date of Spring 2022. Based on the current capital cost for the two sites of £32,828,000 this would potentially increase construction costs by £1,181,808

4.7 **Option 2 - Enter into the PCA and complete the design work up to planning submission stage**

The design work would re-start in late August 2020 with a target planning submission in November 2020, seeking planning approval in March 2021. The cost of the PCA up to the end of November 2020 would be £463,625 with a subsequent reduction of this fee from the main DBOM contract. Design work would then stop until the DBOM contract is signed on 1<sup>st</sup> April 2021 and then continue for 7-months to a start on site in Winter 2021. This would mean the new swimming pool at Palmer Park not opening until Spring 2023 and the new leisure centre at Rivermead not opening until Summer 2023.

4.8 There would be also be an increase to the final construction cost for the two sites if construction inflation costs continue to rise as predicted. BCIS inflation indices predict a 2.4% construction cost increase between a construction start date of Winter 2020 and a revised construction start date of Winter 2021. Based on the current capital cost for the two sites of £32,828,000 this would potentially increase construction costs by £787,872

4.9 **Option 3 - Enter into the PCA and continue design work through to DBOM signing**

The design work would re-start in late August 2020 with a target planning submission in Late October / early November 2020, seeking planning approval in March 2021. The cost of the PCA up to 1<sup>st</sup> April 2021 DBOM signing would be £816,035 with a subsequent reduction of this fee from the main DBOM contract. Design work would then continue for 3-months to a start on site 1<sup>st</sup> June 2021. This would mean the new swimming pool at Palmer Park opening end of September 2022 and the new leisure centre at Rivermead opening end of January 2023.

4.10 There could also be an increase to the final construction cost for the two sites if construction inflation costs continue to rise as predicted. BCIS inflation indices do not predict any inflation increases 1<sup>st</sup> quarter 2021; but do predict a 0.9% construction cost increase 2<sup>nd</sup> quarter 2021 reflecting a revised construction start date of 1<sup>st</sup> June 2021. Based on the current capital cost for the two sites of £32,828,000 this could potentially increase construction costs by £295,452.

4.11 **The recommendation is to choose option 3** which although has a higher initial PCA fee, this reduces the DBOM contract sum by the same amount. This has less risk for any construction inflationary rises and means the new facilities are opened as early as possible to the original time frames.

4.12 Should option 3 of the proposals set out in this report be endorsed the following key milestone dates would apply.

- PCA award - 25<sup>th</sup> August 2020
- Planning submission - Early to mid November 2020
- Planning Committee - February / March 2021
- Contract Finalisation - Spring 2021
- New contract start- Spring 2021
- Construction start on site - June 2021
- New pool at Palmer Park open - end of September 2022
- New Pool at Rivermead open - end of January 2023

## **5. CONTRIBUTION TO STRATEGIC AIMS**

5.1 Reading's future leisure provision will contribute towards the achievement of the following Council Priorities:

- Securing the economic success of Reading
- Promoting health, education, culture and wellbeing

5.2 The Council has also agreed its strategic priorities for the recovery phase of the pandemic. The overall vision is to ensure Reading can be a thriving, virus-resilient community:

- To ensure the Council itself is resilient and fit for the future.
- To help people be safe and communities thrive
- To secure the economic future of Reading

5.3 Reading's leisure services are to be developed in line with the following Council strategies and priorities:

- RBC Corporate Plan 2018-2021
- Reading Local Plan November 2019
- Get Berkshire Active 2017-2021 'Towards and Active Berkshire'
- Reading Health & Wellbeing Strategy 2017-202 Vision 'A healthier Reading'
- Berkshire West Healthy Weight Strategy 2018-2020
- RBC: Indoor sport and leisure facilities strategy 2015
- Reading JSNA

5.4 The Council will work with its new leisure partner in the delivery of key national and local strategic policies. It will also demonstrate that investment and action is making a positive difference to people's lives and show the impact the delivery of the leisure service is having on local individuals and communities and public health outcomes.

5.5 Whilst the town's culture and leisure opportunities are accessed by the vast majority of residents there are significant cohorts who face barriers to access. This can lead to increased levels of obesity and poorer health and well-being for both adults and children in respect of physical activity; and poorer quality of life, mental health, social isolation and well-being. Addressing these barriers and widening participation is a key outcome requirement.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

6.1 Consultation with key stakeholders has been carried out in 2019 involving an on-line survey, face to face interviews and focus groups as part of the work to develop an indoor sports facilities strategy. This consultation also included a range of sports clubs and operators and involved the Amateur Swimming Association (ASA) and

Sport England to ensure that lead governing bodies for a variety of sports have been able to directly influence the strategy and are confident that it reflects their interests and input.

- 6.2 Proposed new facilities at Rivermead and Palmer Park will require planning permission and be subject to statutory public consultation at the appropriate time.

## **7. LEGAL IMPLICATIONS**

- 7.1 The Council has power under the Local Government (Miscellaneous Provisions) Act 1976 to provide such recreational facilities as it thinks fit including the provision of buildings, equipment, supplies and assistance of any kind. The Council may make such facilities available either without charge or on payment of such charges as it thinks fit.

- 7.2 The procurement process for the DBOM contract has been conducted in compliance with the Council's Contract Procedure Rules and in accordance with the Public Contract Regulations 2015 using the Competitive Dialogue Process. The criteria for use of the Competitive Dialogue Process were met by virtue of the Council not being able to fully define the best solution to meet its needs including not being able to objectively specify the legal and financial make-up of the contract.

- 7.3 The Council's contract is based upon the Sport England Design Build Operate and Maintain (DBOM) template, with some more significant changes to reflect that:

- there is a mixture of new build and existing facilities, that will have different maintenance and hand-back requirements
- a process for planning permission to be secured by the successful Tenderer (Contractor) has been included in the project with scenarios where permission is not secured or secured late
- a process is included to allow for provisional sums that cannot yet be established to finalise the cost for the new build works
- there will be post completion works in addition to the main leisure centre works
- the Authority's risk on significant capital expenditure arising during the course of the contract is limited

- 7.4 The question of whether the Council wishes to undertake the PCA is based upon an assessment of the risk of this project not completing as originally envisaged. If members have a high degree of satisfaction that the contractor will enter the DBOM proposal in the context of the pandemic, in accordance with the original timescales then there is no need for a PCA. However, the timeline has already slipped and there are concerns about the viability of the market to deliver and sustain new proposals such as this. Whilst the PCA is not without cost, it allows the Council a degree of certainty to take over the plans and progress them in a different way if the original plan can not be delivered. The costs can also be recovered if the plans do ultimately come to fruition.

## **8. EQUALITY IMPACT ASSESSMENT**

- 8.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:



- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 An Equality Impact Assessment is not applicable to this decision.

## 9. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

9.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers). The current leisure facilities are ageing and do not have the benefit of being built to modern standards including current energy efficiency standards. GLL has committed to developing the designs for Rivermead and Palmer Park to BREEAM Excellent standards, to use renewables where possible to achieve building control compliance and to help reduce carbon emissions and improve environmental efficiency.

## 10. FINANCIAL IMPLICATIONS

10.1 The Council incurred £330k costs in 19/20 taking forward the Leisure procurement to contract stage. These costs and the costs accrued within the PCA would be capital costs as these works are directly associated with the delivery of the new and refurbished leisure centres. Should the developments not take place these costs would revert to revenue.

10.2 The Council will be investing capital resources into re-provisioning or refurbishing the four leisure centres as well as periodically undertaking capital improvement and equipment replacement works. The table below sets out the capital expenditure requirements for the first three years (the main period in which centres are replaced or significantly refurbished) as well as future capital investments requirements over the remaining twenty-two years of the contract period:

	Years 1-3 (£,000's)	Future Years (£,000's)	Total (£,000's)
Rivermead	22,579	2,063	24,642
Palmer Park	10,249	1,880	12,129
Meadway	1,242	1,529	2,771
South Reading	859	1,874	2,733
	<b>34,929</b>	<b>7,346</b>	<b>42,275</b>

10.3 The proposals set out in this report would have implications on the Council's medium term financial strategy which includes the capital programme by reprofiling the spend assumptions within each year of the programme and potentially increasing the overall costs by circa £300k to account for the costs of inflation. A reprofiled programme will be presented within a future financial update on the Council's MTFs.

- 10.4 Should option 3 of the proposals set out in this report be endorsed then the PCA cost of £816k would be off-set by a reciprocal reduction in the capital cost of the DBOM contract.
- 10.6. The options appraisal in the report considers not signing the PCA and waiting for the main contract to be signed (option 1) but risks potential additional inflation costs on the overall contract of £1,181k due to a delay, £881k more than the recommended option.
- 10.7. It also considers entering into a PCA that completes the design work up to planning submission stage (option 2) at a cost of £463k. This option risks inflation on the contract of £788k, £488k more than the recommended option.
- 10.8. Members need to be aware of the risk that GLL may subsequently decide not to sign the DBOM contract. This would result in abortive fees of approximately £197k up to 1<sup>st</sup> April 2021 and further costs associated with reviewing different delivery models and the preferred model's implementation.

## **11. BACKGROUND PAPERS**

None

## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>POLICY COMMITTEE</b>		
<b>DATE:</b>	<b>24 AUGUST 2020</b>		
<b>TITLE:</b>	<b>CONTRACT AWARD - EXTERNAL AND COMMUNAL MAINTENANCE CONTRACT 2020-2027</b>		
<b>LEAD COUNCILLOR:</b>	<b>COUNCILLOR ENNIS</b>	<b>PORTFOLIO:</b>	<b>HOUSING</b>
<b>SERVICE:</b>	<b>ECONOMIC GROWTH &amp; NEIGHBOURHOOD</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICER:</b>	<b>NICK BURSTON</b>	<b>TEL:</b>	<b>0118 9373811</b>
<b>JOB TITLE:</b>	<b>HEAD OF HOUSING PROPERTY SERVICES</b>	<b>E-MAIL:</b>	<b>Nick.burston@reading.gov.uk</b>

#### 1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 The report seeks approval for the award of a 'works' contract for the provision of repairs and decorations to the external and communal elements of housing blocks containing both Council flats and leaseholders.
- 1.2 The contract will be awarded to one contractor. No volume of expenditure is guaranteed under these contracts as annual expenditure will depend on the actual level of work that is required. Based on expenditure records, the total expenditure is estimated to be circa £560k per annum for both external and communal works, to include the replacement of communal flooring.

#### 2. RECOMMENDED ACTION

- 2.1 That Policy Committee delegate authority to the Director of Economic Growth and Neighbourhood Services in consultation with the Lead Councillor for Housing, to award a Works Contract for the External and Communal Maintenance Contract for a period of 5 years with a 2-year extension.

#### 3. WORKS CONTRACTS FOR WORKS TO COUNCIL HOUSING STOCK

- 3.1 Housing Property Services propose to invite tenders for a works contract covering external and communal repairs and decorations.
- 3.2 Reading Borough Council's Housing Property Services manage the day to day repairs, planned maintenance and voids repair works to approximately 5,600 Council properties which are let throughout the borough. Elements of this work are sometimes sub-contracted out using works contracts where there are Leaseholders. Under the Commonhold and Leasehold Reform Act 2002, we are required to obtain quotations for anything over £250 per property.
- 3.3 Reading Borough Council through its Housing Property Services Team currently delivers the non-leasehold works for this project. In each case the ability to carry out the work covered in this contract using existing resources or direct employment

of operatives to carry out the work has been examined and found to be uneconomical due to level of spend or the capacity/specialist skills not available internally. Therefore, it is more efficient and cost effective for the service to sub-contract work in this way.

- 3.4 The current arrangement is to re-tender these works each year which includes two consultation periods of 28 days. This delays the commencement of the contract with works starting on site in the mid-summer months. By having a longer-term contract in place, it would eliminate the first part of the consultation period each year and create an improved working partnership with the winning contractor (see 6.1)

#### **4. CONTRIBUTION TO STRATEGIC AIMS**

- 4.1 The contract will support the achievement of the Council's strategic aim of 'Improving access to decent housing to meet local needs' by using a cost-effective means of delivering improvements to the Council's Housing Stock.

#### **5. ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

- 5.1 The option to have a longer-term contract will help aid the Council's target to reduce their carbon footprint by working in partnership with the contractor. Over the course of the contract we will work together to determine ways of using recyclable materials for medium-large repairs and help to support manufacturers that embrace 'green' practices in doing so.

- 5.2 A contract of this scale and term will have a wide range of environmental and climate change implications. The tendering process will therefore highlight to the market the importance which the Council attaches to these considerations (see 8.2 below). As the process progresses, bidders will be required to demonstrate how they will:

- Minimise greenhouse gas emissions and contribute towards Reading's ambition to become a net zero carbon borough by 2030
- Minimise waste (through reuse, recycling and recovery), water and other natural resource usage in construction and operation
- Source environmentally and socially responsible materials
- Ensure sustainable transportation of labour and materials (e.g. through efficient logistics, use of electric vehicles)
- Protect and enhance biodiversity and deliver ecological benefits where possible

Appropriate criteria and measures, including from the national Themes, Outcomes & Measures (TOMs) Framework, will be applied during the tender process to ensure that these objectives are met.

#### **6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 The current procedure for any works to leasehold properties is to have two 28 - day consultation periods. We are required to do this for each contract. By having a longer-term contract, it allows us to consult via a Qualifying Long- Term Agreement (QLTA). This means that all leaseholders within the Reading Borough will be consulted at the same time rather than spreading the consultations across each

financial year. Leaseholders would still be consulted on the cost of any work to their flat, in the year that they are programmed to have the work undertaken.

6.2 Reading Borough Council will still be able to recover all costs from leaseholders under this type of consultation. This is the full amount of the works plus VAT.

6.3 A selection of leaseholders will be invited to join the interview and tender selection process. This will give them the opportunity to ask questions and also have a better understanding of how we select contractors. There will also be the opportunity for them to join progress meetings throughout the contract and see the works in progress.

## **7. EQUALITY IMPACT ASSESSMENT**

7.1 A screening exercise has been carried out and it has been identified that a full EIA is not required.

7.2 It is intended as far as possible to ensure that the successful tenderers pay the living wage to all employees working on Reading Borough Council properties. Tenderers are advised that the Council's current Low Wage policy expects the payment of the Living Wage rate set independently by the Living Wage Foundation and updated annually in the first week of November each year. All providers appointed are expected to pay a living wage in accordance with this policy to all staff working on Reading Borough Council contracts. The UK Living Wage for employees outside of London is currently (April 2020) £9.30 per hour.

## **8. LEGAL IMPLICATIONS AND SOCIAL VALUE**

8.1 The Works Contract will be awarded using the Joint Contracts Tribunal Minor Works - 2016.

8.2 The successful tenderers will deliver improvements to the economic, social or environmental wellbeing to the local community of Reading. This could include such activities as:

### **Economic**

- Using local suppliers
- Social enterprises in delivery of contracts
- Apprenticeship schemes with employment progression- goals to reduce high (churn) turnover, not just a tick box scheme with no chance of permanent employment
- Volunteering and customer training
- Work experience opportunities, work placements/internships
- Environment consideration is part of the organisational strategy, embedded within the organisation and reduces the impact of the contract on the local environment.

### **Social**

- Supporting the local community
- Embedding social value through the whole supply chain
- Supporting ex-offenders to get back to work
- Assisting long term unemployment to gain employment
- Supporting charities and volunteering schemes

- Diversity of workforce promoting inclusion and equality across your supply chain, including equal pay

8.3 The successful tenderers will be expected to provide opportunities to local people and young people in particular, which may include employment, apprenticeships, training or work experience. The detail of the opportunities will be confirmed in the pre-contract meeting prior to award of contract and in partnership with Housing. The opportunities agreed will then form part of the contract. This should not be seen as a standalone initiative to employ trade apprentices for the short-term duration of the project but should demonstrate innovative measures to foster long-term delivery of localised Corporate Social Responsibility (CSR) Activity within future Reading Borough Council works programmes

## **9 FINANCIAL IMPLICATIONS**

9.1 No volume of expenditure is guaranteed under this contract as annual expenditure will depend on the actual level of work that is required. However, based on expenditure records, typically the total expenditure on Leasehold contracts is £560k per annum which means that the estimated contract value over the life of the contract (assumed to be 7 years) is approx. £3.9m. This is under the current Public Contract Regulations 2015 threshold for works contracts of £4.7m.

9.2 Works are undertaken on a rolling seven year programme and Leaseholders will be consulted prior to the works being undertaken in their relevant year. Leaseholders will be provided with an estimate of the recharge based on the tendered schedule of rates. On completion of the works a final invoice will be issued to the leaseholder and Reading will recover this sum. There will be no net cost to the council for the leasehold work.

9.3 The budget for this contract is included within the existing Housing Revenue Account repairs and maintenance budgets as agreed in the Council's annual budget setting process.

## **10.0 BACKGROUND PAPERS**

10.1 There are none.

## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

**TO: POLICY COMMITTEE**

**DATE: 24 AUGUST 2020**

**TITLE: 2020/21 QUARTER 1 PERFORMANCE AND MONITORING REPORT**

**LEAD COUNCILLOR: COUNCILLOR EMBERSON**

**PORTFOLIO: CORPORATE &  
CONSUMER SERVICES**

**SERVICE: FINANCIAL SERVICES**

**WARDS: BOROUGHWIDE**

**LEAD OFFICER: PETER ROBINSON**

**JOB TITLE: ASSISTANT DIRECTOR OF FINANCE**

**E-MAIL:**

[peter.robinson@reading.gov.uk](mailto:peter.robinson@reading.gov.uk)

## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 This report sets out the projected revenue and capital outturn positions for 2020/21 for both the General Fund and the Housing Revenue Accounts as at the end of June 2020 (Period 3). These forecasts include the additional pressures arising as a result of Covid-19 and associated government funding.
- 1.2 The forecast General Fund revenue outturn position as at the end of Quarter 1 is a £3.700m overspend. This forecast includes gross revenue pressures of £22.139m arising as a direct result of Covid-19.
- 1.3 The Housing Revenue Account (HRA) is currently projecting an underspend of (£0.480m) as at the end of Quarter 1.
- 1.4 The General Fund Capital Programme is forecast to underspend by (£105.523m) this year. This is predominantly because the £80.000m budget for commercial property will not be used. The HRA Capital Programme is currently forecast to spend to budget.
- 1.5 The combined gross revenue and capital pressures as a result of Covid-19 total £22.439m. This is partially offset by a total allocation of (£9.775m) of Central Government general support grant and an estimated (£0.837m) furlough grant claim and an estimated (£6.000m) in income compensation. This gives a net projected pressure caused by Covid-19 of £5.827m.
- 1.6 Central Government have announced that they will compensate Local Authorities for 75% of qualifying lost income over and above 5% of 2020/21 income budgets for 2020/21 only. Whilst the Government has published the principles for eligible income compensation, we are currently awaiting the detailed guidance to set out exactly what income qualifies but income relating to commercial property investments has been confirmed as being excluded. Our current estimate is that up to (£6.000m) of income losses could be compensated, but this is dependent on the publication of the guidance, is also subject to fluctuations in the level of lost income. Changes to this assumption

and the impact on the forecast outturn position will be reported through future reports.

- 1.7 The financial implications of Covid-19 will continue to be refined and reported on a monthly basis.
- 1.8 The report also sets out performance against the measures of success published in the Council's Corporate Plan.
- 1.9 The detail supporting this report is included in the following two appendices:
  - Appendix 1 - Financial Monitoring for Quarter 1;
  - Appendix 2 - Performance for Quarter 1.

## **2 RECOMMENDED ACTION**

### **That Policy Committee notes:**

- 2.1 The forecast General Fund revenue outturn position as at the end of June 2020 is a net overspend of £3.700m, due to an overspend of £22.850m on services budgets mitigated by an underspend of (£2.538m) on corporate budgets and anticipated Government Covid-19 Grants of (£16.612m) which comprises (£9.775m) of received general support funding; an estimated (£0.837m) furlough claim and an estimated (£6.000m) income compensation claim.;
- 2.2 The Housing Revenue Account is forecast to underspend by (£0.480m) as at the end of June 2020.
- 2.3 The General Fund Capital Programme is forecast to underspend by (£105.523m) and the HRA Capital Programme is forecast to spend to budget as at the end of June 2020.
- 2.4 The performance achieved against the Corporate Plan success measures as set out in Section 11 of this report and Appendix 2.

## **3 POLICY CONTEXT**

- 3.1 The Council approved the 2020/21 Budget and Medium-Term Financial Strategy in February 2020. The Covid-19 situation has meant that forecasts for 2020/21 are significantly different to the budget that was set. The Government has allocated the Council (£9.775m) of general support funding.
- 3.2 The financial impact of Covid-19 will continue to be monitored closely throughout the year and the ongoing impacts will be reviewed as part of the refresh of the Medium-Term Financial Strategy. Current forecasts do not include any potential impact of a second wave of the Pandemic and a return to tighter lockdown conditions.

## **4 General Fund Revenue**

- 4.1 The forecast outturn as of Quarter 1 is an £3.700m overspend and is broken down in the following table:



**Table 1. General Fund Forecast 2020/21**

	Budget	Forecast Outturn	Variance
	£m	£m	£m
Adult Social Care and Health	37.492	40.235	2.743
Economic Growth and Neighbourhood Services	16.871	33.147	16.276
Resources	14.751	15.638	0.887
Chief Executive	1.581	1.994	0.413
Children's Services retained by Council	0.710	0.710	0.000
Children's Services delivered by BfFC	48.421	50.952	2.531
<b>Total Service Expenditure</b>	<b>119.826</b>	<b>142.676</b>	<b>22.850</b>
Capital Financing Costs	14.731	16.193	1.462
Contingencies	3.522	0.000	(3.522)
Other Corporate Budgets	12.841	12.363	(0.478)
Government Covid-19 Funding	0.000	(16.612)	(16.612)
<b>Total Corporate Budgets</b>	<b>31.094</b>	<b>11.944</b>	<b>(19.150)</b>
<b>Net Budget Requirement</b>	<b>150.920</b>	<b>154.620</b>	<b>3.700</b>
Financed by:			
Council Tax Income	(96.014)	(96.014)	0.000
NNDR Local Share	(34.357)	(34.357)	0.000
New Homes Bonus	(3.988)	(3.988)	0.000
Section 31 Grant	(3.994)	(3.994)	0.000
Revenue Support Grant	(2.030)	(2.030)	0.000
One-off Collection Fund Surplus	(10.537)	(10.537)	0.000
<b>Total Funding</b>	<b>(150.920)</b>	<b>(150.920)</b>	<b>0.000</b>
<b>Over / (under) Budget</b>	<b>0.000</b>	<b>3.700</b>	<b>3.700</b>

4.2 The following table reconciles Covid-19 and other pressures to the forecast outturn position:

**Table 2. Covid-19 Revenue Pressures Impact on the 2020/21 Outturn Forecast**

	Covid-19 Net Pressures £m	Net Pressures/ (Savings) £m	Forecast Outturn £m
Adult Social Care & Health Services	2.776	(0.033)	2.743
Economic Growth & Neighbourhood Services	16.278	(0.002)	16.276
Resources	0.906	(0.019)	0.887
Chief Executive	0.485	(0.072)	0.413
Children's Services (RBC)	0.000	0.000	0.000
Children's Services (BfFC)	1.494	1.037	2.531
<b>Total Service Budgets</b>	<b>21.939</b>	<b>0.911</b>	<b>22.850</b>
Capital Financing Costs	0.000	1.462	1.462
Contingency	0.000	(3.522)	(3.522)
Other Corporate Budgets	0.200	(0.678)	(0.478)
Government Covid-19 Funding	(16.612)	0.000	(16.612)
<b>Total Corporate Budgets</b>	<b>(16.412)</b>	<b>(2.738)</b>	<b>(19.150)</b>
<b>Total</b>	<b>5.527</b>	<b>(1.827)</b>	<b>3.700</b>

**Adult Care and Health Services (DACHS)**

4.3 Adult Care and Health Services is forecasting an overspend of £2.743m at the end of Quarter 1. Pressures totalling £2.776m are as a result of Covid-19 which is partially offset by other net underspends of (£0.033m).

#### 4.4 The forecast overspend is due to:

- £0.248m of additional PPE costs;
- £0.585m to support care homes with high levels of void beds;
- £0.783m of red savings as a result of the impact of Covid-19;
- £0.408m, 50% of amber savings;
- £0.752m relates to a forecast reduction in discharge funding from the CCG for the second half of the year;
- (£0.033m) of net underspends largely relating to staffing.

4.5 Adult Care and Health Services has £3.100m of savings and additional income targets to deliver in 2020/21. Currently, £0.876m of savings within the Directorate have been categorised as red. These red savings include £0.783m relating to the impact of Covid-19 and a further £0.093m of savings relating to Public Health, which are covered by the Public Health Grant. There are also £0.815m of amber savings of which it is projected that only 50% will be delivered leaving a further pressure of £0.408m. These savings are listed in Appendix 1.

4.6 The forecast assumes that the NHS continues to fund all costs relating to hospital discharges until 30<sup>th</sup> September 2020, estimated at (£3.100m). Additionally, the forecast estimate assumes that the funding reduces and therefore costs relating to discharges are only partly covered by Health funding in the second half of 2020/21, estimated at a further (£1.396m). The total assumed level of funding assumed from the CCG is therefore (£4.496m). This is reflective of the uncertainty over how long the NHS discharge funding will continue to be paid to Local Authorities.

4.7 There is also a risk of demand on the service increasing following further lifting of social distancing regulations.

#### **Economic Growth and Neighbourhoods Services (DEGNS)**

4.8 The Directorate of Economic Growth and Neighbourhood Services is forecasting an overspend of £16.276m at the end of Quarter 1. £16.278m of the overspend is due to the impact of Covid-19, partially offset by net underspends of (£0.002m) arising within Environment & Commercial Services, Cultural Services and Planning Services as detailed below. The forecast is based on assumptions regarding future income levels which will continue to be closely monitored over the coming months as economic activity increases and services resume.

#### **Transportation - £6.263m overspend**

4.9 There is a £6.263m income shortfall on Transportation due to the impact of Covid-19 on lost income from Car Parking, Civil Enforcement Services, Residents Parking and the Park and Ride Service. Whilst there has been minimal income for April and May, income has improved in line with the forecast in June and is project to continue to improve as the year continues as restrictions ease. The above pressures include £0.825m of red savings relating to enforcement income.

#### **Planning and Regulatory Services - £2.300m overspend**

- 4.10 The service is forecasting an income shortfall of £2.070m across Building Control, license fees, planning applications and planning fees and charges as a result of Covid-19. There are two significant legal cases which are ongoing, the cost of which are estimated at £0.230m for 2020/21 which is not budgeted. The forecast includes £0.446m of red savings relating to the service's various income streams.

#### **Housing and Neighbourhood Services (General Fund) - £2.110m overspend**

- 4.11 The pressure on Housing and Neighbourhood services of £2.110m is due to increased demand on bed and breakfast including hotel beds given the need to accommodate homeless individuals during the Pandemic. Currently there are 120 beds occupied (from a high of 140 at Period 2). It is assumed that the Council will only be able to recoup a net 17.7% of the costs which leaves an estimated pressure for April to June of £0.843m. The service is exploring options to reduce these costs and spend has been modelled to reduce each quarter for the remainder of the financial year. There is a risk of an increased pressure on homelessness once government restrictions around evictions are lifted. The financial impact of this is not yet known.

#### **Cultural Services - £3.691m overspend**

- 4.12 Cultural Services is forecasting an overall overspend of £3.691m consisting of pressures of £4.228m as a result of Covid-19, partially offset by an underspend of (£0.537m) due to delayed contract commencement within Leisure services. Many of the buildings, including four leisure centres, museum, theatres and the Town Hall, have been closed to the public during the pandemic, and some services have moved online. The current Covid-19 related pressures are:

- a £2.243m income shortfall across the theatres and The Town Hall, assuming no shows are possible until April 2021.
- Leisure Services are only operating limited services related to Play Services supporting SEND and key worker children. Leisure Centres are allowed to reopen on the 25<sup>th</sup> July, however there remains uncertainty over the level of income achievable, and a shortfall of £1.387m is anticipated.
- A £0.203m shortfall has been reported due to the Reading Festival being cancelled.
- An income shortfall of £0.180m has been forecast for Library Services.
- There is an additional £0.215m of red savings relating to the service's various income streams.

#### **Environment and Commercial Services - £0.709m overspend**

- 4.13 Environment & Commercial Services is forecasting an overspend of £0.709m, of which £0.564m relates to Covid-19. The service has a mixture of income shortfalls arising from Covid-19 on Business Development, Parks Service, Green Waste and Recycling totalling £0.478m. The Food Waste and Smaller Bins saving is delayed causing a £0.086m pressure.
- 4.14 There are also non-covid related pressures on this service; a £0.138m pressure on refuse collection; a £0.060m pressure on street lighting; a £0.090m Section 38 income pressure and a £0.111m pressure on inspection service income. The

overspend is partially mitigated by reduced expenditure on waste disposal of (£0.254m).

#### **Regeneration & Assets - £1.043m overspend**

- 4.15 Regeneration & Assets is reporting an overspend of £1.043m as a result of Covid-19. This is due to a pressure on income of £0.200m for community lettings and £0.530m forecast shortfall on commercial property rental income. There is a £0.150m pressure due to the delay in moving into the newly refurbished Bennet Road depot and disposal of the Darwin Close building. The service has also forecast additional costs of cleaning of £0.253m. The pressures are partly mitigated by reduced utility costs (£0.090m) for the first six months of the year due to reduced use of buildings during the Pandemic.

#### **DEGNS Management - £0.160m overspend**

- 4.16 Savings of £0.160m carried forward from 2019/20 are held on the management cost centre and are yet to be allocated out. These were mitigated by non-recurrent salary underspend last year but are yet to be achieved or mitigated in 2020/21.

#### **Resources (DoR)**

- 4.17 The Directorate of Resources is currently reporting a net overspend of £0.887m. Pressures totalling £0.906m are directly as a result of the impact of Covid-19 which is partially offset by net underspends of (£0.019m) across the directorate.

#### **Customer & Corporate Improvement - £0.155m overspend**

- 4.18 The service is forecasting an overspend of £0.155m. There is a pressure of £0.027m due to the digitalisation saving which is rated amber and therefore 50% of the £0.054m saving target is assumed to be not deliverable at this stage. There are also delays to the delivery of the new Customer Service Delivery Model saving of £0.066m and the EU Settlement Card Service saving of £0.027m both of which have been rated as red. There is a £0.022m pressure on salary budgets and a further £0.013m of minor variances across the service.

#### **Human Resources & Organisational Development - £0.243m overspend**

- 4.19 Human Resources & Organisational Development is forecasting an overspend of £0.243m directly as a result of Covid-19. This consists of a £0.195m pressure on Kennet Day Nursery income as despite some staff being furloughed, due to the current restrictions around social distancing, the nursery's capacity is significantly reduced. It has also been assumed that government grant will continue to fund the nursery, despite children not being present. If this was not the case, the pressure on the nursery would increase by a further £0.200m. There is also a £0.048m pressure due to the non-achievement of savings in year. The recruitment saving and schools income saving will both be delayed until 2021/22.

#### **Audit & Insurance - (£0.020m) underspend**

- 4.20 Audit and Insurance is currently forecasting a (£0.020m) underspend due to a vacancy within the Corporate Investigations Team. It is still too early to anticipate the volume and severity of any insurance claims arising out of Covid-19 and the impact on the Council of associated increased premiums etc. There is the potential for a wide range of both Employers & Public Liability claims to be made arising both directly and indirectly from Covid-19.

#### **Procurement - £0.171m overspend**

- 4.21 The overspend of £0.171m within Procurement is a direct result of setting up the Community One Hub in response to Covid-19. If this service becomes part of core operations, then the cost will need to be addressed through the MTFs process.

#### **Financial Services - £0.378m overspend**

- 4.22 Financial Services is forecasting an overspend of £0.378m. This variance is primarily due to a reduction in court costs income of £0.392m within the Revenues and Benefits Service due to courts currently being closed as a result of Covid-19 and uncertainty as to when civil proceedings will recommence. There is a pressure of £0.115m due to a saving on the Revenues and Benefits Team being classified as red. The pressures are partially offset by additional grant income of (£0.111m) and other net underspends of (£0.018m) across the service.

#### **Legal & Democratic Services - (£0.035m) underspend**

- 4.23 Legal & Democratic Services are forecasting an underspend of (£0.035m). This consists of £0.065m of pressures within Legal Services due to a steep decline in demand for Land Charges services and there is an anticipated shortfall of income for sales of properties £0.035m and CIL/S106, all as a direct result of Covid-19. There are also pressures on supplies and services budgets, particularly subscriptions, of £0.025m. Democratic services are currently forecasting an underspend of (£0.160m), as there is no anticipated local election this year.

#### **IT and Digital - (£0.005m) underspend**

- 4.24 IT & Digital is forecasting a small underspend of £0.005m.

#### **Chief Executive**

#### **Chief Executive - £0.413m overspend**

- 4.25 The Chief Executive's budget is reporting an overspend of £0.413m, which is mainly due to Covid-19 pressures of £0.450m relating to the Temporary Place of Rest at Wexham Park, offset by (£0.037m) of underspends in the service. The forecast cost of the Temporary Place of Rest is estimated at £0.450m until December 2020, this is a worst-case scenario as the Council expects to recover part of these costs from other Berkshire and Thames Valley authorities. This pressure is partially offset by a service underspend of (£0.037m).

#### **Communications - On budget**

- 4.26 Communications is forecasting a nil variance. Covid-19 related income pressures of £0.035m have been identified as a result of the cancellation of events but these are being actively mitigated by compensating underspends on expenditure budgets of (£0.035m).

#### **Children's Services Retained by the Council**

- 4.27 Children's Services retained by the Council are forecast to be on budget for 2020/21.

#### **Children's Services Delivered by BFFC**

- 4.28 The forecast outturn for Children's Services delivered by Brighter Futures for Children (BFFC) is a £2.531 overspend, of which £1.494m is the in-year pressures BFFC have indicated due to Covid-19. In addition, there are further pressures of £1.037m primarily relating to an in-year forecast overspend on Looked After Children. The number of placements has risen from 278 to 289 from Period 2 to Period 3.

#### **Corporate Budgets**

- 4.29 Corporate Budgets are forecasting a variance of (£19.150m). This consists of a net underspend of (£2.538m) within Corporate Budgets and (£16.612m) of Covid-19 related grant funding from Central Government, including the estimated grant in respect of furloughing staff and the estimated grant in respect of income compensation.
- 4.30 The Capital Financing budget is currently forecasting an overspend of £1.462m. This pressure relates to the profiling of the budget in respect of the net capital financing costs and associated savings in relation to the purchase of commercial properties in 2020/21. It is anticipated that following the review of the Capital Programme, that is currently taking place, that if any schemes are removed from the capital programme then less external borrowing will be needed than was originally expected, therefore the forecast overspend would reduce. This forecast will be updated in conjunction with the outcomes of the Capital Programme review.
- 4.31 The (£4.000m) underspend on Other Corporate Budgets is mainly due to the unallocated contingency budgets of (£3.522m) and underspends on corporate provisions of (£0.764m). There are two corporate savings, totalling £0.200m, which are projected to be non-delivered in 2020/21. There are also other small variances within the corporate budgets that net to a further pressure of £0.086m.
- 4.32 The Government has, to date, allocated the Council support funding to help fund the additional pressures due to Covid-19. The 3<sup>rd</sup> tranche of support funding was announced on 16<sup>th</sup> July and the Council's allocation was (£1.442m), which takes the total general support funding up to (£9.775m) additionally, the sum currently forecast to be reimbursed in respect of lost fees and charges is (£6.000m). A further (£0.837m) is anticipated in respect of furloughing staff.

4.33 Our current estimate is that up to (£6.000m) of income losses could be compensated, but this is dependent on the publication of the guidance, is also subject to fluctuations in the level of lost income. Changes to this assumption and the impact on the forecast outturn position will be reported through future reports.

## 5 Covid-19 Financial Implications

5.1 The Council is currently projecting total gross pressures of £22.439m (£22.139m revenue and £0.300m capital) in 2020/21) as a result of Covid-19. Government grants totalling (£16.162m) partially offset these pressures to £5.827m.

5.2 The following table sets out the financial implications of Covid-19 by type and shows the comparison to forecasts projected at Period 2 (the end of May 2020):

**Table 3. Covid-19 Financial Implications by Type**

	20/21 Q1 (£m)	20/21 Q2 (£m)	20/21 Q3 (£m)	20/21 Q4 (£m)	20/21 Total (£m)	2020/21 Total per Period 2 (£m)	Increase/ (Decrease) (£m)
Additional Expenditure - General	3.699	3.591	1.901	1.590	10.781	8.583	2.198
Reduced Income	5.794	4.807	3.326	3.231	14.894	16.732	(1.838)
Impact on Savings Delivery	0.261	0.289	0.304	0.404	1.260	1.420	(0.160)
<b>Total Pressures</b>	<b>9.754</b>	<b>8.688</b>	<b>5.532</b>	<b>5.226</b>	<b>26.935</b>	<b>26.735</b>	<b>0.200</b>
Assumed CCG Funding	(1.550)	(1.550)	(0.698)	(0.698)	(4.496)	(3.100)	(1.396)
<b>Total Council Pressure</b>	<b>8.204</b>	<b>7.138</b>	<b>4.834</b>	<b>4.528</b>	<b>22.439</b>	<b>23.635</b>	<b>(1.196)</b>
Government Funding					(16.612)	(8.333)	(8.279)
<b>Total Net Pressures</b>					<b>5.827</b>	<b>15.302</b>	<b>(9.475)</b>

## 6 Funding

6.1 The Council's net budget requirement of £150.920m is financed from Council Tax (including New Homes Bonus) and Business Rates. Whilst it is highly likely that the Covid-19 situation will impact collection rates for 2020/21, this will not impact the Council's budget until 2021/22 as the precepts for 2020/21 have already been agreed.

6.2 Current forecasts in respect of collection fund collection rates are forecasting a potential shortfall of £3.995m. This one-off pressure, should it materialise, will impact on 2021/22 as part of the Council's share of the collection fund balance. This projection includes a pick-up in collection rate in June 2020. Central Government have announced that Collection Fund deficits can now be recovered over a three year period to aid Local Authorities to spread the financial impact.

## 7 Savings Programme

7.1 Delivery of the Council's budget is predicated on achieving savings and additional income as agreed as part of the budget setting process in February 2020. Detailed monitoring of agreed savings is tracked on a monthly basis.

7.2 The projected financial impact of any non-delivery of savings have been included in the projected outturn position.

7.3 The following table summarises the current forecast savings delivery for 2020/21 (a further detailed breakdown by saving is provided in Appendix 1):

**Table 4. Delivery of 2020/21 Savings Programme**

Service	Savings At Risk £'000s	Savings Delayed or at Risk £'000s	Savings on Track £'000s	Savings Achieved £'000s	Directorate Total £'000s
Adult Care and Health Services	876	815	386	1,023	3,100
Economic Growth and Neighbourhood Services	4,488	1,944	787	0	7,219
Resources	180	148	364	0	692
Chief Executive	0	0	5	0	5
Corporate	200	0	0	0	200
Children's Services Delivered by BfFC	0	0	4,128	0	4,128
<b>Total</b>	<b>5,744</b>	<b>2,907</b>	<b>5,670</b>	<b>1,023</b>	<b>15,344</b>

7.4 Any savings not delivered in 2020/21 will cause an immediate pressure on 2021/22. Service Managers are currently working to review the savings programme to identify alternative mitigating savings.

## 8 Other Considerations

### Sundry Debt

8.1 Total sundry debt as at the end of Period 3 is £21.051m, of which £14.431m relates to invoices over 30 days old. Community Care debt (£5.774m) includes £0.547m which has been secured against properties. The following table shows the outstanding debt over 30 days old as at the end of June 2020:



**Table 5: Outstanding Debt as at the End of June 2020 Over 30 Days Old**

Total Debt as of June 2020	1 to 2 months £000's	2 to 3 months £000's	3 to 6 months £000's	6 months to 1 year £000's	1 to 2 years £000's	Over 2 years £000's	Total Outstanding Debt £000's
Resources and Facilities	143	192	168	32	10	116	660
Ex Berkshire County Council	-	-	-	-	-	1	1
Valuation	189	95	72	50	49	148	603
Environment	5,196	19	142	46	38	55	5,496
Education & Community Services	2,293	-	9	19	6	57	2,384
Culture & Sport	8	80	92	8	36	102	326
General Fund Housing	-	-	-	3	-	1	4
Community Care	193	334	580	829	981	2,040	4,958
<b>Total General Fund:</b>	<b>8,022</b>	<b>720</b>	<b>1,063</b>	<b>987</b>	<b>1,120</b>	<b>2,520</b>	<b>14,431</b>
Housing Revenue Account Housing	5	3	52	97	239	261	656
Intercompany Debt	-	-	2,370	12	1,560	-	3,943
<b>Total Including HRA and Intercompany:</b>	<b>8,027</b>	<b>723</b>	<b>3,484</b>	<b>1,096</b>	<b>2,920</b>	<b>2,781</b>	<b>19,030</b>

8.2 The level of General Fund sundry debt has increased since the end of period 2 primarily due a debt of £5.027m in respect of funding due in respect of the Green Park Station scheme within the Capital Programme. The payment profile of this funding is currently being reviewed with the debtor and the debt will be paid/ restructured as appropriate.

8.3 A review of the Council's debt management arrangements to harmonise and streamline collection processes and ensure associated bad debt provisions are at the appropriate level is being undertaken as part of the work to mitigate against the current in-year financial gap resulting from Covid-19.

### Staffing

8.4 The Council currently has 37 agency contracts across the three directorates. £0.030m has been spent on overtime during Period 3, bringing the total spent this year to £0.101m.

8.5 There have been no redundancies to date during 2020/21.

## 9 Housing Revenue Account (HRA)

9.1 The forecast revenue outturn position on the HRA is currently an underspend of £0.480m against the budgeted position, which results in a return of £0.804m to the HRA reserve against the budgeted transfer to the HRA reserve of £0.324m, as shown in the following table:

**Table 6: Housing Revenue Account Forecast 2020/21**

	Budget £m	Forecast Outturn £m	Variance £m
Responsive Repairs	2.366	2.366	0.000
Planned Maintenance	2.990	2.990	0.000
Major Works	11.450	11.450	0.000
Managing Tenancies	1.410	1.410	0.000
Management, Policy & Support	5.693	5.331	(0.362)
PFI	7.238	7.238	0.000
Rent Collection	1.363	1.363	0.000
Building Cleaning, Energy & other	2.953	2.953	0.000
Capital Financing	5.300	5.300	0.000
HRA Income	(41.087)	(41.205)	(0.118)
<b>Over/(Under) Budget</b>	<b>(0.324)</b>	<b>(0.804)</b>	<b>(0.480)</b>
Movement to/(from) HRA Reserve	0.324	0.804	0.480

9.2 The current forecast on HRA Income is a (£0.118m) overachievement against budget. HRA rent collection rates are continuing to hold slightly above the budgeted collection rate; though it is lower than the pre-pandemic collection rate. Therefore, this drop in collection is currently manageable within existing budgets but is being kept under close review and forecasts will be updated as required. In addition, there is a current forecast underspend on Management, Policy & Support of (£0.362m).

## 10 Capital Programme

10.1 The General Fund Capital Programme is forecast to underspend by (£105.523m) this year. This is predominantly because the £80.000m budget for commercial property will not be used. It is anticipated this will be removed from the Programme as part of the MTFP refresh process later in the year. The Capital Programme is currently being reviewed to identify schemes that could be removed in order to generate savings within the Capital Financing revenue budget.

10.2 The HRA Capital Programme is currently forecast to spend to budget.

10.3 The revised budgets have been updated to include the net budget roll forward requests from 2019/20 that were approved by Policy Committee as part of the 2019/20 Quarter 4 Performance and Monitoring Report. The forecast outturn for the Capital Programmes is set out in the following table:

**Table 7. Capital Programme Forecast 2020/21**

	Original Budget £m	Revised Budget £m	Forecast Spend £m	Forecast Variance £m
Adult Social Care and Health	1.405	1.522	1.022	(0.500)
Economic Growth and Neighbourhood Services	52.797	62.589	42.218	(20.171)
Resources	8.051	8.084	8.852	0.768
Children's Services	19.024	21.526	21.555	0.029
Corporate	89.169	91.970	6.321	(85.649)
<b>Total General Fund</b>	<b>170.446</b>	<b>185.691</b>	<b>80.168</b>	<b>(105.523)</b>
<b>Total HRA</b>	<b>34.974</b>	<b>36.507</b>	<b>36.507</b>	<b>-</b>

## 11 CORPORATE PLAN PERFORMANCE

11.1 In light of the Covid-19 Pandemic and associated work pressures placed on senior officers, it has been agreed that the 2019/20 Corporate Plan measures and targets will roll forward into 2020/21. It has been agreed that a new Corporate Plan will be developed for 2021/22 to align with the approval of the Council's Medium-Term Financial Plan in February 2021.

11.2 We are now using the council's new performance management software system (InPhase) as the source for recording and monitoring progress against our performance objectives. In future the data for Corporate Plan performance reporting will be taken directly from the system.

### Key areas where we are performing well and areas for improvement as at the end of the first quarter of 2020/21

11.3 Paragraphs 11.4 - 11.9 below provide a summary of the areas where the Council is performing well and the areas for improvement which show significant variance.

#### 11.4 Securing the economic success of Reading

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Performing well</b>					
The percentage of people who are economically active	80.8%	81.7%	82.8%	81.1%	Economically active people in Reading have marginally increased over the past 3 months. Reading is now above the average for the South East region (82.3%). Latest data covers the period April 19 - March 20
<b>Areas for Improvement</b>					
Reduction in percentage of young people Not in Education, Employment or Training (NEET)	3.8%	3.1%	4.3%	1.8%	The service is adapting to working in a Covid-19 situation. Virtual careers guidance sessions are being delivered via phone with follow up support via email/phone. A dedicated vacancy service is now live for young people in Reading, all vacancies are shared with colleagues/partners. We have a variety of opportunities (apprenticeships, traineeships, reengagement courses and jobs) available to young people. There is now a section on BFFC website: where young people can access our post-16 team via the website and also view an online jobs board.

#### 11.5 Ensuring access to decent housing to meet local needs

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Performing Well</b>					
Numbers of families in bed & breakfast	0	0	0	0	This figure has remained at 0 throughout the year for families. This performance indicator only relates to

accommodation (shared facilities) - snapshot				families with dependent children. The figure quoted in paragraph 4.11 refers to single people only.
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## 11.6 Protecting & enhancing the lives of vulnerable adults and children

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Performing Well</b>					
Decrease the permanent new admissions to Residential or Nursing care per 100,000 population for Older People (65+) (cumulative)	73.89	408.87	73.89	432	This quarter has started in a strong position once again - continuing the performance that was measured in 2019/20. The ethos remains the same, people are supported and encouraged to live at home and in their communities for as long as possible. Residential care is only a viable option when people can no longer safely do this. It is expected that with extra care housing becoming the standard offer for people requiring high care needs in a care setting, that this indicator continues to remain low
<b>Areas for Improvement</b>					
Increase the number of service users (Adults) receiving direct payments	17.43%	19.68%	19.51%	26%	Whilst we are starting at a better position than Q1 last year, there is considerable progress to be made. The employment of a Direct Payment specialist advisor in the service has helped to drive up understanding, confidence and knowledge of DP process across the department and this will continue. We will continue to measure through performance reviews and performance boards and highlight best practice and workers who are excelling at promoting DP's. Training and policy have been reviewed and refreshed and all managers to continue to push Direct Payments as first choice when care is required.
Reduced number of children looked after	278	277	288	250	Prior to Covid-19 BFFC's children looked after numbers reduced to 277 after peaking in October at 291. Included in this figure are 13 Unaccompanied Asylum Seekers who are centrally funded. In June there was an increase of 6 children Looked After. Due to escalated risk, several children entered proceedings and became looked after; notably the younger age group and babies. A review has now been completed on the babies, 12 weeks old and Unborns, open to CSC at 1 June 2020 and has led to immediate action: a change in the single assessment to include a pre-birth section; liaising with Early Help to share learning of the tools the Pre-Birth team utilise when intervening and supporting parents (to optimally utilise the months when baby is still unborn); joint supervision between the pre-birth team and social care and the revised chronology in mosaic, was launched.

### 11.7 Keeping Reading's environment clean, green and safe

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Areas for Improvement</b>					
Percentage of household waste sent for re-use, recycling and composting	36%	35.3%	32%	38%	This figure is projected to increase with the introduction of food waste collections and a smaller bin for waste sent to landfill.

### 11.8 Promoting Health, Education, Culture & Wellbeing

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Areas for Improvement</b>					
Increased participation at Council Cultural Venues (Town Hall & Museum, Hexagon, South Street)	82,308	340,394	0	355,000	As a result of the government lockdown from all cultural venues have been closed during Q1.

## 11.9 Ensuring the Council is fit for the future

Measure	2019/20 Q1	2019/20 Outturn	2020/21 Q1	2020/21 Target	Performance against target
<b>Performing well</b>					
Council agency Spend	£0.969m	£4.929m	£0.955m	£3.900m	Agency spend continues to reduce with a focus on permanent recruitment resulting in less spend on temporary and agency staff
<b>Areas for Improvement</b>					
Percentage of Council Tax collected (cumulative)	28.65%	96.17%	28.23%	29.37% June 97.5% Annual	Collection is 0.42% behind position last year and 1.14% behind in month target. We started the financial year with an increased debit from last year of 4.26% at £111,587,171, this has increased further by £0.983m to £112,569,928. This rise is normal for this period as we see student tenancies end and exemptions cease. We anticipated a reduced collection due to Covid-19 and the removal of further recovery. Benchmarking with neighbouring boroughs, shows we are faring well. We are proactively contacting our customers to maintain payments. The hardship fund will be administered in August which will decrease the overall debit.
Percentage of Business Rates collected (Cumulative)	28.07	97.71%	24.66%	27.06% June 97.5% Annual	Collection is 3.41% behind position last year, 2.40% behind in month target. We start the financial year with a reduced debit from last year of 35.5% at £91,430,808 as a result of expanded retail relief, plus other measures announced in the March budget, this has reduced further to £89,899,812, we don't anticipate this changing significantly now as the workload appears to be stabilising and are starting to see numbers decline.

## 12 CONTRIBUTION TO STRATEGIC AIMS

12.1 Our vision as Reading Borough Council is: to ensure that Reading realises its potential - and to ensure that everyone who lives and works here can share the benefits of its success. We have six priorities which contribute to delivering this vision. The priorities are:

- Securing the economic success of Reading;

- Improving access to decent housing to meet local needs;
  - Protecting and enhancing the lives of vulnerable adults and children;
  - Keeping Reading's environment clean, green and safe;
  - Promoting health, education, culture and wellbeing; and
  - Ensuring the Council is fit for the future.
- 12.2 Delivery of the Council's budget is essential to ensuring the Council meets its strategic aims and remains financially sustainable going forward.

### **13 ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

- 13.1 The Council declared a Climate Emergency at its meeting on 26 February 2019. Whilst the Covid-19 situation has put significant pressure on the Council's finances, the work to tackle the Climate Change Emergency is continuing and has not yet been impacted by the financial position.
- 13.2 The Covid-19 pandemic has had a positive impact on air quality as a result of the initial lockdown and changes to the town centre that encourage increased walking and cycling.

### **14 COMMUNITY ENGAGEMENT AND INFORMATION**

- 14.1 Budget-related communications and consultations will continue to be a priority over the next three years as we work to identify savings.

### **15 EQUALITY IMPACT ASSESSMENT**

- 15.1 The equality duty is relevant to the development of the Budget and Corporate Plan. The specific savings and income proposals included in the budget are subject to consultation and equality impact assessments where required and these are being progressed as appropriate.

### **16 LEGAL IMPLICATIONS**

- 16.1 The Local Government Act 2003 requires that the Authority reviews its Budget throughout the year and takes any action it deems necessary to deal with the situation arising from monitoring. Currently monitoring reports are submitted to Policy Committee quarterly throughout the year. Officers are currently undertaking a range of measures in order to present options to mitigate the financial implications of the pandemic. These will be presented to members for consideration later in the summer.

### **17 FINANCIAL IMPLICATIONS**

- 17.1 The financial implications are set out in the body of the report and Appendix 1 attached.

### **18 BACKGROUND PAPERS**

- 2020/21 Budget and Medium-Term Financial Strategy, Council, February 2020
- Shaping Reading's Future - Our Corporate Plan 2018-21, Annual Refresh Spring 2019
- Mitigating the Financial Impact of Covid-19 - Next Steps



# MONTHLY FINANCIAL REPORT

End of June 2020

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## Revenue Position and Forecast - Period 3

Total General Fund

### Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<b><u>Objective Analysis:</u></b>						
Adults Care and Health Services	9,369	9,967	598	37,492	40,235	2,743
Economic Growth & Neighbourhood Services Resources	4,216	7,982	3,766	16,871	33,147	16,276
Chief Executive	3,686	8,087	4,401	14,751	15,638	887
Children's Services retained by the Council	395	514	119	1,581	1,994	413
Children's Services delivered by BfFC *	(52)	230	283	710	710	-
	12,101	12,111	11	48,421	50,952	2,531
<b>TOTAL SERVICE BUDGETS</b>	<b>29,715</b>	<b>38,892</b>	<b>9,177</b>	<b>119,826</b>	<b>142,676</b>	<b>22,850</b>
Capital Financing Costs	3,681	(4,514)	(8,195)	14,731	16,193	1,462
Contingency	880	-	(880)	3,522	-	(3,522)
Other corporate budgets	3,209	(67,267)	(70,476)	12,841	12,363	(478)
Government Covid-19 Funding	-	(8,333)	(8,333)	-	(16,612)	(16,612)
<b>TOTAL INCL CORPORATE</b>	<b>37,485</b>	<b>(41,223)</b>	<b>(78,708)</b>	<b>150,920</b>	<b>154,620</b>	<b>3,700</b>
<b>Funding:</b>						
Council Tax Income	(23,994)	-	23,994	(96,014)	(96,014)	-
NNDR Local Share	(8,586)	-	8,586	(34,357)	(34,357)	-
New Homes Bonus	(997)	-	997	(3,988)	(3,988)	-
Section 31 Grant	(998)	-	998	(3,994)	(3,994)	-
Revenue Support Grant	(507)	-	507	(2,030)	(2,030)	-
One-off Collection Fund Surplus	(2,633)	-	2,633	(10,537)	(10,537)	-
<b>TOTAL FUNDING</b>	<b>(37,715)</b>	<b>-</b>	<b>37,715</b>	<b>(150,920)</b>	<b>(150,920)</b>	<b>-</b>
<b>NET CONTROLLABLE COST</b>	<b>(230)</b>	<b>(41,223)</b>	<b>(40,993)</b>	<b>-</b>	<b>3,700</b>	<b>3,700</b>
<b><u>Subjective Analysis:</u></b>						
Employee Costs	30,924	31,045	121	123,548	123,007	(541)
Premises Costs	4,545	4,084	(462)	18,027	18,020	(7)
Transport-Related Costs	600	578	(21)	2,400	2,388	(12)
Supplies and Services	16,920	17,386	466	67,479	66,616	(863)
Contracted Costs	50,142	(558)	(50,700)	200,649	207,170	6,521
Transfer Payments	5,023	6,567	1,544	20,146	20,146	(0)
<b>CONTROLLABLE COST</b>	<b>108,153</b>	<b>59,102</b>	<b>(49,051)</b>	<b>432,250</b>	<b>437,347</b>	<b>5,097</b>
Fees & Charges	(20,528)	(16,526)	4,002	(82,645)	(82,580)	65
Traded Services Income	(17,409)	(13,775)	3,634	(68,266)	(51,895)	16,371
Grants & Contributions	(70,446)	(70,024)	422	(281,339)	(299,172)	(17,833)
<b>CONTROLLABLE INCOME</b>	<b>(108,383)</b>	<b>(100,325)</b>	<b>8,058</b>	<b>(432,250)</b>	<b>(433,647)</b>	<b>(1,397)</b>
<b>NET CONTROLLABLE COST</b>	<b>(230)</b>	<b>(41,223)</b>	<b>(40,993)</b>	<b>-</b>	<b>3,700</b>	<b>3,700</b>

\*Note: the figures shown in each period for Budget are updated to their prior month reported figures

## Revenue Position and Forecast - Period 3

### Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<b><i>Objective Analysis:</i></b>						
Commissioning &	210	190	(20)	840	775	(65)
Adult Services Operations	8,794	9,408	614	35,191	37,967	2,776
Directorate & Other	309	319	10	1,237	1,279	42
Public Health	(125)	(126)	(0)	(502)	(502)	-
Preventative Services	181	176	(5)	726	716	(10)
Suspense	-	(0)	(0)	-	-	-
Inactive Codes	-	-	-	-	-	-
<b>NET CONTROLLABLE COST</b>	<b>9,369</b>	<b>9,967</b>	<b>598</b>	<b>37,492</b>	<b>40,235</b>	<b>2,743</b>
<b><i>Subjective Analysis:</i></b>						
Employee Costs	3,277	3,258	(20)	13,114	12,899	(215)
Premises Costs	70	70	0	279	279	-
Transport-Related Costs	15	15	0	62	62	-
Supplies and Services	1,871	1,881	10	7,485	7,527	42
Contracted Costs	11,052	12,059	1,007	44,225	48,752	4,527
Transfer Payments	183	184	0	733	733	-
<b>CONTROLLABLE COST</b>	<b>16,468</b>	<b>17,466</b>	<b>998</b>	<b>65,898</b>	<b>70,252</b>	<b>4,354</b>
Fees & Charges	(81)	(81)	0	(325)	(325)	-
Traded Services Income	(2,062)	(2,062)	(0)	(8,251)	(8,251)	-
Grants & Contributions	(4,956)	(5,356)	(400)	(19,830)	(21,441)	(1,611)
<b>CONTROLLABLE INCOME</b>	<b>(7,099)</b>	<b>(7,499)</b>	<b>(400)</b>	<b>(28,406)</b>	<b>(30,017)</b>	<b>(1,611)</b>
<b>NET CONTROLLABLE COST</b>	<b>9,369</b>	<b>9,967</b>	<b>598</b>	<b>37,492</b>	<b>40,235</b>	<b>2,743</b>

### Risks and Opportunities (£,000's)

	Likelihood	Risk	Opportunity	Weighted
1 Covid-19 Funding Ceasing fully from Oct-20	Medium	719		360
2				-
3				-
4				-
5				-
6				-
7				-
8				-
<b>Total:</b>		<b>719</b>	<b>-</b>	<b>360</b>

## Revenue Position and Forecast - Period 3

### Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<b><u>Objective Analysis:</u></b>						
Transportation	(36)	4,351	4,386	(143)	6,120	6,263
Planning & Regulatory Services	529	308	(221)	2,118	4,418	2,300
Housing and Neighbourhood Services General Fund	320	(531)	(851)	1,280	3,390	2,110
Cultural Services	1,014	2,131	1,117	4,057	7,748	3,691
Environmental and Commercial Services	3,591	2,270	(1,321)	14,370	15,079	709
Regeneration and Assets	(1,366)	(527)	839	(5,465)	(4,422)	1,043
DEGNS Overhead Accounts	164	183	19	655	815	160
Suspense	-	15	15	-	-	-
Inactive Codes	-	(217)	(217)	-	-	-
<b>NET CONTROLLABLE COST</b>	<b>4,216</b>	<b>7,982</b>	<b>3,766</b>	<b>16,871</b>	<b>33,147</b>	<b>16,276</b>
<b><u>Subjective Analysis:</u></b>						
Employee Costs	8,845	8,495	(351)	35,396	35,396	-
Premises Costs	3,187	2,731	(456)	12,754	12,754	-
Transport-Related Costs	575	474	(101)	2,302	2,302	-
Supplies and Services	6,161	5,895	(266)	24,653	25,476	823
Contracted Costs	2,226	1,212	(1,014)	8,906	8,369	(537)
Transfer Payments	65	5	(61)	262	262	-
<b>CONTROLLABLE COST</b>	<b>21,060</b>	<b>18,812</b>	<b>(2,248)</b>	<b>84,273</b>	<b>84,559</b>	<b>286</b>
Fees & Charges	(4,791)	(903)	3,888	(19,170)	(19,170)	-
Traded Services Income	(9,734)	(7,329)	2,405	(38,951)	(22,961)	15,990
Grants & Contributions	(2,319)	(2,598)	(279)	(9,281)	(9,281)	-
<b>CONTROLLABLE INCOME</b>	<b>(16,844)</b>	<b>(10,830)</b>	<b>6,014</b>	<b>(67,402)</b>	<b>(51,412)</b>	<b>15,990</b>
<b>NET CONTROLLABLE COST</b>	<b>4,216</b>	<b>7,982</b>	<b>3,766</b>	<b>16,871</b>	<b>33,147</b>	<b>16,276</b>

### Risks and Opportunities (£,000's)

There is significant uncertainty in respect of the assumed levels of forecast income throughout the directorate arising from the impact of Covid-19. These forecasts are closely monitored and are updated monthly.

## Revenue Position and Forecast - Period 3

### Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<b><i>Objective Analysis:</i></b>						
Customer Services	524	640	116	2,096	2,251	155
HR & Organisational	457	1,686	1,229	1,829	2,072	243
Audit & Insurance	404	1,223	820	1,616	1,596	(20)
Procurement Services	90	341	251	358	529	171
Financial Services	598	772	174	2,392	2,770	378
Legal & Democratic	526	1,606	1,080	2,103	2,068	(35)
IT Services	1,089	1,203	114	4,356	4,351	(5)
Suspense	-	-	-	-	-	-
Inactive codes	-	617	617	-	-	-
<b>NET CONTROLLABLE COST</b>	<b>3,686</b>	<b>8,087</b>	<b>4,401</b>	<b>14,751</b>	<b>15,638</b>	<b>887</b>
<b><i>Subjective Analysis:</i></b>						
Employee Costs	4,451	4,955	504	17,811	17,963	152
Premises Costs	76	70	(6)	305	298	(7)
Transport-Related Costs	9	78	69	36	24	(12)
Supplies and Services	1,570	2,187	617	6,282	6,234	(48)
Contracted Costs	1,250	1,169	(81)	5,003	5,003	-
Transfer Payments	418	1,288	870	1,672	1,672	0
<b>CONTROLLABLE COST</b>	<b>7,774</b>	<b>9,747</b>	<b>1,973</b>	<b>31,108</b>	<b>31,194</b>	<b>86</b>
Fees & Charges	(477)	(362)	115	(1,907)	(1,842)	65
Traded Services Income	(1,242)	(21)	1,221	(4,971)	(4,625)	346
Grants & Contributions	(2,369)	(1,277)	1,092	(9,479)	(9,089)	390
<b>CONTROLLABLE INCOME</b>	<b>(4,088)</b>	<b>(1,660)</b>	<b>2,428</b>	<b>(16,357)</b>	<b>(15,556)</b>	<b>801</b>
<b>NET CONTROLLABLE COST</b>	<b>3,686</b>	<b>8,087</b>	<b>4,401</b>	<b>14,751</b>	<b>15,638</b>	<b>887</b>

### Risks and Opportunities (£,000's)

	Likelihood	Risk	Opportunity	Weighted
1 Decrease in Recovery of Court Costs	Medium	65		33
2 Achievement of digitisation savings	High	65		42
3 Grant Funding at risk for children not attending nursery	Medium	200		100
4				-
5				-
6				-
7				-
8				-
<b>Total:</b>		<b>330</b>	<b>-</b>	<b>175</b>

## Revenue Position and Forecast - Period 3

### Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<b><u>Objective Analysis:</u></b>						
Chief Executive	61	46	(15)	244	207	(37)
Corporate Management Team	155	149	(6)	621	621	-
Wexham Park Hospital	-	173	173	-	450	450
Marketing + Pub.Relations	166	128	(38)	664	664	-
Events & Engagement	-	-	-	-	-	-
Mayoralty + Civic	10	11	1	41	41	-
Lord Lieutenant	3	7	4	11	11	-
<b>NET CONTROLLABLE COST</b>	<b>395</b>	<b>514</b>	<b>119</b>	<b>1,581</b>	<b>1,994</b>	<b>413</b>
<b><u>Subjective Analysis:</u></b>						
Employee Costs	328	314	(13)	1,311	1,374	63
Premises Costs	-	-	-	-	-	-
Transport-Related Costs	-	11	11	-	-	-
Supplies and Services	88	193	105	353	668	315
Contracted Costs	-	-	-	-	-	-
Transfer Payments	2	-	(2)	7	7	(0)
<b>CONTROLLABLE COST</b>	<b>417</b>	<b>519</b>	<b>101</b>	<b>1,671</b>	<b>2,049</b>	<b>378</b>
Fees & Charges	-	-	-	-	-	-
Traded Services Income	(9)	0	9	(35)	-	35
Grants & Contributions	(14)	(5)	9	(55)	(55)	(0)
<b>CONTROLLABLE INCOME</b>	<b>(22)</b>	<b>(5)</b>	<b>17</b>	<b>(90)</b>	<b>(55)</b>	<b>35</b>
<b>NET CONTROLLABLE COST</b>	<b>395</b>	<b>514</b>	<b>119</b>	<b>1,581</b>	<b>1,994</b>	<b>413</b>

### Risks and Opportunities (£,000's)

	Likelihood	Risk	Opportunity	Weighted
1 Temporary Place of Rest costs not shared out	Low	35		12
2				-
3				-
4				-
5				-
6				-
7				-
8				-
<b>Total:</b>		<b>35</b>	<b>-</b>	<b>12</b>

## Revenue Position and Forecast - Period 3

Latest Revenue Position and Forecast

	Budget to Date (£,000's)	Actual to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
<i>Objective Analysis:</i>						
Responsive Repairs	592	216	(376)	2,366	2,366	-
Planned Maintenance	748	211	(537)	2,990	2,990	-
Major Works	2,863	438	(2,425)	11,450	11,450	-
Managing Tenancies	353	188	(165)	1,410	1,410	-
Management, Policy & Support	1,423	1,361	(62)	5,693	5,331	(362)
PFI	1,810	1,712	(98)	7,238	7,238	-
Rent Collection	341	263	(78)	1,363	1,363	-
Building Cleaning, Energy & ot	738	262	(476)	2,953	2,953	-
Capital Financing	1,325	2,100	775	5,300	5,300	-
HRA Income	(10,272)	(9,775)	497	(41,087)	(41,205)	(118)
Movement to/(from) Reserve	81	-	(81)	324	804	480
<b>NET CONTROLLABLE COST</b>	<b>-</b>	<b>(3,024)</b>	<b>(3,024)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Subjective Analysis:</i>						
Employee Costs	946	865	(82)	3,787	3,787	-
Premises Costs	4,614	820	(3,795)	18,464	18,464	(0)
Transport-Related Costs	8	1	(7)	33	33	-
Supplies and Services	227	41	(186)	909	4,678	3,769
Contracted Costs	1,822	1,714	(108)	7,291	7,291	-
Transfer Payments	3,253	3,370	117	13,018	9,367	(3,651)
<b>CONTROLLABLE COST</b>	<b>10,871</b>	<b>6,811</b>	<b>(4,061)</b>	<b>43,503</b>	<b>43,620</b>	<b>118</b>
Gross Income	(842)	-	842	(3,371)	(3,371)	-
Traded Services Income	(9,030)	(8,792)	238	(36,134)	(36,252)	(118)
Grants & Contributions	(999)	(1,042)	(43)	(3,997)	(3,997)	-
<b>CONTROLLABLE INCOME</b>	<b>(10,871)</b>	<b>(9,835)</b>	<b>1,037</b>	<b>(43,503)</b>	<b>(43,620)</b>	<b>(118)</b>
<b>NET CONTROLLABLE COST</b>	<b>-</b>	<b>(3,024)</b>	<b>(3,024)</b>	<b>-</b>	<b>0</b>	<b>0</b>

	2020/21	2020/21	2020/21	2020/21	2020/21
Scheme Name	Original Budget Spend (£,000's)	Approved 2019/20 Roll fwd/back Requests (£,000's)	Revised Budget Spend (£,000's)	Forecast Spend (£,000's)	Forecast Variance (£,000's)
<b>General Fund Capital Programme</b>					
Delivery Fund	4,069	1,481	5,550	5,550	-
Loan To RTL (Bus replacement programme)	5,000	1,349	6,349	700	(5,649)
Oracle Capital Works - financed through reduced rental	100	(29)	71	71	-
Purchase of Commercial Property	80,000	-	80,000	-	(80,000)
<b>Corp Total</b>	<b>89,169</b>	<b>2,801</b>	<b>91,970</b>	<b>6,321</b>	<b>(85,649)</b>
e-Marketplace & Equipment Renewal Portal Software	170	-	170	170	-
Mobile Working and Smart Device	150	-	150	150	-
Replacement of Community Re-ablement Software	85	-	85	85	-
Social Care Premises	1,000	117	1,117	617	(500)
<b>DACHS Total</b>	<b>1,405</b>	<b>117</b>	<b>1,522</b>	<b>1,022</b>	<b>(500)</b>
Additional School Places - Contingency	500	-	500	500	-
Avenue Expansion	9	83	92	92	(0)
Blessed Hugh Faringdon - Asperger Unit 30 place expansion (SEN)		(15)	(15)	15	30
Civitas- Synthetic Sports Pitch	319	10	329	329	-
Cranbury College at JMA	819	75	894	894	-
Crescent Road Playing Field Improvements	314	(0)	314	314	0
Critical Reactive Contingency: Health and safety (Schools)	727	30	757	757	(0)
Green Park Primary School	-	876	876	876	(0)
Heating and Electrical Programme - Manor Pry Power	154	-	154	154	-
Heating and Electrical Renewal Programme	929	325	1,254	1,254	0
Initial Viability work for the Free School at Richfield Avenue	160	49	209	209	(0)
Katesgrove Primary Trooper Potts Building	6,981	2	6,983	6,983	0
Meadway Early Years Building Renovation	100	138	238	238	0
New ESFA funded schools - Phoenix College	6,300	77	6,377	6,377	0
New ESFA funded schools - St Michaels Primary Schools Expansion Programme - 2013-2017	101	76	177	177	0
Schools - Fire Risk Assessed remedial Works	490	35	525	525	(0)
Schools - Fire Risk Assessed remedial Works	203	193	396	396	(0)
Thameside SEN Expansion	-	66	66	66	-
The Heights Permanent Site Mitigation	918	428	1,346	1,346	(0)
The Heights Temporary School	-	53	53	53	(0)
<b>DCEEHS Total</b>	<b>19,024</b>	<b>2,502</b>	<b>21,526</b>	<b>21,555</b>	<b>29</b>



Scheme Name	2020/21 Original Budget Spend (£,000's)	2020/21 Approved 2019/20 Roll fwd/back Requests (£,000's)	2020/21 Revised Budget Spend (£,000's)	2020/21 Forecast Spend (£,000's)	2020/21 Forecast Variance (£,000's)
Abbey Quarter	457	(10)	447	278	(169)
Accommodation Review - Phase 2A & B	-	133	133	33	(100)
Accommodation Review - Phase 2C (19 Bennet Road)	1,824	704	2,528	2,528	(0)
Additional Storage Capacity at Mortuary	15	-	15	15	-
Air Quality Monitoring	33	-	33	33	-
Bridges and Carriageways	1,669	(574)	1,095	1,095	(0)
Car Park Investment Programme	226	226	452	452	-
Car Parking - P&D, Red Routes, Equipment	200	(26)	174	174	-
Cattle Market Car Park	503	20	523	523	-
CCTV	-	50	50	50	-
Central Library - Reconfiguration/Refurbishment Feasibility		50	50	50	-
Central Pool Regeneration	-	587	587	587	0
Chestnut Walk Improvements	40	15	55	35	(20)
Christchurch Meadows Paddling Pool	35	-	35	35	-
CIL Local Funds - Community	52	-	52	52	-
CIL Local Funds - Heritage and Culture	115	-	115	115	-
CIL Local Funds - Leisure and Play	338	108	446	446	-
CIL Local Funds - Transport	435	-	435	435	-
CIL Local Funds -Neighbourhood Allocation	238	239	477	477	-
Corporate Office Essential Works	50	-	50	50	-
Dee Park Regeneration - Housing Infrastructure Fund (school)	6,000	-	6,000	600	(5,400)
Defra Air Quality Grant - Bus Retrofit	388	-	388	388	-
Defra Air Quality Grant - Go Electric Reading	54	(2)	52	52	-
Development of facilities at Prospect Park/Play	550	-	550	550	-
Disabled Facilities Grants (Private Sector)	1,055	-	1,055	1,055	-
Eastern Area Access Works	100	100	200	200	-
Electric Vehicle Charging Points	200	-	200	200	-
Food Waste and Smaller Bins	1,489	-	1,489	1,300	(189)
Foster Carer Extensions	100	-	100	70	(30)
Green Park Station	11,500	2,174	13,674	12,282	(1,392)
Grounds Maintenance Workshop Equipment	50	(24)	26	26	(0)
Invest in Corporate buildings/Health & safety works	1,768	(676)	1,092	1,092	-
Invest to save energy savings - Street lighting	258	-	258	150	(108)
Leisure Procurement	5,662	45	5,707	950	(4,757)

Scheme Name	2020/21 Original Budget Spend (£,000's)	2020/21 Approved 2019/20 Roll fwd/back Requests (£,000's)	2020/21 Revised Budget Spend (£,000's)	2020/21 Forecast Spend (£,000's)	2020/21 Forecast Variance (£,000's)
Local Traffic Management and Road Safety Schemes	359	16	375	375	-
LTP Development	200	199	399	399	0
NCN Route 422	-	219	219	219	(0)
New Kit/Vehicles for Commercial Services Dvlpt	122	-	122	122	-
Oxford Rd Community Centre	-	147	147	147	-
Oxford Road Corridor Works	318	4	322	322	-
Playground equipment and Refreshment: Boroughwide	494	(13)	481	481	0
Private Sector Renewals	300	-	300	240	(60)
Pumping Station Upgrade Scheme (new)	250	-	250	250	-
re3 extending range of recyclables	86	8	94	10	(84)
Reading Football Club Social Inclusion Unit to SRLC	1,496	-	1,496	-	(1,496)
Reading Town Centre Design Framework	-	86	86	86	-
Reading West Station	3,400	139	3,539	1,500	(2,039)
Renewable Energy	500	-	500	500	-
Replacement Vehicles	176	721	897	-	(897)
Rogue Landlord Enforcement	-	75	75	75	-
S106 individual schemes list	284	50	334	334	-
Salix Decarbonisation Fund	600	-	600	-	(600)
Small Leisure Schemes	237	21	258	258	(0)
Smart City Cluster project and C-ITS	227	-	227	227	-
South Reading MRT (Phases 1 & 2)	-	362	362	362	0
South Reading MRT (Phases 3 & 4)	2,536	4,418	6,954	6,954	(0)
South Reading MRT (Phases 5 & 6)	1,000	-	1,000	250	(750)
The Keep	-	94	94	94	-
Town Centre Improvements	450	-	450	320	(130)
Town Centre Street Trading Infrastructure	40	(6)	34	34	-
Town Hall Equipment	205	-	205	-	(205)
Traffic Management Schools	295	95	390	390	-
Tree Planting	50	(20)	30	30	-
Western Area Access Works	-	128	128	128	-
Highway Infrastructure Works	3,000	-	3,000	1,500	(1,500)
Harden Public Open Spaces to Prevent Incursion	35	20	55	51	(4)
Salix Re-Circulation Fund	588	(148)	440	200	(240)
Sun Street - Final Phase	145	37	182	182	-
<b>DEGNS Total</b>	<b>52,797</b>	<b>9,792</b>	<b>62,589</b>	<b>42,418</b>	<b>(20,171)</b>

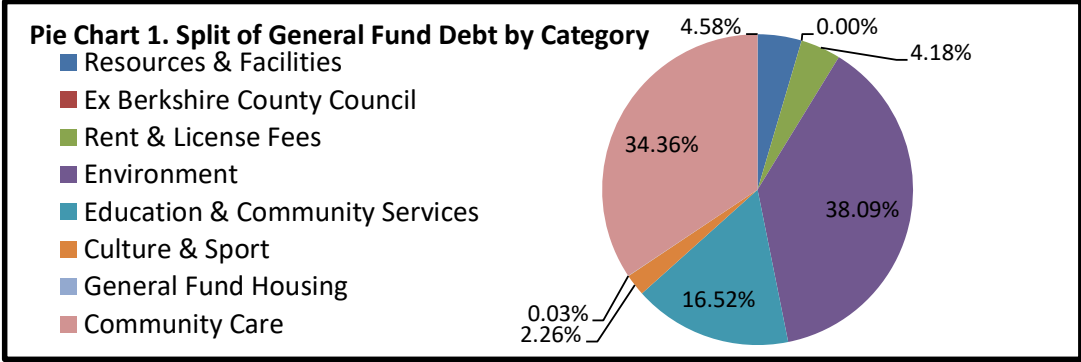
Scheme Name	2020/21 Original Budget Spend (£,000's)	2020/21 Approved 2019/20 Roll fwd/back Requests (£,000's)	2020/21 Revised Budget Spend (£,000's)	2020/21 Forecast Spend (£,000's)	2020/21 Forecast Variance (£,000's)
Customer Digital Experience	750	-	750	750	-
Universal Digital Systems	1,005	609	1,614	1,614	0
Future ICT Operating Model	5,429	(348)	5,081	5,838	757
ICT Infrastructure (Invest to save)	667	(222)	445	350	(95)
Re-Procurement / Reimplementation of Finance System	100	-	100	-	(100)
Cemeteries and Crematorium Cremator	100	(6)	94	300	(94) 300
<b>DoR Total</b>	<b>8,051</b>	<b>33</b>	<b>8,084</b>	<b>8,852</b>	<b>768</b>
<b>Grand Total - General Fund</b>	<b>170,446</b>	<b>15,245</b>	<b>185,691</b>	<b>80,168</b>	<b>(105,523)</b>

## HRA Capital Programme

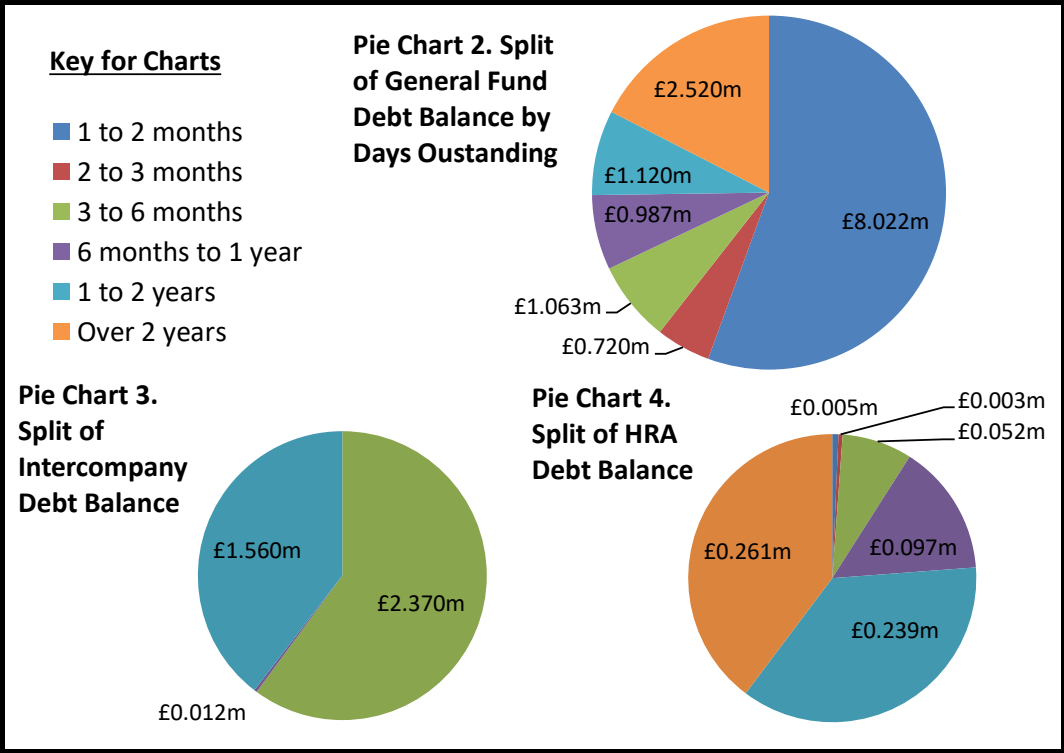
Major Repairs	11,066	584	11,650	11,650	-
Hexham Road	950	400	1,350	1,350	-
Disabled Facilities Grants	500	(77)	423	423	-
Fire Safety Works	977	(6)	971	971	-
New Build & Acquisitions - Phase 1	214	(1)	213	213	-
New Build & Acquisitions - Phase 2	12,205	664	12,869	12,869	-
New Build & Acquisitions - Phase 3	8,381	(136)	8,245	8,245	-
New Build & Acquisitions - (Ex General Fund)	77	(6)	71	71	-
Housing Mngt System	604	111	715	715	-
<b>Grand Total - Housing Revenue Account</b>	<b>34,974</b>	<b>1,533</b>	<b>36,507</b>	<b>36,507</b>	<b>-</b>

## Debt Performance - End of June 2020

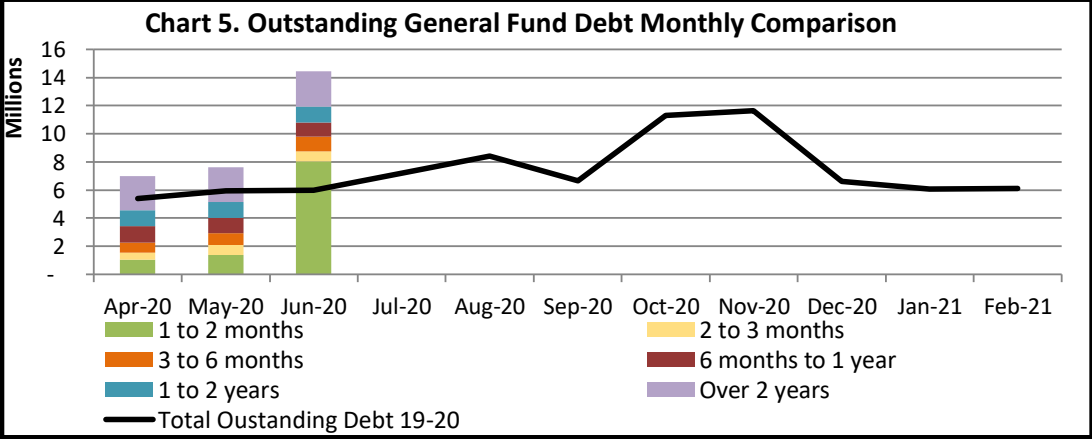
The pie chart below shows the sundry debt as at the end of Period 3 (in excess of 30 days old) to total £14.431m compared to £7.625m at the end of Period 2.



Note: Community Care includes Adult Client debt and invoices relating to NHS/CCG. As of Period 3, debt totalling £547k has been secured against properties, however there is no guarantee that 100% of this is recovered upon sale of the property. Education Services includes the majority of Schools service level agreement invoices.



Debt over 6 months old has decreased by £0.058m to £4.627m since the end of Period 2. Chasing these outstanding debts is being prioritised.



## Agency and Staffing - End of June

Agency contracts with the council as at the end of Period 3.

Number of agency workers by directorate

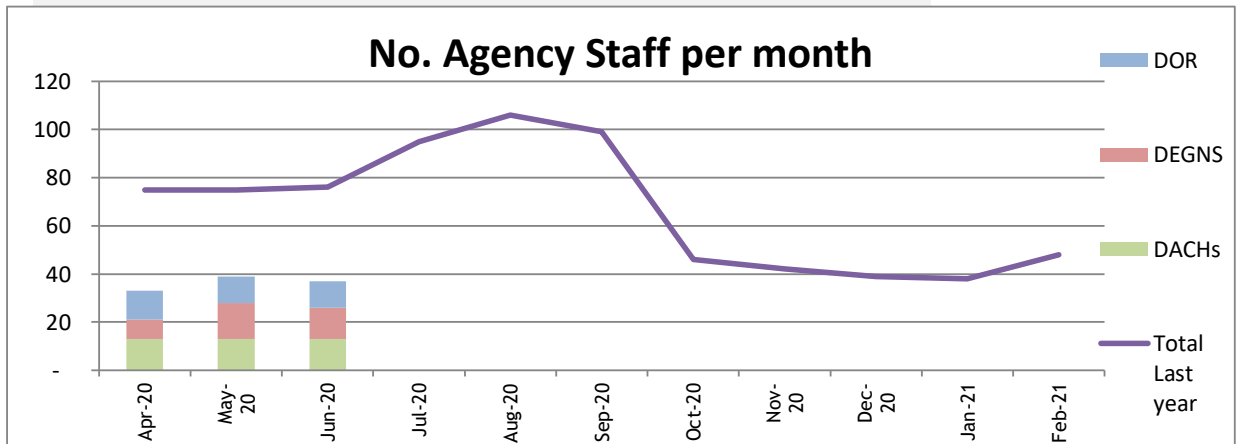
Directorate	Number of Agency Staff Period 3	Number of Agency Staff Period 2
DACHs	13	13
DEGNS	13	15
DOR	11	11
<b>Total</b>	<b>37</b>	<b>39</b>

Agency staff by post name (top 5)

Post name	No.
Social Worker	7
Site Assistant	4
Occupational Therapist	4
Groundsperson	4
Sweeper	2

Agency spend by directorate per quarter (£000s)

Directorate	2019-20 (£000s)				2020-21 (£000s)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
DACHs	344	394	410	437	356			
DEGNS	312	403	391	364	271			
DOR	314	447	231	233	230			
<b>Total</b>	<b>969</b>	<b>1,244</b>	<b>1,032</b>	<b>1,034</b>	<b>857</b>			



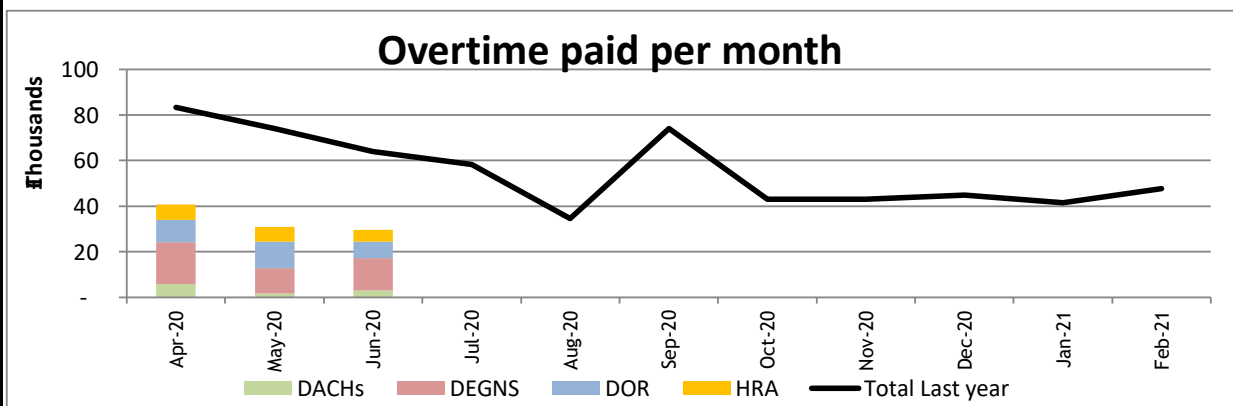
Redundancies within 2020-2021

Directorate	Redundancies Costs	No. of Redundancies
DACHs	£ -	0
DEGNS	£ -	0
DOR	£ -	0
HRA	£ -	0
<b>Total</b>	<b>£ -</b>	<b>0</b>

Overtime paid by directorate 2020-21

Directorate	June 2020 Only	Actual to Date 2020-21
DACHs	£ 3,123	£ 10,809
DEGNS	£ 14,170	£ 43,498
DOR	£ 7,140	£ 28,493
HRA	£ 5,262	£ 18,674
<b>Total</b>	<b>£ 29,695</b>	<b>£ 101,474</b>

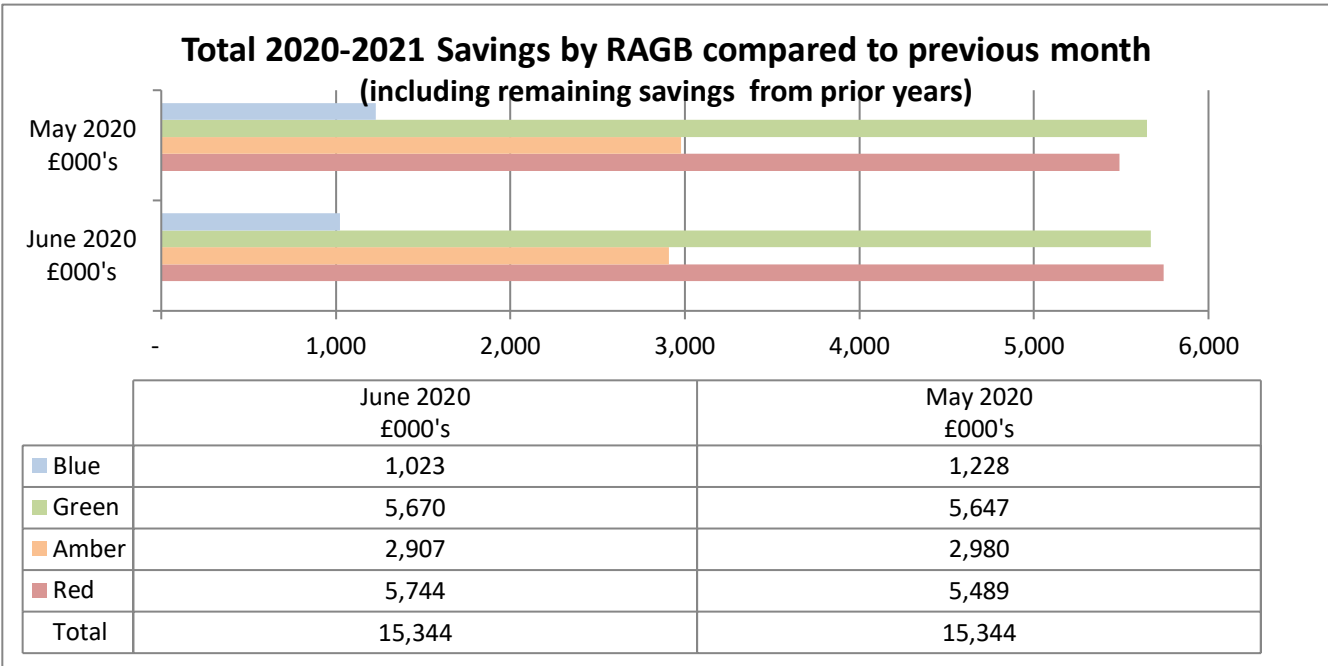
Redundancy expenditure will either be funded through the capitalisation directive if the redundancy relates to transformation or through use of the redundancy revenue reserve. Currently no redundancy charges have been reflected in the Period 3 monitoring.



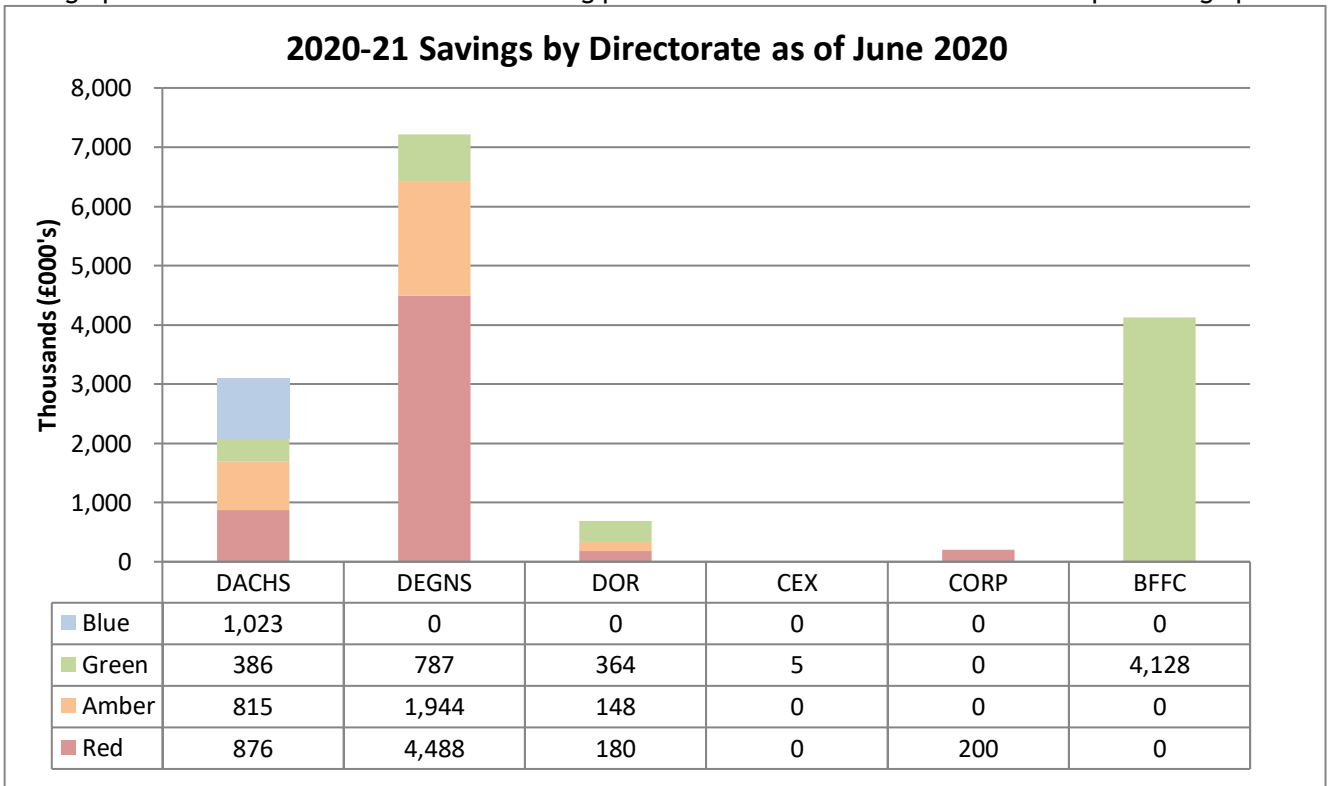
# Savings 2020-2021 - End of June 2020

	Project delayed or unachievable and needs reviewing as part of MTF5
	Project has some issues or is at risk
	Project is progressing on track
	Project has been delivered and saving/income generation has been achieved

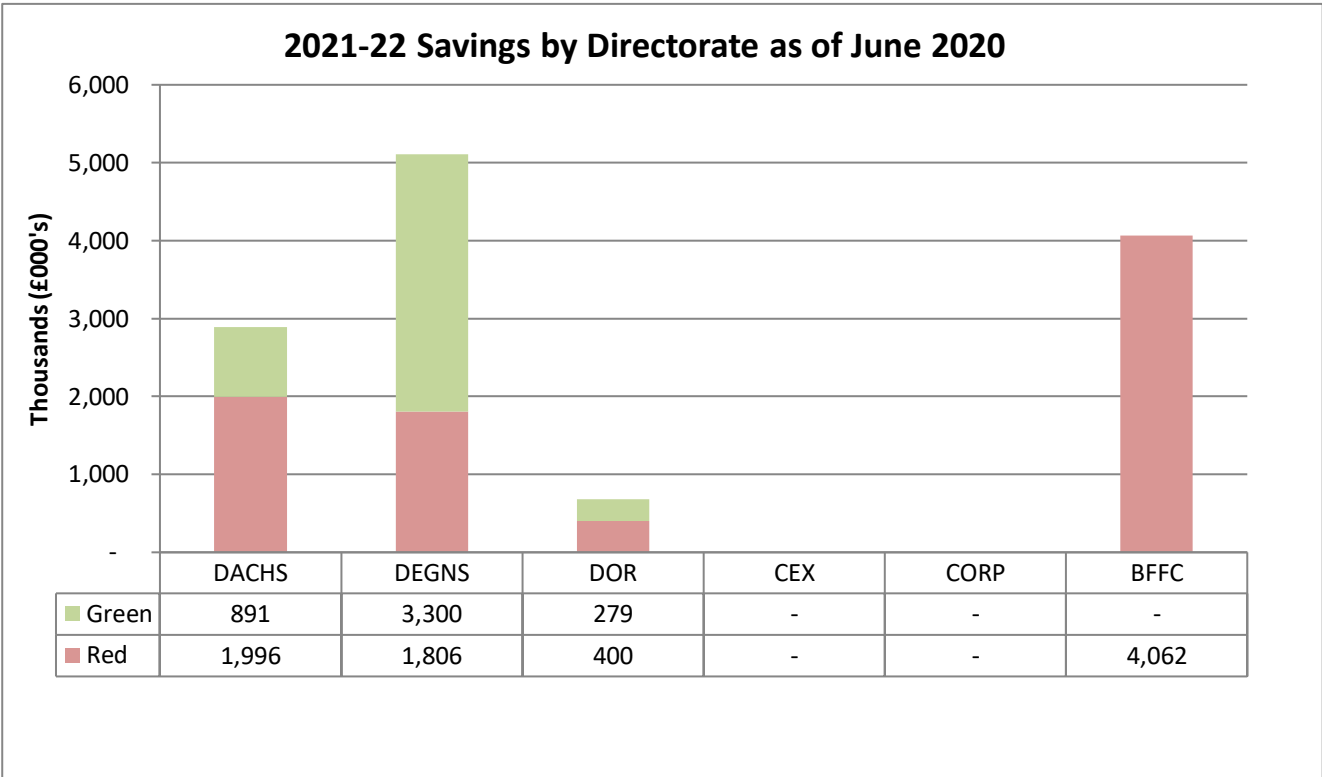
The below graphs shows the outstanding 2020-21 and prior year savings programme. This totals £15.344m for the overall council.



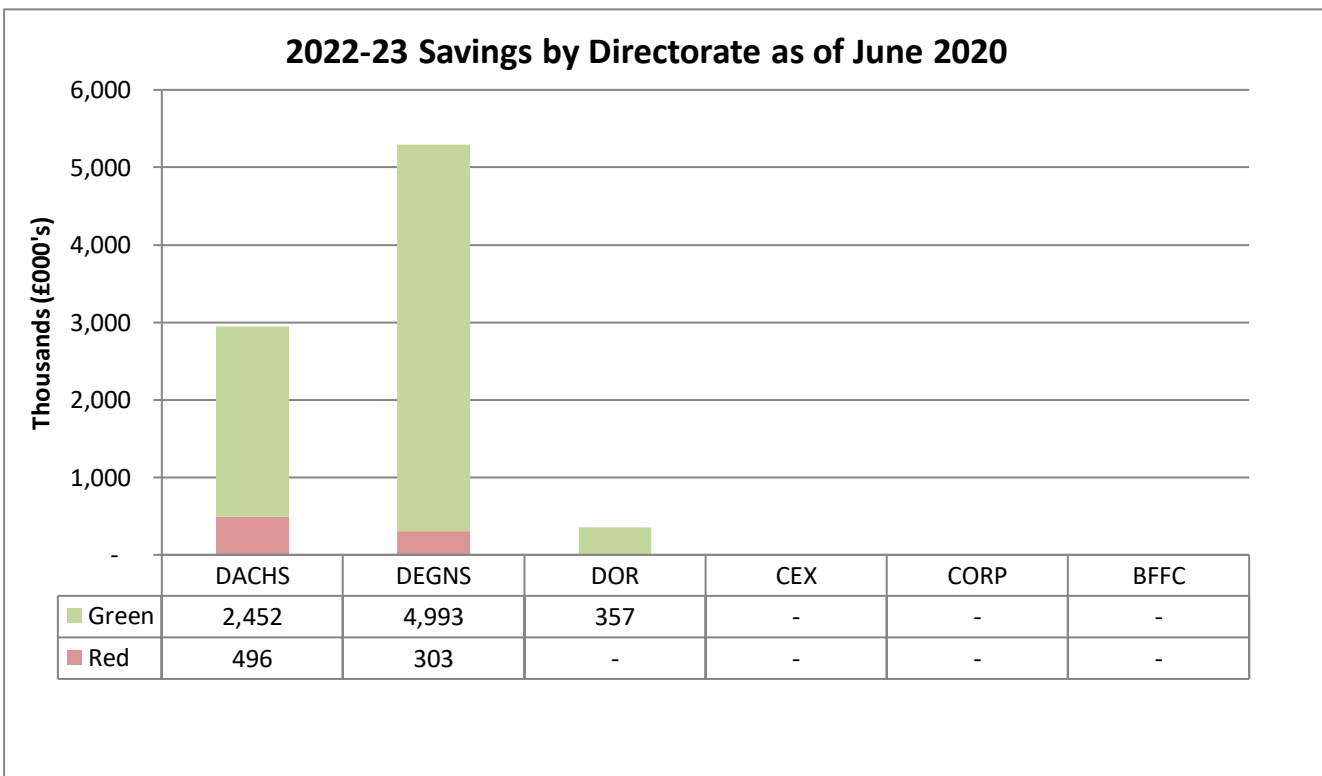
The graph below shows the 2020-21 RAGB rating per directorate as at June 2020 and the percentage per area.



The graph below shows the 2021-22 RAGB rating per directorate as at June 2020 and the percentage per area.



The graph below shows the 2022-23 RAGB rating per directorate as at June 2020 and the percentage per area.



## List of Savings within 2020-21

Savings

SAVINGS PROPOSAL	Current Year Savings (£000s)				
Directorate of Adults Care and Health Services	RED	AMBER	GREEN	BLUE	TOTAL
Extension of Front Door Project; Stretch for Front Door Project	0	50	0	0	50
Reducing Adult Social Care contracts spend (Commissioning Delivery Model)	63	276	265	0	604
Mitigated - Delivery Models for Commissioning, Prevention & Quality Services	0	0	0	750	750
Mental Health and Locality Team Restructure	0	145	0	0	145
Extension of Provider Services	0	100	0	0	100
Review of Non Staffing Expenditure Budgets	0	0	0	273	273
Extension of Assistive Technology Project	50	0	0	0	50
Increased usage of Direct Payments	125	125	0	0	250
Income Maximisation	395	0	0	0	395
Increased usage of Assistive Technology and Equipment	150	50	0	0	200
Public Health Grant Reduction and Alternate Delivery Model	93	0	121	0	214
Digitisation Saving	0	69	0	0	69
<b>Total Directorate of Adults Care and Health Services</b>	<b>876</b>	<b>815</b>	<b>386</b>	<b>1,023</b>	<b>3,100</b>

SAVINGS PROPOSAL	Current Year Savings (£000s)				
Directorate of Economic Growth & Neighbourhood Services	RED	AMBER	GREEN	BLUE	TOTAL
Strategic Transportation Savings	0	25	0	0	25
Smart Cities - communications saving	0	70	0	0	70
Review of Enforcement Contracts	0	0	50	0	50
Car park management processes through IT improvements and staff reductions	0	50	0	0	50
Bus Services Act - reduction in RBC requirement	15	0	0	0	15
Increased revenue from on-street Pay and Display	390	0	0	0	390
Increased income from Parking Enforcement	220	0	0	0	220
Increased provision of Red Routes	0	50	0	0	50
Extend Residents Parking permit areas	0	200	0	0	200
Increase to park permit charges	0	0	53	0	53
Review Public Car Park provision borough wide	200	0	0	0	200
Increase off street parking charges	0	300	0	0	300
Electric Vehicle Charging	0	3	0	0	3
Increase in fees and charges	0	2	0	0	2
Mandatory HMO Licensing	115	0	0	0	115
Discretionary HMO Licensing	65	0	0	0	65
Increase in charges for pre-planning application and planning fees	25	0	0	0	25
Proposed Fee Income Reading Festival	25	0	0	0	25
Reforecast income Licensing income budget	25	0	0	0	25
Increase in fees and charges	16	0	0	0	16
Reduction in professional specialist, management, enforcement and administrative resources; an increase to pre-planning application fees by 10%.	120	0	0	0	120
Town Centre Street Trading - New Pitches	30	0	0	0	30
Charge for pre-application for planning	25	0	0	0	25
Reduce expenditure on homelessness B&B and temporary accommodation	0	0	0	200	200
Reducing use of nightly paid emergency accommodation including B&B	0	0	0	(200)	(200)
Housing Property Services - income generation to General Fund	0	0	60	0	60
Housing Building Maintenance Income	0	31	0	0	31



## Savings

SAVINGS PROPOSAL	Current Year Savings (£000s)				
	RED	AMBER	GREEN	BLUE	TOTAL
<b>Directorate of Economic Growth &amp; Neighbourhood Services</b>					
Homelessness Prevention Grant	0	0	212	0	212
Increase in fees and charges	0	0	3	0	3
Contribution from Public Health Grant	0	100	0	0	100
Additional Fees & Charges from Schools	0	110	0	0	110
Theatre Fees and Charges	50	0	0	0	50
Increase in fees and charges	26	0	0	0	26
Reduce costs in Library Services	0	49	0	0	49
Town Hall and Museum Additional income	100	0	0	0	100
Increase in Savings - Waste Operations	138	0	56	0	194
Food Waste and Smaller Bins	86	0	86	0	171
New kit and vehicles for commercial services development	0	0	21	0	21
Fundamental Service review of Highways	0	50	0	0	50
Increase in trading through Reading Commercial Services	0	50	0	0	50
Increase income on green waste due to additional uptake in years 1-3 and fee increase in years 2-3	0	0	103	0	103
Commercialisation Direct Services	133	108	20	0	261
Gross up budget for capital cost on recycling bins	19	0	0	0	19
Increase in fees and charges	0	0	4	0	4
Explore creation of coordinated enforcement operation across Regulatory & Transportation services	21	0	8	0	29
Review of Neighbourhood and Streetcare Services fees and charges and enforcement activity.	35	34	0	0	69
Additional income from advertising	25	0	0	0	25
Introduce a 24 hours a day, 7 days a week charge for all Town Centre Pay & Display (P&D)	0	25	0	0	25
Parks & Open Spaces Invest to Save	0	0	65	0	65
Review and increase all allotment rental charges and review plot sizes.	0	0	26	0	26
Savings arising from the closure of Darwin Close, Hamilton Centre and more efficient use of Bennet Road	150	80	0	0	230
Increase income From Commercial Property Acquisitions	0	469	0	0	469
Review of Rents on Garages and Shops	25	0	0	0	25
Gross up budget for capital cost on commercial property	2,340	0	0	0	2,340
Increase in fees and charges	0	0	20	0	20
Review and Restructure of Cleaning Services	0	125	0	0	125
Reductions on Training Budget	0	13	0	0	13
Digitisation Saving	69	0	0	0	69
<b>Directorate of Economic Growth &amp; Neighbourhood Services</b>	<b>4,488</b>	<b>1,944</b>	<b>787</b>	<b>0</b>	<b>7,219</b>

SAVINGS PROPOSAL	Current Year Savings (£000s)				
	RED	AMBER	GREEN	BLUE	TOTAL
<b>Directorate of Resources</b>					
Customer Services savings (Call Centre/Hub)	0	0	24	0	24
Reduction of cheque payments	0	0	50	0	50
New customer services model	0	66	66	0	132
HRA share of contribution to Narrowing the Gap	0	0	84	0	84
EU Settlement card service	27	0	0	0	27
Apprentice Levy savings	14	0	0	0	14
Exec Recruitment	0	28	28	0	56
Review of SLA with Schools	24	0	0	0	24
Flexible retirement	0	0	28	0	28
Savings from reprocurring insurance	0	0	50	0	50
Review consultancy budget and CIPFA subscription	0	0	35	0	35
Realignment of Revenues and Benefits Transformation Target	115	0	72	0	187
Income generation from charging for services	0	0	2	0	2
Legal Services Efficiencies & Income	0	0	12	0	12
Savings within Democratic Services including greater use of IT in response to climate change	0	0	15	0	15
Convert Locum solicitors into Permanent Solicitors	0	0	33	0	33
Additional savings will be made across the ICT service including reducing spend on applications	0	0	20	0	20
Re-procurement of IT Contract	0	0	(215)	0	(215)
Savings arising from software applications review	0	0	60	0	60
Digitisation Saving	0	54	0	0	54
<b>Directorate of Resources</b>	<b>180</b>	<b>148</b>	<b>364</b>	<b>0</b>	<b>692</b>

SAVINGS PROPOSAL	Current Year Savings (£000s)				
	RED	AMBER	GREEN	BLUE	TOTAL
<b>Chief Executive</b>					
Income from event sponsorship and selling advertising within event publications/e-publications/email bulletins	0	0	5	0	5
<b>Chief Executive</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>

SAVINGS PROPOSAL	Current Year Savings (£000s)				
	RED	AMBER	GREEN	BLUE	TOTAL
<b>Corporate</b>					
Compulsory closure of Civic Offices for non-essential services	100	0	0	0	100
Management and Staffing Review	100	0	0	0	100
<b>Corporate</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>

SAVINGS PROPOSAL	Current Year Savings (£000s)				
	RED	AMBER	GREEN	BLUE	TOTAL
<b>Brighter Futures For Children</b>					
BFFC Savings	0	0	4,128	0	4,128
<b>Brighter Futures For Children</b>	<b>0</b>	<b>0</b>	<b>4,128</b>	<b>0</b>	<b>4,128</b>

	RED	AMBER	GREEN	BLUE	TOTAL
<b>TOTAL of Savings with Red rated elements within 2020-2021</b>	<b>5,744</b>	<b>2,907</b>	<b>5,670</b>	<b>1,023</b>	<b>15,344</b>

# Shaping Readings Future – Our Corporate Plan 2018-21

## Performance Report

**Period: Q1 20/21**



## EXECUTIVE SUMMARY

This report sets out how the Council has performed at the end of Q1 2020/21 to deliver the mission and priorities for Reading Borough Council as set out in the Corporate Plan for 2018-21. Our priorities are:



**Securing the economic success of Reading**



**Improving access to decent housing to meet local needs**



**Protecting and enhancing the lives of vulnerable adults and children**



**Keeping Reading's environment clean, green and safe**



**Promoting health, education, culture & wellbeing**



**Ensuring the Council is Fit For the Future**

The report focuses on progress against the Council's priorities and the 39<sup>1</sup> headline performance measures that directorates have identified that best demonstrate progress in achieving the outcomes.

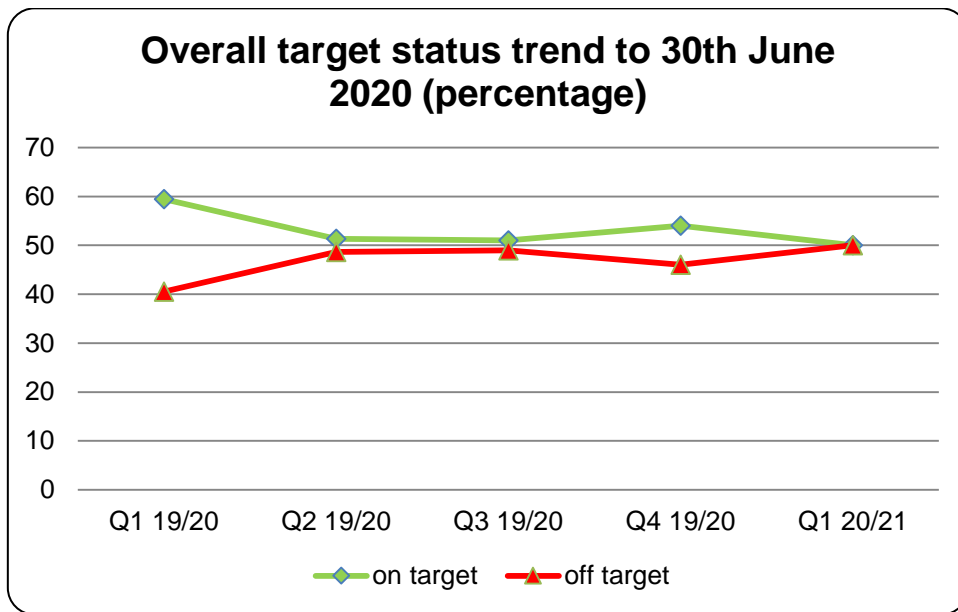
Through service plans the Council carries out wider work to measure performance and quality. This report is intended to provide an overview of the contribution that the Council makes across all its activities to improving Reading as a place to live, work and visit.

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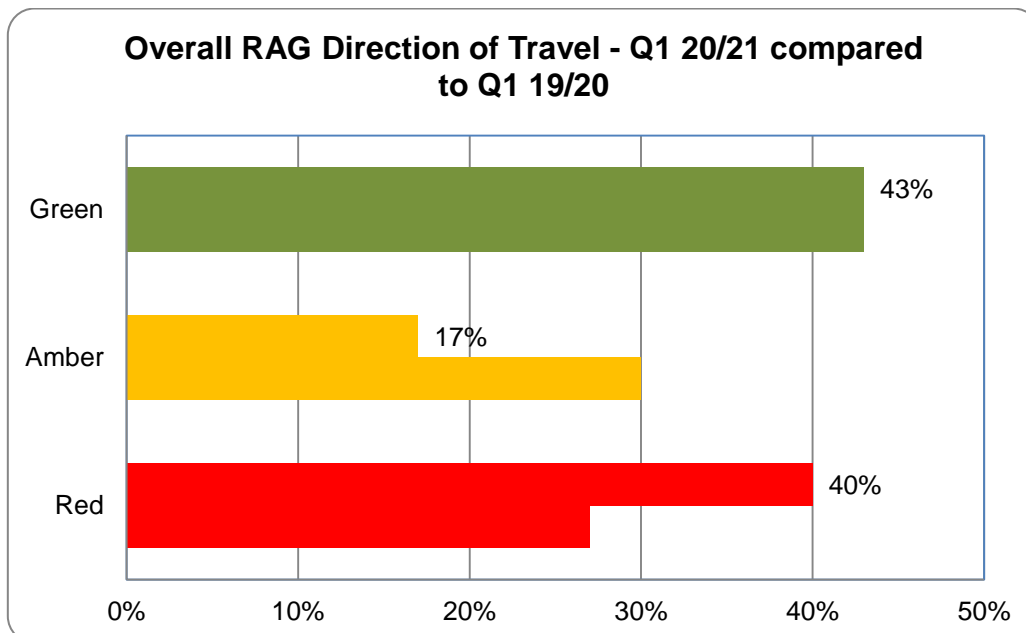
<sup>1</sup> 37 are reported annually. 2 measures are based on survey results scheduled for alternate years

**Performance Overview Trends**

**Target Status**



**Percentage overall status trend Q1 19/20 compared to Q1 20/21<sup>2</sup>**

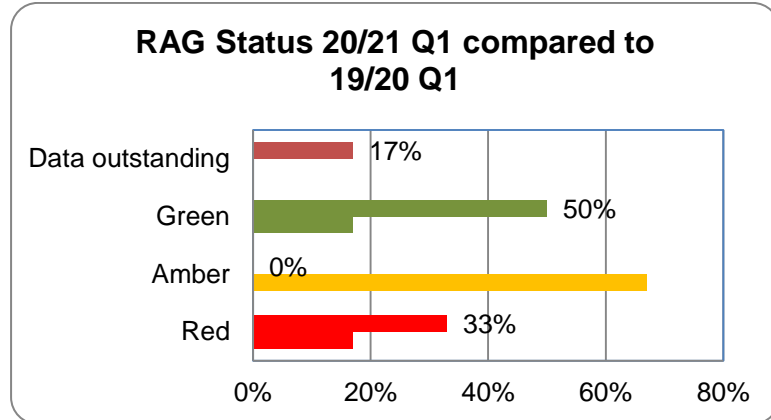


<sup>2</sup> 2021 results have percentage figures against the RAG Status



# PRIORITY: Securing the economic success of Reading

### Performance Headlines




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## Areas Performing Well or Improving

(Measures which have achieved target) *To be updated once all results received*




Percentage of people aged 18-64 who are economically active (at March 20)



## Areas for Improvement

(Measures which have not achieved targets and direction of travel worsened)



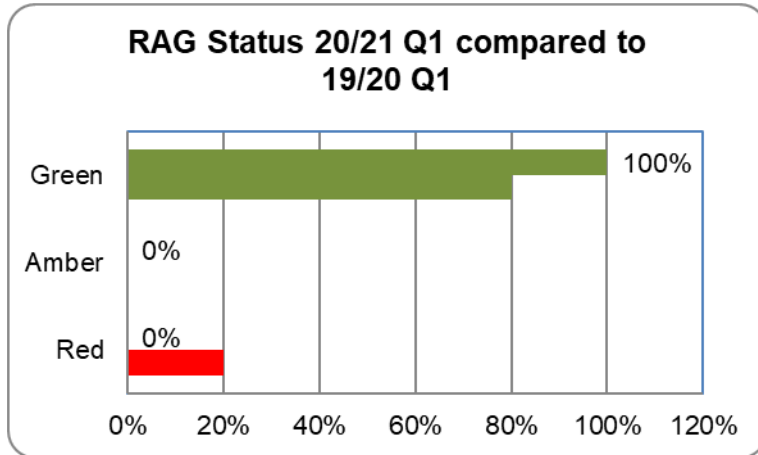
Reduction in percentage of young people Not in Education, Employment or Training (NEET)

Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	20/20/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Securing the Economic Success of Reading	Average journey times to the town centre by public transport	National	High	Annual	To Follow	Annual	20 mins	?		On-going work with Reading buses to secure improvements to pinch points where possible and reduce journey times
Securing the Economic Success of Reading	Percentage of people aged 16 - 64 who are economically active	National	High	80.8%	81.7%	82.8%	81.1%		81.90%	Economically active people in Reading marginally increased in the period to March 20. Reading is now above the average for the South East region (82.3%). Latest data covers the period April 19 – March 20. There is a lag in reporting, so this figure does not reflect Covid impact
Securing the Economic Success of Reading	Growth in Business Rates Tax Base	National	High	Annual	2.02%	Annual	2.00%		Not Available	Debit increase in comparison to 31/03/2019 (£137,981,990) against 30/06/2019 (144,374,753), the raw increase being 4.63%. Factor the current net rates against the increase in multiplier to adjust the net debit to 141,140,288 bringing the current increase to 2.29%. This can fluctuate throughout the year as RV's are bought in and removed from the lists and exemptions applied.
Securing the Economic Success of Reading	Superfast broadband coverage	National	High	On Track	98.82%	98.98%	100%			BT Openreach had been keeping to their remedial Plan target's, however the impact of COVID-19 has had a significant impact on the roll-out achievable so estimates have now been received suggesting a 21/22 revised final completion with slippage likely of 6 months to July 21 for the overall project.  Current coverage percentage 98.82% but with prospects remaining good of achieving final completion target, albeit on a lengthened timeframe.
Securing the Economic Success of Reading	Reduction in percentage of young people Not in Education, Employment or Training (NEET)	National	Low	3.8%	3.1% NEET 6.9% inc Unknown	4.3%	1.80%			The service is adapting to working in a Covid 19 situation. Virtual careers guidance sessions are being delivered via phone with follow up support via email/phone. A dedicated vacancy service is now live for young people in Reading, all vacancies are shared with colleagues/partners. We have a variety of opportunities (apprenticeships, traineeships, reengagement courses and jobs) available to young people. There is now a section on Bffc website: where young people can access our post-16 team via the website and also view an online jobs board
Securing the Economic Success	Gross Value Added (GVA) per worker	National	High	Annual	64,152	Annual	£69,015			Gross Value Added (GVA) is the measure of the value of goods and services produced in an area. Annual measure, this will inevitably dip this year due to Covid



# PRIORITY: Improving access to decent housing to meet local needs

## Performance Headlines



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### Areas Performing Well or Improving

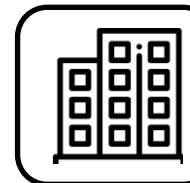
(Measures which have achieved target and direction of travel improved)



Total number of cases where positive action was successful in preventing homelessness



Numbers of families in bed & breakfast accommodation (shared facilities) - snapshot (Excellent performance maintained)



Percentage of Houses of Multiple Occupation (HMO's) licensed under mandatory licensing schemes



### Areas for Improvement

None



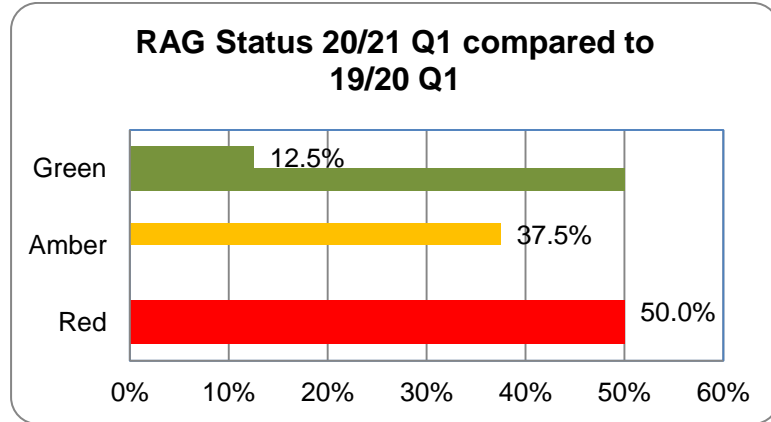
Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Ensuring access to decent housing to meet local needs	Number of additional homes completed per annum	Local	High	Annual	524	Annual	671	▲	Not Available	Highest since 2015 and second highest since records started in 1985.
Ensuring access to decent housing to meet local needs	Number of additional affordable homes completed (includes council homes and through planning process)	Local	High	Annual	80	Annual	109	▲	N/A	Figures include the first tranche of new council homes from Conwy Close
Ensuring access to decent housing to meet local needs	Numbers of families in bed & breakfast accommodation (shared facilities) - snapshot	Local	Low	0	0	0	0	▶	N/A	This figure has remained at 0 throughout the year for families with dependent children. This performance indicator only relates to families with dependent children. The figure mentioned in the covering report is for single people
Ensuring access to decent housing to meet local needs	Total number of cases where positive action was successful in preventing homelessness – cumulative	Local	High	77	673	91	440	▲	N/A	This figure covers both cases that are prevented or relieved from becoming homeless and those whose homelessness was resolved. None of these would relate to the COVID requirement to accommodate, which is different entirely in terms of the legislation
Ensuring access to decent housing to meet local needs	Percentage of Houses of Multiple Occupation (HMO's) licensed under mandatory licensing schemes	Local	High	32%	55%	55%	35%	▶	N/A	Continued work with HMO owners to secure new and renewal licence applications



### PRIORITY:

## Protecting and enhancing the lives of vulnerable adults and children

### Performance Headlines



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### Areas Performing Well or Improving

(Measures which have achieved target and direction of travel improved for Q1)

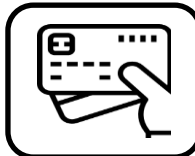


Decrease the permanent new admissions to Residential or Nursing care per 100,000 population Older People (65+)



### Areas for Improvement

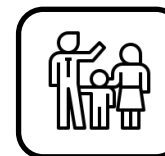
(Measures which have not achieved targets and direction of travel worsened for Q1)






Increase the number of service users (Adults) receiving direct payments








permanent new admissions to Residential or Nursing care per 100,000 for adults **under 65**



Reduced number of Children Looked after

Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	20/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Protecting & enhancing the lives of vulnerable Adults & Children	Reducing the number of days that people are unable to leave hospital because of social care delays (bed days)	National	Low	109 (April & May only)	1645	n/a	1193	 Year end	3.70% of bed days	Note – due to the COVID19 Pandemic, national collection of DToC data was suspended in March 2020
Protecting & enhancing the lives of vulnerable Adults & Children	Increase the number of service users (Adults) receiving direct payments	National	High	17.43%	19.68%	19.51%	26%		24% (CIPFA 2018/19)	Whilst we are starting at a better position than Q1 last year, there is considerable progress to be made to push forward this indicator during 2020. The employment of a Direct Payment specialist advisor in the service has helped to drive up understanding, confidence and knowledge of DP process across the department and this will continue. We will continue to measure through performance reviews and performance boards and highlight best practice and workers who are excelling at promoting DP's. Training and policy have been reviewed and refreshed and all managers to continue to push Direct Payments as first choice when care is required.
Protecting & enhancing the lives of vulnerable Adults & Children	Decrease the permanent new admissions to Residential or Nursing care per 100,000 population for Older People (65+)	National	Low	73.89	408.87	73.89	432		579.4 (England 2018/19)	This quarter has started in a strong position once again – continuing the performance that was measured in 2019/20. The ethos remains the same, people are supported and encouraged to live at home and in their communities for as long as possible. Residential care is only a viable option when people can no longer safely do this. It is expected that with extra care housing becoming the standard offer for people requiring high care needs in a care setting, that this indicator continues to remain low.

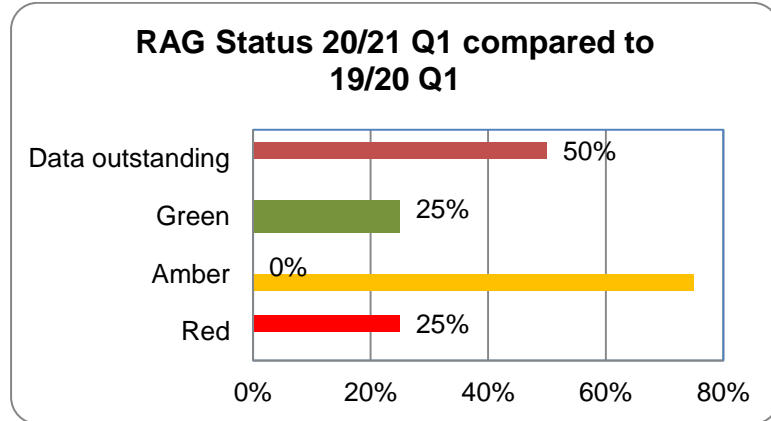
Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments – to be updated
Protecting & enhancing the lives of vulnerable Adults & Children	Decrease the permanent new admissions to Residential or Nursing care per 100,000 for adults under 65	Local	Low	0.92	15.71	3.7	12.5		13.9 (England 2018/19)	This target is once again reflective of the ethos of home first and supporting people in their communities in their own homes. Small numbers create significant shifts in the overall direction and most people with care needs under 65 do remain at home. Where it is not safe or viable for people to live independently then a robust assessment and multi-disciplinary planning process will ascertain where the individual's needs are best met. A residential setting would always be the last resort in terms of options.
Protecting & enhancing the lives of vulnerable Adults & Children	Timeliness of Early Help Assessments (Percentage completed within timescale 5 weeks)	Local	High	98%	95%	93%	95%			A consistent focus on timeliness has resulted in a high % of Early Help Assessments are completed within timescale. The quality of intervention is reflected by a low re-referral rate (2%) of cases closed to Early Help in 2019/20 not re-presenting to children's services within 6 months..
Protecting & enhancing the lives of vulnerable Adults & Children	Percentage of placements for children looked after within 20 3miles	Local	High	67%	69%	70%	75%		81.7% (Stat Neighbours)	There has been a dedicated response to reducing the number of children placed outside 20 miles. 'Achieving Best Outcome Panels' provide a forum to review children's placements / care packages and secure their permanence, which has had a positive impact on this performance indicator. In order to maintain this downward trend our strategic focus is on increasing our provision locally.

Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments – to be updated
Protecting & enhancing the lives of vulnerable Adults & Children	Percentage of children looked after who have experienced 3+ placements in past 12 months	Local	High	14%	15.2%	12.5%	11%		10.5% (Stat Neighbours)	This measure correlates with a number of small children that went into residential assessment units with parents; foster placements when they are subsequently separated from parents and then placed with prospective adopters. The majority of the moves have led to permanence for these children and hence has a positive outcome
Protecting & enhancing the lives of vulnerable Adults & Children	Reduced number of children looked after	National	Low	278	277	288	250			Prior to Covid-19 BfC's children looked after numbers reduced to 277 after peaking in October at 291. Included in this figure are 13 Unaccompanied Asylum Seekers who are centrally funded. In June there was an increase of 6 children Looked After. Due to escalated risk, several children entered proceedings and became looked after; notably the younger age group and babies. A review has now been completed on the babies, 12 weeks old and Unborns, open to CSC at 1 June 2020 and has led to immediate action: a change in the single assessment to include a pre-birth section; liaising with Early Help to share learning of the tools the Pre-Birth team utilise when intervening and supporting parents (to optimally utilise the months when baby is still unborn); joint supervision between the pre-birth team and social care and the revised chronology in mosaic, was launched.



## PRIORITY: Keeping Reading's environment clean, green and safe

### Performance Headlines



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### Areas Performing Well or Improving

(Measures which have achieved target and direction of travel improved)



RBC Carbon Footprint

(Annual Measure)



### Areas for Improvement




(Measures which have not achieved targets and direction of travel worsened)



Total recorded crime rates (per 1,000 population (TBC))



Increased Percentage of household waste sent for re-use, recycling and composting

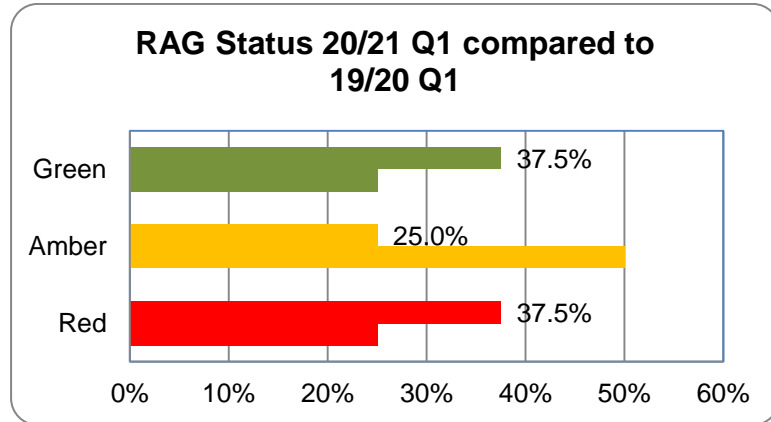
Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Keeping Readings Environment clean, green and safe	Increased Percentage of household waste sent for re-use, recycling and composting	National	High	36.00%	35.3%	<b>32%</b>	38%			This figure is projected to increase with the introduction of food waste collections and a smaller bin for waste sent to landfill
Keeping Readings Environment clean, green and safe	Reading Borough Carbon Footprint (kilo tonnes of CO2 emissions eq)	National	Low	Annual	556kTe (2017)	<b>Annual</b>	658 KTe		not applicable	Reading's CO2 emissions were 556kTe in 2017 (the most recent year for which data is available), significantly below the 2020 target of 658kTe set in the current Reading Climate Change Strategy 2013-20. Emissions fell at a similar rate to the previous year. The adoption of the goal of a 'carbon neutral Reading by 2030' in the climate emergency declaration in Feb 2019 will require more ambitious reductions in emissions in future years. The indicator will therefore be reassessed to reflect this when the 3rd Reading Climate Change Strategy is finalised later this year
Keeping Readings Environment clean, green and safe	Improvement in NO2 in Air Quality Monitoring Area (as measured annual average concentration um3) over the course of the plan	Local	Low	Annual Figure	To Follow	<b>Annual</b>	33	?		The programme to retrofit Reading Buses via grant funding has been delayed due to technical and supply chain issues. The current full delivery timetable is June 2020
Keeping Readings Environment clean, green and safe	Improved Satisfaction with clean streets	Local	High	every 2 years	No result due	<b>No result due</b>	77%	N/A		Next survey scheduled to take place in 2020/21
Keeping Readings Environment clean, green and safe	Improved satisfaction with local areas as a place to live	Local	High	every 2 years	No result due	<b>No result due</b>	78%	N/A		Next survey scheduled to take place in 2020/21
Keeping Readings Environment clean, green and safe	Reduction in total recorded crime rates (per 1,000 population)	National	High	7.126	8.358	<b>To Follow</b>	7.236	 Year End	7.864	Reading saw an overall increase in all crime / head of population. This reflects both the Similar group and Thames Valley. Reading remained average within its similar group seventh best out of 15. Reading has seen a slight increase in the number of crimes / 1,000 since 2019/20 and this is very much in line with the similar group average. Reading remains about average within the our Most Similar Group.

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# PRIORITY: Promoting health, education, culture & wellbeing

## Performance Headlines



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### Areas Performing Well or Improving

(Measures which have achieved target and direction of travel improved)



Percentage of adults (aged 18+) classified as overweight or obese



### Areas for Improvement

(Measures which have not achieved targets and direction of travel worsened)




Increased participation at Council Cultural Venues (Town Hall & Museum, Hexagon, South Street) (COVID impact)



Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 Q1	2019/20 Result	2020/21 Q1	2019/20 Target	Direction of travel	Average for comparator group	Comments
Promoting Health, Education, Culture & Wellbeing	Reduction in Secondary Fixed Term exclusions -	National	Low	686	723	3	670		1088	The impact of removing compulsory education during Covid-19 has resulted in a significant reduction for the period
Promoting Health, Education, Culture & Wellbeing	Key Stage 2 results (Reading, Writing, Maths expected level+) - gap in attainment	National	Low	AnnuaL	30.2	Annual	8		22.1 (Statistical Neighbours )	There will be no results for 19/20 academic year due to Covid-19
Promoting Health, Education, Culture & Wellbeing	Level 3 results (Attainment 8) - gap in attainment	National	Low	Annual	30.6	Annual	14		25.2 Statistical Neighbours	There will be no results for 19/20 academic year due to Covid-19
Promoting Health, Education, Culture & Wellbeing	Increased Percentage of schools rated good or outstanding	National	High	91.7%	91.7%	91.7%	98%		90%	No Inspections have taken place during Covid-19. They are expected to resume in January 2021
Promoting Health, Education, Culture & Wellbeing	Increased participation at Council Cultural Venues (Town Hall & Museum, Hexagon, South Street)	Local	High	82,308	340,394	0	355,000		N/A	As a result of the government lockdown from all cultural venues have been closed during Q1.
Promoting Health, Education, Culture & Wellbeing	Levels of activity – active at least 150 minutes per week (Active Lives Survey)	Local	High	Annual	65.50%	Annual	66.5%			Annual Sport England Survey results released Sept 19 show increase in participation rates. High potential statistical error due to sample size limits confidence. Procurement of new Leisure partner to be considered at policy Committee 20/1/20
Promoting Health, Education, Culture & Wellbeing	Smoking prevalence in adults in routine and manual occupations (18-64) – current smokers.	National	Low	28.3% (2019)	26.3%	29.3 (2019)	26% (2020)		25.4% (England 2019)	Prevalence in this sub-group has increased marginally but remains within the range of both the national average and those of council areas most like Reading. Work continues with the provider to ensure that the service is targeted in areas of greatest need - for example clinics are held in areas of greatest socio-economic deprivation. This has been further adapted because of the challenges with COVID-19. Work has commenced on the re-procurement of a new smoking service in 2021

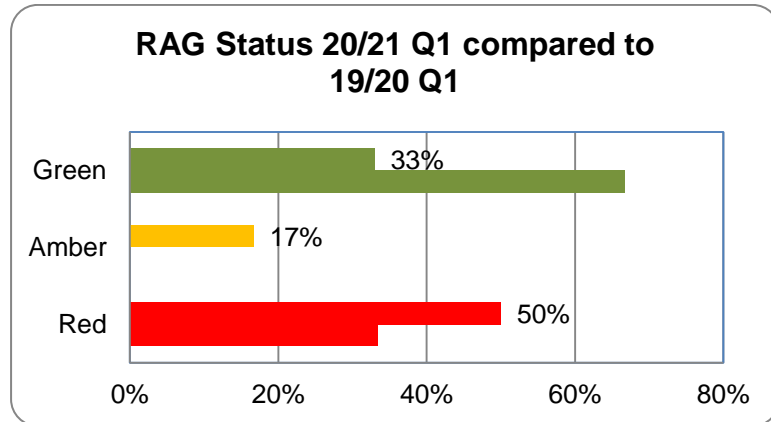
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Promoting Health, Education, Culture & Wellbeing	Percentage of adults (aged 18+) classified as overweight or obese	National	Low	55.7% (2017/18)	55.7% (2017/18)	58.6% (2018/19)	55% (19/20)		62% (England 2017/18)	“Eat 4 Health” adult weight management course was delivered in Reading for the 2019-20 year. With 120 people attended 12 courses across Reading. 90% of people lost weight, 59% of whom to a clinical significance level. A new online offer is being made available for use whilst social distancing measures are in place.
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# PRIORITY: Ensuring the Council is Fit For the Future

## Performance Headlines

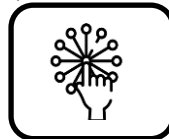


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### Areas Performing Well or Improving

(Measures which have achieved target and direction of travel improved)



Increase in take up of online services – number of people signed up for an online account



Improve customer satisfaction with our front of house (TBC)



Council agency spend (excluding Brighter Futures for Children)



### Areas for Improvement






(Measures which have not achieved targets and direction of travel worsened)




Percentage of Council Tax collected  
Percentage of business rates collected



Delivery of Medium-Term Financial Strategy – total budget requirement

Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 /Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Ensuring our Council is fit for the future	Improve customer satisfaction with our front of house service	Local	High	93%	86%	84%	86%		Not Available	Satisfaction with customer services, those rating the service excellent or good has dipped slightly this period
Ensuring our Council is fit for the future	Increase in take up of online services – number of people signed up for an online account	Local	High	80,477	95,338	106,192	84,468		Not Available	There are currently 91,266 registered online account users exceeding the annual target set by almost 10,000. The increase relates to xxx
Ensuring our Council is fit for the future	Delivery of Medium-Term Financial Strategy – total budget requirement	Local	High	131,975	135,108	143,952	119,826		Not Available	There is currently a variance of 24.126 on the General Fund. please see the cover report and appendix 1 for the detail
Ensuring our Council is fit for the future	Reducing council agency spend (excluding Brighter Futures for Children)	Local	Low	969,471	4.9289m	955,032	9.5m		Not Available	Revised Target for 20/21 a focus on permanent recruitment resulting in less spend on temporary and agency staff, compare to the same period last year there has been a slight reduction in spend
Ensuring our Council is fit for the future	Percentage of Council Tax collected	National	High	28.65%	96.17%	28.23%	97.5%		97.03%	Collection is 0.42% behind position last year and 1.14% behind in month target set to achieve 97.50%. We started the financial year with an increased debit from last year of 4.26% at £111,587,171.31, this has increased further by £983k to £112,569,928.42 This rise is normal for this period as we see student tenancies end and exemptions cease, we will monitor whether the debit reduces or whether Covid reduces the number of students we see move in this year. We anticipated a reduced collection as a result of Covid-19 and the removal of further recovery. Having undertaken some benchmarking with neighbouring boroughs, we are faring well compared and have seen one of the lower reductions. We are proactively contacting our customers to maintain payments, and I believe our recovery team are far more experienced in collecting debt due to our demographic and recovery practices. We have always 'cold-called' our customers prior to further recovery, something none of neighbouring authorities do. The hard-ship

Priority	Measure of Success	Type - Local / National	Good - High or low	2019/20 /Q1	2019/20 Result	2020/21 Q1	2020/21 Target	Direction of travel	Average for comparator group	Comments
Ensuring our Council is fit for the future	Percentage of Business Rates collected	National	High	28.07	97.71%	24.66%	97.5%		97.38%	fund will be administered in August which will decrease the overall debit. Collection is 3.41% behind position last year, 2.40% behind in month target set to achieve 98%. Benchmarking with neighbouring authorities demonstrates a similar picture to Slough, but there are significant variances across the Berkshire Authorities. We start the financial year with a reduced debit from last year of 35.5% at £91,430,808 as a result of expanded retail relief, plus other measures announced in the March budget, this has reduced further to £89,899,812, I don't anticipate this changing significantly now as the workload appears to be stabilising and are starting to see numbers decline

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