

QUARTERLY SERVICE REPORT

ENVIRONMENT, CULTURE AND COMMUNITIES

Q4 2012-13

January - March 2013

Portfolio holders:

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Director:

Vincent Paliczka

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Section 1: Director's Commentary

Quarter 4 marks the end of the financial year and an opportunity to reflect back on the performance of the department over the period April 2012 to March 2013. Overall, this year has seen strong service performances which have benefitted our residents, although inevitably there have been issues to deal with too.

The outstanding performance at Coral Reef which was showing significant month on month improvement in attendance was brought to an abrupt halt with concerns being raised about the roof/s integrity. Although this lost a large amount of revenue, our customers (and members) were very supportive and thankfully flocked back when it opened its doors on 28th March. This is a strong indication of the value our residents and visitors place on one of our iconic venues.

Quality services is something we all strive for and external recognition has been received in our highways, parks and open spaces, landscape, environmental health and leisure services. Individuals within departments have also been recognised. Libraries at Bracknell, Binfield and Crowthorne all saw improvements which in many ways 'bucked' the national trends.

There was significant controversy relating to the introduction of charges for garden waste collection and the introduction of car parking charges at The Look Out. Whilst these have not yet died down completely, good communications and resistance shown by the Council in being confident about the decisions it makes meant that these difficult changes were introduced well.

The Site Allocation Development Plan also brought controversy in some areas of the borough which was to be expected given the strategic significance of what is probably the most important plan the Council produces. Once again the Council was positive in engagement with well organised community groups and local Councils, which in itself is to be welcomed and while it cannot be said that these communities were won over by engagement, it is without a doubt that this will prove beneficial in helping shape our communities of the future. The SADPD has completed its public examination and we anticipate an outcome in early summer.

The various individual service improvements are far too numerous to mention, but may I take this opportunity of thanking members and all my colleagues in delivering a consistently high standard of public service in extremely difficult times.

Member's attention is drawn to changes in prices relating to copies of Tree Preservation Orders, overdue charges for library material and Downshire Golf Complex which are detailed in section 6 of the report.

Remedial action against under performance

Environment & Public Protection

- Fly tipping has increased and there is at least one persistent commercial fly tipper working in the borough, but it is still 18% lower than in 2010/11. However we are measured on the previous year (a year with an exceptionally low number of fly tips). NI196 measures the number of incidents and enforcement actions taken versus the same the previous year which means results in 2012/13 are below target. Environmental Services and Enforcement teams continue to work closely to take action to try to maintain a low level of fly tips.

Leisure and Culture

- L002 number of sessions by customers on computers in libraries is below target – Binfield library was closed for enhancement from 4th March to 25th March 2013. Crowthorne library was closed for enhancement from 25th March to 1st April 2013. Bracknell library was closed from 5th November to 17th December 2012. During the 2012/13 financial year a major project was undertaken to replace out of date hardware and software which was completed in the autumn of 2012. With the customer offer and ongoing promotion it is hoped to improve these figures.
- L151 number of visits to libraries – library closures as above will have obviously depressed use. Decreased footfall in Bracknell town centre is also a contributing issue. With the improved customer offer and ongoing promotion it is hoped to improve these figures.

Planning and transport

- There has been a significant decline in the numbers of enforcement investigations being taken to conclusion due to available resource. Recruitment for support in this team will take place in the next quarter.

Significant changes in risk from departmental risk register

Environment & Public Protection

- New windows have been installed in the Hall of Remembrance at the Cemetery & Crematorium. Previously existing windows were single glazed and did not conform to current health and safety regulations.

Planning and Transport

- Spatial Policy: change to reflect risks associated with securing infrastructure funding through CIL.
- Building Control reports that the upcoming Sustainable Urban Drainage Systems (SuDS) service is still being developed and will impact on Building Control.
- Continuing uncertainties arising from changes to the planning system are already leading to an increased numbers of applications going to public inquiry with potential to impact on service capacity.

Highlight of significant customer feedback and inspections

Environment & Public Protection

- The recent Borough resident's satisfaction survey placed the Household Waste Recycling site at Longshot Lane at number 2 with 86% satisfaction. Refuse Collection was number 3 with 79%.
- In order to improve resident awareness of and ability to deal with fraudulent trading, officers from Regulatory Services offer talks to resident groups on matters of concern within the regulatory field. In the last quarter an officer delivered presentations to two groups on "How not to get conned in your home". These were so well received we have since had requests from a number of other local

groups including one from Wokingham and one in Oxford which have been politely turned down.

- Within the last quarter the Council completed the move from “Scores on the Doors” to the “Food Hygiene Rating Scheme” for all food registered premises. This system is used nationally and is intended as a tool to support economic development. The standards of our food premises are generally very good; however there are some that do require improvement. Within the last year we came to an arrangement with 16 of our worst performing premises to improve their standards whereby we worked together in partnership rather than business and regulator. This has proved to be very successful with significant improvements across the board. We worked with premises rated either as 0, 1 or 2 and 90% increased their rating with four rising to the top score of 5, three to 4 and two to 3. We provided coaching sessions for their staff which was particularly well received and helped the business to reinforce the message. All were small businesses looking to grow. They have commented our assistance has been very helpful to that process. We will be carrying out a similar exercise in 2013-14.

Leisure and Culture

- The recent residents survey showed very high use of parks and open spaces (95%), sport/leisure facilities (72%) and libraries (31%). These services also scored highly in terms of satisfaction parks and open spaces (86%), sport and leisure facilities (52%) and libraries (56%).

Significant changes in service use and associated financial impact

Environment & Public Protection

- Demand for services at the Cemetery & Crematorium are higher than in the past linked to improvements.

Leisure and Culture

- The extended maintenance period at Coral Reef to make improvements to the roof structure created a pressure of £440,000. This closure will also obviously decrease usage.

Planning and Transport

- The current consultations for proposed changes to Building Regulations have closed and adjustments are being made to comply with new requirements. There was an unexpected surprise regarding the charging of fees which require risk-based charging schemes to be developed for every Building Regulations application. Work will begin to develop a charging scheme to comply with these new requirements over the coming weeks. There may be the possibility of charging less for projects deemed low risk, and also charging more for projects deemed high risk. Also, where further input is required as the project progresses, further invoices for additional inspection charges may be sent out.

Section 2: Department Indicator Performance

Ind Ref	Short Description	Previous Figure Q3 2012/13	Current figure Q4 2012/13	Current Target	Current Status	Comparison with same period in previous year
Environment & Public Protection - Quarterly						
NI184	Percentage of food establishments in the area which are broadly compliant with food hygiene law (Quarterly)	94	95	90		
NI191	Residual household waste per household (Quarterly)	331 (Q2)	491 (Q3)	484		
NI192	Percentage of household waste sent for reuse, recycling and composting (Quarterly)	41.8% (Q2)	40.3% (Q3)	42.0%		
NI193	Percentage of municipal waste land filled (Quarterly)	22.14%	22.40%	25.00%		
NI196	Improved street and environmental cleanliness -- fly tipping (Quarterly)	2	2	2		
L006.1	Number of highways service requests (Quarterly)	1,201	1,423	1,063		
L006.2	Number of highways service requests outstanding at quarter end (Quarterly)	91	113	250		
L021.1	Number of environmental health service requests (Quarterly)	1,158	762	750		
L021.2	Percentage of environmental health service requests received which are outstanding (Quarterly)	23.8%	22.0%	25.0%		
L022	Percentage of licensing service requests per quarter completed within 28 days (Quarterly)	98%	95%	95%		
L023	Percentage of trading standards service requests per quarter completed within 28 days (Quarterly)	91%	92%	85%		
L128	Number of reported missed collections of waste (Quarterly)	98	118	180		
L146.1	Percentage of borough where environmental cleanliness falls below EPA standard - Litter (Quarterly)	0.42%	0.83%	1.00%		
L146.2	Percentage of borough where environmental cleanliness falls below EPA standard - Detritus (Quarterly)	3.13%	0.63%	3.00%		
L146.3	Percentage of borough where environmental cleanliness falls below EPA standard - Graffiti and Fly posting (Quarterly)	0.00%	0.00%	1.00%		
L147	Percentage of environmental services contract inspections where quality meets the standard (Quarterly)	99.79%	99.86%	98.40%		
Leisure and Culture - Quarterly						
L002	Number of sessions by customers on computers in	35,495	49,091	71,900		

	libraries (Quarterly)					
L003	Number of visits to leisure facilities (Quarterly)	1,641,716	2,034,267	2,000,000		
L015	Number of attendances for junior courses in leisure (Quarterly)	102,592	132,854	130,000		
L016	Number of contacts through the Young People in Sport scheme (Quarterly)	39,400	54,200	55,000		
L017	Number of web enabled transactions in libraries (Quarterly)	60,304	96,741	58,600		
L018	Number of web enabled transactions in leisure (Quarterly)	24,986	35,856	20,000		
L019	Number of items borrowed from library service (Quarterly)	385,783	501,917	583,300		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	572	569	520		
L035	Income from Leisure Facilities (Quarterly)	7,301,000	8,976,000	9,463,960		
L151	Number of visits to libraries (Quarterly)	291,223	380,926	440,000		
Performance and Resources - Quarterly						
L036	Percentage of e+cards issued within 5 working days of application (Quarterly)	100.0%	100.0%	100.0%		
L037	Percentage of days the daily planning, building control and enforcement applications and housing options post is scanned and indexed by the end of the next working day (Quarterly)	100.0%	98.3%	95.0%		
Planning and Transport - Quarterly						
NI047	People killed or seriously injured in road traffic accidents (percentage change)(Quarterly)	-13.90%	-19.40%			
NI154	Net additional homes provided (Quarterly)	257	To follow Q1 13/14			
L008	Number of planning applications received to date (Quarterly)	194	224			
L009	Number of full search requests received (Quarterly)	291	358			
L014	Number of people slightly injured in road traffic accidents (percentage change)(Quarterly)	-4.60%	-7.80%			
L046	Percentage of full searches answered in 10 working days (Quarterly)	100%	100%			
L048.1	Number of days overrun on streetworks projects - statutory undertakers (Quarterly)	25	123			
L048.2	Number of days overrun on street works projects - BFC Contractors (Quarterly)	43	53			

The following are annual indicators that are not being reported this quarter:

Ind Ref	Short Description
NI192	Percentage of household waste sent for reuse, recycling and composting (Annually)
NI193	Percentage of municipal waste land filled (Annually)
NI191	Residual household waste per household (Annually)
NI196	Improved street and environmental cleanliness -- fly tipping (Annually)
NI197	Improved local biodiversity -- proportion of local sites where positive conservation management has been or is being implemented (Annually)
NI047	People killed or seriously injured in road traffic accidents (percentage change)(Annually)
NI154	Net additional homes provided (Annually)
NI167	Congestion - average journey time per mile during the morning peak (Annually)
L160	Supply of ready to develop housing sites (Annually)

Section 3: Complaints

Complaints received

Stage	No. rec'd Q4	Nature of complaints (bulleted list)	Action taken and lessons learned (bulleted list)
New Stage 2	2	<ul style="list-style-type: none"> 1. Mishandling of complaint regarding noise from domestic event. 2. Complaint regarding location of disabled bay. 	<ul style="list-style-type: none"> 1. Complainant notified that legal measure and notifications were given – no further response required. 2. Meeting held and correspondence sent. Item is ongoing.
New Stage 3	2	<ul style="list-style-type: none"> 1. Unauthorised camp at Longhill Park and subsequent work to clear the debris that was left behind. 2. Small number of individuals do not agree with work that BFC plans to carry out (as part of the restoration project) at South Hill Park. 	<ul style="list-style-type: none"> 1. Stage 3 response e-mail letter sent complainant not upholding complaint. 2. We have been liaising with the interested people over a period of several months and back in October 2012, they even indicated support Stage 3 response e-mail sent.
New Stage 4	1	<ul style="list-style-type: none"> 1. Complaint regarding homeless person living in park removal and subsequent lack of cleaning of area post removal. 	<ul style="list-style-type: none"> 2. Land occupancy notice issued at site in accordance with law and discussions with individual.
Ombudsman	2	<ul style="list-style-type: none"> 1. Planning permission granted on inaccurate to neighbour on inaccurate complainants plan. 2. Permitted Development – installation of phone mast with inaccurate description and location. 	<ul style="list-style-type: none"> 1. Complaint upheld in part. Permission would have still been granted on accurate plan - goodwill gesture made. 2. Complaint upheld in part - There was fault by the Council in failing to communicate its refusal to the developer in time. Strict controls are in place and a disciplinary review held. The Council has made a suitable offer of compensation and there was nothing further to pursue.

Section 4: People

Staffing Levels

	Staff in Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Directorate	7	7	0	7	1	12.5%
Environment & Public Protection	98	84	14	92.76	6	5.77%
Leisure & Culture	360	152	208	244.72	43	10.67%
Performance & Resources	31	26	5	29.14	0	0%
Planning & Transport	89	61	28	79.81	5	5.32%
Department Totals	585	330	255	453.43	55	8.59%

Vacancy Changes

	Change in no. of vacancies from last quarter	Change in no. of vacancies from same quarter last year
Directorate	+ 1	+ 1
Environment & Public Protection	+ 1	+ 3
Leisure & Culture	+ 9	- 5
Performance & Resources	No change	No change
Planning & Transport	- 3	- 3
Total Change	+ 8	- 6*

*Please note that last years figures included Housing (2 vacancies) which no longer form part of ECC.

Vacancy Rate Changes

This Quarter	Last Quarter	Same Quarter Last Year
8.59%	7.34%	8.45%

Recruitment Update

We have been successful in recruiting to a number of vacancies including an Engineer (SuDS), an Assistant Engineer (SuDS), a Planning Assistant, a Principal Conservation Officer, a Highway Inspector/COW and an Admin Support Supervisor. We have also recruited to a number of frontline posts in Leisure & Culture.

Staff Turnover

For the quarter ending	31 March 2013	3.52%
For the year ending	31 March 2013	8.05%

Total voluntary turnover for BFC, 2011/12: 12.69%

Average UK voluntary turnover 2011: 9.3%

Average Public Sector voluntary turnover 2011: 6.7%

(Source: XPerHR Staff Turnover Rates and Cost Survey 2012)

Staff turnover figures have been amended, from Q2 (2012-2013) onwards to show only voluntary turnover (excluding redundancies and fixed term contracts), therefore annual comparisons with previously published data are not possible.

There were 21 leavers this quarter, which is an increase of 12 compared to last quarter and an increase of 9 compared to the same quarter in the previous year. Of those leavers from this quarter, 17 people resigned and 4 people retired.

Turnover this quarter has increased to 3.52% compared to 1.54% last quarter. Annual turnover has increased to 8.05% compared to 5.77% last quarter.

Staff Sickness

Section	Total staff in post	Quarter 4 Number of days sickness	Quarter 4 average per employee (people in post)	2012/13 actual average per employee (people in post)
Directorate	7	1.5	0.21	2.29
Environment & Public Protection	98	207.5	2.12	8.24
Leisure & Culture	360	548.5	1.52	5.46
Performance & Resources	31	32	1.03	2.56
Planning & Transportation	89	125.5	1.41	9.05
Department Totals (Q4)	585	915	1.56	
Totals (12/13)		3674		6.28
Comparator data			All employees, average days sickness absence per employee	
Bracknell Forest Council 11/12			5.64 days	
All local government employers 2011			8.1 days	
All South East Employers 2011			6.4 days	

(Source: Chartered Institute of Personnel and Development Absence Management survey 2012)

	This Quarter	Last Quarter	Same Quarter last year
Total Sickness	915 days	1050 days	1213.5 days
Total Long Term	292 days	590 days	658 days
Total Short Term	623 days	460 days	555.5 days
% Long Term	31.9%	56.2%	54.2%
% Short Term	68.1%	43.8%	45.8%

Long Term Absence

Long term sick this quarter comprised 12 employees:

- 6 employees in Leisure and Culture – 155 days (9 employees, 274 days last quarter)
- 4 employees in Environment & Public Protection – 98 days (3 employees, 106 days last quarter)
- 2 employee in Planning & Transport – 39 days (6 employees, 210 days last quarter)

The change in the ratio of long term sick compared to short term sick, which is normally around half and half, is mainly down to 6 individuals returning from long term sick at the very end of last quarter, and 4 returning to work at the beginning of this quarter.

Short term absence

Short term sick has been particularly high this quarter compared to the previous 3 quarters. Infections and stomach bugs have accounted for over half of all reasons for sickness for the quarter.

Average sickness per person

This Quarter	Last Quarter	Same Quarter Last Year
6.28 days	6.20 days	5.86 days

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key Actions contained in the Environment, Culture & Communities Service Plan for 2012/13. This contains 46 actions to be completed in support of 11 Medium Term Objectives. Annex A provides detailed information on progress against each of these key actions:

Of the 46 Actions, 26 are on schedule () , 10 have been completed () , 2 are currently not applicable () , 1 is causing concern () and 7 were showing some concern of falling behind schedule () .

The 8 actions that are causing concern are:

1.8.1 Implement second phase of improvements to Town Centre car parks	31/03/2013	ECC		This years workplan will not be completed and is being retendered with the intention that both years work will be undertaken as one contract
1.3.1 Work with BRP and other proponents to gain planning permissions to deliver town centre regeneration.	31/03/2013	ECC		Determination is delayed due to protracted S106 negotiations with the applicant
1.7.3 Support and help develop Registered Social Landlord (RSL) proposal for residential developments at Stanley Walk/ Jubilee Gardens	31/03/2013	ECC		No activity to report
2.5.1 Continue to prioritise enforcement action applying resources available to most serious cases	31/03/2013	ECC		Whilst the number of complaints remained at the level of 2011/12, the number of enforcement notices served along with other notices (PCN's, BCN's, Stop notices, Injunctions) fell significantly during the year as staff focussed on increased activity with planning applications. Additional resources will be recruited in 2013/14 to deliver this objective.
3.4.2 Review and if necessary replace the Council's building energy management systems	28/02/2013	ECC		Maintenance contract established for JEL system. Upgrades in progress to TREND system. Report to follow.
3.5.2 Assess feasibility of renewable energy systems at selected council and school sites	30/11/2012	ECC		Capital funding bid approved for replacement CHP plants at Bracknell Leisure Centre and Coral Reef. Alternative quotations requested for feasibility study for gas CHP v biomass boilers. Garth Hill School considering solar PV proposal.
6.8.3 Improving health and reducing workplace risk through implementation of the Health and Safety Law Enforcement Plan	31/03/2013	ECC		In Q4, a total of 20 reportable accidents and 21 complaints were received and investigated. 18 inspections were completed. Provisions put in place to complete our work programme through the use of a contractor to cover a period of maternity leave were not

			fully successful due to a large and complicated investigation and the need to re direct resources to the Food Hygiene Rating Scheme implementation. Work not conducted in 2012/13 will be carried forward into 2013/14
10.1.4 Promote the Disabled Facilities Grants and flexible Home Improvement Loan Schemes	31/03/2013	ECC	 <p>In Q4, 21 grants have been approved with a value of £110,051 and 14 homes have been adapted for disabled persons to assist them living within their own home. The total number of homes adapted in 2012/13 is 80 and the spend is £512,154 from a budget of £684k, with a further £108k committed but the work not yet completed. There are a number of cases which are currently being worked upon with an estimated cost of £126K. In Q4 5 flexible home loan applications were being considered, In 2012/13, 6 loans were awarded to a value of £56,500.</p>

Section 6: Money

Revenue Budget

The original cash budget for the department was £36.236m. Net transfers of £2.435m have been made bringing the current approved cash budget to £33.801m. A detailed analysis of the budget changes this quarter is available in Annex B Table 1.

The forecast outturn for the department is £33.281m (£0.520m under the current approved cash budget). A detailed analysis of new variances this quarter is available in Annex B Table 2.

Capital Budget

The Committee's capital budget for the year was set at £8,621,000. This included £3,931,000 of externally funded schemes. A carry forward from 2011/2012 of £4,571,800, a virement of £245,000 from Corporate Services for the Bracknell Library Refurbishment scheme and EDRMS, additional grants of £42,000 for Real Time Passenger Information, £101,000 for Local Sustainable Transport, £108,000 for a Recycling Incentive Scheme, an additional £43,400 for Disabled Facilities and £51,700 for Fuel Poverty, additional section 106 monies of £50,000 for the railway station and virements of £104,600 from revenue for green & blue bins and leachate tank, and £4,904,800 to Adult Social Care, Health & Housing for the Housing Schemes, gives an available spend of £9,033,700.

The department currently anticipates 81.4% of the total approved budget to be spent by the end of the financial year. A detailed list of schemes together with their approved budget and forecast spend is available in Annex B Table 3.

The following schemes are forecast to over / under spend:

Scheme	Over/Under Spend £000	Comments
Solar PV Panel – Bracknell Leisure Centre & Coral Reef	(22.9)	Supplier price was lower than that estimated.
Cemetery & Crematorium – Mercury abatement scheme	(40.8)	The first year maintenance cost, which was included in the budget, has to be charged to revenue not capital.
Waste Collection Contract - Vehicles	9.0	Cost of the vehicle was higher than estimated.
Highway Maintenance Depot	19.7	Drainage works exceeded estimated costs owing to the demands of TWU and EA regarding pollution control measures.
Local Safety Schemes	(8.0)	Some schemes have cost less than was estimated.
Bus Stop Improvements Northern Parishes	(45.5)	Church Road scheme now unlikely to proceed due to local opposition.
Twin Bridges Signalisation	7.2	Cost of moving utilities has been higher than anticipated.
Sports Centre Roundabout – Phase 2	(47.0)	Scheme costs substantially reduced as design modified on site to avoid utility company diversions.

South Hill Park - Restoration	(38.0)	The estimated costs for fees has been less than anticipated.
The Look Out / Coral Reef Car Parking Controls	(19.0)	The cost of the scheme has been lower than that estimated.
Lottery Projects Funding	(15.0)	This budget was for a Project Officer which is no longer required.
GIS Upgrade	11.6	The cost of upgrading the system is higher than originally estimated.
Libraries – Replacement of Software for public PC's.	(3.9)	The cost of the software was lower than estimated.

Changes to approved prices

Charges for copies of Tree Preservation Orders. As these could be requested under FOI legislation we have stopped charging for these (currently £6.75). The financial impact of this is negligible.

Maximum overdue charge for an adult borrowing children's material from libraries. These overdue charges accrue at 10p per day up to a maximum of £3.85 per item. However, due to IT constraints, the maximum will need to be aligned to the maximum charge per item for a child which is £1.90.

Downshire Golf Complex

When the 2013/14 prices for Downshire Golf Complex were recently approved, the increases intended were not all included. These centre around moving away from a lower Monday to Thursday rate to having a simpler Monday to Friday rate. These are shown below:-

Main Course

	<u>Previously Approved</u>	<u>New Director Approved</u>
<u>Adult Summer</u>		
Monday - Thursday	18.85	N/A
Friday	20.95	N/A
Monday - Friday	N/A	20.05
<u>Under 16 Summer</u>		
Monday - Thursday	6.90	N/A
Friday	9.45	N/A
Monday - Friday	N/A	7.60
<u>60+ Summer</u>		
Monday - Thursday	11.40	N/A
Friday	13.75	N/A
Monday - Friday	N/A	12.10
<u>Adult Winter</u>		
Monday - Thursday	15.00	N/A
Friday	17.50	N/A
Monday - Friday	N/A	16.05
<u>Under 16 Winter</u>		
Monday - Thursday	5.95	N/A
Friday	8.50	N/A
Monday - Friday	N/A	6.60

<u>60+ Winter</u>		
Monday - Thursday	10.55	N/A
Friday	13.20	N/A
Monday - Friday	N/A	11.10
	<u>Previously Approved</u>	<u>New Director Approved</u>

<u>Limited Time Summer Rate</u>		
Monday - Thursday	12.40	N/A
Friday	12.90	N/A
Monday - Friday	N/A	13.60

<u>Limited Time Winter Rate</u>		
Monday - Thursday	10.75	N/A
Friday	12.25	N/A
Monday - Friday	N/A	11.60

<u>9 Holes Summer Rate</u>		
Monday - Thursday	9.85	N/A
Friday	10.90	N/A
Monday - Friday	N/A	10.60

<u>9 Holes Winter Rate</u>		
Monday - Thursday	7.90	N/A
Friday	9.10	N/A
Monday - Friday	N/A	9.60

The following rates should have been changed by the Director:

	Previously Approved	New Director Approved
Adult Summer Week-end & B/Hol	25.65	26.05
Adult Winter Week-end & B/Hol	23.40	24.05
Under 16 Summer Week-end & B/Hol	11.40	12.10
Under 16 Winter Week-end & B/Hol	10.55	11.60
Limited Time Summer Week-end	13.40	14.60
Limited Time Winter Week-end	13.40	13.60

Section 7: Forward Look

ENVIRONMENT & PUBLIC PROTECTION

Emergency Planning & Business Continuity

- Continuing to work with public health colleagues to understand the transition implications.
- Purchase of the Airwave radio operating system. This is an interoperable radio system which was previously only available to emergency services; the remit for use has been widened to include other responders.
- Update and reissue of the Council's Emergency Planning Framework.
- Approval and adoption of the Local Flood Strategy through the Executive programme and following a period of public consultation.
- Reassess the organisations critical functions in relation to their business systems and update the Councils Corporate Business Continuity Plan. Review the corporate arrangements for fuel planning.

Environmental Services (Inc Waste, Street Cleansing and Landscape)

- The Charging scheme for brown bin collection commences on 1 April.
- The Recycling Incentive scheme for blue bins also commences on 1 April.
- Work will continue to complete the contracts for tendering Street Cleansing and Landscape services.

Highways Asset Management

- Implementation of new duties imposed by the Floods and Water Management Act.
- The 2013/2014 capital works maintenance programme to commence.
- Road and footpath surveys will be programmed to assess the overall condition of the network, inform future works programmes and contribute to an increasingly accurate valuation of the assets in line with the demands of the Whole of Government Accounts.

Regulatory Services (Trading Standards, Licensing, Environmental Health)

- A protracted case of nuisance created by bonfires is scheduled to return to the Crown Court for a costs hearing following unsuccessful appeals by a resident in relation to a Notice issued under the Environmental Protection Act by the Council, firstly to the Magistrates Court, then the Crown Court and most recently to the High Court for Judicial Review. The High Court has refused the application and has returned the case to the Crown Court for determination and award of the costs incurred by the Council in defending its action.

Cemetery & Crematorium

- Initial work will commence to upgrade the original Sanctum area.

LEISURE AND CULTURE

Libraries

- Begin work on specification for library management system.
- Begin work on improvements to Sandhurst Library.

Leisure

- Leisure section facilities will be moving into their summer programmes with all facilities open.
- Bracknell Leisure Centre will be preparing for the opening of the new multi-purpose activity room and extended health/fitness suite.

- Coral Reef will look to build on the promising start of the new financial year following the extended maintenance closure in the last quarter.
- Final preparation will be made for the 2013 Bracknell Half Marathon which has once again sold out.

Parks and Countryside

- With the main works now all complete, a Green Flag Award application has been submitted for South Hill Park.
- Site quality improvements have commenced at Westmorland Park, which is being funded by S106 open space and recreation contributions.
- Phase I of the Parks and Open Spaces Quality Improvements Programme is due to commence this quarter. This forms a key action from the new Parks and Open Spaces Strategy, as approved last October. Improvements to Snaprails Park continue.
- As part of the delivery of the Thames Basin Heaths Special Protection Area Supplementary Planning Document, access improvement works are to be carried out at Englemere Pond, a Suitable Alternative Natural Greenspace (SANG).
- Play area improvements are planned for Goddard Way and All Saint's Rise.
- Preparations are underway for 'Paws in the Park', a big event to be held in July aimed at promoting responsible dog ownership.
- After successful trial days, staff at Lily Hill Park will be collaborating with the Probation Service every Friday to provide work opportunities for groups of offenders to work off their community orders.
- The updated Definitive Map and Statement is complete. Hard copies will be made available in Bracknell Central Library and at Time Square reception.

PERFORMANCE & RESOURCES

Business Systems

- A temporary IT project manager will be starting on 22nd April to manage the three capital IT projects in the department; replacement of the library management system, upgrade of the leisure management system and linking of Confirm, the highway asset management system, to the corporate electronic document management system
- The GIS & Gazetteer team will support the Landscape contract tender process through the capture of inventory information and subsequent analysis. They will carry out a project to synchronise the property gazetteer with Electoral Registration data to support the introduction of individual electoral registration and continue to fulfil map requests.
- The trees team administrator, along with the tree officers, will be dealing with the expected increase in tree enquires and comments now that the Tree Preservation Order (TPO) application process is available via public access. New processes for these changes will be implemented.
- The Information Support Services team will be undertaking a wide range of work to support the Time for a Change accommodation moves and move to flexible and mobile working. As part of this, the document management team will continue their work on back scanning projects to reduce the amount of physical storage required in Time Square. They will also work closely with representatives across the department to identify and manage new scanning projects in preparation for the office moves. New mobile phones will be issued to officers to support flexible and mobile working. The Information officer will be working closely with representatives across the department to identify and manage storage and archiving required in Time Square before the accommodation moves begin.
- The web team will be converting popular pdfs on the council's website to online forms and, where appropriate, integrating them with the council's payment system.

They will continue to develop website content and the use of the rotating features on landing pages to market, support and promote services.

- The business support team will continue to manage the configuring and testing of the link between M3, the IT system used by Environmental Health, Trading Standards and Licensing, to the corporate document management system. They will be working closely with Corporate IT on the migration of the Uniform system, used by development management, land charges and building control, to the new Microsoft environment. The team will be working with highways to introduce dashboards to assist officers with the management of work requests and budgets and the tree service to create inspection routes on Confirm.

Finance

- In addition to the core functions of accounting, budget monitoring, financial advice and debt control the main task in the coming quarter is to complete the final accounts for 2012-13.

Human Resources

- The third mentoring scheme will continue including sessions for mentors and mentees
- Case work, including an Employment Tribunal claim, will be high this quarter following substantial preparatory work in last quarter
- Following a large number of leavers last quarter, recruitment activity will be high
- The section will undertake mediation training with ACAS
- Work will commence planning awareness training for managers in a number of areas including cancer, back problems, mental health and autism.

E+ Smartcard

- An e+ resident rewards portal will be available on the BFC web site
- Electronic redemption of recycling reward points using the e+ card will be introduced for residents
- The ability to transfer reward points between resident cardholders will be introduced
- Concessionary bus journey transactions recorded electronically via the e+ card will be included in cardholders' SmartConnect journals
- Molo rewards will be offered by Bracknell Forest Council leisure sites
- A project for the development of the combined e+ / prepaid debit card will commence.

Contracts

- Public Realm 2014 - the Pre-Qualification Questionnaire (PQQs) responses will be received in May and evaluated by the end of June to decide which suppliers will be invited to tender. Work on Invitation to Tender (ITT) documents will continue throughout Quarter 1 with the ITT issued in July.
- Road Based Passenger Transport - approval of the procurement plan will be sought in early May so that Invitations to Tender for the framework agreement can be issued in June. This is an Open (one stage) process. Later in 2013, successful suppliers will be invited to compete for various subsidised bus routes by mini-competition under the framework.

Performance management

- The Departmental Service Plan 2013-2014 will be published.

PLANNING AND TRANSPORT

Building Control

- Building Regulations applications have been received for the Town Centre redevelopment and we look forward to working with the project managers and architects to approve the scheme.
- Due to a recent retirement and current issue surrounding long term sickness, the Building Control team are operating with limited staff numbers and are working very hard to cover workload, at a level which is unsustainable over the long term. Approval has now been granted to recruit an additional team member and the recruitment process will get underway shortly to assist the situation.
- Work will continue to implement the changes required to comply with recent updates to the Building Regulations.

Development Management

- With rising activity on larger scale planning applications and enforcement, coupled with falling performance in those two areas, the service will be recruiting additional planners in the coming quarter.
- Work will continue with other Berkshire Councils, Swindon and Oxford in comparing performance data, including the latest information obtained from a time recording exercise conducted in the last quarter.
- The coming quarter will see the service dealing with a number of major planning applications on sites included within the SADPD, a reserved matters application for the Northern Retail quarter of Bracknell Town Centre and public inquiries and hearings for contentious sites.

Highway Network Management

- Work continues on the development of a permit scheme under the Traffic Management Act 2004. Opportunity exists to join a common permit scheme throughout the South East Region initiated by Surrey & East Sussex County Councils.

Spatial Policy

- Proposed SADPD Modification Hearings taking place on 11th and 12th April 2013.
- Work being started on a new local plan.
- CIL going to CMT in April with a consultation in June.
- Publication of the 2013 version of the Climate Change Action Plan.
- Design advice will be provided for a draft Public Art Strategy, town centre reserved matters applications and for South Warfield Master plan work.

Transport Management Section

- Local safety schemes will be completed at the junctions of Binfield Road/Forest Road and Pigeonhouse Lane/Lovel Road.
- Work will begin on the design and consultation of various Integrated Transport schemes contained in this years capital programme.
- Consultation relating to the next waiting restriction and disabled parking bay Traffic Regulation Orders will have been completed.
- The Road Safety Education Training and Publicity Team will continue with their programme of delivery to schools, colleges, businesses and the general public, through Road Safety Education days and town centre events.

Annex A: Progress on Service Plan Actions

MTO 1: Re-generate Bracknell Town Centre				
Sub-Action	Due Date	Owner	Status	Comments
1.3 Deliver the framework which enables regeneration of Bracknell Town Centre.				
1.3.1 Work with BRP and other proponents to gain planning permissions to deliver town centre regeneration.	31/03/2013	ECC		Determination delayed due to protracted S106 negotiations with the applicant
1.5 undertake highway improvement works including work at Twin Bridges to enhance accessibility to the town centre				
1.5.1 Transport modelling work to support our growth corridors work	30/10/2013	ECC		Transport modelling being used to develop specific schemes within our growth corridors, including: Twin Bridges roundabout improvements.
1.5.2 Design improvements to Bracknell Bus Station, Urban Traffic Control (UTC) systems	31/03/2013	ECC		Bus station design agreed - awaiting funding arrangements to be in place and the town centre legal agreement to be completed.
1.7 Promote residential development in the town centre, where viable, to take pressure off of our countryside to deliver housing				
1.7.3 Support and help develop Registered Social Landlord (RSL) proposal for residential developments at Stanley Walk/ Jubilee Gardens	31/03/2013	ECC		No activity to report
1.8 Deliver high quality public realm and public spaces				
1.8.1 Implement second phase of improvements to Town Centre car parks	31/03/2013	ECC		This years workplan will not be completed and is being retendered with the intention that both years work will be undertaken as one contract
1.8.2 Complete Public Spaces Strategy	31/03/2013	ECC		The Public Spaces Strategy has been completed.
1.8.3 Complete Town Centre Public Art Strategy	31/03/2013	ECC		Draft text completed - to be checked and amended and graphics added.
1.8.7 Develop a new masterplan for Bracknell Town Centre Southern Gateway	31/03/2013	ECC		Complete.
1.9 Implement an Accommodation Strategy to rationalise the number of buildings used by the Council				
1.9.5 Undertake the staff moves within or into Time Square to facilitate the major refurbishment project	31/03/2013	ECC		Plans for the interim and final moves have been reviewed and agreed. Mobile phones are homeflex and free workers are being rolled out to the department. Labelling of furniture to facilitate the moves later in the year has been completed
MTO 2: Protect communities by strong planning policies				
Sub-Action	Due Date	Owner	Status	Comments
2.1 Deliver the Local Development Scheme, including agreeing the Site Allocations Development Plan Document (SADPD) as soon as possible and completing a review of the Core Strategy (expected to run from 2016-2031)				
2.1.1 Successfully defend the Site Allocations Development Plan	31/03/2013	ECC		Modifications submitted to Inspector and consultation held. Further consultation held on revocation of South East Plan.

Document (SADPD) at examination and adopt				Further hearings scheduled for 11th and 12th April.
2.1.2 Develop proposals to review the core Strategy/Local Plan Review – for the period after 2016 in line with NPPF	31/03/2013	ECC		Draft briefs produced for evidence base work. Draft PID produced for DMT / CMT. Peer review by PAS completed.
2.1.3 Publish Planning Guidance for Major Growth Sites i.e. Masterplan for South Warfield	31/03/2013	ECC		Formal allocation of site being taken forward within SADPD. Continuing to work with developers on masterplanning with development consortium and with Eastern area developers / land owners.
2.2 Develop robust evidence to ensure new development delivers the infrastructure priorities for the Borough				
2.2.1 Complete and consult on draft charging schedule for the community infrastructure levy.	30/06/2013	ECC		Further work completed and report prepared for May Executive
2.3 Ensure infrastructure is delivered alongside new development to the benefit of the whole community, by introducing Infrastructure Delivery Plans, which residents contribute to, in support of any approved planning policy document				
2.3.1 Infrastructure Delivery Plan developed as part of SADPD – submission to Secretary of State	30/06/2012	ECC		No further action at this time
2.3.2 Negotiate s106 agreements on appropriate sites.	31/03/2013	ECC		S106 contributions continue to be secured from relevant developments. Community Infrastructure Levy will replace some S106 and work is progressing on its introduction.
2.4 Continue to protect our green belt and avoid coalescence of existing communities consistent with the NPPF				
2.4.1 Continue to protect our green belt and avoid coalescence of existing communities consistent with the NPPF	30/06/2013	ECC		Proposed settlement boundaries included in schedule of modifications to SADPD - to be subject of further hearing in April
2.5 Take strong enforcement action against those that do not comply with planning law				
2.5.1 Continue to prioritise enforcement action applying resources available to most serious cases	31/03/2013	ECC		Whilst the number of complaints remained at the level of 2011/12, the number of enforcement notices served along with other notices (PCN's, BCN's, Stop notices, Injunctions) fell significantly during the year as staff focussed on increased activity with planning applications. Additional resources will be recruited in 2013/14 to deliver this objective.
MTO 3: Keep Bracknell Forest clean and green				
Sub-Action	Due Date	Owner	Status	Comments
3.1 Maintain our open spaces to a high standard				
3.1.1 Maintain our green flag status on the 3 existing sites.	31/12/2012	ECC		Lily Hill Park, Pope's Meadow and Shepherd Meadows (jointly with Sandhurst Memorial Park) have successfully achieved Green Flag Awards

3.1.2 Maintain litter levels across the whole Borough to the appropriate EPA standard	31/03/2013	ECC		There is a new monitoring regime for the Street Cleansing contract and so far target is being achieved.
3.1.3 Take appropriate enforcement action against those that do not comply with environmental legislation " eg flytipper	31/03/2013	ECC		37 complaints have been received concerning dumped rubbish/fly tipping - 10 cases are still being investigated. Work through the Cleaner Borough Group continues to tackle fly tippers in the more rural parts of the Borough
3.2 Complete the transformation of the grounds at South Hill Park				
3.2.1 Complete the transformation of the grounds at South Hill Park	31/03/2013	ECC		Main works all complete. Final grant draw down due to be submitted in May 2013
3.3 Increase the amount of green space that is accessible to residents				
3.3.1 Transfer land into public ownership including Jennet's Park, Kingsoak and The Parks	31/03/2013	ECC		Transfer of Peacock Meadows and Jennett's Park will be completed shortly. The site is laid out in accordance with the relevant agreements and consents and is being well used by local residents. Public open space at Wykery Copse is in place and being used. Commuted sums are being calculated and transfer is due to be completed soon. Construction of the sports pavilion (combined with the community centre) at The Parks is now due to commence this spring, with transfer later this calendar year.
3.4 Reduce energy consumption in Council buildings				
3.4.1 Support site managers to install energy efficiency measures	31/03/2013	ECC		£35k reallocated for schools energy efficiency measures in 2012/13. Measures implemented in Q4. Support to other budget holders ongoing. Trial LED lighting installed in TS car park.
3.4.2 Review and if necessary replace the Council's building energy management systems	28/02/2013	ECC		Maintenance contract established for JEL system. Upgrades in progress to TREND system. Report to follow.
3.5 Increase the use of energy from sustainable sources				
3.5.1 Install solar PV at Bracknell Leisure Centre	30/04/2013	ECC		The solar PV panels at the Bracknell Leisure Centre have been installed. They are now producing electricity which fluctuates with the solar intensity. The project is also producing a saving on carbon dioxide emissions against electricity supplied by the grid. The amount produced and CO2 savings are displayed on a metre in the reception area at Bracknell Leisure Centre for all to see.
3.5.2 Assess feasibility of renewable energy systems at selected council and school sites	30/11/2012	ECC		Capital funding bid approved for replacement CHP plants at Bracknell Leisure Centre and Coral Reef. Alternative quotations requested for feasibility study for gas CHP v biomass boilers. Garth Hill School considering solar PV proposal.
3.6 Help people improve the energy efficiency of their homes				

3.6.1 Promote free loft and cavity wall insulation available under the Carbon Emission Reduction target	31/12/2012	ECC		Carbon Emission Reduction scheme closed end of December 2012. 149 cavity wall measures and 130 loft insulation measures installed in Q3 2012. 911 cavity wall measures and 947 loft insulation measures installed in total Q1-Q3 2012.
3.6.2 Support introduction of the Green Deal and Energy Company obligation	30/11/2012	ECC		Scheme officially launched 28/02/2013. Local publicity initiated. Support and advice available from BFC and low carbon advisory centre in Charles Square. Green Deal event held at advisory centre with local Green Deal provider 24/03/2013. Green Deal assessments underway.
3.7 Help people to get their energy from sustainable sources				
3.7.1 Promote renewable energy systems to local residents	31/03/2013	ECC		12 solar PV installations in Borough Q4 2013. Total 455 solar PV installations in Borough since April 2010.
3.7.2 Support the Thames Valley Vision smart grid project	31/03/2013	ECC		Project on schedule. Low carbon advisory centre operational in Charles Square. BFC's Sustainable Energy Officer in attendance to provide home energy efficiency advice to local residents.
3.8 Monitor and respond to the impact of severe weather conditions				
3.8.1 Implement water conservation measures wherever possible	31/03/2013	ECC		Drought measures negated by extreme rainfall. No further action required.
3.8.2 Implement Winter Response Plan if required	28/02/2013	ECC		No reason to implement winter service plan during this period.
MTO 6: Support Opportunities for Health and Wellbeing				
Sub-Action	Due Date	Owner	Status	Comments
6.6 Support sports activities and facilities within the borough				
6.6.1 Facilitate the Olympic torch relay	30/06/2012	ECC		The Bracknell section on Day 53 of the Olympic Torch Relay was successfully delivered.
6.6.2 Improve Bracknell Leisure Centre by building a new multipurpose hall and extending the existing gym	31/03/2013	ECC		This project has been led by the surveyors section. They had to ensure that the project conformed to the Breham standard for new buildings. The original programme produced indicated that the work should have been completed by the end of March but due to weather related delays the Project is due to be at practical completion stage by 15th April 2013.
6.7 Recognise the value libraries play in our communities				
6.7.1 Enhance Bracknell Library by bringing the lower ground floor into public use and general refurbishment	31/03/2013	ECC		Enhancement of library completed. Lower ground floor is accessible to the public and includes additional lending and seating, refreshments and a youth area. A platform lift travels through all three floors and a public toilet with facilities for the disabled and a baby changing area has been installed on the main lending floor. Automatic doors throughout the public area have been added to increase accessibility.

6.7.2 Enhance Binfield Library	31/03/2013	ECC		Library improvement completed by 25 March with new carpets, lights, counter, children's and IT area. Mayor attended celebration of the enhancement on 28 March.
6.7.3 Replace public PCs in all libraries	30/09/2012	ECC		The installation of the new Public PCs and associated software was completed in all libraries in September 2012.
6.8 Preserve and promote Public Health				
6.8.1 Monitor and report on air quality in the borough with particular reference to the implementation of the 2 current Air Quality Management Area (AQMA) action plan	31/03/2013	ECC		The work required to consider a change to the boundaries of the two air quality areas has now been completed and the matter has been put forward to the Executive for a decision. Work on the action plan is progressing well.
6.8.2 Promoting healthy eating and reducing incidents of food and water related disease	31/03/2013	ECC		We have transferred all our food premises on to the nationally adopted Food Hygiene rating scheme from "scores on the doors" enabling clear comparisons on the standards of our food establishments with those in other areas. In the quarter there were 37 infectious disease notifications and 5 alleged food poisonings investigated. Our programme of food premise inspections was completed. We progressed a project on food nutrition within care homes which had demonstrated a lack of understanding of older peoples food needs and how to deliver a nutritious meal. We are working with the chefs in the next quarter to improve nutritional standards.
6.8.3 Improving health and reducing workplace risk through implementation of the Health and Safety Law Enforcement Plan	31/03/2013	ECC		In Q4 a total of 20 reportable accidents and 21 complaints were received and investigated. 18 inspections were completed. Provisions were put in place to complete our work programme through the use of a contractor to cover a period of maternity leave which was not fully successful due to a large and complicated investigation and the need to re-direct resources to the Food Hygiene Rating Scheme implementation. Work not conducted in 2012/13 will be carried forward into 2013/14
6.8.4 Reduce the opportunity for the purchase of age restricted products by undertaking a programme of test purchasing and educational visits.	31/03/2013	ECC		6 test purchases were made for alcohol at 3 off and 3 on licence premises. A sale was made at an on licence premise. It was agreed with the premises licence holder that a new condition would be added to the licence to improve procedures and reduce the likelihood of sales in the future.
MTO 8: Work with the Police and other partners to ensure Bracknell Forest remains a safe place, including work to:				
Sub-Action	Due Date	Owner	Status	Comments

8.5 Improve the safety of our roads by improvements to the infrastructure and, where appropriate, by thorough speed enforcement				
8.5.1 Continue to work in partnership with Police through groups like Thames Valley Safer Roads Partnership to manage effective speed enforcement.	31/03/2013	ECC		Partnership work continues. Currently reviewing arrangements for future years.
MTO 9: Sustain the economic prosperity of the Borough				
Sub-Action	Due Date	Owner	Status	Comments
9.2 Support the work of the Economic and Skills Partnership to sustain the local economy, in particular by co-ordinating the implementation of the Bracknell Forest Local Economic Development Strategy				
9.2.3 Through the Primary Authority Partnership and by working with local businesses enable their compliance with legislative requirements	31/03/2013	ECC		Work with our primary authority partners has been at expected levels and we have managed to support those partners. No new Primary Authority partners have signed up.
MTO 10: Encourage the provision of a range of appropriate housing				
Sub-Action	Due Date	Owner	Status	Comments
10.1 Ensure a supply of affordable homes				
10.1.4 Promote the Disabled Facilities Grants and flexible Home Improvement Loan Schemes	31/03/2013	ECC		In quarter 4, 21 grants have been approved with a value of £110,051 and 14 homes have been adapted for disabled persons to assist them living within their own home. The total number of homes adapted in 2012/13 is 80 and the spend is £512,154 from a budget of £684k, with a further £108k committed but the work not yet completed. There are a number of cases which are currently being worked upon with an estimated cost of £126K. In Q4 5 flexible home loan applications are being considered, In 2012/13, 6 loans were awarded to a value of £56,500.
10.1.5 Ensure appropriate standards of accommodation in the private rented sector through appropriate enforcement and support to landlords.	31/03/2013	ECC		78 service requests were received in relation to private sector housing., 1 new HMO licence application has been received and 5 formal notices to require improvements were served on landlords of properties
MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money:				
Sub-Action	Due Date	Owner	Status	Comments
11.8 implement a programme of economies to reduce expenditure				
11.8.8 Develop proposals to help the Council produce a balanced budget in 2013/14	31/03/2013	ECC		The proposals to enable a balanced budget to be produced for the Council for 2013/2014 have been approved by the Council

Annex B: Financial Information

Table 1 – Budget

	Net Original Budget 2012/13	Virements & Budget C/fwds	Current Approved Budget	Departments Projected Outturn	Variance Over/(Under) Spend	Variance This Period
	£000	£000	£000	£000	£000	£000
Director of Environment, Culture & Communities						
Director and Support	284	-56	228	228	0	
Training, Marketing, Research & Development	16	0	16	16	0	
	300	-56	244	244	0	0
Chief Officer Leisure & Culture						
Archives	109	0	109	103	-6	-6
South Hill Park	439	4	443	443	0	
Community Arts & Cultural Services	2	0	2	2	0	
Parks, Open Spaces & Countryside	1,174	48	1,222	1,222	0	
Sports Development & Community Recreation	103	1	104	104	0	
The Look Out	79	36	115	95	-20	-20
Edgbarrow / Sandhurst Sports Centres	140	8	148	103	-45	
Bracknell Leisure Centre / Coral Reef	625	226	851	1,137	286	396
Harmanswater Swimming Pool	6	0	6	6	0	
Easthampstead Park Conference Centre	119	13	132	132	0	
Horseshoelake Water Sports	24	0	24	24	0	
Downshire Golf Complex	-37	12	-25	60	85	50
Libraries	1,664	-34	1,630	1,659	29	14
	4,447	314	4,761	5,090	329	434
Chief Officer Environment & Public Protection						
Waste Management	7,446	48	7,494	6,772	-722	-268
Street Cleaning	1,190	19	1,209	1,209	0	
Highway Maintenance (Including Street Lighting)	4,470	4	4,474	4,512	38	35
On/Off Street Parking	-418	162	-256	-204	52	
Easthampstead Park Cemetry and Crematorium	-761	-4	-765	-824	-59	-60
Environmental Health (Including Pest and Dog Control)	767	-7	760	760	0	
Trading Standards (Including Licensing)	279	28	307	277	-30	
Emergency Planning	83	9	92	92	0	
Landscape Holding Account	-59	14	-45	-79	-34	
Parks, Open Spaces & Countryside	855	-1	854	854	0	
Other	150	-2	148	157	9	9
	14,002	270	14,272	13,526	-746	-284
Chief Officer Planning & Transport						
Transport Policy, Planning and Strategy	418	77	495	600	105	105
Traffic Management and Road Safety	611	3	614	623	9	9
Public Transport Subsidy including Concessionary Fares	1,662	161	1,823	1,723	-100	-30
Adult Social Care Grant Funded Services	0	0	0	0	0	
Building Control	0	4	4	79	75	
Development Control	173	4	177	291	114	14
Planning Policy (Including Local Transport Plan)	684	83	767	618	-149	-149
Local Land Charges	-89	1	-88	-102	-14	-14
Environmental Initiatives	167	-10	157	157	0	
Other	256	101	357	357	0	
	3,882	424	4,306	4,346	40	-65
Chief Officer Housing						
Housing Options	276	-276	0	0	0	
Strategy & Enabling	261	-261	0	0	0	
Housing Management Services	-57	57	0	0	0	
Forestcare	-34	34	0	0	0	
Supporting People	1,105	-1,105	0	0	0	
Housing Benefits	297	-297	0	0	0	
Other	17	-17	0	0	0	
	1,865	-1,865	0	0	0	0
Chief Officer Performance & Resources						
Departmental Management	625	-114	511	511	0	
Departmental Support Services	1,071	-8	1,063	920	-143	-168
Departmental Personnel Running Expenses	51	-1	50	50	0	
Departmental Office Services Running Expenses	139	-2	137	137	0	
Departmental IT Running Expenses	295	-26	269	269	0	
Smartcard	231	1	232	232	0	
	2,412	-150	2,262	2,119	-143	-168
In Year Savings		0	0	0	0	
Total Cash Budgets	26,908	-1,063	25,845	25,325	-520	-83
Non Cash Budgets						
IAS19	301	-36	265	265		
Corporate / Departmental Recharges	4,377	-1,131	3,246	3,246	0	
Capital Charges	4,650	-205	4,445	4,445		
	9,328	-1,372	7,956	7,956	0	0
TOTAL ENVIRONMENT & LEISURE SERVICES	36,236	-2,435	33,801	33,281	-520	-83

Table 2 – Virements

Total £'000	Explanation
-2,392	Virements Previously Reported
0	Equal Pay - The additional cost involved in moving staff to a 37 hour week has now been identified by site and therefore the budget has been moved to reflect this.
-16	Planned Maintenance - A Council Wide budget for planned maintenance was approved for 2012/13 for which a virement of £176,850 was made to Environment, Culture & Communities. Due to a change in the work programme £16,720 was vired back to Corporate Services in November budget monitoring it is now required to vire a further £16,160 back to Corporate Services.
-27	Waste Management - A transfer to Capital is required for the purchasing of Blue Bins. (£27,130) from the Waste Management Equipment Purchase budget.
0	Landscape Holding Account - A virement of £4500 is required to realign the Landscape budgets following the changes to the Nursery Service.
-2,435	

Table 3 – Budget Variances

Reported Variance £'000	Explanation
-437	Variances Previously Reported
1	Joint Arrangements - The final costs for 2011/12 have now been received which has resulted in a net pressure of £820 for ECC.
-20	The Look Out Car Park - Although the numbers visiting the site have reduced significantly with the introduction of charges, this has been in line with that estimated. However, the number of customers receiving a discount as a result of visiting the exhibition is significantly lower than that anticipated and therefore the net income is higher than that estimated. The budgeted net income of £50,000 for the year will have been achieved. The number of Penalty Charge Notices (PCN's) issued has been high, mainly in the early months of the introduction of charging which has generated £20,000.
440	Coral Reef - The closedown for works to be carried out on the roof, which started in December, has now been extended, with a revised opening date of 23rd March. The estimated net loss of income for this period is £440,000.
-44	Coral Reef - Since the facility has been closed from December there has been a reduced liability in respect of Business Rates in the sum of £43,615. The pool re-opened on the 28th March in time for the Easter week-end, since the previously reported pressure assumed the facility would be closed for all of March the pressure will not be as great. The impact on the pressure will be reported in next month's budget monitoring.
50	Downshire Golf Complex - Usage has continued to decline in the last four months, which has been mainly due to the unusually wet weather during this period however, in addition to this the market for golf in this area is highly competitive. This has resulted in lower income from the course, catering and the golf shop which over the nine months amounts to £105,000. Management have, however, identified savings in expenditure of £20,000 to mitigate some of this loss resulting in an estimated net shortfall against the budget of £85,000, of which £35,000 has already been reported. If the unusually wet weather continues in March this shortfall could rise further.
14	Libraries - Income across all services provided has continued to decline, which together with the fact that Bracknell Library was closed for six weeks, due to the refurbishment, means the estimated shortfall in income is now £29,000 compared to the £15,000 previously reported. With the introduction of a charge for requests the number of requests in the nine months of the year has nearly halved, if this trend continues it will equate to 21,000 less issues this financial year, which will impact on overall income.
-267	Waste Management Disposal - The October to December provisional tonnage figures have now been received together with the forecast charges for January 2013 to March 2013. The Re3 projection would give Bracknell an economy of approximately £311,000. This position will be monitored and any changes reported.
	Waste Management Mediation of Recyclate Income - The Joint Waste Disposal Board 13 December 2012 accepted the deal proposed by the PFI contractor on 12 December 2012. Delegated authority was given to officers to obtain the best possible deal on terms for money owed from previous years. Board members to request each re3 council to set aside a further £20,000 each to cover the potential costs of final legal fees. This is an additional cost to Bracknell of £20k to be added to the £24k already agreed to bring the claim to the stage of mediation.
35	Traffic Signals - The traffic signal maintenance budget is currently set at £58,220 to cover routine maintenance, communications and major repairs/planned maintenance. There have been a number of essential unplanned replacement works which have resulted in a projected overspend of £35,000 for 2012/13.
-60	Cemetery and Crematorium - The income levels at the crematorium for memorials and cremations continue to rise above target. In January 2013 we carried out 26 more Cremations than in the same period last year resulting in additional income of £16,500. The extra income achieved over all the areas has resulted in a further £60,000 in addition to the £30,000 already reported.
14	Development Control - As a result of a public enquiry in respect of a planning application at Foxley Lane legal fees of £13,800 have been incurred which can not be met from this years budget. The other party is claiming legal costs against the Council and therefore if the decision goes in their favour their could be further significant costs. The result of the enquiry is expected by the middle of February.
105	Transport, Policy, Planning & Strategy - The income target of £212,000 for the current financial year for supervision fees adoption of highways will not be achieved, since there has been a slow down in development within the Borough. The shortfall will be in the order of £105,000. A one off economy of £585,000 currently held as income in advance for completed schemes will be reported as a one off variance on the budget monitoring report to CMT.
55	Planning Policy - With the introduction of the Community Infrastructure Levy (CIL) the regulations permit the Council to spend monies on work required in advance of the contributions being received. An income budget of £55,000 was included in the 2012/13 budget to fund staff time involved in this process. However, there has been a delay with the introduction of CIL and therefore no income has been received, it is now anticipated that it will be introduced some time in 2013/14. These costs can be offset against future income but need to be funded at year end.
-20	Planning Policy - The budget retained to deal with the work previously carried out by The Joint Strategic Planning Unit (JSPU), which ceased last year, will not now all be spent in this year. This is due to further delays in a co-ordinated Berkshire approach to the development of any strategic planning matters such as minerals and waste, housing assessment with limited joint working on gypsies and travellers, a saving of £45,000 is therefore estimated. There is also an income budget of £32,600 in this area for contributions towards the planning staff costs involved in negotiating Section 106 agreements. However, with the current lack of development in the Borough there has not been the number of agreements to generate this level of income, a shortfall of £25,000 is anticipated.
-156	Local Development Framework (LDF) - Due to the delay in preparatory studies for the New Local Plan to 2013/14 and beyond (delayed due to the protracted schedule for getting the SADPD to and through examination) not all the work required for the LDF was completed. This budget is critical to procuring the supporting studies for the New Local Plan and to paying to complete the SADPD. A carry forward is therefore requested to complete these works.
-18	Safer Roads - The partnership with Thames Valley Police in respect of speed camera's provides for the Council to share the costs of an officer, the police have not had a person in post until December, therefore there is a saving of £11,000. There is a further saving of £7,000 as a result of a sum accrued from last year for dilapidation costs on the offices used under the previous agreement, which has been carried forward.
-30	Public Transport Subsidy including Concessionary Fares - Budget for consultants to assist with completing the background data collection assessment and consultation for the emerging Bus Strategy. A carry forward is therefore requested to complete these works.
-14	Land Charges - Income in the last few months has been higher than anticipated and therefore the budgeted income will be exceeded by £14,000.
-168	Devolved Staffing Budget (DSB) - The majority of the variance is as a result of holding a budget to carry forward to fund SUDS. It was anticipated that the funding from DEFRA in 2013/14 for managing flood risk might not be received. In the event this funding has been forthcoming and therefore an economy can be declared against the DSB.
-520	Total

Table 4 – Capital Monitoring

Cost Centre Description	2011/12 Brought Forward	2012/13 Budget	Virements Awaiting Approval	Total Virem'ts	Apprv'd Budget	Cash Budget 12/13	Expendit' to Date	Current Comm'nts	Estimate Outturn 2012/13	Carry Forward 2013/14	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Bridge Structural Maintenance	123.5	300.0		0.0	423.5	223.5	199.4		223.5	200.0	0.0	Mar-13	Mill Ride project in progress though slowed owing to Network Rail possession availability limited to 4 hour slots beginning at 0100hrs on selected days. There is an inevitable effect on progress and costs which have yet to be fully calculated. Other projects now delayed - some carry forward inevitable to complete works.
Road Maintenance - Surface Treatment	34.5	1,281.0		0.0	1,315.5	1,315.5	1,302.0		1,318.0	0.0	2.5	Mar-13	Major site works complete - awaiting final accounts. Minor works programmes prepared for March 2013.
Capitalisatio n of Revenue (Highways)	25.2	150.0		0.0	175.2	175.2	121.9		175.2	0.0	0.0	Mar-13	Major site works complete - awaiting final accounts. Minor works programmes prepared for March 2013.
Easthampstead Crematoria - Safety of Memorials	14.6	0.0		0.0	14.6	14.6	11.6		14.6	0.0	0.0	Mar-13	Works complete.
Cem & Crem Mercury Abatement (Invest to Save)	69.9	0.0		0.0	69.9	69.9	29.1		29.1	0.0	-40.8	Mar-13	Underspend of £41k, project complete.

Cost Centre Description	2011/12 Brought Forward	2012/13 Budget	Virements Awaiting Approval	Total Virem'ts	Apprv'd Budget	Cash Budget 12/13	Expendit' to Date	Current Comm'nts	Estimate Outturn 2012/13	Carry Forward 2013/14	(Under) / Over Spend	Target for Comple-tion	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Cem & Crem Mercury Burial Area	9.5	0.0		0.0	9.5	9.5	9.9		9.9	0.0	0.4	Mar-13	Works complete.
Car Park Structure & Repairs	0.0	0.0		0.0	0.0	0.0			0.0	0.0	0.0	Mar-13	Accrual transferred from YP305 June 2012.
Car Park Access & Payment Equipment	0.0	0.0		0.0	0.0	0.0			0.0	0.0	0.0	Mar-13	Accrual transferred to YP267 June 2012.
Car Parks - Maintenance	0.0	320.0		0.0	320.0	0.0	-3.9		0.0	320.0	0.0	Mar-14	Due to tenders being sort mid year this year's work will now not start until April 2013. The retendering process should enable both this and next year's work to be undertaken as one contract giving potential for savings.
Asset Management Plan	10.3	0.0		0.0	10.3	3.3	0.3		3.3	7.0	0.0	Mar-13	Final draft in circulation for comment. New software now available to develop cost models some carry forward inevitable.
Land Drainage	7.4	60.0		0.0	67.4	67.4	32.0		67.4	0.0	0.0	Mar-13	Major works complete - minor works to follow before year end.
Maintenance (Street Lighting)	0.0	278.0		0.0	278.0	278.0	75.7		278.0	0.0	0.0	Mar-13	Works in progress.
Highway Maintenance Depot	17.3	0.0		0.0	17.3	17.3			37.0	0.0	19.7	Mar-13	Drainage works exceeded estimated costs owing to the demands of TWU and EA regarding pollution control

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
													measures.
Disabled Facilities Grant	34.0	650.0		43.4	727.4	600.0	511.1		600.0	127.4	0.0	Mar-13	To date (13/2/2013) spend is £476,186 with grants approved but not paid of £65,000. The possible jobs which have not been approved amount to £109,000 - further govt grant awarded December 2012 of £43,379.
Green & Blue Waste Bins	0.0	0.0	71.0	71.0	71.0	71.0	71.0		71.0	0.0	0.0	Mar-13	Virement from revenue budget. Additional 140l blue bins ordered for delivery in February to replace recycling boxes (£6,800).
Waste Collection Contract - Vehicle	0.0	157.0		0.0	157.0	157.0	165.6		165.6	0.0	8.6	Mar-13	Replacement for the old council owned vehicle. Change to the latest type of vehicle body and triple lifting mechanism to allow more flexibility with collections has increased cost by £8k from original estimate.
Binfield Nursery - Relocation	0.0	95.0		0.0	95.0	95.0	93.4	0.7	92.6	0.0	-2.4	Mar-13	Drainage work started. Traffic management work still to be started.

Cost Centre Description	2011/12 Brought Forward	2012/13 Budget	Virements Awaiting Approval	Total Virem'ts	Apprv'd Budget	Cash Budget 12/13	Expendit' to Date	Current Comm'nts	Estimate Outturn 2012/13	Carry Forward 2013/14	(Under) / Over Spend	Target for Comple-tion	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
EDRMS	0.0	0.0		95.0	95.0	7.0	5.5		7.0	88.0	0.0	May/June 13	Opentext have installed the test fileplan although there is still no agreement on the integration solution between Opentext and M3. This matter is being escalated. Original scanning company failed the scanning trial so a second company has been approached to undertake the trial. If successful, this company has advised that the scanning can't be undertaken until May. Thus with this delay and the lack of progress on integration the project will overrun. A new completion date is being determined.
Recycling Incentive Scheme	0.0	0.0		108.0	108.0	81.1	81.1		81.1	26.9		Mar-13	The £8,300 committed has just been invoiced. The £26,9000 being carried forward will be spent on further work on the incentive scheme during 2013/14.
London Road Landfill Site Leachate Tank				33.6	33.6	33.6	34.9		33.6			Mar-13	The Leachate tank is ordered and will be supplied and installed by the latest the end of March 2013.
Cycle Network Signing Phase 2	0.0	5.0		0.0	5.0	5.0	1.0	2.0	5.0			Mar-13	Signs ordered.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Crowthorne High Street/Dukes Ride/Bracknell Road Air Quality Investigation	0.0	20.0		0.0	20.0	20.0	19.8		20.0			Mar-13	Complete.
Mobility Schemes	0.0	10.0		0.0	10.0	10.0	10.4		10.4		0.4	Mar-13	Complete.
Bus Stop Improvements - Northern Parishes	45.5	25.0		0.0	70.5	70.5	16.3		25.0		-45.5	TBC	This year's bus stop access improvements completed. Church Road scheme (carry over from last year shown) has been abandoned due to local opposition hence underspend.
Real Time Passenger Information	0.0	0.0		42.0	42.0	0.0			0.0	42.0		Mar-13	New RTPi system being considered but implementation next year now hence carry forward required.
Forest Road Footway (Stag and Hounds PH to Garden Centre)	0.0	70.0		0.0	70.0	10.0	10.0		10.0	60.0		Mar-13	Members/Parish being consulted and Deed of Dedication in preparation to secure land for the new footway. Slow progress in gaining permissions has resulted in the scheme not being implemented this financial year hence carry forward required for construction in 2013/14.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Eastern Gate Toucan Crossing & Footway/Cycletrack Improvement	3.2	0.0		0.0	3.2	3.2	3.6		3.6		0.4	Oct-12	Complete.
Skimped Hill/Market Street Accessibility Improvements Town Centre to Peel Centre	88.0	164.0		0.0	252.0	152.0	123.2		152.0	100.0		Mar-13	Works in progress on Skimped Hill roundabout improvements. Carry forward required to incorporate a possible new footway/cycletrack and environmental enhancement scheme as part of the Puffin crossing designs in Market Street.
Access Improvements to new Waitrose Store	0.0	12.0		0.0	12.0	12.0	7.2		12.0			Dec-12	Complete.
Drovers Way - Desire Line Footway Extension	0.0	40.0		0.0	40.0	40.0	20.5	0.8	40.0			Nov-12	Complete.
Cycle Parking	0.0	10.0		0.0	10.0	10.0	1.0	7.2	10.0			Mar-13	Sites identified and quotations being sought.
Yorktown Road/Marshall Road Desire Line Footpath	0.0	15.0		0.0	15.0	15.0	14.0		15.0			Dec-12	Complete.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Beehive Lane Footway/Cycletrack Improvement	0.0	100.0		0.0	100.0	100.0	96.1		100.0			Oct-12	Complete.
Sustainable Modes of Travel to School Initiatives (SMOTTS)	46.7	250.0		0.0	296.7	296.7	273.5		296.7			Mar-13	Complete.
Local Safety Schemes	50.3	125.0		0.0	175.3	105.3	44.7		97.3	70.0	-8.0	Mar-13	Carry forward reqd: 1. As a result of delays whilst preferred traffic camera supplier at the Hilton 'hamburger' roundabout obtains home office approval. 2. Due to legal disputes regarding land ownership in respect of Easthampstead Road/Old Wokingham Road junction improvement scheme. Underspend also identified due to some schemes coming in cheaper than original estimates. Approval obtained to substitute an alternative scheme to minimise underspend.

Cost Centre Description	2011/12 Brought Forward	2012/13 Budget	Virements Awaiting Approval	Total Virem'ts	Apprv'd Budget	Cash Budget 12/13	Expendit' to Date	Current Comm'nts	Estimate Outturn 2012/13	Carry Forward 2013/14	(Under) / Over Spend	Target for Comple-tion	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Residential Off-Street Parking Schemes	18.8	0.0		0.0	18.8	18.8	9.5		18.8			Mar-13	Complete. BFH to be invoiced in due course for works carried out on their behalf.
Speed and Traffic Management Schemes	81.1	245.0		0.0	326.1	326.1	300.9	4.8	326.1			Mar-13	Programme of works nearing completion.
Twin Bridges - Signalisation	0.0	30.0		0.0	30.0	30.0	37.2		37.2		7.2	Mar-13	Preliminary design complete. Topographical survey completed and utility company diversion/protection estimates being sought.
Stoney Road/Wokingham Road	0.0	70.0		0.0	70.0	70.0	31.8		70.0			Feb-13	Advance utility company diversions due in February. Junction improvement works programmed to follow on in March.
Sports Centre Roundabout - Phase 2	0.0	100.0		0.0	100.0	100.0	52.7		53.0		-47.0	Nov-12	Complete- Scheme costs substantially reduced as design modified on site to avoid utility company diversions.
Development of Highway Capacity and Roadspace Allocation Improvement Schemes	0.0	20.0		0.0	20.0	20.0	19.8		20.0			Mar-13	Complete.
Traffic Modelling	35.5	0.0		0.0	35.5	35.5			35.5			Mar-13	Model update ongoing.

Cost Centre Description	2011/12 Brought Forward	2012/13 Budget	Virements Awaiting Approval	Total Virem'ts	Apprv'd Budget	Cash Budget 12/13	Expendit' to Date	Current Comm'nts	Estimate Outturn 2012/13	Carry Forward 2013/14	(Under) / Over Spend	Target for Comple-tion	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Horse and Groom Roundabout Improvement Scheme	300.8	0.0		0.0	300.8	300.8	295.2		300.8			Oct-12	Complete.
Bracknell Railway Station Enhancements (Public Art)	0.0	0.0		50.0	50.0	0.0			0.0	50.0		Mar-13	Scheme on hold and funding to be carried forward.
SANGS - Enhancement Works	167.9	0.0		0.0	167.9	0.0			0.0	167.9		Mar-13	Schemes currently under investigation.
Voltage Optimisation Units (Invest to Save)	0.0	0.0		0.0	0.0	0.0			0.0			Mar-13	Journal accrual from 1030 L620A.
Solar PV Panels - Bracknell Leisure Centre	10.8	0.0		0.0	10.8	10.8	-12.1		-12.1		-22.9	Mar-13	Spend complete.
Local Sustainable Transport Fund	0.0	0.0		101.0	101.0	101.0	97.3	8.4	101.0			Mar-13	Government grant to be claimed after money is spent. The planned spend is for Urban Traffic Control measures.
Fuel Poverty	0.0	0.0		51.7	51.7	51.7	24.6		51.7			Mar-13	DECC grant payable monthly against expenditure.
Replacement of Tree Base/Tree	0.0	0.0		0.0	0.0	0.0			0.0			Mar-13	Works completed March 2012.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Surveys													
Coral reef & Downshire GC - Phone Systems	0.0	0.0		0.0	0.0	0.0	-4.6		0.0			Mar-13	This is an IT project. They are aware that this needs to be completed.
Invest to Save - BLC Telephone System	11.0	0.0		0.0	11.0	10.0	1.0		10.0	1.0		Mar-13	Corporate IT have assured the business that the new phone system will be installed by the end of March.
South Hill Park - Grounds Restoration Project	827.9	0.0		0.0	827.9	807.9	247.1		697.9	20.0	-38.0	Mar-13	Work contract programmed for completion by end of March 2013. Small carry forward to fund final seasonal dependent (Spring) planting. Estimated underspend overall as fees, contractor overheads and contingency items should cost less than originally estimated.
South Hill Park - Highway Works	58.9	0.0		0.0	58.9	58.9	58.9		58.9			Mar-13	Works complete.
SPA Mitigation Strategy (Budget Only)	109.1	0.0		0.0	109.1	109.1	54.0		109.1			Mar-13	Delivery of SANGS improvements is dependent on securing the relevant S106 contributions.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Savernake Park Improvements	14.0	0.0		0.0	14.0	14.0	3.5		14.0			Mar-13	Project almost complete; some delays due to weather conditions combined with contractor availability. Budget to be fully allocated at year end to now be completed this winter.
Westmoreland Park	0.0	100.0		0.0	100.0	20.0	2.7		20.0	80.0		Mar-13	Works underway. Estimate approximately £20,000 of works will be completed at year end. Completion of the project will be in 2013/14 and so part of the budget (approximately £80,000 will need to be carried forward to next year.
Bracknell Leisure Centre - New Hall Building Works	52.0	258.0		0.0	310.0	300.0	252.8	49.4	300.0	10.0		Mar-13	Works commenced on site on the 7th January 2013 and works are progressing well. Due to the bad weather the contractor has requested an extension of time and works are programmed to be completed on the 12th April 2013.
Bracknell Leisure Centre - New Hall Equipment	60.0	0.0		0.0	60.0	60.0	1.8	75.5	83.0			Mar-13	Equipment is being ordered and paid for but will be held off site.
Bracknell Rugby Club - Access Improvements	8.1	0.0			8.1	8.1	8.1		8.1			Mar-13	Complete.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
ts													
Crowthorne Library - Improvements	8.7	0.0			8.7	8.7	8.5		8.7			Mar-13	Library closed for week beginning March 25 to install shelving and furniture. Library will reopen on 2 April 2013 and work will be complete.
Snaprails - Improvements	40.0	0.0			40.0	10.0			10.0	30.0		Mar-13	Works are underway. Project to be completed in 2013/14.
Downshire Golf Complex - Equipment Replacement	0.0	50.0		0.0	50.0	50.0	49.8		49.8		-0.2	Mar-13	Project completed and now closed.
Maintenance of Play Areas	0.0	50.0		0.0	50.0	50.0	50.5		50.5		0.5	Mar-13	Complete.
Lottery Projects Funding	15.0	0.0		0.0	15.0	15.0			0.0		-15.0	Mar-13	Development work complete re. lottery schemes and so budget not needed for 2012/13.
Minor Works - Refurbishment	13.6	65.0		0.0	78.6	65.6	62.1		65.6	13.0		Mar-13	The works associated with the new Multipurpose room (allocation £13,000) will be ordered but not completed by the end of March.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Minor Works - Improvements	0.0	85.0		0.0	85.0	85.0	69.9		85.0			Mar-13	Budget allocated to three sites, Edgbarrow/Sandhurst basketball boards £5k (installed, complete), The Look Out replacement exhibition £35k (ordered, due to be installed February 2013) and EPCC refurbishing bedrooms £45k (likely November/December commencement with completion by financial year end, work phased to match room availability).
Minor Works - Libraries	0.0	50.0		0.0	50.0	50.0	29.1	5.3	50.0			Mar-13	Refurbishment and installation of furniture, counter, revamp of children's library to take place in March. Completion date 25 March.
Bracknell Library - Refurbishment	0.0	371.0		150.0	521.0	521.0	516.0		526.0		5.0	Mar-13	Work now complete.
The Look Out/Coral Reef - Car Park Controls	0.0	145.0		0.0	145.0	145.0	107.8	4.8	126.0		-19.0	Mar-13	Complete.
Libraries - Replacement of Software for Public PC's	16.6	0.0		-3.0	13.6	13.6	9.7		9.7		-3.9	Mar-13	Project completed and closed. Underspend due to actual hardware and software costs being lower than predicted.

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	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
GIS Upgrade	7.0	0.0		3.0	10.0	1.0	3.6	3.5	12.6	9.0	11.6	Mar-13	Test system upgraded . It is unlikely the live upgrade will occur until Q2 of 134/14 as the major upgrade of Uniform has been delayed by the Microsoft migration project until 13/14.
IT Applications - Replacement Programme	40.8	0.0		0.0	40.8	30.8	30.7		30.8	10.0		Mar-13	Last project is upgrade of IDOX ERDMS system. Still waiting for quote from Corporate IT for new servers and SQL licence.
Uniform System Upgrade	0.0	15.0		0.0	15.0	5.0	5.0		5.0	10.0		Mar-13	Test upgrade in March has been cancelled. Corporate IT are advising us to do upgrade at the same time as Microsoft migration of Uniform. Waiting to hear about timescales.
Laptops for Working from Home	16.0	0.0		0.0	16.0	11.0	10.2		11.0	5.0		Mar-13	March install cancelled by Corporate IT. Rearranged for April.
Replacement Catering Software LMS	3.5	0.0		0.0	3.5	3.5	2.9		3.5			Jun-12	Work complete. Order 105050 has not been invoiced.
	2,497.0	5,791.0	71.0	745.7	9,033.7	7,586.5	5,819.9	162.4	7,351.1	1,447.2	-186.4		