



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 29 OCTOBER 2015 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick
Chief Executive
Published on 21 October 2015

This meeting will be filmed for inclusion on the Council's website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE EXECUTIVE

Keith Baker	Leader of the Council
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

ITEM NO.	WARD	SUBJECT	PAGE NO.
65.		APOLOGIES To receive any apologies for absence	
66.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Executive meeting held on 24 September 2015	5 - 20
67.		DECLARATION OF INTEREST To receive any declarations of interest	
68.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Executive Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
69.		MEMBER QUESTION TIME To answer any member questions A period of 20 minutes will be allowed for Members to ask questions submitted under Notice Any questions not dealt with within the allotted time will be dealt with in a written reply	

MATTERS FOR CONSIDERATION

70.	None Specific	COUNCIL OWNED COMPANIES' BUSINESS	21 - 28
71.	None Specific	REVENUE MONITORING 2015/16 - END OF SEPTEMBER 2015	29 - 40
72.	None Specific	CAPITAL MONITORING 2015/16 - END OF SEPTEMBER 2015	41 - 48
73.	None Specific	EXTENSION TO TERM MAINTENANCE CONTRACT	49 - 52
74.	None Specific	OFFICER SCHEME OF DELEGATION	53 - 80
75.	Emmbrook	NEW LEASE TO A CINEMA OPERATOR ON ELMS FIELD SITE (<i>Part 2 sheets</i>)	81 - 96
76.	Emmbrook	NEW LEASE TO A FOODSTORE OPERATOR ON ELMS FIELD SITE (<i>Part 2 sheets</i>)	97 - 112

EXCLUSION OF THE PUBLIC

The Executive may exclude the public in order to discuss the Part 2 sheets above and to do so it must pass a resolution in the following terms:

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 24 SEPTEMBER 2015 FROM 7.30 PM TO 8.30 PM**

Committee Members Present

Councillors: Keith Baker (Chairman), Julian McGhee-Sumner, Pauline Jorgensen, Philip Mirfin, Anthony Pollock and Angus Ross

Other Councillors Present

Prue Bray
Lindsay Ferris
John Halsall
Norman Jorgensen
Dianne King
Malcolm Richards
Beth Rowland
Rachelle Shepherd-DuBey

48. APOLOGIES

Apologies for absence were submitted from Councillors Charlotte Haitham Taylor and John Kaiser. The Leader of Council confirmed that Councillor John Halsall would be attending the meeting on behalf of Councillor Kaiser however in accordance with legislation he could take part in any discussions but was not entitled to vote.

49. MINUTES OF PREVIOUS MEETINGS

The Minutes of the meetings of the Executive and the Extraordinary Executive held on 30 July 2015 were confirmed as a correct record and signed by the Chairman.

50. DECLARATION OF INTEREST

Councillor Anthony Pollock declared a personal interest in Item 53, Council Owned Companies Business, by virtue of the fact that he was an unpaid Non-Executive Director of Optalis. Councillor Pollock remained in the meeting during discussions and voted on the matter.

Councillor Pauline Jorgensen declared a personal interest in Item 53, Council Owned Companies Business, by virtue of the fact that her husband was an unpaid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

Councillors Julian McGhee-Sumner and Philip Mirfin declared personal interests in Item 62, Wokingham Town Centre Environmental Improvement Programme – Phase One, by virtue of the fact that they were both members of Wokingham Town Council which would, if the matter was approved, contribute funding towards the Improvement Programme. Councillors McGhee-Sumner and Mirfin remained in the meeting during discussions and voted on the matter.

51. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to the appropriate Executive Members.

51.1 Imogen Shepherd-DuBey asked the Executive Member for Planning and Highways the following question which was answered by the Deputy Executive Member in his absence:

Question

In July 2013 the Executive added options B and C to the consultation on the route of the Northern Distributor Road, which was originally only going to include Option A. 76% of people wanted option B. One of the main reasons people in Emmbrook wanted Option B was that it meant traffic would be diverted away from Toutley Road. In March 2014 the Executive resolved to continue working up Option B as the route of the road. 18 months later, the report in the agenda says the route will be Option C with a small part of Option A, which means all the traffic will be using Toutley Road after all.

Why have you allowed people to go on thinking Option B was going to happen for the last 18 months?

Answer

The Executive considered the matter at their meeting on 27 March 2014 and the report to that meeting reported that the public preference was for alternative B; one of the three alternative route options in Emmbrook supported by 76 of the consultation responses.

The consultation raised a number of other route variations that required further investigation and the report summarised the requirements to refine engineering, environmental and planning issues prior to any formal preferred route being seen by the Executive.

There was no commitment at that time to simply go away and come back with the same scheme. The agreed process was to find a technically feasible and deliverable highways solution. The minutes record the allocation of funds to progress the refinement of North Wokingham Distribution Road option B design options to gain greater confidence in the scheme delivery ahead of a later Executive decision to proceed with a preferred scheme for detailed design.

The 18 months since 2014 have been used to refine engineering, environmental and planning issues which has resulted in the scheme before us.

The Leader of Council provided the following response:

Since I was the individual involved I thought I would provide some background. First of all on no occasion did any cast iron guarantee be given by anyone that route B would be what was delivered. Yes it was the favoured route by residents but all communications clearly indicated that the final route was not set in stone.

The route is actually a combination of parts of routes A, B and C. The Twyford Road along Toutley Road to Old Forest Road link is actually from route A. The link between the Toutley Road/Old Forest Road to the new part of the road, which swings over to the Arboretum, is from both routes A and C. The small part of the road which actually takes the road over there, towards the motorway, is from route C. Finally the Route through the Arboretum and down to Reading Road is from both routes B and C.

On 20 January 2014 I presented to the North Wokingham Forum and the final slide had a Health Warning and the Health Warning said quite clearly "the Council cannot confirm the approved route until all of these steps are completed." This "Health Warning" was

highlighted in as many ways as possible to reinforce the importance of this statement. Until the detailed technical study had been completed nothing could be confirmed.

At the Executive Meeting on 27 March 2014 the report had already suggested variations from the “pure” option B creating option B2. This was to go along Matthewsgreen Road and then swing through the Toutley Industrial Estate. Very few, if any, complaints were made at the time.

In July 2014 the Council reiterated that “the exact position may be affected to some extent by the location of the SANG and other factors such as avoiding the flood plain.” So yet another warning that the route was not set in stone.

That is at least three such caveats that the route was not set in stone and there were many more repeat warnings in many e-mails between myself and others.

The adoption of the small bit of Old Forest Road from the Toutley Road junction then swinging across to the Arboretum from options A and C actually benefits a huge number of residents; in fact almost all of Old Forest Road. This is because the section from Reading Road and this particular point will become very unattractive to anyone going to Toutley Industrial Estate. That will mean a reduction in heavy traffic right in front of their houses. So if we did stick to exactly the route B as you want then every single resident in that part of Old Forest Road would actually lose out which I think is frankly nonsense.

Supplementary Question

The fact is that the route is going down Toutley Road. What are you going to do to protect the people who live there from the future impact of the traffic?

Supplementary Answer

At the moment the detailed engineering work is being carried out and until that is completed we will not be able to answer that question adequately. The engineering work will follow the decision tonight.

51.2 Peter Must asked the Executive Member for Planning and Highways the following question which was answered by the Deputy Executive Member in his absence:

Question

In noting the paper proposing funds for Phase One of an Environmental Improvement Programme for Wokingham Town Centre may I first point out that that the Summary of the Report refers erroneously to the ‘Old Town Hall’; it is just ‘The Town Hall’ since we don’t have a new one elsewhere. Secondly, ask the Executive Member to spell out what ‘a suitable level of consultation’ will actually entail and when it is expected to take place?

Answer

A number of consultation sessions will take place to share with interested parties and the general public the designs for the Market Place improvements. These will include targeted invitations to known interested groups such as the Wokingham Society, residents’ associations, together with an open invitation to the residents at large. The intention is to be as inclusive as possible.

These are being planned mid to late-November and dates will be confirmed in the next few weeks. Two sessions have and are taking place in relation to access. Disability groups

such as: the Alzheimer's Society; learning disability group CLASP; Guide Dogs; and Healthwatch met on 7 September and will meet on 25 September and have been providing very useful feedback to the Project Group which is being used to inform the design. Separate dates have been provided for an empty market place and one when the market is trading.

Supplementary Question

Given that there isn't going to be a planning application associated with this redevelopment how will the community be told what has been decided eventually?

Supplementary Answer

The plan is to use all available communication channels for both consultation and feedback and this will include direct contact with relevant groups; use of both Councils' websites; social media; local press etc. The project is understandably liaising with the Regeneration Team and will be taking advice about their contact methods.

Wokingham Town Council has good relationships with many organisations within the Town including the Wokingham Society, residents' associations etc and will be using these links.

I would happily welcome suggestions to ensure that all information is circulated as widely as possible. You can contact Jan Nowecki and if you require her number I can give it to you.

51.3 Trevor Sleet had asked the Executive Member for Planning and Highways the following question:

Question

Item 54 – North Wokingham Distributor Road

Back in June 2012 WBC produced a draft report entitled: WOKINGHAM BOROUGH COUNCIL, CANTLEY PARK MASTERPLAN, DRAFT REPORT – VERSION 2A JUNE 2012.

This report was produced by Knight Kavanagh and Page (KKP) on behalf of Wokingham Borough Council. The report states that the current Cantley Park playing field area will be increased in size from 12.6204 hectares by a further 5.3912 hectares. This increase will be achieved by expanding the current Cantley playing field area by creating another two additional areas on the other side of Bell Foundary Lane.

The question I would like to ask is: If the expansion of Cantley Park, as detailed in the above report, goes ahead how will the safety of the users of Cantley be ensured when the NWDR is routed along Bell Foundary Lane?

In light of Mr Sleet being unable to attend the meeting the following written answer was provided:

Answer

The 2012 Cantley masterplanning consultation considered options to address Strategic Development Location growth in Wokingham, however this was overtaken by events following agreement to the sports hub in the south at Grays Fruit Farm when members considered a report entitled Ryeish Green and Grays Fruit Farm Sports Hub Projects at the Executive on 31 July 2015. The extension of Cantley into Bell Farm will therefore not

be developed any further and there would be no need to develop any crossing proposals accordingly.

51.4 Robert Millen asked the Leader of Council the following question:

Question

Item 54 – North Wokingham Distributor Road

As shown by the background to this question supplied separately the Council have reneged on their promise to the residents to provide the route of their choice. In view of this I put it to the Leader of the Council that this shows that the Council had a missed placed confidence in their own abilities and authority, and did not take all the factors that could impact on the NDR's alignment and delivery into consideration from the outset. Does he accept that in this respect it has unjustifiably raised the expectations of the residents of Emmbrook and has shown a lack of competence in the handling of this matter?

Answer

Unfortunately in your background data you have actually misrepresented the facts and therefore I do not agree with your comments. Again on no occasion did any cast iron guarantee be given by anyone that route B would be what was delivered. Yes it was the favoured route by residents but all communications clearly indicated that the final route was not set in stone.

As you have heard earlier at least three such caveats were made on 20 January 2014, 27 March 2014 and July 2014 that the route was not set in stone and there were many more repeat warnings in many e-mails between myself and others.

So let me give you a few variations that have come out, as an example of why you could not set it in stone, from the detailed technical evaluation. Initially we thought that the scrap yard owner would sell the corner of his yard as needed for options B and C. Unfortunately despite extensive negotiations with him, he was absolutely resolute that he would not sell. Since CPO regulations cannot force a land owner to sell if there is a viable alternative this cannot be used and would not get approval by the Secretary of State. So this forced it down the small link from route A and C.

But as I said before variations can actually bring great benefit to some residents. In the "pure" option B the net effect of the road swinging across the flood plain is that the total length of Old Forest Road would still be attractive for traffic going to Toutley Depot i.e. the residents would not have any benefit. With the adoption of the link from route C swinging over to the Arboretum means that the Old Forest Road from Reading Road to that point will effectively become a very difficult route to travel on if you are going to the Industrial Estate. The Old Forest residents along that lengthy stretch will be most pleased about the potential reduction of traffic outside their front doors. Now if we did what you and the previous questioner asked and stuck to a "pure" option B, then we wouldn't be doing that. Also there have been no complaints about this particular change.

Supplementary Question

When in June last year the Council decided to abandon alternative B, as voted for by the residents, they published an open letter outlining their decision and reason for it. This letter stated that they would arrange a public meeting to which they would invite residents to come along to discuss this very important issue with them. Are they going to publish a

similar letter and invitation to the current proposed changes to Toutley Road to use Toutley Road as part of the NWDR?

Supplementary Answer

I am glad you raised that letter because it was one of the ones that gave you the caveat as you have quite rightly put in your background paper.

In terms of having a public meeting there will be a decision made on the route tonight and I do not see any advantage of having a public meeting when the decision has already been made.

52. MEMBER QUESTION TIME

In accordance with the agreed procedure the Chairman invited Members to submit questions to the appropriate Members

52.1 Lindsay Ferris asked the Executive Member for Regeneration and Communities the following question:

Question

It is now a year since the seven apartments at the Silk Court development on the corner of Market Place and Rose Street were put on sale. The Council's press release of 9th September 2014 stated "Income from the sale of the apartments at Peach Place corner will be used to offset the costs of the refurbishment project and potentially fund other schemes within the Borough".

One year on, how much funding from these sales will be made available for other schemes within the Borough?

Answer

The receipts from Silk Court will be ploughed back into the Town Centre scheme to minimise its debt position at the end of the project.

This will enable the Council to continually control the finances of the scheme and to minimise its financing costs both during the scheme and on completion.

Assuming an approach whereby the Council retains all commercial assets (this decision by the way has yet to be made) the expectation for the scheme, overall, is to provide a net contribution to the council tax payer and after capital financing costs this will be approximately £1.4m pa.

Supplementary Question

Am I correct in saying that the flats are generating nothing to anywhere else within the Borough?

Supplementary Answer

Essentially they are contributing towards the overall cost of the total regeneration and at the end of that yes the amount that is coming out, which we have estimated to be £1.4m pa should they not be sold, will go towards other items within the Borough and assist all tax payers in the Borough.

52.2 Rachelle Shepherd-DuBey asked the Executive Member for Planning and Highways the following question which was answered by the Deputy Executive Member:

Question

Item 54 – North Wokingham Distributor Road

As a Winnersh Councillor I am absolutely horrified by the proposals for the roundabout at the Reading Road end of the Northern Distributor Road, which will make it very very difficult for residents of Sadlers Lane, Green Lane, and the houses in between to get in or out of their roads. This design of the roundabout was not discussed with Winnersh Councillors and we weren't told about it until a few weeks ago. Will you meet with the Winnersh Councillors from both political parties to discuss how to make the design more acceptable?

Answer

The needs of residents on Sadlers Lane and Green Lane have been considered in the preliminary design for the roundabout on the A329 where it junctions with the proposed North Wokingham Distributor Road.

Clearly there is more work to do on the entire project and this includes the detail of how the junction will work. We had always envisaged further work with local residents near to this junction to deliver the best suitable route. However it was pointless undertaking this work prior to the route being agreed by the Executive.

If the route is agreed we will undertake additional work that will certainly include discussion with local residents and Members.

Supplementary Question

The proposed roundabouts on the Wokingham side of the M4, which will make this the two roundabout bridge by the way, after we put in the Winnersh relief road which will have a roundabout on both sides now. How can the two roundabouts be made to work together correctly so we don't wind up with a car park on the Reading Road?

Supplementary Answer

We don't actually think that will happen and you will be invited to comment on the design at a later stage so that it does not happen.

52.3 Beth Rowland asked the Executive Member for Planning and Highways the following question which was answered by the Deputy Executive Member in his absence:

Question

Item 54 – North Wokingham Distributor Road

Consultation on the route of the road was carried out in the Autumn of 2013 and showed a clear preference for Route B, which involved building the road right across the floodplain of the Emmbrook, not just in one place, but on both sides of Toutley Industrial Estate. Keith Baker raised this as a potential problem at a North Wokingham Community Forum in January 2014, and Angus Ross raised it again at the Executive meeting in March 2014 when it was decided to proceed with working up option B as the route the Executive wanted to carry on with. The Refinement report produced in preparation for tonight's

meeting shows that environmental impact and increased flood risk to residential and commercial properties was a major factor in changing the choice of route from option B to what is almost identical to option C. The Council knew the Emmbrook flooded, and they knew about the risks of building on a flood plain. Why did you continue with option B when you knew about the flood plain risks?

Answer

At the March 2014 Executive meeting it was resolved to allocate funds to progress with the refinement of the North Wokingham Distributor Road option B design options to gain greater confidence in scheme delivery ahead of a later Executive decision to proceed with a Preferred Scheme for detailed design to be agreed. At the time there was not conclusive technical evidence that the route through the flood plain was undeliverable. The additional work commissioned did demonstrate this to be the case and so this section of route option B no longer forms a part of the preferred route

The Leader of Council provided the following response:

As you have quoted me in this question I welcome the chance to correct an inaccuracy in your question. First of all the route is not identical to route C. It is actually a combination of parts of routes A, B and C as I explained earlier so I am not going to repeat them here.

Now remember that three out of four respondents to the consultation wanted the road to go across the flood plain if it was technically possible. The vast majority of these, and you have acknowledged that in your question, would have known about the flooding possibilities yet they still chose that route rather than route C which would have avoided this issue from day one. Therefore it was only right and proper that Officers carried out the detailed technical evaluation to see if there was any possibility that this could be achieved. Technology is advancing all the time so there could have been a solution but unfortunately in this case there was not.

Supplementary Question

Councillors in Wokingham were briefed about the likely route in April and I understand that Emmbrook Councillors were given an earlier briefing in February.

In a leaflet that Philip Mirfin put out in the May elections, dated 7 May 2015, he said "option B is still expected with minor adjustments around the flood plain to be the chosen option." Why did he say that and why in June, when a public meeting was held had it already been taken off the considerations?

Supplementary Answer provided by Councillor Mirfin

Because at the time quite simply that was what we believed and it was only at a later stage that we found out that that was not possible. Quite simply we believed that to be the case at the time and that is why we said what we did.

52.4 Prue Bray asked the Executive Member for Planning and Highways the following question which was answered by the Deputy Executive Member in his absence:

Question

Item 54 – North Wokingham Distributor Road

The Executive agreed to consult on the Northern Distributor Road in July 2013. The consultation took place between September and November 2013. The outcome of the consultation was reported to the Executive in March 2014 and a decision was made to

concentrate on option B as the route of the road. Tonight, September 2015, we have the report with the final proposed route.

At the time the Executive agreed to the consultation in July 2013, feasibility and viability work had been done on option A, which was the “technical recommendation”. At the North Wokingham Forum in January 2014, Keith Baker’s minuted responses to questions show that the Council did not appear to have started detailed technical work on option B but had only carried out high level indicative studies. When was feasibility and viability work carried out on option B?

Answer

At the March 2014 Executive meeting it was resolved to allocate funds to progress with the refinement of the North Wokingham Distributor Road option B design options to gain greater confidence in scheme delivery ahead of a later Executive decision to proceed with a Preferred Scheme for detailed design to be agreed.

This work has been undertaken since then and a preferred route developed which is being considered by the Executive this evening.

Supplementary Question

In answer to a question from myself at the Executive meeting in July 2013, which was when the consultation was agreed to go ahead, Keith said (and I am quoting from the minutes here): “All the routes do have their own individual issues none of which are show stoppers. If they were then they would not have been fully investigated via the feasibility study.”

I think we have heard several times this evening that actually nothing, apart from route A had been fully investigated by any feasibility study. So I am interested in how Keith could make that claim at the time?

Supplementary Answer provided by the Leader of Council

At that time there was a high level feasibility study and my comment was based on that. In my later presentations, as you know and I have quoted it several times, I actually put caveats in there because we were beginning to get more information.

Until you get the final detailed technical specification you can never be 100%.

53. COUNCIL OWNED COMPANIES' BUSINESS

(Councillors Pauline Jorgensen and Anthony Pollock declared personal interests in this item)

The Executive considered a report relating to an update on the operational and budget monitoring position for the month ending 31 July 2015.

The Leader of Council advised the meeting that Mette Le Jakobsen had been appointed as the Managing Director of Optalis and the Company had also appointed a new financial director. Councillor Baker congratulated Ms Le Jakobsen on her appointment.

RESOLVED That:

- 1) the budget monitoring position for the month ending 31 July 2015 be noted;
- 2) the operational update for the period to 31 July 2015 be noted.

54. NORTH WOKINGHAM DISTRIBUTOR ROAD

The Executive considered a report setting out the proposed deliverable route option to provide the alignment for the North Wokingham Distributor Road (NWDR) which would ensure appropriate mitigation of traffic impacts from the development of the North Wokingham Strategic Development Location (SDL) on existing residential areas.

The Deputy Executive Member for Planning and Highways reported that the NWDR was essential to service the SDL and would allow it to be developed. Councillor Halsall highlighted the recommended route as outlined in the report and the fact that not making a decision could potentially result in a loss of a £24m Government grant and no road.

Councillor Mirfin made a statement on his position as an Emmbrook Councillor. He advised that although he had campaigned hard for option B, which was now apparently untenable due mainly to the cost, flood land and potential loss of Government grant, in order to move the road forward for the benefit of the majority of Emmbrook residents he would be supporting the latest iteration of the route as this would mean that the developers would no longer be able to prevaricate about signing up contractors for their section of their road. This should mean that construction vehicles should be able to access from Twyford Road sooner rather than later which would minimise the impact from access from the Toutley end of the site. Councillor Mirfin went on to say that he had not taken this decision lightly but could not support any further protracted discussions that could result in the loss of Government grant which could then result in the development going ahead with only the means of access and egress for the new residents through the existing Emmbrook Roads. He recognised that this view differed from some of the Emmbrook residents but felt that it was the only remaining option to ensure that total disruption was kept to a minimum for all existing residents.

The Executive Member for Environment highlighted the importance of considering flooding issues and taking note of them, particularly as it was something that the public were very concerned about. Therefore one of the main reasons for the proposed route was because no suitable option could be found across the flood plain.

RESOLVED That:

- 1) the deliverable route option to provide the alignment for the North Wokingham Distributor road and its progress through detailed design to a full planning application and the funding necessary for this be agreed;
- 2) Officers continue the process of securing land required to deliver the deliverable route option;
- 3) the expenditure of £1.25m, with a profile of £250,000 in Year 1 and £500,000 in both Years 2 and 3 be agreed.

55. INTRODUCTION OF CIVIL PARKING ENFORCEMENT POWERS

The Executive considered a report on the proposal to introduce Civil Parking Enforcement Powers (CPE) which would give powers to the Council to enforce parking restrictions within their area of responsibility. Within Wokingham Borough parking restrictions were currently enforced by Thames Valley Police, however this was considered as a low priority for them and as a result they applied little resource to it.

The Deputy Executive Member for Planning and Highways informed the meeting that a large number of complaints were received from areas throughout the Borough about illegal

parking and parking abuse. The proposal therefore should increase the utilisation of car parks and give the ability for the Council to respond to residents' demands for new restrictions and regulations.

Councillor Halsall highlighted the results of a survey carried out in 2015 in Wokingham, Twyford, Shinfield and Woodley which indicated that as many as 1 in 4 vehicles parked illegally in and around those town centres.

It was noted that if the Council took on enforcement powers they would have to be applied across the Borough and implementation of the scheme would take between 18 months-2 years from agreement. The Council would however retain control of when, where and how it would enforce these powers which would enable specific problem areas to be targeted and work could be carried out with towns and parishes to determine need. Also if towns and parishes had a specific need they would be able to supplement the Council's provision.

Councillor Halsall advised that it was not permissible to make a profit on the scheme and the proposed management of the scheme was designed to be revenue neutral.

Councillor Jorgensen advised that she reluctantly supported the scheme as she felt that the Police were meant to carry out parking enforcement and were funded to do so and therefore the Council should not be taking on this responsibility given its budget pressures. In response Councillor Halsall stated that the Police would not be withdrawing from this area and would continue to police dangerous and criminal parking as they had in the past. He also highlighted that Wokingham was part of the 1% of local authorities throughout the country, and the only Borough in the Thames Valley area, who had not taken up these powers and there was a very well developed scheme where the administration of the fines was undertaken by a third party and adjudicated by an independent third party and would not become a Council responsibility.

Members were pleased that the introduction of CPE was being proposed as, particularly in the towns, commuters parking their cars on streets had an impact on the life of residents and on occasions stopped emergency and refuse vehicles getting to their homes.

RESOLVED that:

- 1) the preparation and submission of an application to the Department for Transport (DfT) for the introduction of Civil Parking Enforcement powers within the Borough be approved;
- 2) the capital expenditure of £34,000 in the current year and £34,000 in Year 2 be approved.

56. DESIGNATION OF TWO NEW AIR QUALITY MANAGEMENT AREAS

The Executive considered a report on the designation of two new air quality management areas i.e. Wokingham and Twyford town centres.

The Executive Member for Resident Services advised the meeting that both these areas had been identified as having elevated levels of nitrogen dioxide (NO₂) which was slightly over the maximum requirement set out by the Environmental Act 1995. These findings had triggered a Detailed Assessment and the Council had a statutory requirement to designate these areas as Air Quality Management Areas which would allow the

development and implementation of a mitigation strategy (Action Plan) to improve air quality in these areas.

RESOLVED that:

- 1) the areas in Wokingham Town Centre and Twyford Town Centre, as identified on Plans 1 and 2 as set out in the report, be designated as Air Quality Management Areas (AQMAs) under Section 83(1) of the Environmental Act 1995;
- 2) the spend as profiled in the financial information section of the report be agreed;
- 3) that an Action Plan be developed to manage the Air Quality Management Area within 12-18 months of the designation.

57. APPROPRIATION OF PUBLIC OPEN SPACE AND LEASE TO YELLOW BRICK NURSERY AT CHALFONT PAVILLION

The Executive considered a report on the proposal to appropriate the Public Open Space and grant a 20 year lease of Chalfont Pavilion to the Yellow Brick Nursery.

The Executive Member for Regeneration and Communities tabled a revised plan in order to clarify further the boundary of the proposed leased area and advised that a prospective tenant, who had occupied the property since the 1990s under a license agreement, wanted to take a 20 year lease on the property as they had secured SureStart funding and had invested privately to extend and enhance the building. Under the terms of the lease the licensee would be required to carry out approximately £50k of enhancements to the property and would pay the Council a rent of £6,500 pa, which would be reviewed every 5 years.

Councillor Jorgensen commented, in her role as Ward Member for Hillside, that she was pleased with the proposal as the tenant currently provided a valued local service and there would be no detriment to local residents. It was noted that there was also no detriment to public open space.

RESOLVED: That consent be given to the appropriation of the public open space, including the building shown hatched on the tabled plan, and to the granting of a 20 year lease of Chalfont Pavilion to Yellow Brick Nursery on a full repairing and insuring lease, at a commencing rent of £6,500 per annum.

58. CHARGING FOR TECHNICAL APPROVAL OF HIGHWAY STRUCTURES

The Executive considered a report on the proposal for charging for technical approval of highway structures which would make the process clearer and more transparent.

Members were advised that currently when advice was provided to third parties eg developers on highways structures the Council bore the cost. The proposal was that developers wishing to construct or change highway structures eg bridges, embankments and retaining walls would now be charged which would allow the Council to recover the full cost of the process.

RESOLVED: That the proposal for charges for technical approval of highway structures be approved and for those charges to come into effect immediately.

59. LOCAL DEVELOPMENT SCHEME (LDS)

The Executive considered a report setting out changes to the Local Development Scheme (LDS).

The Deputy Executive Member for Planning and Highways advised that the Council was required to maintain an up to date 3 year programme for Local Plans in its Local Development Scheme. Councillor Halsall highlighted the changes to the LDS and the reasons why these changes were required.

The Executive Member for Environment reported that it was essential that the Council moved forward with the Minerals and Waste Local Plan as a number of neighbouring authorities had already such a plan in place or were well advanced in producing one. Councillor Ross advised that Wokingham was currently working on developing a joint plan with other councils which would mean that it would cover the area better and reduce the cost.

RESOLVED that:

- 1) the updated Local Development Scheme, to be effective from 25 September 2015, be approved;
- 2) the spend of up to £800,000 for the Local Plan update, £300,000 for the Minerals & Waste Local Plan be approved and that it be noted that the budget for the Gypsy & Traveller Local Plan had already been approved;
- 3) it be noted that funding for Year 1 had already been approved through the Medium Term Financial Plan and that approval was given for Years 2 and 3.

60. BUS SERVICES - S106 RELEASE

The Executive considered a report setting out a proposal to release s106 money to improve bus services serving Mulberry Grove (Kentwood East) and to support buses serving the Johnson & Johnson site in Wokingham Without.

Members noted, as set out in the report, that the s106 money concerned had been “ring fenced” for improvements to bus services in the two areas above and if it was not utilised for these bus services then it would have to be given back to the relevant developers.

RESOLVED that:

- 1) £154,000 of s106 money be released to improve bus services serving Mulberry Grove (Kentwood East) and £252,187 to support buses serving the Johnson & Johnson site in Wokingham Without; and
- 2) the expenditure of £406,687 with a profile of: £45,846 in Year 1; £66,446 in Years 2, 3 and 4; £35,546 in Year 5; and £25,246 in Years 6 to 10, be approved.

61. SHINFIELD NEIGHBOURHOOD PLAN

The Executive considered a report setting out the Council’s response to the Shinfield Neighbourhood Plan which once approved would become part of the Development Plan and therefore carry significant weight in the determination of planning applications in or affecting Shinfield Parish.

The Deputy Executive Member for Planning and Highways advised that Shinfield Parish Council were currently undertaking their pre-submission consultation on their

Neighbourhood Plan and because of a disparity between their Plan and some Council policies it was necessary to put in a formal objection. Councillor Halsall however understood that the Parish Council had agreed to the Council's objections and would therefore be incorporating them into their Neighbourhood Plan.

RESOLVED that:

- 1) the comments on the Shinfield Neighbourhood Plan, as outlined in the report, be approved; and
- 2) they be submitted to Shinfield Parish Council as a formal objection to their consultation on the Pre-Submission Shinfield Neighbourhood Plan.

62. WOKINGHAM TOWN CENTRE ENVIRONMENTAL IMPROVEMENT PROGRAMME - PHASE ONE

(Councillors Julian McGhee-Sumner and Philip Mirfin declared personal interests in this item)

The Executive considered a report regarding Phase One of the Wokingham Town Centre Environmental Improvement Programme which was a joint project with Wokingham Town Council.

The Deputy Executive Member for Planning and Highways highlighted that Phase One of the project would focus on the main public space around the Market Place and the Town Hall. Funding was required to progress the project and the project was being developed by a Joint Officer Group comprising representatives from both Councils. The proposal required the release of s106 funding which would be matched funded by the Town Council.

Councillor Mirfin confirmed, in his role as the Mayor of Wokingham Town Council, that the Town Council had agreed at a recent meeting to support up to a maximum of £1.5m for the project on a matched funding basis.

RESOLVED that:

- 1) s106 funding and funding from the Wokingham Town Centre Regeneration Project up to a maximum of £1.5m be released subject to the receipt of at least an equivalent match funding sum from Wokingham Town council; and
- 2) all decisions necessary to implement the scheme be delegated to the Director of Environment in consultation with the Executive Member for Planning and Highways and the Executive Member for Regeneration and Communities.

63. STREET LIGHTING UPGRADE PROJECT - JOINT CONTRACT WITH SLOUGH, READING AND WOKINGHAM

The Executive considered a report setting out the outcome of the joint tender process with Slough and Reading Councils for a Street Lighting Upgrade Project. The project would result in more than £500k savings in its first four years through the significant reduction in energy and maintenance costs within the street lighting service. It would also: reduce CO₂ emissions and general light pollution; the risk to the public of column failures; whilst providing a better quality of light.

Members were advised that a successful bid from the DfT's Challenge Fund had been made resulting in an expected £8.12m contribution towards the total £12.12m cost of the project. In addition to the £500k savings the project would continue to deliver savings

throughout the life of the project estimated to total some £9.5m in total; even after taking into account the cost of borrowing.

Councillor Jorgensen commented that some LED lights had already been installed in a number of areas in the Boroughs and they were working well and definitely reducing the amount of light pollution. She asked that any new lights should not be erected so that they could become hidden by trees.

The Leader of Council was pleased to see that town and parish councils had been invited to potentially participate in the project.

RESOLVED that:

- 1) the outcome of the joint tender process, which has been subject to EU regulations and has been advertised accordingly, be noted;
- 2) the successful joint bid to the Department of Transport's (DfT's) Challenge Fund and the resultant contribution to the project costs be noted; and
- 3) approval be given for the joint project to proceed;
- 4) the capital budget of £4m, plus the £8.12m ring fenced Government grant be approved. The expected profile for this spend is £80,000 current year, £1.825m in Year 2, £1.825m in Year 3 and £0.27m in Year 4.

64. NEW LEASE TO AMERICAN AMUSEMENTS LTD (AAL) WITHIN THE MULTI-STOREY CAR PARK (MSCP) AT CARNIVAL POOL SITE

The Executive considered a report relating to a proposal to agree a pre-let with American Amusements Ltd (AAL) to provide alternative accommodation for the relocation of Wokingham Superbowl in new premises within the new multi-storey car park building on the Carnival Pool site.

The Executive Member for Regeneration and Communities informed the meeting that following the planning application being approved for the multi-storey car park consideration was being given to enabling the retention of the popular bowling alley. It was therefore proposed that the bowling alley would be re-sited on the ground floor of the new car park.

RESOLVED that:

- 1) a pre-let with American Amusements Ltd be agreed to provide suitable alternative accommodation for the relocation of Wokingham Superbowl in new premises within the new multi-storey car park building on Carnival Pool site, subject to commercial terms;
- 2) any further related and subsidiary decisions if required to complete the transaction, including a pre-let to an alternative operator on similar or improved terms if necessary be delegated to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration and Communities.

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Agenda Item 70.

TITLE	Council Owned Companies Business
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	None specific
DIRECTOR	Graham Ebers, Director of Finance and Resources
LEAD MEMBER	Keith Baker, Leader of The Council

OUTCOME / BENEFITS TO THE COMMUNITY

Transparency in respect of Council Owned Companies

RECOMMENDATION

The Executive is asked to note the:

- 1) budget monitoring position for the month ending 31 August 2015
- 2) operational update for the period to 31 September 2015.

SUMMARY OF REPORT

Strategy and Objectives of the Council's Subsidiary Companies

There has been no change to the Strategy and Objectives of the Council's Subsidiary Companies since the last report to Executive in September 2015.

Operational Update

An operational update is provided from each of the companies as at 31 September 2015 in paragraph 2 below.

Financial Report

A budget monitoring report is provided for each of the companies for 31 August 2015, which confirms that overall the group has incurred a deficit as forecast. This again reflects the high level of WHL capital works being undertaken which has previously been reported, and which will be followed in later years by income flows from the investments. This together with the management costs of WBC (Holdings) Ltd offset the profit earned by Optalis. The position for each of the companies is explained in paragraph 3 below.

REPORT

1. Directorship Report

There has been one change to the directorship of Loddon Homes Limited since the report to Executive Committee in September. Lionel Haynes, an independent non-executive

director, has been appointed to the Board to provide additional financial expertise to the Loddon Homes Board. Lionel is the retiring Finance Director of Sentinel Housing Association, where he has been for the last 11 years, prior to which he worked as a Managing Director and Finance Director within the manufacturing sector.

2. Operational Update to 31 September 2015

2.1 WBC (Holdings) Ltd

WBC (Holdings) Ltd does not undertake any operations as it is a holding company.

2.2 Optalis

- Suffolk Lodge residential care home had an inspection by the Care Quality Commission (CQC) at the beginning of September, and we are pleased to report that the outcome is an overall rating of 'Good'. The report recognises the safety of the service, the compassion and kindness of its support workers and the quality and effectiveness of its leadership. The full report is available on the CQC website.
- During August, Westmead received a review visit by Wokingham HealthWatch. The report is positive and Optalis has drafted a response. The full report should be published by the end of September on the HealthWatch website.
- The post of Managing Director was successfully recruited to on 20 August. Mette Le Jakobsen took up post with immediate effect.
- The post of Finance Director was successfully recruited to at the beginning of August. Sanjay Gandhi joins the company on 28 September.
- Traction is being achieved with regards recruitment; 25 offers of employment were made during the month of August (Optalis employs approx. 440 people), and during the month we have held a number of recruitment fairs, including for the first time the Reading University Freshers Fair, which we hope will be a rich source of casual care staff. Staff turnover remains low compared to industry averages.
- Business Development update:
 - **Ace@Optalis**; we have received confirmation that the course will be funded by Reading College for another year commencing September 15; this is an excellent achievement by the supported employment the team.
 - **NRS Ltd Healthcare Equipment service** - The Brokerage & Professional Support Occupational Therapy team has been successful in a bid to work with the NRS equipment service. This is initially a six month engagement but may continue if the team is able to deliver successfully. The initial focus will be on assessment and recovery of daily living equipment back to the NRS Healthcare.
 - **Out & About** – this service, which was developed as an internally driven growth initiative, supports adults with learning disabilities during evenings and weekends, and continues to exceed growth expectations.
 - **LATCo consultancy** – Optalis continues to provide expert consultancy to Bury, Manchester, Metropolitan Borough Council in support of the development of their own LATCo. 'Persona Care & Support' is set to launch on 1 October 2015.

2.3 Wokingham Housing Ltd (WHL)

2.3.1 WHL Completed schemes:

WHL have now finalised the 12 months defects at Hillside and are settling the final account (including retention) with the developer. Agreement has been reached on the

majority of the maintenance requirements and responsibility for costs in relation to Vauxhall Drive, which has been an ongoing issue in recent months. This leaves just some newly noted latent defects to agree with costs being determined for further review.

2.3.2 WHL Schemes in Progress and/or Development:

Phoenix Avenue: The Phoenix design and build contract has now been agreed, and WHL are working with the successful contractor, Hill Partnership to finalise contract terms. A letter of intent has been sent to Hills and they have provided us with their programme and the timetable. This includes value engineering exercises to see where costs savings can be made on the initial budget. Hill will be on site in November 2015, with completion in March 2017, and initial handovers starting in January 2017.

Fosters Extra Care Home: Detailed design and specifications are nearing completion, with pre-commencement planning conditions continuing to be collated and discharged. The pre-qualification questionnaire (PQQ) stage of the revised tender process has gone out and has been returned. We have received 9 returns from interested parties and are just about to go out to the contractors that meet the PQQ criteria. The extended procurement process means the anticipated revised timescales remain; Contract award – January 2016, Start on site – March 2016 with a very conservative completion date of July 2017.

Pipe-line sites: A pipe-line of around 9 smaller sites (38 properties) are at various stages of development. Planning permissions on three sites have received planning consent which secured 13 more homes in total. Planning for two sites of 12 more units will be presented over the Autumn, with further sites due to be put before planning early in the New Year to secure the pipeline of homes for WHL and LHL to develop. Much closer working with WBC colleagues on WHLs development pipeline is already bearing fruit with better targeting of resources on the easiest sites to develop.

Loddon Homes: The boards of LHL and WHL met and approved the documents for submission to the HCA on 3 September 2015, with a representative from Holdco being present at the meeting and providing Holdco's sign off. The registration submission to HCA as a For-Profit Registered Provider was sent over the week-end of 5/ 6 September and is now being considered by the HCA. The HCA have already contacted us to clarify a couple of points on our application, which included 25 appendices (34 documents in total) in support of our application. Once fully considered, the HCA will submit our application to the Regulation Committee for approval, a process which is expected to take between 3 and 6 months.

Staffing Update: The Business Support Manager is settling in well and adding much needed capacity to the team. Adverts have been placed to recruit a replacement to the Development Manager, whose contract finishes in February 2016. The next piece of recruitment will be dealing with the succession arrangements to replace the current temporary Finance Director, which is a key role in the small WHL team.

WHL Business Plan: A draft WHL Business Plan has been circulated to update the previous plan and clarify WHLs key objectives and the funding mechanisms supporting WHL and Loddon Homes. This includes predicted profitability dates and payment expectations of the working capital loans to WHL. A final version of the Business Plan will be available once approved by the WHL Board and signed off by Holdco.

3. Financial Report

Budget Monitoring for 2015-16 financial year (To 31st August 2015)

3.1 WBC Group Consolidated, (i.e. comprising WBC (Holdings) Ltd, Wokingham Housing Ltd, and Optalis Ltd).

The figures shown below represent the overall expenditure and income of the Council's subsidiary companies. Budget figures are being reviewed by WHL and therefore an overall comparison of spend against budget is not possible for WHL at present:

At the operational level, the net deficit was £65k.

3.2 WBC (Holdings) Ltd

A loss of £77k is reported compared to a budgeted loss of £138k. This is largely due to a saving on interest as anticipated works on Phoenix Avenue are being rephased, and the budget is currently being reviewed.

3.3 Optalis

- The YTD pre-tax result is a profit of £17k - unfavourable to budget by £4k (budget £21k)
- The key favourable variances to budget relate to income from work undertaken in Bury and additional unbudgeted income from Clement House and Orchard & Shipman, plus cost savings from the deferral of appointments to both the Chairperson and Managing Director roles respectively.
- These were mitigated by unfavourable variances in agency spend, and a lack of private homecare growth.
- The YTD August result assumes a drawdown of £8k per month against the budgeted underwriting of £100k made by WBC against the impact of implementing the National Pay Agreement in January 2015.
- The full year pre-tax result is forecast at £50k as budgeted.
- Net assets at 31 August are £166k (budget £176k).
- Cash at 31 August was £479k (budget £633k).
- The August results are summarised in the table below:

Total Company Aug	Aug Actual (£000)	Aug Budget (£000)	Budget Variance (£000)	Jul Actual (£000)	Prior Month Variance (£'000)
Turnover	970	917	53	974	(4)
Costs	<u>(968)</u>	<u>(905)</u>	<u>(63)</u>	<u>(959)</u>	<u>(9)</u>
Operating Profit	2	12	(10)	15	(13)
Non trading costs	-	-	(0)	(20)	20
Depreciation	<u>(7)</u>	<u>(8)</u>	<u>1</u>	<u>(7)</u>	<u>0</u>
Profit before tax	(5)	4	(9)	(12)	7
Taxation	(1)	(1)	0	(1)	-
Net Profit	<u>(6)</u>	<u>3</u>	<u>(9)</u>	<u>(13)</u>	<u>7</u>

3.4 Wokingham Housing (Including Wokingham Housing Ltd & Loddon Homes Ltd)

Total Sub Group August	Aug Actual (£000)	Aug Budget (£000)	Budget Variance (£000)	Prior Mth Actual (£000)	Variance (£000)
Income	7	Note (a)	Note (a)	9	Note (a)
Costs	<u>(50)</u>	<u>Note (a)</u>	<u>Note (a)</u>	<u>(37)</u>	<u>Note (a)</u>
Operating Loss	(43)	-	-	(28)	-
Non Trading costs	-	Note (a)	Note (a)	-	Note (a)
Depreciation	<u>(2)</u>	<u>Note (a)</u>	<u>Note (a)</u>	<u>(2)</u>	<u>Note (a)</u>
Loss before Tax	(45)	-	-	(30)	-
Taxation	-	Note (a)	Note (a)	-	Note (a)
Net Loss	<u>(45)</u>	<u>-</u>	<u>-</u>	<u>(30)</u>	<u>-</u>

Wokingham Housing Limited (Consolidated)

August Year To Date

Profit and Loss Account for the period to 31st August 2015

	Actual £	Budget £	Variance £
Income	38,273	Note (a)	
Operating Expenditure	(241,267)	Note (a)	
Operating Loss	(202,994)	Note (a)	

Note (a) - Budget for the Group is under review, approval is being sought to reflect the current operational plan.

Income for August 2015 is £7k (Year to date £38k). A draft budget for 2015/16 has been prepared and is currently being finalised to determine appropriate financial targets. This budget includes the costs associated with setting up framework agreements for contract tendering (WHL) and professional advice for HCA Registered Provider application (LHL). The financial budget for development of Phoenix (imminent) and Fosters remain as estimate until detailed negotiations with the appointed contractor determine the cost profile for each scheme. This work will provide an appropriate budget for approval by all appropriate boards.

Operating expenditure for the month was £49k and year to date is £241k

Balance Sheet

Net assets total £802k at 31st August 2015. In total there are 1,900,000 issued and fully paid Ordinary £1 shares held by WBC (Holdings) Ltd. The share capital remains at £1.9m.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See other financial implications below	Yes	Revenue
Next Financial Year (Year 2)	See other financial implications below	Yes	Revenue
Following Financial Year (Year 3)	See other financial implications below	Yes	Revenue

Other financial information relevant to the Recommendation/Decision
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The Council will benefit from reduced costs in commissioning services, the interest and management charges to WBC (Holdings) Ltd and future profits paid out as dividend. These will be factored into the Medium Term Financial Plan under the appropriate service.

Cross-Council Implications

No Cross-Council Implications

List of Background Papers

None

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Agenda Item 71.

TITLE	Revenue Monitoring 2015/16 – September 2015
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	None specific
DIRECTOR	Graham Ebers, Director Finance and Resources
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Effective management of the Council's finances to ensure Value for Money for council tax payers, tenants and schools.

RECOMMENDATION

The Executive is asked to:

- 1) note the forecast outturn position of the revenue budget and the level of forecast balances in respect of the General Fund, Housing Revenue Account, Schools Block and the Authority's investment portfolio;
- 2) approve Supplementary Estimates for Children's Services of £50,000 and Health and Wellbeing £300,000.

SUMMARY OF REPORT

To consider the Revenue Monitoring, General fund, Housing Revenue Account, Schools Block and Treasury Management Reports. The Executive agreed to consider Revenue Monitoring Reports on a quarterly basis.

The General fund is forecasting a net overspend of £644,000 before the Supplementary Estimates of £350,000 (£294,000 after approval of Supplementary Estimates), Housing Revenue Account a net underspend of £253,000 and Schools Block is a net underspend of £171,000.

Supplementary Estimate for Children's Services of £50,000.

Funding will be used to implement the Child Sexual Exploitation and Multi Agency Safeguarding Hub (MASH). The Hub provides information sharing across all organisations involved in safeguarding children and families. Partners include Social Care, Health, Education, Housing, Police, Youth Offending & Targeted Services.

The MASH will share information across the services above in order to better inform initial safeguarding decisions. All partners will work together to provide the highest level of knowledge and analysis to make sure that all safeguarding activity and intervention is timely, proportionate and necessary. It will contribute to improved outcomes for children and young people because it has the ability to swiftly collate and share multi agency information held by various organisations.

To approve Supplementary Estimate Care Act £300,000.

The Care Act imposed a new eligibility criteria for care services on Wokingham (moving us from 'critical' to 'critical and substantial'), such that many more people are now eligible for care services. Inevitably the effect is increased demand both for assessments of need and provision of care. Although this effect was anticipated, the settlement from government (Department of Health – DoH) for these new duties fell far short of the actual cost.

The Council challenged the legal basis for the DoH's Care Act funding allocation through Judicial Review proceedings, which led to the DoH agreeing to an independent review of any 'new burden' on the Council. That review is currently being undertaken and will report in December. If successful, the Supplementary Estimate will be repaid from new funding awarded by the DoH.

Background

General Fund

The table below shows the expected forecast outturn for 2015-16 by Service. An explanation of the major budget variances are shown in Appendix A.

Table below represents latest forecast position. An updated position with September figures will be provided for Executive.

Service	End of Year Position		
	Current Approved Budget £,000	Current Forecast £,000	Net over/(under) spend £,000
Chief Executive	5,686	5,636	(50)
Children's Services	33,070	33,644	574
Health & Wellbeing	43,197	43,660	463
Environment	35,098	35,018	(80)
Finance & Resources	10,957	10,694	(263)
Net Expenditure	128,008	128,652	644

The forecast represents a General Fund net overspend of £644,000 or £294,000 after the Supplementary Estimate.

1. Material variances within Children's Services are:

a) Cessation of grant funding £198,000

The Department for Education Adoption Reform Grant ended February 2015. Up to that stage the indication from the Department was that funding would continue. The money is contractually invested. The funding supports cross service activities. A Growth bid is anticipated for 2016-17.

b) Reduction in Continuing Health Care Funding £100,000

Initial applications to Health have resulted in lower level of contributions than estimated. A Growth bid is anticipated for 2016-17.

c) Residential Placements £226,000

Additional Residential Placement due to Tribunal led decision resulting in an unexpected mid-year placement costing £40,000. Care plans for two children in high cost complex Placements dictate that the children need to remain in their placement, generating an unexpected pressure of £186,000 (costs of the placement to year one).

Appendix B sets out forecast spend and activity for the last two financial years with projections to 2018-19.

Expenditure for 2013-14 & 2014-15 was approximately £2.4m.

Following a number of initiatives, including reviewing all Placements, with where appropriate, planned moves to alternative provision and recommissioned contracts a total saving of £515,000 was agreed for the budget 2015-16 resulting in a revised budget of £1.8m.

However, following pressures as set out above relating to Tribunals & Judicial Review the current forecast exceeds £2m, resulting in a net overspend of £226,000. Future budget projections are in line with current forecast and a growth bid is anticipated for 2016-17.

Increased early intervention, greater working with children & families and more flexible approach to alternative provision has resulted in fewer mainstream lower cost placements. This has led to an increased average unit cost as existing and new placements have more complex and higher cost needs.

2. Material variances within Health & Wellbeing are:

a) Homelessness c£100,000

There are pressures in both Housing Needs and Mental Health for Homelessness due to increasing volumes within the Borough. Steps are being taken to source alternative housing provision.

b) Public Health Grant c£320,000

Following recent announcements there is a risk of an in-year reduction to the Public Health Grant. There are plans to contain this with the service.

c) Eligibility Criteria c£300,000

The service is experiencing increasing service and assessment costs relating to the requirement to meet wider eligibility criteria following the implementation of the Care Act. Individual packages of care are now costing more due to a greater level of need being provided for, as well as increased purchasing costs.

The Council is currently in negotiations with the Department of Health regarding the impact of the Care Act. Any monies received resulting from this would be used to first replenish this £300,000 use of balances.

General Fund balances as at 31 March 2016 are projected to be £10.198m (£9.848m after approval of Supplementary Estimates). The Statement of General Fund balance is shown in Appendix C.

Other Funds

The Housing Revenue Account forecast is a net underspend of £253,000.

The indicative Housing Revenue Account (HRA) balance as at the 31st March 2016 is £4,363,000. Shown in Appendix D.

The Schools Block forecast is a net underspend of £171,000.

The indicative Dedicated Schools Grant (DSG) reserve balance as at 31st March 2016 is £468,000. Shown in Appendix E.

The authority's investment portfolio shows current investments of £73.1m being invested by the Council's External Fund Managers. Shown in Appendix F.

Analysis of Issues

Effective monitoring of budgets is an essential element of providing cost effective services and enables any corrective action to be undertaken, if required. Many of the budgets are activity driven and can be volatile in nature.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	General Fund £128m	Yes	Revenue
Next Financial Year (Year 2)	To be determined	Yes	Revenue
Following Financial Year (Year 3)	To be determined	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

The Council will continue to review cost reduction measures to contain expenditure with the overall budget.

Cross-Council Implications

None

List of Background Papers

None

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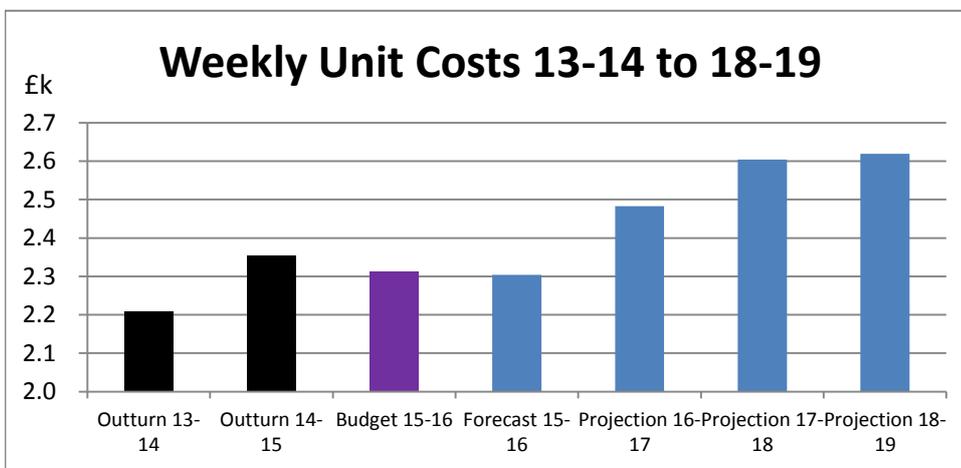
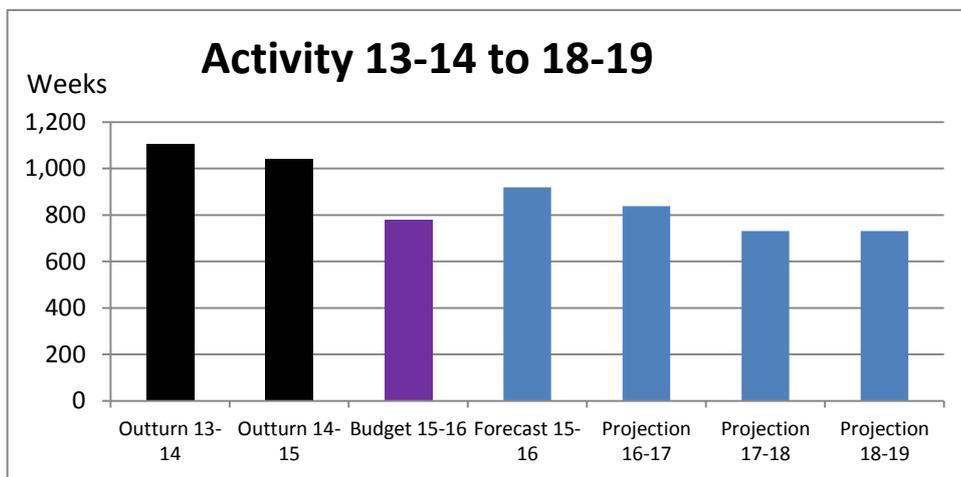
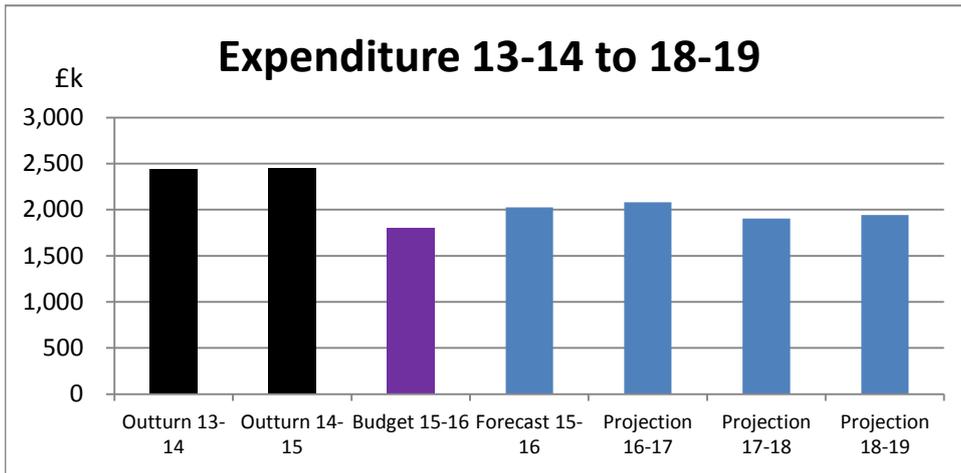
REVENUE MONITORING REPORT September 2015

GENERAL FUND SUMMARY

Service	Current Position to 31-08-15			End of Year Position		Comment on major areas of estimated over/underspend
	Planned	Actual	Variance	Current Approved Budget	Net over/(under) spend	
	£,000	£,000	£,000	£,000	£,000	
Chief Executive	2,759	2,730	(29)	5,686	(50)	Governance & Improvement employee vacancies (£50k).
Children's Services	8,191	9,013	822	33,070	574	DoE Adoption Reform Grant notification of grant ending received February 2015. Up to that stage indication from Department was funding would continue; funding supports cross Service activities £198k. Net increase in Placements £226k. Reduction in Continuing Health Care contributions towards joint funded placements £100k.
Health & Wellbeing	17,410	17,352	(58)	43,197	463	Homelessness c£100K pressures in both Housing Needs and Mental Health for Homelessness due to increasing volumes within the Borough. Steps are being taken to source alternative housing provision. Public Health Grant c£320K following recent announcements there is a risk of an in-year reduction to the Public Health Grant. There are plans to contain this with the service. Eligibility Criteria c£300K increasing service and assessment costs relating to the requirement to meet wider eligibility criteria following the implementation of the Care Act. Individual packages of care are now costing more due to a greater level of need being provided for, as well as increased purchasing costs.
Environment	14,672	13,869	(803)	35,098	(80)	Release of (£100k) Invest to save Increase Recycling. Unachieved savings School CP £85k, offset partly by overachieved car parking (£65k). £100k Carry Fwds identified against Waste & Minerals, Dinton & Increase Recycling Invest to Save Schemes. New Park and Ride Winners opening delayed until Sept £80k, Service will work to contain within existing budget.
Finance & Resources	2,033	2,659	627	10,957	(263)	Interest on Balances (£77k), reduction in Audit Fees (£40k) & receipt of Icelandic Bank funds (£124k).
Net Expenditure	88,097	88,588	559	128,008	644	
Supplementary Estimate Request					(350)	Children's Services £50k and Health & Wellbeing £300k.
Net Expenditure after Supplementary Estimates	88,097	88,588	559	128,008	294	

Key Areas of Activity

Children's Services Residential Placements



STATEMENT OF GENERAL FUND BALANCE

	£,000	£,000
G.F. Balance (as at 31/3/2015)		(11,139)
<u>Supplementary Estimates</u>		
None	0	0
<u>Carry Forwards from 2014-15</u>		
Chief Executive	5	
Environment	292	297
<u>Projected Service Unit Variance</u>		
Chief Executive	(50)	
Children's Services	574	
Health & Wellbeing	463	
Environment	(80)	
Finance & Resources	(263)	644
Forecast General Fund Balance 31/3/2016		<u>(10,198)</u>
<u>Supplementary Estimates to be approved</u>		
Children's Services	50	
Health & Wellbeing	300	350
Forecast General Fund Balance 31/3/2016 (after Supplementary Estimates)		<u>(9,848)</u>

REVENUE MONITORING REPORT 2015/16

Report Date: September 2015

Service	Current position			End of year position		Comment on major areas of estimated over/underspend
	Planned £,000	Actuals £,000	Variance £,000	Current Approved Budget £,000	Provisional Variance £,000	
Housing Revenue Account						
Capital Finance	3,002	3,005	3	7,205	0	No material forecast variances.
Fees & Charges / Capital Finance Charges	(184)	(164)	20	(396)	6	No material forecast variances.
General Management	609	736	127	1,563	0	No material forecast variances.
House Sales	-	(4)	(4)	-	0	No material forecast variances.
Housing Repairs	1,219	1,149	(70)	2,926	(231)	Reduction in the number of responsive maintenance jobs delivered by Reading Borough Council (£115k); reduction in spend on heating repairs & maintenance due to continued Capital investment £100k).
Other Special Expenses	81	85	4	217	2	No material forecast variances.
Rents	(6,337)	(5,888)	449	(15,209)	0	No material forecast variances.
Sheltered Accommodation	226	130	(96)	525	(30)	No material forecast variances.
Subtotal Excluding Internal Recharges	(2,767)	(1,900)	434	(6,336)	(253)	
Internal and Capital Charges	1,702	1,702	0	4,086	0	
	(1,065)	(197)	434	(2,250)	(253)	

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HRA Reserves brought forward 1st April 2015
 Service Improvement Carry Forward
 HRA Reserves as at 31st March 2015
 Net in-year planned deficit
Estimated HRA balance as at 31st March 2016

(4,110)
 0
 (4,110)
 (253)
(4,363)

SCHOOLS BLOCK MONITORING REPORT September 2015

	End of year position	
	Current Approved Budget	Net over/(under) spend
	£,000	£,000
Total Individual Schools Budgets & Early Years Allocations	111,653	(453)
Total Central Expenditure	13,588	91
TOTAL SCHOOLS BUDGET EXPENDITURE	125,241	(533)
TOTAL SCHOOLS BLOCK FUNDING INCOME	124,556	(362)
NET TOTAL SCHOOLS BUDGET in-year (surplus) / deficit	685	(171)
Brought Forward (surplus) / deficit balance	(982)	0
TOTAL YEAR-END (SURPLUS) / DEFICIT	(297)	(171)
		(468)

Schools Block Reserves brought forward 1st April 2015	(982)
Service Improvement Carry Forward	0
Schools Block Reserves as at 31st March 2015	(982)
Net in-year planned deficit	514
Estimated Schools Block balance as at 31st March 2016	(468)

INVESTMENT PORTFOLIO									
	Fitch Long Term Rating *	In House Limit £000	Max Duration Months	Rate	In House Investment £000	RLAM Investment £000	SWIP Investment £000	WBC Total Investment £000	% of Portfolio
Others									
Local Authorities:									
Woking Borough Council	AAA	5,000	12	0.48%	5,000			0	0%
Blackpool BC	AAA	5,000	12	0.43%	3,000			3,000	4%
Barnsley Borough Council (15/09/14)	AAA	5,000	12	0.45%	3,000			3,000	4%
London Borough of Enfield (18/09/14)	AAA	5,000	12	0.40%	5,000			5,000	7%
Eastleigh Borough Council (15/04/15)	AAA	5,000	12	0.48%	5,000			5,000	7%
Salford City Council (31/01/15)	AAA	5,000	12	0.40%	5,000			5,000	7%
Birmingham City Council (16/06/2014, 14/08/14)	AAA	5,000	12	0.40%	2,000			2,000	3%
Lancashire County Council (28/08/14,	AAA	5,000	12	0.50%	5,000			5,000	7%
Dudley Cpouncil	AAA	5,000	12	0.40%	3,000			3,000	4%
Monmouthshire Council	AAA	5,000	12	0.45%	3,000			3,000	4%
Leeds City Council	AAA	5,000	12	0.40%	5,000			5,000	7%
Fife Council	AAA	5,000	12	0.45%	3,000			3,000	4%
South Lanarkshire	AAA	5,000	12	0.65%	3,000			3,000	4%
Debt Management Office (DMO)	AAA	20,000	12					0	0%
Cash	AAA						2	2	0%
Money Market Funds									
Invesco Global Cash management (formerly AIM MMF)	AAA	5,000	36	0.54%	0			0	0%
Deutsche Bank Sterling Fund (formerly Henderson MMF)	AAA	5,000	36	0.62%	0			0	0%
Goldman Sachs	AAA	5,000	36	0.31%	0			0	0%
Goldman Sachs - govt backed	AAA	5,000	36	0.19%	0			0	0%
SWIP Global Liquidity Fund	AAA						9,558	9,558	13%
SWIP Investment CA	AAA							0	0%
RLAM Investment CA	AAA					1,324		1,324	2%
BANKING GROUPS									
Nordea Group									
Nordea Bank Finland (27/06/15)	AA-	3,000	12	0.50%	0			0	0%
Credit Agricole Group									
Credit Agricole CIB (22/07/14)	AA-	3,000	12	0.53%	0			0	0%
Bank of New York Co, Inc Group									
Bank of New York	AA-	3,000	12		0			0	0%
Banco Santander Hispano Group									
Banco Santander UK plc(On Call)	A+	3,000	6	0.35%	0	0		0	0%
HSBC Group									
HSBC Bank	AA	3,000	6					0	0%
Lloyds Banking Group									
Bank of Scotland Plc	AA-	3,000	6					0	0%
Lloyds Bank (On call)	AA-	3,000	6	0.42%		1,316		1,316	2%
Group Limit		5,000							
Royal Bank of Scotland Group									
Royal Bank of Scotland Group (On Call)	A	3,000	6	1.28%				0	0%
Royal Bank of Scotland plc(25/10/12)	A	3,000	6	1.32%				0	0%
Natwest	AA-	3,000	6		0			0	0%
Group Limit		3,000							
INDIVIDUAL BANKS									
Deutsche Bank	AA-	3,000	12		0	0		0	0%
Societe General	AA-	3,000	12			0		0	0%
Toronto Dominon Bank	AA	3,000	12	0.65%		0		0	0%
Close Brothers	A	3,000	6	0.90%	0			0	0%
Barclays Bank	AA-	3,000	12	0.45%	0	0		0	0%
ING Bank	A+	3,000	12	0.52%	0	2,002		2,002	3%
Svenska Handelsbanken	AA	3,000	12	0.47%		250		250	0%
BNP Paribas	AA	3,000	12	0.51%		0		0	0%
Rabobank	AA	3,000	12	0.75%	0	2,518		2,518	3%
National Australia Bank	AA	3,000	12	0.78%		2,149		2,149	3%
Commonwealth Bank of Australia	AA	3,000	12	0.63%				0	0%
Building Societies									
Nationwide Building Society (13/08/14)	A+	2,000	6	0.48%	0	0		0	0%
Coventry Building Society (19/08/14)		2,000	6	0.45%	2,000			2,000	3%
Leeds Building Society (15/10/13)	A-	2,000	6	0.40%	2,000			2,000	3%
TOTAL EXTERNAL INVESTMENTS					54,000	9,559	9,560	73,119	1
					54,000	9,559	9,560	73,119	

In House figures as at 31/05/15 and Fund Managers figures as at 31/05/15

Agenda Item 72.

TITLE	Capital Monitoring 2015/16 – End of September 2015
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	None specific
DIRECTOR	Graham Ebers, Director Finance and Resources
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Effective use of our capital resources to meet service investment priorities, offering excellent value for resident's council tax.

RECOMMENDATION

The Executive is asked to:

- 1) note the Capital Monitoring report for 2nd quarter of 2015/16, as set out in Appendix A to the report;
- 2) approve the allocation of s106 to currently approved projects, as listed in Appendix B to the report, which will reduce borrowing costs by £395,014.73 (plus indexation to be calculated).

SUMMARY OF REPORT

To consider the 2015/16 Capital Monitoring Report to the end of September 2015. Executive agreed to consider Capital Monitoring Reports on a quarterly basis. This report is to the end of the 2nd quarter forecasts, and shows a small underspend of (£14,000).

Background

The capital monitoring report to the end of September (Appendix A) shows a small under spend of (£14,000). The forecast variance has been arrived at by analysing the actual commitments to date and assessing how expenditure may continue to the end of the year based on the latest information available.

The current approved Capital Budget is £107,536,000. However, it has been estimated £53,359,000 will be spent this financial year. The remaining budget will be carried forward into 2016/17. The Carry forward is estimated at £54,163,000.

Analysis of Issues

Effective monitoring of budgets is an essential element of providing cost effective services and enables any corrective action to be undertaken, if required. There is a forecast (£14,000) underspend variance on the Capital Programme for the current financial year.

Uncommitted Capital balances are currently estimated to be £36,000 as at 30th September 2015 (prior to any announcement about funding cuts and on the assumption that the level of capital receipts will be achieved). The estimated capital receipts for 2015-16 as at the 30th September 2015 are expected to be £250,000.

Release of S106 (Appendix B)

The Executive are asked to approve the use of S106 contributions secured, towards the funding of the following scheme :

- Coppid Beech Roundabout Improvements and Enhancements £395,014.73

The Executive had previously approved forward funding of this scheme (which was provisionally funded by internal borrowing).

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£53 million	Yes	Capital
Next Financial Year (Year 2)	£54 million	Yes	Capital
Following Financial Year (Year 3)	To be determined	Yes	Capital

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

Budgets are clearly monitored and do not impact on other Council services and priorities
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List of Background Papers

None

Contact James Sandford	Service Resources
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Date 15 October 2015	Version No.1

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Capital Expenditure Monitoring as at 30th September 2015

Appendix A

Service Unit	Full Year Budget 2015/16 £000	Profile Year 1 £000	Profile Year 2 £000	Forecast Outturn 2015/16 £000	Proposed Carry Forward 2016/17 £000	Estimated (Under)/ Overspend £000	Total Works Complete £000	Comments
Chief Executive	18,399	3,556	14,843	3,556	0	0	1,308	Explanations of year 2 profile - £14.8m Town Centre Regeneration - programme planned over a number of years
Children's Services	30,748	25,719	5,029	18,640	7,053	(25)	4,742	Explanations of year 2 profile - £1.3m Basic Need - Shinfield Junior Expansion re-tender, £1.1m Secondary Improvement Programme - Emmbrook Comprehensive in development, £1.9m Special Education Needs - strategy including Autistic Spectrum Disorder Unit construction planned for year 2, £319k Schools Led Enhancement various projects Explanations of Carry Forward - £184k Shinfield Infant & Nursery (Phase 3 Expansion) Delay due to overhead power divert, £340k Special Education Needs Autistic Spectrum Disorder Unit (St Crispins) & £600k Basic Needs Secondary (St Crispins) - Delay reflects further development of projects, currently finalising stakeholder requirements to agree project parameters and timescales - Phasing of works to have operational school throughout the life of the project, £1.77m Earmarked Basic Needs Primary Programme, several schemes at feasibility/planning stage, £750k Emmbrook Comprehensive, Agreed timescales with school to decant existing modular units Easter 16 and start onsite after, £3.38m New Arborfield School - anticipated start on site date slipped from July 15 to October 15 due to possession of site.
Environment	19,787	14,038	5,749	14,038	0	0	5,000	Explanations of year 2 profile - £1.5m Crash Barriers - phase 2 delayed to summer 2016 due to conflict with diversion routes, £3.9m Street Lighting - Joint working revised procurement timetable. Explanations of variances - Budget issues to be covered within Service: £67k Coppid Beach Roundabout due to unforeseen issues arising on site during construction, £291k Station Link Road (SLR) due to initial budget setting being premature and unforeseen utility issues. Funded by £(335)k Structural Maintenance budget savings plus £(23) underspend across several Integrated Transport schemes. Final position of SLR being investigated and confirmed.
Finance & Resources	5,282	3,610	1,672	3,634	(13)	11	690	Explanations of year 2 profile - £1.1m Strategic Capital Reserve
Health & Wellbeing	33,319	18,844	14,475	13,491	5,353	0	3,302	Explanations of year 2 profile - £10.7m Wokingham Housing Limited (WHL) - construction programmed by WHL in year 2, £1.2m Supported Living Accommodation - staged scheme, £1.2m Extra Care / Enhanced Sheltered Housing - at feasibility stage, deliver mechanism to be determined, £545k Replacement for Day services for adults (physical disabilities) at planning stage, £300k Tape Lane, Hurst redevelopment. Explanations of Carry Forward - £277k council dwellings enhancements - works re-programmed, further carry forward to be confirmed, £4.9m Wokingham Housing Limited (WHL) profile confirmed by WHL Finance Director, specific schemes still to be identified, £50k Replacement for Day services for adults (physical disabilities) and £100k Learning Disabilities (Autism) Premises, at planning stage.
TOTAL	107,536	65,767	41,769	53,359	12,394	(14)	15,043	

Please note when a negative number is shown in the Proposed Carry Forward this shows that the schemes expenditure has accelerated from the original profile of spend

Chief Executive

Children's Services

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Environment

Finance & Resources

Health & Wellbeing

Chief Executive

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Release of S106 Developer Contributions

The Executive is asked to approve the release of the following secured ring-fenced S106 developer contributions towards the “Coppid Beach Roundabout Improvements” project.

The budget for the project has been approved in last year’s medium term financial plan; this approval will not change the budget for the project only how it is funded.

- Buckhurst Farm (Montague Park) - £234,389.73
 - Kentwood West, North SDL - £28,125 (plus indexation)
 - Matthewsgreen, North SDL - £95,000 (plus indexation)
 - Keephatch Beech, North SDL - £37,500 (plus indexation)
- Total - £395,014.73

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Agenda Item 73.

TITLE	Extension to Term Maintenance Contract
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	None Specific
DIRECTOR	Graham Ebers, Director of Finance and Resources
LEAD MEMBER	Philip Mirfin, Executive Member for Regeneration and Communities

OUTCOME / BENEFITS TO THE COMMUNITY

Strategic Benefits

It permits us to retain the availability and value of our operational estate (e.g. offices and schools) while increase the opportunities for saving costs and driving efficiencies. The extension to these existing arrangements will allow us to align our contracts with our neighbouring authority, Royal Borough of Windsor and Maidenhead (RBWM), as well as consider the relationship with similar arrangements for housing repairs. This will allow us to;

- Reduce the potential costs of procurement
- Benefit from economies of scale
- Support the impending Shared Service arrangements

Operational Benefits

The extension of the contract enables the Operational Property Service to continue to provide cost-effective repairs and maintenance while ensuring quality of outcomes for property users.

The additional time allows the contract to be reviewed and a new, more complete procurement arrangement put in place to drive out efficiencies across the proposed shared service in letting and managing one set of contractual arrangements and performance standards.

RECOMMENDATIONS

The Executive is asked to agree to the extension of the Term Maintenance Contract for no more than 12 months.

SUMMARY OF REPORT

The Term Maintenance Contract is at an end and having been extended once previously, now needs formal approval to be extended further. Given the impending Operational Property Shared Service with the Royal Borough of Windsor and Maidenhead (RBWM) it would be opportunistic to align these contracts and so benefit from;

- Economies of scale by letting contracts across both organisations
- Reduced resource requirements from letting, monitoring and managing a shared contract
- Improved efficiencies from managing one set of service deliverables and aligning processes

This would also provide time to consider links to arrangements in place for housing repairs and the disabled facilities grant.

The current contractual arrangements have been reviewed against other arrangements in Berkshire and continue to offer value for money, and so maintaining these arrangements would not financially disadvantage us.

Background

The Council has Term Maintenance Contract in place which is coming to an end and required re-tendered or extended.

The Term Maintenance Contract is provided through Contract Trading Service Ltd (CTS), and provides our response to reactive maintenance needs across our estate. This works through the provision of a schedule of rates, and a call off of work.

The contact was originally let in 2008 for 3 years, with a 3 year extension which has been taken up. This is due to come to an end in September 2015 and will roll on until agreement has been reached to extend the arrangement or to go to tender.

There is Corporate approval for a Shared Operational Property Service to be set up with our neighbour, RBWM, and work is currently being undertaken to implement this service in the current year. Part of this Shared Service will relate to the delivery of a repairs and maintenance service across the estates of both partners, and therefore it would be beneficial to align the contracts and let one overarching Term Contract.

In addition, the time allowed by extending the current agreement can permit further consideration of links to other arrangements in place for housing repairs, provided thought an agreement with Reading Borough Council, as well as the determination of the future impact of changes to the disabled facilities grant. It was for these reasons, the decision was made not to go out to tender earlier.

Analysis of Issues

Our Term Contract will end in September 2015 and will roll on until a decision is made. The related contract of RBWM will expire at the end of May 2016, and so it would be opportunistic to let a larger contract across both organisations and benefit from the economies of scale as well as efficiencies from monitoring and managing a single contract in addition to streamlined and aligned processes.

CTS have provided a reactive maintenance service for the Council for around 6 years and have proven to be pro-active and adaptive to our changing requirements. They have an extensive knowledge of the property portfolio and working practises, ensuring a rapid and effective response to maintenance requests. It would be challenging to find another short-term provider to match this.

Discussions with our Procurement Service have shown there would be little interest from new providers to undertake such a short contract, and that rates would likely be less favourable due to the requirements we would have. In addition, there would be direct costs and resource implications on setting up any new arrangement. Therefore, it would appear most cost effective to retain current arrangements until a new arrangement can be implemented.

The current contractual arrangements have been reviewed against other arrangements in Berkshire and continue to offer value for money, and so maintenance of this agreement would not have a significant financial impact, if any at all. The predicted value of the contract would be £150,000 per annum, which is no higher than current spend and so would not lead to any budget pressures.

Options therefore include;

1. Extending the current arrangement to allow us to align contracts with RBWM, which is the recommended approach
2. Extend the RBWM contract to cover WBC properties, which cannot be done due to the differenced within both the contracts and processes nor our arrangements with internal clients e.g. schools
3. Let a new contract to provide the service either in the short or longer term. This would need resources to undertake and may then lead to the contracts not being aligned or expensive short-term arrangement with a new provider. There is a risk to disruption of service and increased costs.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£0k)		
Next Financial Year (Year 2)	(£0k)		
Following Financial Year (Year 3)	(£0k)		

Other financial information relevant to the Recommendation/Decision

The current schedule of rates is comparable to other arrangements across Berkshire; therefore there is no significant loss, if any, in regards to value for money in extending the arrangement.

Cross-Council Implications

There will be limited impact on other Council services.

List of Background Papers

None

Contact: Billy Webster	Service: Support Services
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Date: 19 October 2015	Version No. 1.0

Agenda Item 74.

TITLE	Officer Scheme of Delegation
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	None specific
LEAD OFFICER	Andrew Moulton, Head of Governance and Improvement Services
LEAD MEMBER	Keith Baker, Leader of Council

OUTCOME / BENEFITS TO THE COMMUNITY

The provision of an up to date Officer Scheme of Delegation will provide greater clarity on areas of responsibility.

RECOMMENDATION

That the Executive agree the revised Sections 11.2 and 11.3 of the Constitution, as set out in Appendix A to the report, and recommend that Council adopt the revisions for inclusion in the Constitution.

SUMMARY OF REPORT

Chapter 1.1.4 of the Council's Constitution states that the Monitoring Officer will monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect.

The report contains a revised Scheme of Delegation which has been formulated in consultation with the Council's Corporate Leadership Team and other senior Officers. The revisions reflect the changes to the Council's management structure.

The Executive is being asked to review Chapters 11.2 Responsibility for Local Choice Functions and 11.3 Scheme of Delegation to Officers, which are part of the Council's Constitution and recommend their adoption to Council.

The Constitution Review Working Group considered and agreed the revised Sections 11.1-11.3 at their meeting on 15 September 2015.

Background

Section 11 - Officers

1. Chapters 11.2-11.3

Apart from minor amendments these chapters, which include the Officer Scheme of Delegation, have not been updated since 2010. Since this date there has been a major change in the Council's management structure which has resulted in some amalgamation of departments and changes in responsibility for different areas making the current version out of date.

Due to the requirement for widespread changes to the document it would be difficult to update it in its current format. Therefore the opportunity has been taken to review the document and look at other ways that the information could be presented that would articulate Officers' responsibilities without the need to keep amending the document every time there was a change in the organisation eg job title or post or amendments to legislation.

From reviewing other local authorities' Scheme of Delegations, and from discussions with CLT, it was agreed that a more streamlined version would be preferable with greater clarity over responsibility and the ability for Directors to further delegate functions as necessary.

The proposed version, attached at Appendix A, contains amendments to Chapter 11.2 and a completely rewritten Chapter 11.3 – Scheme of Delegation to Officers. Chapter 11.3 was previously based on delegating specific actions to specific roles. The revised version is primarily based on the delegation of functions, powers or duties relating to specific areas of responsibility to the relevant Director who can then delegate these to other Officers as appropriate.

The various Acts/Regulations which were previously spread through the document often only related to specific sections of a relevant Act which meant that sometimes an Officer did not have the appropriate delegation. As a result all Acts/Regulations have been included in an Appendix at the back of the document which should ensure that all Directors have the necessary delegation to act on any of the sections in a particular piece of legislation.

None of the amendments proposed delegates to Officers any of the functions which are currently matters which are reserved to Council, the Executive or any committee/sub-committee of the Council.

Because these Chapters relate primarily to matters which are functions of the Executive, that are being delegated to Officers to undertake, it is best practice that the Executive should be approving these delegations prior to full Council adoption for inclusion in the Constitution.

The Constitution Review Working Group has considered and agreed the proposed changes for adoption by Council and any comments made by the Working Group have been incorporated into the Chapters attached at Appendix A. The CRWG also considered and agreed a revised Chapter 11.1 – Officers General Principles but because this chapter does not include any Executive functions it does not need to be

considered by the Executive and therefore will be forwarded to Council for final adoption.

The Executive is therefore asked to consider the revised sections and recommend them to Council for adoption and inclusion in the Constitution.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0		
Next Financial Year (Year 2)	£0		
Following Financial Year (Year 3)	£0		

Other financial information relevant to the Recommendation/Decision

There are no financial implications arising directly from this report.

Cross-Council Implications

The Chief Executive and all Directors have been consulted on the revised Officer Scheme of Delegation.

List of Background Papers

The Council's Constitution

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Telephone No 0118 9746051	Email anne.hunter@wokingham.gov.uk
Date 19 October 2015	Version No. 1

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**SECTION 11
OFFICERS**

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CHAPTER 11.2 – RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

These functions are so named because the Council can decide whether the Executive should or should not be the decision making body. The Council has therefore allocated these functions as follows:

Function	Executive or Non-Executive	Delegated to
Any function under a local Act other than a function specified or referred to in regulation 2 of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England)(Amendment) Regulations 2001	Non-executive	Chief Executive
The determination of an appeal against any decision made by or on behalf of the authority	Non-executive	Licensing and Appeals Committee
The Licensing Authority's fee setting functions as set out in the Gambling Act 2005	Non-executive	Licensing and Appeals Committee
The making of arrangements pursuant to subsection (1) of section 67 of, and Schedule 18 to the 1998 Act (appeals against exclusion of pupils)	Non-executive	Chief Executive
The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to the 1998 Act (admission appeals)	Non-executive	Chief Executive
The making of arrangements pursuant to section 95(2) of, and Schedule 25 to the 1998 Act (children to whom section 87 applies; appeals by governing bodies)	Non-executive	Chief Executive
The making of arrangements under Section 20 (questions on police matters at council meetings) of the Police Act 1996 for enabling questions to be put on the discharge of the functions of a police authority	Non-executive	Chief Executive
The making of appointments under paragraphs 2 to 4 (appointment of members by relevant councils) of Schedule 2 (police authorities established under section 3) to the Police Act 1996	Non-executive	Chief Executive
The conducting of best value reviews in accordance with the provisions of any order for the time being having effect under section 5 (best value reviews) of the Local Government Act 1999.	Executive	Executive
Any function relating to contaminated land.	Non-executive	Director Environment
The discharge of any function relating to the control of pollution or the management of air quality.	Non-executive	Director Environment
The service of an abatement notice in	Non-executive	Director Environment

respect of a statutory nuisance.		
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	Executive	Executive
The inspection of the authority's area to detect any statutory nuisance.	Non-executive	Director Environment
The investigation of any complaint as to the existence of a statutory nuisance.	Non-executive	Director Environment
The obtaining of any information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Non-executive	Director Environment/Borough Solicitor
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Non-executive	All Directors
The making of agreements for the execution of highways works	Non-executive	Director Environment
The appointment of any individual – a) to an office other than an office in which he is employed by the authority b) to any body other than – i) the authority; ii) a joint Committee of two or more authorities; or c) to any Committee or sub-Committee of such a body d) to a body or committee of two or more partners of the Wokingham Borough Strategic Partnership and the revocation of any such appointment.	Executive	Executive
The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities.	Non-executive	Chief Executive
The authorisation of another local authority or officer(s) of another local authority under Section 101 of the Local Government Act 1972 to discharge any functions of Wokingham Borough Council which have been delegated to Directors or Head of Governance and Improvement Services	Non-executive	Any Director or Head of Governance and Improvement Services

CHAPTER 11.3 - SCHEME OF DELEGATION TO OFFICERS

11.3.1 Introduction

The following section sets out the extent to which the functions and duties of the Council are delegated to the Council's Officers to carry out, the conditions and principles by which such authority will be exercised and limitations to it.

The Scheme is divided into the following sections:

- a) Proper Officer functions – functions of the Council required to be assigned to named Officers under Statute;
- b) Service specific delegations, set out by Director.

The delegations in this Scheme include the discharge of both Executive and Non-Executive functions. Non-Executive functions cannot be taken by the decision-making Executive of the Council. A list of Non-Executive functions is set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.

The delegations set out in this Chapter apply to those functions which have not, by virtue of the Constitution or any other instrument, been reserved to Council, Executive or any committee/sub-committee thereof. Any functions which are not specifically discharged by Council, Executive or delegated to a committee/sub-committee are delegated to Officers.

11.3.2 Principles and Conditions

The following principles and conditions shall apply where Officers exercise delegated powers:-

Any exercise of delegated powers shall comply with:

- a) any statutory restrictions;
- b) any relevant Act of Parliament as set out in Appendix A. Any reference to any Act of Parliament shall be deemed to include any act, statutory instrument or regulation by which it is applied, extended, amended, consolidated or replaced;
- c) the Council's Budget and Policy Framework which includes the approved Budget;
- db) Council Rules of Procedure as set out in Chapter 4.2 of this Constitution;
- ee) Financial and Contract and Procurement s Procedure Rules as set out on Chapter 12 of this Constitution;
- fd) Policies and Plans approved by full Council or the Executive in conjunction with the Council's strategic partners;
- ge) Codes and Protocols; and
- hf) The Officer Code of Conduct set out in Chapter 11.4 of this Constitution.

Delegated powers shall be exercised within the Council's policy guidelines and the appropriate budget provision having regard to economy, efficiency and effectiveness, ensuring compliance with the Council's objectives as set out in its Policy Framework, the highest standards of customer care and giving due consideration to the environmental implications and human rights implications of any decision taken.

Officers shall not exercise delegated powers in any case where a departure from current policy is likely to be involved, where the decision is a Key Decision as defined in Chapter 1.4 or where it is reserved to the Council or a Committee/Sub-Committee of the Council. Officers shall have the discretion not to exercise their delegated powers but to refer the matter to the Executive, Council or Committee/Sub-Committee of the Council.

Functions delegated by reference to job titles or posts which have changed will continue to be exercised by Officers whose duties include or most closely correspond to the duties of the post originally referred to.

11.3.2.1 Consultation

In exercising delegated powers, Officers shall consult other Officers as appropriate and shall have regard to any advice given. Consultation in areas of financial, legal, personnel, property and public relations will be of paramount importance, as will consultation with the Council's strategic partners as defined in the Partnership Register (see Chapter 10.2).

Officers shall liaise with the relevant Executive Member on executive functions and the Chairmen of the Planning Committee, Licensing and Appeals Committee or Personnel Board, as appropriate, before exercising delegated powers in respect of matters which are likely to be regarded as politically sensitive or contentious.

Officers shall inform the local Ward Member(s) when they exercise any delegated powers affecting a particular Ward in respect of a matter which is likely to be regarded as politically sensitive or contentious.

The exercise of a power by an Officer which requires consultation with other Officers shall be dependent upon agreement being reached otherwise the matter shall be referred to the Chief Executive for determination or, if he/she considers it necessary, for reference to the Executive for consideration.

11.3.2.2 Delegations

The scheme sets out delegations to each Director, and where appropriate further delegations to other named Officers. Directors may arrange for other Officers under their control to exercise some or all of their powers, subject to:

- a) such arrangements being clearly set out within written section procedures;
- b) accountability for the actions of subordinate Officers remaining with the Director

Any delegation to a Director or other Officer may be exercised by the Chief Executive.

Notes:

~~1—Reference to any Act shall include any re-enactment or amendment thereof.~~

~~2—Where more than one Director has authority to exercise a delegated power, for ease of reference the delegation will be set out under each Director's delegations and referred to as a footnote.~~

11.3.3 PROPER OFFICER FUNCTIONS

11.3.3.1 Local Government Act 1972 and Any Other Amending Legislation

The following Officers have been appointed Proper Officer for the purposes of the undermentioned provisions of the Local Government Act 1972 and any other amending legislation:

Responsibility	Exercised by:	Section(s)
Registration of Local Land Charges	Head of Customer Services and IMT	212(1)(2)
Deposit of Documents	Borough Solicitor	225(1)
Certification of photocopies of documents	Borough Solicitor	229(4) and (5)
Authentication of Documents	Chief Executive, Borough Solicitor or any solicitor or barrister employed by the Council	234(1) (2)
Sending Bye-laws to Parishes and Town councils	Borough Solicitor	236 (9) (10)
Certification of Bye-laws	Borough Solicitor	238
Signature of summonses to Council meetings	Chief Executive	Sch. 12 Para. 4(2)(b)
Receipt of notices of addresses for summonses to Council meetings	Chief Executive	Sch. 12 para 4(3)
Functions with respect to Ordnance Survey	Director Environment	191
Receipt on deposit of lists of protected buildings under Section 54(4) of the Town And Country Planning Act 1971	Director Environment	Sch. 16 Para. 28
Receipt of money due from Officers	Director Finance and Resources	115(2)
Declarations and certificates with regard to securities	Director Finance and Resources	146(1) (a) and (b)
Witness and receipt of declarations of acceptance of office	Chief Executive or Head of Governance and Improvement Services	83 (1) to (4)
Receipt of declaration of resignation from Office	Chief Executive or Head of Governance and Improvement Services	84
Convening a meeting of Council to fill casual vacancy in office of Mayor	Chief Executive or Head of Governance and Improvement Services	88(2)
Receipt of notice of casual vacancy from two local Government electors	Head of Governance and Improvement Services	89 (1)(b)
Receipt of notices of Disclosable Pecuniary Interests <u>or any relevant Personal Interests</u>	Head of Governance and Improvement Services	96(1) <u>as amended by S29-34 of the Localism Act 2011</u>

Keeping records of disclosures of Disclosable Pecuniary Interests pecuniary interest under Section 96(1)	Head of Governance and Improvement Services	96(2) as amended by S30(3) of the Localism Act
<u>Granting of dispensations under the Localism Act 2011</u>	<u>Head of Governance and Improvement Services</u>	<u>S33 of the Localism Act</u>
Circulation of reports and agendas	Head of Governance and Improvement Services	100B(2)
Supply of papers to the press	Head of Governance and Improvement Services	100B(7)
Summaries of Minutes	Head of Governance and Improvement Services	100C(2)
Members' right to papers	Head of Governance and Improvement Services	100F
Compilation of lists <u>Officer responsible for identifying background papers and compiling lists of such documents</u>	Head of Governance and Improvement Services	100d(1) (a) and (5)(a)
Identification of Background Papers	Head of Governance and Improvement Services	100d(5) (a)
Certification of Resolutions under paragraph 25 of Schedule 14	Chief Executive	Sch. 14 Para. 25(7)
Making arrangements for the proper administration of the Council's financial affairs	Director Finance and Resources	151

11.3.3.2 Other Legislation

The following Officers have been appointed Proper Officer under the terms of the following legislation:

Regulation of Investigatory Powers Act 2000

Sections 29 and 30 of the Regulation of Investigatory Powers Act 2000 empower Authorising Officers to authorise covert directed surveillance activities and the use of covert human intelligence sources, where to do so would be likely to prevent or detect crime or disorder. Section 22 of the Act empowers ~~Authorising Officers~~ the Council's designated Single Point of Contact (SPOC) to ~~obtain~~ authorise the acquisition of communications data ~~certain ancillary data relating to telecommunications traffic~~, also for the purposes of the prevention ~~of or detection of~~ crime and disorder.

Persons, designated as Authorising Officers, in the case of local authorities, by regulations made under the Act are any Officers appointed as "Assistant Chief Officer", "Assistant Head of Service", "Service Manager or equivalent". Any Officer senior to the designated Officers is also an Authorising Officer.

The Council considers that any executive Officer who reports directly to a Director an "Assistant Chief Officer" or an "Assistant Head of Service". It is a matter for each Director to identify, when the need arises in relation to his/her service, who the Director considers

to be a “Service Manager”. Further guidance can be found in the Council’s Regulation of Investigatory Powers Act 2000 – Policy and Procedures.

Representation of the People Act 1983

a) Electoral Registration Officer

For the purposes of Section 8 of the Act, the Officer responsible for the compilation and maintenance of the Register of Electors and the discharge of duties contained in Parts V and VI of the Representation of the People (England and Wales) Regulations 2001;

Head of Governance and Improvement Services

b) Acting Returning Officer

For the purposes of Section 24, the Officer responsible for the discharge of the Returning Officer's functions as Acting Returning Officer;

Head of Governance and Improvement Services

c) Returning Officer

For the purposes of Section 35 of the Act, the Officer responsible for the discharge of functions of Returning Officer at an election of Borough and Town/Parish Councillors and any other relevant elections or referendums.

Head of Governance and Improvement Services

d) Emergency Re-designation of Polling Places

Emergency powers to re-designate a polling place if there is an unplanned event which makes the polling place unusable, within the period between close of nominations and polling day.

Head of Governance and Improvement Services, in consultation with the lead Executive Member and the Ward Member(s) (unless the Member is a candidate in that ward in the forthcoming election)

Local Government Finance Act 1988

For the purposes of Section 114, the Officer who shall make a report on any decision or proposed decision which would incur expenditure which is unlawful

Director Finance and Resources

For the purposes of Section 116(3), the Officer who shall notify the auditor of the date, time and place of any meeting of the authority to consider a report under Section 114

Director Finance and Resources

Local Government and Housing Act 1989

For the purposes of Section 2(4), the Officer with whom the list of politically restricted postholders under Section 2(2) of the Act shall be deposited **Chief Executive**

~~For the purposes of Section 4, the Officer designated as Head of Paid Service **Chief Executive**~~

~~For the purposes of Section 5, the Officer designated as Monitoring Officer **Head of Governance and Improvement Services**~~

Local Government (Committees and Political Groups) Regulations 1990

The Officer who shall receive notices relating to the establishment and membership of political groups and the wishes of those groups with regard to the filling of committee seats allocated to them **Service Manager Democratic Services**

11.3.3.3 Miscellaneous

1. Any reference to an Officer which may be interpreted as reference to the Proper Officer of the Council in any Act, Statutory Instrument or local statutory provision passed before 26 October 1972 (other than the Local Government Act 1972). **Chief Executive**
2. Any similar reference to 1 above which refers to the Public Health Inspector. **Director Environment**
3. Any similar reference to 1 above which refers to the Surveyor. **Director Environment**
4. Any similar reference to 1 above which refers to the Treasurer or Chief Finance Officer. **Director Finance and Resources**
5. Any reference in Rules of Procedure, not dealt with in this document. **Chief Executive**
6. In relation to Adult Social Services matters. **Director Health and Wellbeing**
7. In relation to Children's Services matters. **Director Children's Services**

8. Alternative Proper Officer to act in the absence of the Proper Officer(s) and where urgent action is necessary.
- a) in the absence of the Chief Executive, the relevant Director
 - b) in the absence of the relevant Director, the Chief Executive

11.3.4 Chief Executive

11.3.4.1

To carry out the functions of the Council as set out in Chapter 11.1 above.

11.3.4.2.

To amend the Scheme of Delegation to Officers to enable Directors to authorise Council Officers to carry out duties in pursuance of new legislation, such power not to be exercised to carry out functions not in accordance with Council policy. Any amendments to be subsequently reported to the Council on a quarterly basis.

11.3.4.3

Under Section 92 of the Local Government Act 2000, power to make payments or provide other benefits in cases of maladministration etc.

11.3.4.4

Ensuring compliance with the Health and Safety at Work legislation so far as it affects Council employees.

11.3.4.5

Approval of virements in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.4.6

~~Approval of budget carry forward requests in accordance with the Financial Regulations as set out in Chapter 12.1.~~

11.3.4.67

The appointment on an interim basis of a Director as an interim appointment and for a period not exceeding 12 months, pending permanent replacement.

11.3.5 All Directors

To exercise the powers and duties of the Council in relation to specific areas of responsibility as set out in Rules 11.3.6-11.3.12 and in accordance with the regulations set out in Appendix A.

11.3.5.1

Expenditure of a routine and recurring nature which is provided for in the current year's estimates.

11.3.5.2

Virement between budgets within the limits set out in the Financial Regulations Chapter 12.1.

11.3.5.3

Incurring expenditure not within the current year's estimates arising from an emergency as defined in the Civil Contingencies Act 2004 and any Regulations made thereunder or any local emergency that requires the activation of the Council's 'gold' team (representatives of which are defined in the Council's Major Incident Plan).

11.3.5.4

Acceptance of tenders and quotations subject to compliance with the Procurement and Contract Regulations set out in Chapter 12.2, and the ongoing management of contracts.

11.3.5.5

Making such visits on Council business and participating in inter-agency and other partnership working as are necessary.

11.3.5.6

Purchase, hire and sale of vehicles, plant, equipment and materials, in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.7

Issue of public advertisements for contractors in accordance with the Procurement and Contract Regulations as set out in Chapter 12.2.

11.3.5.8

Service of Requisitions for Information under various enactments relative to the functions of the service concerned.

11.3.5.9

Making arrangements for the safety and security of all Council owned buildings within the purview of his/her service in accordance with the requirements of legislation and for insurance purposes, where relevant, having regard to the advice of the police.

11.3.5.10

Release of Section 106 funds in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.11

To respond to petitions in accordance with the Council's agreed Petition Protocol as set out in (Chapter 3.5).

11.3.5.12

To safeguard the consistency and integrity of the Council's electronic public interface by providing editorial management and regulation of the web site.

11.3.5.13

To safeguard the consistency and integrity of the Council's internal electronic communications and information sharing by providing editorial management and regulation of the Intranet.

11.3.5.14

To authorise the right of entry onto land by contractors representing the Authority to carry out works and to seek appropriate recharge of costs.

11.3.5.15

To make service information and personal data available to Members, staff and the public within the provisions of the Data Protection Act.

11.3.5.16

To comply with the Freedom of Information Act by making information available to Members, staff and the public within the provisions of the Act.

11.3.5.17

Approval of attendance by Members at conferences, seminars and training.

11.3.5.18

To exercise the delegated powers as set out in the Human Resources Schedule of Delegated Powers Chapter 11.6.

11.3.5.19

To undertake the actions required by the Financial Regulations (see Chapter 12.1) which are necessary to assist the Chief Finance Officer in the sound management of the Council's financial affairs.

11.3.5.20

To waive Fees and Charges in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.21

To approve requests for purchase orders or payments in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.22

To take action to promote the health and welfare of young people across the Borough.

11.3.5.23

To authorise disposal of assets or write off of items, in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.24

To obtain specialist advice, if required. The Service Manager Strategic Assets to be consulted on any transaction where there may be strategic asset management implications.

11.3.5.25

To make ex gratia payments in respect of claims against the Council for damage or injury, subject to the limits in the budget.

11.3.6 Director Finance and Resources

To exercise the functions of the Chief Finance Officer as set out in Chapter 11.1.

The Director of Finance and Resources is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Revenues and Benefit, including:
 - (1) action to cover arrears relating to Council Tax and National Non-Domestic Rates;
 - (2) the administration of any benefit schemes adopted by the Council, including the exercise of the discretions permitted;
 - (3) approving the write-off of irrecoverable Council Tax and NNDR debts and Housing Benefit and Council Tax Benefit overpayments in accordance with the Financial Regulations as set out in Chapter 12.1;
- b) Treasury Management, in accordance with the Council's policy statement, Treasury Management Practices and CIPFA's Standard of Professional Practice on Treasury Management;
- c) Customer Services
- d) Informational Management Technology
- e) Proper Officer under the provisions of the Registration Act 1953
- f) Procurement
- g) Property Services, including:
 - (1) the granting of leases or licences of up to 14 years (including renewals and surrenders) of commercial, operational (service) and non-operational property;
 - (2) making or granting or easements, wayleaves and revocable licences;
 - (3) disposing of freeholds or leaseholds of small parcels of land required by statutory undertakers for their operation purposes (eg sub station sites);
 - (4) in consultation with any barrister or solicitor employed by the Council taking action on breaches of lease covenants including arrears of rent;
 - (5) maintaining an Asset Register of all properties owned by the Council; for all fixed assets in accordance with the Financial Regulations as set out in Chapter 12.1; and ensuring that assets are valued in accordance with best practice arrangements.
- h) Sale of Council Houses
- i) Human Resources, including organisational development and health and safety;
- j) Emergency planning;
- k) Local Land Charges

11.3.6.1 Further delegation to the Service Manager Shared Legal Solutions:

- a) institute, defend, lay information, negotiate and settle any dispute decision or any proceedings by or against the Council including taking any necessary steps in connection with such dispute decision or proceedings;
- b) instructing and obtaining the opinion of Counsel and external legal advice;
- c) the formation, negotiation and settlement of any agreement with any party that binds the Council to an obligation.

11.3.7 Director Children's Services

To exercise the powers and duties of the Council in relation to section 18 of the Children Act 2008 and appoint and authorise Council Officers to exercise all such powers as the Council may appoint or authorise persons, Officers or inspectors to exercise, in the pursuance of the undermentioned enactments and amendments thereto and any regulations, statutory instruments, bylaws and licenses made thereunder:

- a) Functions conferred on or exercisable by the Council in its capacity as Local Education Authority;
- b) Functions conferred on or exercisable by the Council which are social services functions, so far as those functions relate to children;
- c) Functions exercisable by the Council under Section 75 of the National Health Service Act 2006, so far as those functions relate to children;
- d) Functions conferred on the Council as a children's services authority.

11.3.7.1

The Director Children's Services is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Early years;
- b) School improvement;
- c) Special Education Needs support;
- d) Safeguarding and Child Protection;
- e) Youth Services;
- f) School Governor Services;
- g) Adoption Services;
- h) Fostering Services;
- i) Support for Children, Young People, Looked After and Care Leavers,
- j) Youth Offending Services;
- k) School admissions, including pupil place planning;
- l) School Transport;
- m) Adult Community Learning.

11.3.8 Director Health and Wellbeing

To carry out the statutory duties of the Director of Adult Social Services as set out in Section 6(A1) Local Authority Social Services Act 1970 and in statutory guidance.

11.3.8.1

The Director Health and Wellbeing is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Safeguarding vulnerable adults;

- b) Community health and wellbeing development, including management of the Council's sports and leisure facilities and oversight of any contract with an external partner for the provisions of such facilities;
- c) Social care support for persons aged 18 or over;
- d) Older People's Services;
- e) Services for adults with a physical or mental disability;
- f) Provision and management of housing accommodation, including maintenance and improvement Council dwellings, associated buildings and land;
- g) Housing,

11.3.8.2 Delivery of Joint Procurements through the Director of Public Health

11.3.8.2.1

To arrange for the delivery of joint procurement with the other Berkshire Unitary Authorities through the Director of Public Health for the future provision of joint public health services and / or contracts.

11.3.8.2.2

In consultation with the Consultant in Public Health, to negotiate and conclude amendments to the inter-authority Public Health Agreement dated 28 March 2013 to provide for the administration, management and operation of future contracts for which joint procurement has been agreed.

11.3.9 Director Environment

To exercise the powers and duties of the Council in relation to legislation in Appendix A that is applicable to the service area and appoint and authorise Council Officers to exercise all such powers as the Council may appoint or authorise persons, Officers or inspectors to exercise, in the pursuance of the enactments and amendments thereto and any regulations, statutory instruments, bylaws and licences made thereunder:

The Director Environment is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Management and operation of public car parks and parking spaces administered by the Council;
- b) Street naming, subject to no objections to any proposed name being received from the Parish/Town Council, Post Office or Fire and Rescue Service and the agreement of local Members;
- c) The Council as the Highways Authority, including highway inspection, minor highway repairs, winter maintenance, gritting, gully cleansing, street lighting
- d) Waste, including refuse collection, recycling, waste disposal and abandoned vehicles;
- e) Transport Planning and Traffic Management;
- f) Trading Standards, Environmental Health and Licensing Services;
- g) Planning policy, including the Local Development Framework;
- h) Planning service, including the determination of planning applications not included in the Planning Committee's Terms of Reference;
- h) Building control;
- i) Libraries and Information service;
- j) Cultural Services;
- k) Community Development;

- l) Assets of Community Value;
- l) Countryside service, including public rights of way and tree preservation orders.

11.3.9.1

The Council's functions, powers and duties in relation to Trading Standards and Environmental Health/Licensing Services areas are also delegated to West Berkshire District Council by virtue of shared service agreements. When such shared service agreements are expired the delegations to West Berkshire District Council will cease.

11.3.10 Head of Governance and Improvement Services

To carry out the functions of the Monitoring Officer as set out in Chapter 11.1 and to act as Proper Officer for the functions set out in Chapter 11.3.3

The Head of Governance and Improvement Services is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Members' Code of Conduct, including reporting breaches by Members with respect to cases involving legal proceedings;
- b) To amend the Scheme of Delegation to Officers to reflect any changes to the Council's Officer Management Structure;
- c) Audit and Investigation Services, including effecting of all necessary insurances and settlement of claims arising therefrom;
- d) Business Improvement;
- d) Democratic Services, including making arrangements for appeals, reviews and hearings in relation school admission, school exclusion, home to school/college transport and in relation to the granting, revocation and conditions imposed under the Licensing Act 2003 and the Gambling Act 2005;
- e) Electoral Services.

11.3.10.1 Further Delegation to the Borough Solicitor

To carry out any of the functions delegated to the Service Manager Shared Legal Solutions as set out in Rule 11.3.6.1.

11.3.11 Head of Town Centre Regeneration

The Head of Town Centre Regeneration is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to Town Centre Regeneration.

11.3.12 Strategic Director of Public Health

To have responsibility for the functions of the Strategic Director of Public Health as required by section 30 and all relevant provisions of the Health and Social Care Act 2012, and all other relevant legislation, and which shall include the following:

- a) the duty imposed upon the Council to take such steps as it considers appropriate for improving the health of the people in its area;

- b) any public health functions of the Secretary of State which he/she requires local authorities to discharge on his/her behalf;
- c) dental health functions of the Council;
- d) the duty to co-operate with the prison service to secure and maintain the health of prisoners;
- e) the Council's duties set out in Schedule 1 of the National Health Act 2006, which include medical inspection of pupils, the weighing and measuring of children and sexual health services;
- f) arrangements for assessing the risks posed by violent and sexual offenders.

List of Relevant Acts/Regulations

A
<p>Access to Personal Files Act 1987 Access to Personal Files (Housing) Regulations 1989 – all functions under the Regulations with the exception of the hearing of appeals under Regulation 8 Accommodation Agencies Act 1953 Acquisition of Land Act 1981 Administration of Justice Act 1970 Adoption Act 1976 Adoption Agencies Regulations 1983 Aerosol Dispensers (EEC Requirements) Regulations 2009 1977, and those Regulations which impose a duty of enforcement upon the local weights and measures authority Agriculture Act 1970 Animal Boarding Establishments Act 1963 Animal Health Act 1981 Animal Health and Welfare Act 1984 Animal Welfare Act 2006 Anti-Social Behaviour Act 2003</p>
B
<p>Berkshire Act 1986 Breeding of Dogs Act 1973 Breeding of Dogs Act 1991 Building Act 1984 Building Regulations 20001991 Business Names Act 1985</p>
C
<p>Cancer Act 1939 (Section 4) Caravan Sites and Control of Development Act 1960 Carers and Disabled Children Act 2000 Carers (Recognition and Services) Act 2000 Children Act 1989 Children and Families Act 2014 Children and Young Persons (Protection from Tobacco) Act 1991 Children's and Young Persons Act 1933 Chiropractors Act 1994 Chronically Sick and Disabled Persons Act 1970 Civil Contingencies Act 2004 Civil Defence Act 1948 Civil Partnership Act 2004 Civil Protection in Peacetime Act 1986 Clean Air Act 1993 Cleaner Neighbourhoods and Environment Act 2005 Companies Act 1985 Companies Act 2006 (Part V) Community Care Assessment Directions 2004 Community Care (Delayed Discharges etc.) Act 2003 Community Care (Direct Payments) Act 1996 Consumer Credit Act 1974</p>

Consumer Credit Act 2006
 Consumer Protection Act 1987
 Consumer Protection from Unfair Trading Regulations 2008
 Control of Dogs Order 1992
 Control of Pollution Act 1974
 Control of Pollution (Amendment) Act 1989
 Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 and 1994
 Copyright Design and Patents Act 1988
 Countryside Rights of Way Act 2000
 Courts and Legal Services Act 1990A
 Crime and Disorder Act 1988
 Criminal Attempts Act 1981
 Criminal Justice Act 1988 (Section 141A)
 Criminal Justice and Police Act 2001
 Criminal Justice and Public Order Acts 1994 (Part VII)
 Criminal Law Act 1977
 Crossbows Act 1987
 Customs and Excise (Management) Act 1979
 Cycle Tracks Act 1984

D

Dangerous Dogs (Amendment) Act 1997
 Dangerous Dogs Act 1991
 Dangerous Wild Animals Act 1976
 Data Protection Act 1998
 Deer Act 1991
 Development of Tourism Act 1969
 Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000
 Disabled Persons (Services Consultation and Representation) Act 1986
 Discretionary Financial Assistance (Amendment) Regulations 2008
 Dogs Act 1871
 Dogs Act 1906

E

Education Act 2002 and 2011
 Education Reform Act 1988
 Energy Act 1976
[Energy Conservation Act 1981](#)
 Enterprise Act 2002
 Environment and Safety Information Act 1988
 Environment Act 1995
 Environmental Protection Act 1990
 Environmental Protection (Duty of Care) Regulations 1991
 Estates Agents Act 1979
 European Communities Act 1972
 European Communities ([Amendment](#)) Act 1986
 Eviction Act 1977
 Explosives Act 1875
 Explosives [Act \(Age of Purchase etc\) 1976](#)[Act 1976](#)

F

Factories Act 1961
 Fair Trading Act 1973
 Family Law Reform Act 1969

Financial Services and Markets Act 2000 Fireworks Act 2003 Flood and Water Management Act 2010 Food and Environment Protection Act 1985 Food Safety Act 1990 Forgery and Counterfeiting Act 1981 Forgery and Counterfeiting Act 1988 Fraud Act 2006
G
Gambling Act 2005 Game Act 1831 Game Licenses Act 1860 Gaming Act 1968 Guard Dogs Act 1975
H
Hallmarking Act 1973 Health Act 1999 Partnership Arrangements Health Act 2006 Health and Safety at Work etc. Act 1974 Health and Social Care Acts 2001 and 2012 Hedgerow Regulations 1997 High Hedges Legislation 2004 Highways Act 1980 Home Safety Act 1961 Homelessness Act 2002 House to House Collections Act 1939 Housing Acts 1985 and 2004 Housing Grants, Construction and Regeneration Act 1996 Hypnotism Act 1952
I
Insurance Brokers Registration Act 1977 Intoxicating Substances (Supply) Act 1985
J
Justice and Police Act 2001
K
Knives Act 1997
L
Land Drainage Act 1991 Landlord and Tenant Act 1985 Licensing Act 2003 Local Authority Social Services Act 1970 Leaving Care Act 2000 Local Government Acts 1972, 1982, 2000 and 2003 Local Government and Housing Act 1989 Local Government Finance Act 1988 (National Non-Domestic Rate) Local Government Finance Act 1992 (Council Tax) Local Authorities (Functions and Responsibilities)(England) Regulations 2000 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Local Government Planning and Land Act 1980
M
Malicious Communications Act 1988

<p>Marriage Act 1949 Marriage (Approved Premises) Regulations 1995 Medicines Act 1968 Mental Capacity Act 2005 Mental Health Act 1983 Mental Health (Patients in the Community) Act 1995 Mines and Quarries Act 1954 Motor Cycle Noise Act 1987 Motor Vehicles (Safety Equipment for Children) Act 1991</p>
N
<p>National Assistance Act 1948 National Health Service Act 2006 National Health Service and Community Care Act 1990 National Lottery Act 1993 New Roads and Street Works Act 1991 Noise Act 1996 Noise and Statutory Nuisance Act 1993</p>
O
<p>Offices, Shops and Railway Premises Act 1963 Olympic Symbol etc (Protection) Act 1995 Open Spaces Act 1906 Osteopaths Act 1993</p>
P
<p>Party Wall etc. Act 1996 Performing Animals (Regulations) Act 1925 Pet Animals Act 1951 Petroleum (Consolidation) Act 1928 Petroleum (Transfer of Licences) Act 1936 Planning and Compensation Act 1991 Planning and Compulsory Purchase Act 2004 Planning (Hazardous Substances) Act 1980 Planning (Listed Buildings and Conservation Areas) Act 1990 Poisons Act 1972 Police, Factories etc (Miscellaneous Provisions) Act 1916 Pollution Prevention and Control Act 1999 Prevention of Damage by Pests Act 1949 Prices Act 1974 Products of Animal Origin (Import and Export) Regulations 1996 Products of Animal Origin (Third Country Imports) (England) Regulations 2002 Property Misdescriptions Act 1991 Protection of Animals Act 1911 Public Health (Control of Diseases) Act 1984 Public Health Act 1936 and 1961 Public Libraries and Museums Act 1964 Public Passenger Vehicles Act 1981</p>
R
<p>Race Relations Act 1976 Refuse Disposal (Amenity) Act 1978 Part II Registration Act 1953 Rent Act 1977 Reservoirs Act 1975</p>

<p>Riding Establishments Act 1964 Riding Establishments Act 1970 Road Traffic (Foreign Vehicles) Act 1972 Road Traffic Act 1988 Road Traffic Regulation Act 1984</p>
S
<p>Safety of Sports Grounds Act 1975 Secure Tenancies (Right to Repair Scheme) Regulations 1985 Sex Discrimination Act 1975 Scrap Metal Dealers Act 2013 Scrap Metal Dealers Act 1964 Solicitors Act 1974 Sunday Trading Act 1994</p>
T
<p>Telecommunications Act 1984 Theatres Act 1968 Theft Act 1968 Theft Act 1978 Timeshare, Holiday Products, Resale and Exchange Contracts Regulations 2010 Timeshare Act 1992 Tobacco Advertising and Promotions Act 2002 Town and Country Planning Act 1990 Town and Country Planning (Control of Advertisements) Regulations 1992 Town and Country Planning General Regulations 1992 Town Police Clauses Act 1847 Trade Descriptions Act 1968 Trade in Animals and Related Products Regulations 2011 Trade Marks Act 1994 Trading Representations (Disabled Persons) Act 1958 Trading Representations (Disabled Persons) Act 1972 Trading Schemes Act 1996 Traffic Management Act 2004 Transport Act 1968, 1985 and 2000</p>
U
<p>Unsolicited Goods and Services Act 1971 Unsolicited Goods and Services (Amendment) Act 1975</p>
V
<p>Vehicles (Crime) Act 2001 Video Recordings Act 1984 Video Recordings Act 1993 Violent Crime Reduction Act 2006</p>
W
<p>Water Act 1989 Water Industry Act 1991 Weights and Measures Act 1985 Welfare Reform Act 2012 Wildlife and Countryside Act 1981 Part III Public Rights of Way</p>
Z
<p>Zoo Licensing Act 1981</p>

Agenda Item 75.

TITLE	New Lease to a Cinema Operator on Elms Field Site
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	Emmbrook
LEAD OFFICER	Andy Couldrick, Chief Executive
LEAD MEMBER	Philip Mirfin, Executive Member for Regeneration and Communities

OUTCOME / BENEFITS TO THE COMMUNITY

Introduction of a popular leisure operation within Wokingham in line with the aspirations and objectives of the Wokingham Town Centre Masterplan

RECOMMENDATION

The Executive is recommended to:

- 1) agree a Pre-let with the operator identified within Part 2 of the report;
- 2) delegate any further related and subsidiary decisions if required to complete the transaction to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration.

SUMMARY OF REPORT

The report sets out the reasoning behind the introduction of a cinema to Wokingham town, how it sits within the context of the town centre regeneration and the financial implications associated with the transaction.

Background

Regenerating Wokingham Town Centre is one of the Council's top priorities under the adopted Vision.

The Council has been working with its partners Wilson Bowden and David Wilson Homes to deliver a successful regeneration project across key sites within the town centre. Phase 1 of the regeneration, Peach Place Refurbishment, has been completed and planning consents for both Peach Place redevelopment and the Carnival Pool site have been achieved

The Elms Field site has been re-designed following member/stakeholder/public feedback and is progressing swiftly towards a planning submission in November 2015. Through this process a leisure consultation was organised. The highest response to the question 'what other facilities would you like to be available?' was a cinema at 50%. Delivery of a cinema, apart from providing an offer for all age ranges, will enhance the mix of uses in the scheme, which will include hotel, foodstore and retail units including space for local independent traders and increase footfall within the town. It will also provide a 'pre-let' operator to the scheme which will de-risk the development from our perspective and help encourage other operators, particularly restaurants to locate in Wokingham. Interest has already been expressed by one restaurant chain on the back of this proposal. Discussions with cinema operators identified a very keen interest from the market for a presence in Wokingham.

Analysis of Issues

Due to the commercially sensitive nature of this matter, issues are discussed in part 2 of this report which includes a current credit check of the company

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See part 2 report	See part 2 report	See part 2 report
Next Financial Year (Year 2)	See part 2 report	See part 2 report	See part 2 report
Following Financial Year (Year 3)	See part 2 report	See part 2 report	See part 2 report

Other financial information relevant to the Recommendation/Decision

See part 2 report

Cross-Council Implications

Improved and enhanced leisure facilities aligns with the council's Regeneration strategy
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Reasons for considering the report in Part 2

The commerciality of the deal is still in discussion. Disclosure at this point could disadvantage the Council in those negotiations

List of Background Papers

None

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Telephone No 0118 974 6700	Email bernie.pich@wokingham.gov.uk
Date 19 October 2015	Version No. 01

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Agenda Item 76.

TITLE	New Lease to a Foodstore Operator on Elms Field Site
FOR CONSIDERATION BY	The Executive on 29 October 2015
WARD	Emmbrook
LEAD OFFICER	Andy Couldrick, Chief Executive
LEAD MEMBER	Philip Mirfin, Executive Member for Regeneration and Communities

OUTCOME / BENEFITS TO THE COMMUNITY

Introduction of a key tenant within Wokingham in line with the aspirations and objectives of the Wokingham Town Centre Masterplan

RECOMMENDATION

The Executive is recommended to:

- 1) agree a Pre-let with the operator identified within Part 2 of the report;
- 2) delegate any further related and subsidiary decisions if required to complete the transaction to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration.

SUMMARY OF REPORT

The report sets out the reasoning behind the introduction of a foodstore to Wokingham town, how it sits within the context of the town centre regeneration and the financial implications associated with the transaction.

Background

Regenerating Wokingham Town Centre is one of the Council's top priorities under the adopted Vision and supported by the Masterplan SPD, which sets out the vision for Wokingham town centre and the Elms Field site, identifying the site for retail led, mixed use development, anchored by a foodstore

The Council has been working with its partners Wilson Bowden and David Wilson Homes to deliver a successful regeneration project across key sites within the town centre. Phase 1 of the regeneration, Peach Place Refurbishment, has been completed and planning consents for both Peach place redevelopment and the Carnival Pool site have been achieved

With the growth of the town in evidence, a foodstore is still considered to be necessary to serve the growing population. It will also help to anchor the site, bring increased footfall into the town and, as a 'pre-let', it will provide certainty in terms of income and provide a positive message to the market about Wokingham.

Since the withdrawal of the 2013 Elms Field and Peach Place planning applications, a lot of input has been received from members/stakeholders/public into requirements and approach to the site. Key issues included smaller scale development and an increased size of park (from the previous proposal)

The Elms Field site has been re-designed following feedback and is progressing swiftly towards a planning submission in November 2015.

Analysis of Issues

Due to the commercially sensitive nature of this matter, issues are discussed in part 2 of this report, which includes a current credit check of the business

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See part 2 report	See part 2 report	See part 2 report
Next Financial Year (Year 2)	See part 2 report	See part 2 report	See part 2 report
Following Financial Year (Year 3)	See part 2 report	See part 2 report	See part 2 report

Other financial information relevant to the Recommendation/Decision

See part 2 report

Cross-Council Implications

Regeneration of the town is a key objective for the council and will help provide necessary facilities for a growing population

Reasons for considering the report in Part 2

The commerciality of the deal is still in discussion. Disclosure at this point could disadvantage the council in those negotiations

List of Background Papers

None

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Date 19 October 2015	Version No. 01

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