



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 28 JULY 2016 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 20 July 2016

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
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment
Malcolm Richards	Highways and Transport
Mark Ashwell	Planning and Regeneration
Pauline Jorgensen	Resident Services

ITEM NO.	WARD	SUBJECT	PAGE NO.
24.		APOLOGIES To receive any apologies for absence	
25.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Executive Meeting held on 30 June 2016.	7 - 18
26.		DECLARATION OF INTEREST To receive any declarations of interest	
27.		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	
27.1	Emmbrook	Liz Slocombe has asked the Executive Member for Children's Services the following question: Question Since the expense in setting up the Hearing Impaired Unit at Emmbrook Infants has already occurred and	

the only expense is in employing a single Teacher for the Hearing Impaired, who could do outreach work from the school if underemployed, what is the benefit in removing the Unit when the huge number of new family houses being built in Wokingham Borough makes it impossible to predict the number of children moving here who may require it?

28. 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

29.	None Specific	COUNCIL OWNED COMPANIES' BUSINESS	19 - 26
30.	None Specific	REVENUE MONITORING 2016/17 - END OF JUNE 2015	27 - 36
31.	None Specific	CAPITAL MONITORING 2016/17 - END OF JUNE 2016	37 - 42
32.	None Specific	TREASURY MANAGEMENT ANNUAL REPORT 2015-16	43 - 76
33.	Bulmershe and Whitegates; Coronation; Loddon; South Lake	WOODLEY CAR PARKING TRIAL	77 - 80
34.	None Specific	COMMUNITY INFRASTRUCTURE LEVY (CIL) REGULATION 123 LIST CLARIFICATION	81 - 96
35.	Wescott	ST CRISPINS SCHOOL AUTISM UNIT	97 - 102
36.	None Specific	ESTABLISHING A WOKINGHAM MULTI ACADEMY TRUST	103 - 108
37.	None Specific	LOCAL DEVELOPMENT SCHEME (LDS)	109 - 124
38.	None Specific	LOCAL PLAN UPDATE - ISSUES AND OPTIONS CONSULTATION	125 - 172
39.	None Specific	HEALTH AND SAFETY ANNUAL REPORT 2015/16	173 - 186

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.

CONTACT OFFICER

Anne Hunter

Tel

Email

Postal Address

Service Manager, Democratic Services

0118 974 6051

anne.hunter@wokingham.gov.uk

Civic Offices, Shute End, Wokingham, RG40 1BN

This page is intentionally left blank

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 30 JUNE 2016 FROM 7.30 PM TO 8.15 PM**

Committee Members Present

Councillors: Keith Baker (Chairman), Julian McGhee-Sumner, Anthony Pollock, Angus Ross, Malcolm Richards, Mark Ashwell and Pauline Jorgensen

Other Councillors Present

Parry Batth
Prue Bray
Gary Cowan
Rachelle Shepherd-DuBey
Chris Smith

11. APOLOGIES

An apology for absence was submitted from Councillor Charlotte Haitham Taylor.

Councillor Chris Smith attended the meeting on behalf of Councillor Haitham Taylor. In accordance with legislation Councillor Smith could take part in any discussions but was not entitled to vote.

12. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 26 May 2016 were confirmed as a correct record and signed by the Chairman.

At this point in the meeting Councillor Keith Baker, Leader of Council, made the following statement:

“You will have no doubt been aware over the last few days of discussions in the media of the rise in the reports of hate crimes. Sadly, we in Wokingham Borough are no exception to this.

I would like to put on record, on behalf of the Council, that we utterly condemn any actions of hateful or racist abuse.

We will work in conjunction with the police to make sure that any incidents are investigated in full. This kind of behaviour, of any abuse towards any person, should not go unpunished.”

13. DECLARATION OF INTEREST

Councillor Pauline Jorgensen declared a personal interest in Agenda Item 16, Council Owned Companies Business, by virtue of the fact that her husband was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

Councillor Anthony Pollock declared a personal interest in Agenda Item 16, 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.

14. PUBLIC QUESTION TIME

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

14.1 Kevin Morgan asked the Executive Member for Highways and Transport the following question:

Question

Please can you inform me when the Northern Distributor Road link to the Reading Road will be completed?

Answer

The North Wokingham Distributor Road (as it is known) will be delivered in a number of distinct sections over the next 5 years, with the final section due for completion in June 2021.

The Toutley Road widening section connects with a section currently under construction by Bovis Homes called Matthewsgreen. This has a planned completion of November 2017. A short section of widening of the existing Toutley Road is to be undertaken by the Council and has a planned completion of February 2019. The section to the east of Matthewsgreen is known as Bell Foundry Lane widening and this section will be delivered again by the Council and has a planned completion of February 2019.

The section from the A329 Reading Road to Toutley Road, running parallel with Old Forest Road, will be delivered directly by the Council and has a planned completion of June 2021.

A small section known as Kentwood Farm East has almost been completed by developers. Completion of the remaining sections of the distributor road, through to the A329 London Road, adjacent to Coppid Beech junction, will be delivered by developers. It is yet to be confirmed but the Council anticipate these works will commence late in 2016 and take until late 2018 for completion.

Supplementary Question

It relates to Old Forest Road and the likely increased use of Old Forest Road by pedestrians crossing to the new SANG areas. My understanding is that a while ago the residents were promised a 30mph speed limit and I understand that now it has been decided that it will remain at 40mph.

Can we possibly have some comments on the speed restrictions on this road? It is a matter of safety as there are going to be a lot more pedestrians on that road, there are going to be children on that road crossing from the new development to that area and as I say I would like to know what is being done about this 30mph speed limit.

Supplementary Answer

I don't have the answer to that with me at the moment. I will find the answer for you and communicate it to you.

14.2 Jan Heard asked the Executive Member for Highways and Transport the following question:

Question

The Local Access Forum for Mid & West Berkshire is keen to understand why we were informed by WBC in 2015 that funds for a project to improve safety with a Crossing in Mole Road were being identified in 2016 with a feasibility study underway, but subsequently found that it was to be included, sometime in the future, in the Greenways project which is for 'quiet commuting and leisure', not safety.

When, why and by whom was the decision made to downgrade this issue?

Answer

The crossing on Mole Road has not been specifically identified as a priority safety scheme.

You will no doubt be aware that there are significant pressures on Council budgets and therefore to prioritise our spend and to provide best value for money, we target locations using a structured, data-led approach. This ensures that the greatest impact is achieved using the limited amount of money available. As a result action has to be targeted at those locations where incidents are presently happening to address specific sites of high casualty density rather than those sites where there is a perceived safety problem and few, if any, actual injuries.

However, the Council does recognise the local concern in relation to safety in this location and has been examining the options for commissioning a feasibility study to identify if a crossing could be provided on Mole Road and what the potential cost would be to deliver it. The most pragmatic way to accommodate this feasibility study (given that it is not a priority safety scheme) is as part of the Council's ambitious Greenways project as the crossing on Mole Road is clearly linked with a Greenway route. The Greenways project will be funded as part of a phased approach over a number of years, the order of which has yet to be agreed as it depends on the complexities of the various routes in terms of land ownership issues, environmental constraints and overall costs.

Finally, once we have an agreed programme for the delivery of the Greenways we will be able to provide an indication as to when a crossing could be provided. Currently there is no capital funding allocation for the Greenway project delivery until the financial year 2017/18.

Supplementary Question

The point we keep trying to make is that it is not a question of perceived risk on this road people are fearful using this road. It is very fast and in fact when residents were engaged in a monitoring study the police stopped us from doing it as they said it was too dangerous. So actually what we are seeing there is an avoidance of use. In light of the previous question that has just been asked, about a crossing for people who are trying to get to leisure facilities and so on, I really think it deserves a higher priority than is currently being given.

I will feed back your response to the Local Access Forum. I would also like a response to the supplementary question I asked a few weeks ago which I still haven't had a response to. It has possibly fallen through the cracks with the change of Executive Member.

I would like to make the point that you might be aware that recently there has been the death of a boy in Essex where a public right of way is interrupted by a main road. Do we really have to wait for a death before something is done?

Supplementary Answer

Councillor Ashwell advised that he had the answer to Mrs Heard's previous question which he would e-mail to her.

The Leader of Council made the following comment:

We take on board your comments absolutely seriously and I will ask Malcolm to revisit that priority in light of what you have said. I cannot promise anything but we will revisit it.

14.3 Guy Grandison had asked the Executive Member for Environment the following question which was asked by Erin Gallagher in his absence:

Question

Due to concerns raised from residents in the last few weeks about grass cutting, was this caused as a cost saving exercise or was it due to the changeover between the old contractors and the new?

Answer

Savings were made from jointly procuring with the Royal Borough of Windsor and Maidenhead as we naturally benefited from the increased economies of scale from the joint award of that contract.

The scope of the new contract is significantly greater than previous years including all works relating to grounds maintenance with very little 'ad hoc' or extra work which would otherwise have been done at additional extra cost.

The issues arising from resident concerns have occurred for three reasons; a warm wet winter leading to a strong growing season and this has been a widespread national concern as I am sure anybody who drives around outside of this Borough will see; a new contractor who started in April; and the requirement for all operatives to be inducted into this new more flexible contract prior to work starting.

The new contract is largely informed by the 2014 grass cutting consultation that we conducted with residents and Councillors across the Borough after another particularly robust grass growing period, as well as national good practice in biodiversity, sports surfaces and horticultural management. We acknowledge there have been some lessons to learn from the initial mobilisation and the way some of the outcomes were interpreted by the contractor. Our learning has been quick and customer responsive including a hit squad being sent to specific areas of the Borough. This contract is intended to be flexible and responsive and additionally will focus on increasing standards, working in partnership with the community and prioritising areas that our residents have told us they would like us to concentrate on and this is primarily in the urban areas rather than in the rural areas.

14.4 Pamela Stubbs had asked the Executive Member for Environment the question below but due to Mrs Stubbs being unable to attend the meeting the following written answer was provided:

Question

Barkham Parish Council had always understood that the School would be a Community School and that, out of school hours, facilities would be available for use for local residents, particularly the Sports Hall and its integral features. We understood that during the building phase the sports hall and the lecture theatre/library complex would be utilised by the school as temporary accommodation, but it is becoming evident that they are

destined to remain exclusively with the school to the detriment of the local community, both the existing and the potential new residents. The sports hall, with its climbing wall could prove to be one of the best in this part of the country and the library would be a major asset to this new community. The loss of this and also the delay to the building of the swimming pool means that any community facilities will not be in place for both new and existing residents. Indeed, they might conceivably never be returned to the Community which has funded them.

Could the Executive Member please reassure us that these facilities will be retained for the use of local residents and not remain for the exclusive use of the school pupils?

Answer

The Council is committed to delivering the strategic development location (SDL) at Arborfield Garrison and as part of this we aim to secure adequate facilities which meet the needs of new SDL residents as well as being accessible to existing residents.

Gym - As part of this it is proposed that the MOD Legacy Gym be retained as a resource and that it be used by both the new Secondary School and the local community. Community use of the gym from September 2016 has been carefully considered as part of the business planning. Given the lack of customers locally (due to ongoing construction of the SDL) in the early years it is estimated that losses of between £50k and £200k would arise if public access were to be secured before March 2018 (18 months from September 2016). It is also a matter of concern that there is presently insufficient space for car parking for community use of the gym and the temporary Secondary School site. It seems sensible and practical to open the gym for community use as soon as this becomes viable, which is estimated to be after April 2018 to coincide with the beginning of the new Council Leisure Contract.

Library building - This is presently being used as the initial home of the secondary school and feasibility work is underway to assess whether it is appropriate for alternative use in terms of its size, layout and location on the site and subject to this we will determine whether there is a business case for acquisition and re-use.

15. MEMBER QUESTION TIME

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

15.1 Gary Cowan asked the Executive Member for Environment the following question relating to the Arborfield District Centre item:

Question

I welcome the intent of this report but I cannot understand why as the Council who claim they face severe financial pressure have already signed a 3 year contract using schools capital funding which in essence is tax payers money to provide a facility they the public will be denied access to.

The report states that only the new Bohunt academy will have access to the Gym facilities at Arborfield Garrison when the school opens with no public access to the facilities until at least 2018.

Can the Executive Member give me an assurance that the public can have reasonable access to the gym from its first day of opening?

Answer

Thank you for your question Gary and the opportunity to clarify the position here.

Officers have undertaken a financial assessment of the three possible in house options for the operation of the facility prior to March 2018. These being: School Use only which is already approved; School use with community use of the sports hall; school use with community use of the sports hall and a health and fitness gym; and a fourth option of a 1Life run caretaker style with community use of sports hall, but no gym. 1Life being our current leisure provider.

This assessment shows that any community use of the building is likely to cost the Council somewhere between £50k and £200k in additional net revenue costs over this 18 month period. Once we have the benefit of the shared car park on the permanent school site and we have procured a new provider through the new 10-15 year Leisure Contract from 2018 then the opening of the facility to the public will become a much more financially attractive and affordable prospect; both to the operator and the Council.

So, in summary, we are committed to providing access for residents at the earliest practical opportunity, assuming of course the Executive approve that we do agree to negotiate a long term lease later this evening and that we do secure that lease.

Supplementary Question

The MOD was not going to demolish a valuable asset which the Council, by signing a new lease, has a responsibility to upkeep and to enable exclusive school access but the reasons for denying the public access I actually find quite vague. There is car parking and £50-200k worth of finance although I am not comfortable with the figures.

So really a similar question to before: why cannot the Council find a way to accommodate the needs of the council tax payer who are actually paying for the gym as well as the school from day one? Surely that is not beyond the wit of man.

Supplementary Answer

There are a number of aspects to that. It is a building site still and therefore there are definite practical problems with car parking. The school access to the gym was part of our agreement for an academy and that is solely on the lease that was provided for their use. I am sure we would all love to give access to everybody but I cannot find from my colleagues the money to provide that until we build it into a new contract.

15.2 Rachelle-Shepherd-DuBey asked the Executive Member for Environment the following question:

Question

The report on the re3 Waste Strategy (Item 18) shows that re3 have set a number of targets aimed at improving reuse and recycling to 50% by 2020. One of these targets is G3, which lays down a 2% increase in collected recycling/composting/reuse from 18% to 20% of total household waste and a 4% reduction in the contamination of kerbside recycling from 19% to 15%, both by 31st March 2017. The report does not include the action plan for how those two things are to be achieved. Could you please tell me what is in the action plan?

Answer

This is the re3 Strategy which, of course, is the one from the Joint Waste Disposal Board for the three Councils and this is all helping to work with the three Councils to achieve 50% recycling by 2020 and it dovetails with the work being undertaken by an internal Task and Finish Group, which one of your colleagues has been on, on increasing residual waste and increasing recycling.

The main elements within the action plan are on kerbside recycling increasing the percentage from 18% collected to 20% as a percentage of the total by 2020 represents a real increase of approximately 600 tonnes per annum. This will be achieved in a number of ways including: carrying out an analysis of our current residual waste to see what materials still remain enabling us to target them; reinforcing messages to existing residents; more information for our new residents; engaging with those living in flats to ensure they have the appropriate capacity and facilities to recycle; and also working within our re3 partnership to get a single and consistent message across about the principles of reducing waste and increasing recycling.

On contamination I wonder if people really understand that word. What that really means is putting the wrong things in your black box and we have been working on this issue for some time and especially since the implementation of the MRF (which is the material recycling facility at Smallmead) a Code of Conduct which came into play last October. Since that time a random sample of delivered recycling has been sampled across our fourteen refuse rounds. This data is now being analysed and we will be working on the areas that are giving higher levels of contamination which will allow us again to target the message in those areas. This combined with the increase in kerbside recycling should see us add a further 1,000 tonnes to the recycling total.

This Council will be taking this on and will work on its action plan in conjunction with what is being done at re3. I hope the three Councils will endorse the Strategy which we have got before us tonight and we will be bringing back our Council's plans in the Autumn.

Supplementary Question

Will you be going to bi-weekly collections and wheelie bins to increase recycling and to decrease waste?

Supplementary Answer

Our collection contract is renewable in 2019 and we are working and the Task and Finish Group is also involved, with your colleague, in looking at various options which we will put to the Council on how we collect the waste from all our residents from 2019.

15.3 Prue Bray asked the Executive Member for Economic Development and Finance the following question:

Prior to asking her question Councillor Bray made the following statement:

"I absolutely agree with the Leader's statement at the beginning of the meeting that racism and xenophobia have no place, not just in this Borough but anywhere in our society, and the increase of it over the last few weeks has made me ashamed of my country. It is a disgrace."

Question

The Executive is recommended to approve the Economic Development Strategy 2016/2021 (Item 20) to go to full Council for adoption. We are pleased to see such a

strategy, as the last one expired in 2013. The report says that the draft Strategy has received positive feedback from a number of different local organisations and local businesses. Given that there does not appear to have been any formal consultation on the Strategy with anyone could you please tell me which local organisations and businesses were asked for their opinions?

Answer

As part of an informal consultation process, we asked all the Town and Parish Councils within the Borough for their comments on the draft Economic Development Strategy. In addition, we approached the Thames Valley Berkshire Local Enterprise Partnership, UK Trade and Investment, the University of Reading, Central Berkshire Education and Business Partnership, Wokingham Town Team, Woodley TCMI, Twyford Business Club, Federation of Secondary School Head Teachers, local colleges and a selection of local businesses and banks including: Lloyds Commercial Banking, Newbury Building Society, Indus Property, Vive and Co Accountants, Intersurgical, BJP Insurance, Bryaborne, Patrizia, Cantley Hotel, the Ship Inn and Clifton Ingram amongst others.

We also undertook a wider business survey in April 2016 to which 23 local businesses responded; the results of which also fed into the draft Strategy.

Supplementary Question

What impact on the delivery of your Strategy do you think that the vote that Britain should leave the EU will have?

Supplementary Answer

None.

16. COUNCIL OWNED COMPANIES' BUSINESS

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

The Executive considered a report setting out the budget monitoring position of the Council Owned Companies for the month ending 30 April 2016 and an operational update for the period to 31 May 2016.

The Leader of Council advised the meeting that a review into the level of remuneration that should be paid to Members who were Non-Executive Directors of the Council Owned Companies had been undertaken by the Independent Remuneration Panel. The Panel had reinforced the view that if you were an Executive Member then you could not receive an additional payment although they have agreed to review this principle. Councillor Baker also intended to ask the Panel to review the various special responsibility allowances to ensure that these payments reflected the amount of work undertaken.

Councillor Baker also highlighted the business development opportunities that Optalis was currently working on which was a reflection of the good reputation that Optalis had throughout the Borough and beyond. He asked that the Executive's thanks be sent to Mette Le Jakobsen, Managing Director of Optalis.

With regards to Wokingham Housing Ltd Councillor Baker mentioned that Phoenix Avenue and Fosters Extra Care Home were progressing well.

Members were pleased to note that Loddon Homes Ltd had recently received official For-Profit Registered Provider status and was the first in the country which was a great achievement.

RESOLVED that:

- 1) the budget monitoring position for the month ending 30 April 2016 be noted;
- 2) the operational update for the period to 31 May 2016 be noted;
- c) the report by the Independent Remuneration Panel on Non-Executive Director Performance and Remuneration Policy and its key recommendations be noted.

17. LIBRARY OFFER

The Executive considered a report setting out the proposed Library Offer which had been developed to establish and promote activities that residents could expect when visiting the Council's libraries, including the extension of opening hours through the implementation of self-service.

The Executive Member for Resident Services informed the meeting that a lot of responses had been received to the recent consultation on the usage of libraries. The intention was to move the libraries to become more self-service which would enable opening hours to be increased in line with those set out in the report. The proposals would also reduce the cost of running the libraries whilst increasing the ability of people to use them.

Councillor Jorgensen reported that the Council was still experiencing an increase of around 1.3% per annum in library usage which was in direct contrast to other libraries across the country where library usage was falling. It was felt that this was due to a number of things including having opening hours that matched usage and being innovative with the events that were run in the libraries.

It was noted that the Arborfield library was now up and running in the Royal British Legion building on a temporary basis and Councillor Jorgensen thanked the British Legion for all their help and co-operation.

RESOLVED that:

- 1) the Library Offer for Wokingham Borough Council Library Services as set out in the report be agreed;
- 2) up to £300k of S106 be utilised on the Library Service Delivery Model to implement self-service and increase opening hours;
- 3) the Library opening times be amended to add an additional 17.5 hours opening per week.

18. RE3 WASTE STRATEGY

The Executive considered a report setting out a proposed re3 Waste Strategy which was a framework for enhanced delivery for the re3 Partnership comprising Wokingham, Bracknell Forest and Reading Borough Councils.

The Executive Member for Environment outlined the four key themes around which the Strategy had been developed which included: reducing the net cost of waste; recycling 50% by 2020; capacity; and support systems. There were also a large number of

objectives included in the Strategy which had been agreed by all three Councils involved in the re3 project.

Councillor Ross stated that there was a need to improve recycling and re-use and it was noted that if the Council did not achieve the 50% recycling target by 2020 it would be liable to a fine of £0.5m.

RESOLVED that:

- 1) the re3 Waste Strategy be endorsed;
- 2) it be noted that a report on the Council's Waste Policy and Collection options would be brought forward for consideration in the Autumn.

19. SUDS STRATEGY

The Executive considered a report setting out a proposed Sustainable Drainage Systems (SuDS) Strategy which sets out the long term vision for the use of SuDS in the Borough with a focus on managing flood risk and improving the water environment.

The Executive Member for Environment advised the meeting that it had been expected that the 2010 Flood and Water Management Act would introduce the requirement for SuDS Acceptance Boards to be set up for each local flood authority. The Government did not however introduce this requirement and therefore the planning system was there to ensure that a robust system was designed and installed and an effective management plan put in place. The Strategy was intended to ensure that developers and Planning Officers had the information and requirements clearly laid down.

It was noted that the consultation would start on 18 July and last for eight weeks. The Leader wanted to ensure that maximum publicity would be given to the consultation in order to receive as many responses as possible.

RESOLVED that:

- 1) the draft SuDS Strategy be approved for public consultation;
- 2) Officers consult on the plan and report back with the results of the consultation at a future Executive meeting.

20. ECONOMIC DEVELOPMENT STRATEGY 2016-2021

The Executive considered a report setting out a proposed Economic Development Strategy for 2016-2021 which set out how the Council would facilitate economic growth locally within the context of the Government's wider agenda for growth and the Thames Valley Berkshire Local Enterprise Partnership (LEP) Strategic Economic Plan.

The Executive Member for Economic Development and Finance informed Members that the intention was to refresh the document on a regular basis as the market and the business community adapt and change to circumstances in the Borough. Councillor Pollock paid tribute to the work undertaken by Councillor Munro on the Strategy.

The Leader was pleased that there were linkages with the Thames Valley LEP which was one of the most successful LEPs in the country.

RESOLVED that:

- 1) Council be recommended to approve the Economic Development Strategy 2016-2021;
- 2) it be noted that any investment needed to deliver the Strategy (over and above what would be delivered currently through existing budgets) would be brought back to the Executive for a decision.

21. IN PRINCIPLE USE OF COMPULSORY PURCHASE POWERS

The Executive considered a report relating to the in principle use of compulsory purchase powers to acquire land which could not be purchased through private treaty.

The Executive Member for Planning and Regeneration explained that the powers would provide the Council with the mandate in the Strategic Development Locations to seek indemnity agreements with the developers which would mean that they would pay for the process. Councillor Ashwell reiterated that the decision only agreed the principle and any individual compulsory purchase orders would come back to the Executive for approval.

RESOLVED that:

- 1) it be noted that the Service Manager Strategic Property is to discuss the acquisition of land for the implementation of the infrastructure necessary to facilitate the development of the strategic development locations and that the final details negotiated (area and values etc.) will be reported back to Executive;
- 2) it be agreed in principle that in default of agreed acquisition, appropriate statutory powers be used to deliver comprehensive planning development of the SDLs;
- 3) it be noted that this recommendation is subject to referral back to Executive at the appropriate time for detailed authority setting out inter alia:
 - a) details of the appropriate enabling statutory powers of compulsory acquisition,
 - b) areas and value of land to be acquired compulsorily,
 - c) areas of land over which interests are to be acquired; and
 - d) where appropriate indemnity agreements with developers to indemnify the Council against all costs relating to the CPO process, including inter alia public inquiry costs and acquisition/compensation costs.

22. ARBORFIELD DISTRICT CENTRE (MOD LEGACY GYM BUILDING)

The Executive considered a report relating to securing the MOD Legacy Gym building to provide for the indoor leisure needs of both the existing and future residents of the Borough.

It was clarified by the Executive Member for Environment that the intention of the recommendation was to enable the Council to negotiate a longer term access to the Legacy Gym building following the previous agreement of a three year lease to meet the delivery programme for the new school. To ensure the longer term use of the Legacy Gym building by the school and the local community a longer lease was required. Councillor Ross confirmed that the recommendations were to enable Officers to progress negotiations towards a 199 year lease and any commitments would come back to the Executive for agreement. The intention was to provide community use from 2018.

RESOLVED that:

- 1) Officers progress negotiations to secure for the long term the MOD Legacy Gym building;
- 2) it be noted that the financial implications of the negotiations and budget requirements will be reported to a future Executive prior to any commitment;
- 3) it be noted that the operation of the gym for community use will be included within the letting of the new leisure contract which will also be reported back to Executive prior to contract approval.

23. WOKINGHAM HOUSING LTD (WHL) DEVELOPMENT OPPORTUNITIES

The Executive considered a report relating to the selection of Wokingham Housing Limited (WHL) as the development partner for affordable housing schemes at Grovelands Park (Winnersh), Barratt Crescent (Wokingham) and Anson Walk (Shinfield).

Members were advised by the Executive Member for Health and Wellbeing that the intention was to transfer various pieces of land as outlined in the report to WHL on a 125 year lease in order to progress the affordable housing schemes outlined above.

RESOLVED that:

- 1) Wokingham Housing Limited, the Council owned Local Housing Company, (or a subsidiary of WHL), be selected as the development partner for affordable housing schemes at Grovelands Park (Winnersh), Barratt Crescent (Wokingham) and Anson Walk (Shinfield);
- 2) the Council transfers land between Grovelands Avenue Caravan Park and Grovelands Avenue Workshops, Winnersh and land adjacent to 1 Anson Walk, Shinfield to Wokingham Housing Limited (WHL), or a subsidiary of WHL, at nil monetary consideration on a 125 year lease;
- 3) the land between Grovelands Avenue Caravan Park and Grovelands Avenue Workshops, Winnersh; land adjacent to 13 Barrett Crescent, Wokingham and land adjacent to 1 Anson Walk, Shinfield be appropriated for planning purposes under section 227 of the Town and Country Planning Act 1990 and Section 122 of the Local Government Act 1972;
- 4) the proposed funding model be approved, including the allocation of Section 106 receipts for the provision of affordable housing towards these sites in accordance with Part 2 Report (and as recommended by the Commuted Sums Advisory Panel);
- 5) the development brief for these sites, including the proposed tenure mix be approved;
- 6) the transfer of land and funding for the Barratt Crescent development will be subject to achieving a revised planning consent for the site that is viable to build out.

TITLE	Council Owned Companies Business
FOR CONSIDERATION BY	The Executive on 28 July 2016
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:

- 1) note the budget monitoring position for the month ending 31 May 2016;
- 2) note the operational update for the period to 30 June 2016.

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 June 2016.

Operational Update

An operational update is provided from each of the companies as at 30 June 2016 in paragraph 2 below.

Financial Report

A budget monitoring report is provided for each of the companies for May 2016, 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. The position for each of the companies is explained in paragraph 3 below.

REPORT

1. Directorship Report

- Optalis has made successful appointments to the roles of Finance Director and Director of Quality and Delivery; in due course, pending successful probationary periods, both individuals will be appointed as directors of Optalis.

- Wokingham Holdings has approved an outline plan to recruit to the role of Non-Executive Director (external) for the Optalis Board; the Job Description (JD) is being prepared and recruitment is likely to commence after the summer.

2. Operational Update to 30 June 2016

2.1 WBC (Holdings) Ltd

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

2.2 Optalis Ltd

- CQC compliance – there are no outstanding CQC compliance matters. The restructure and subsequent registration of the Extra Care service has now been confirmed/accepted by the regulator.
- No Care Governance Ratings are currently in place.
- Sickness absence for May was the best on record with an overall rate of 8.57, with an underlying short term sickness rate of 6.36 days per person. Four people were long term absent in the month (over 30 consecutive days) and regular reviews are undertaken with each individual.
- Recruitment to the Head of Service in Brokerage & Professional Support has been successful; Lisa Evans, currently the interim joint Head of Service took up the post on 1 July. Lisa will work 32 hours and to ensure consistent delivery and leadership a deputy post has been devised from within current resources and this will be recruited to shortly; in the short term Linda Robson will fulfil this role.
- Andrew Crammond, Director of Quality & Delivery, is now in post and Simon Thompson has completed a comprehensive handover.
- The Optalis Care Governance Committee met on 9 June to review all aspects of quality and compliance. Three top risks were identified: 1) Training (records of, and completion and verification of Care Certificate completion), 2) Recruitment (volume), 3) Quality of Reporting and Recording by care workers (incidents, accidents, safeguarding). Action is being taken across all identified risks. The key feature sought to identify areas of ‘outstanding’ practice (in CQC ratings terms) in order to support future inspections.
- Recruitment – Optalis managers had a presentation by social care recruitment and retention expert Neil Eastwood to review our recruitment strategy. Overall, Optalis has identified that the organisation is doing really well. However, we were also able to identify with wider evidence additional opportunities going forward.
- Optalis continued to work with WBC on the safe transition of the Woodley Age Concern service. The service has now closed and so this programme of work has concluded.
- The Customer Experience Champion has led specific projects over the past month including the celebration of Optalis’ 5th birthday, celebrations for learning disability week which centred on friendships and ‘acts of kindness’, as well as supporting the Wokingham Learning Disability Day Service (LDDS) members committee to present a bid for Learning Disability Development Fund funding from the Learning Disability Partnership Board for their ‘Hug in a Mug’ project. This was successful and we look forward to their contribution to local communities over the coming months.

Progress on major corporate projects

- Supervision workshops for line managers and supervisors is taking place throughout the month to support good practice and ensuring familiarisation by colleagues with the Optalis policy, as well as learning how to deal with difficult or complex situations.
- Archiving of records to an external location in accordance with the Optalis policy has commenced over the last month, starting with finance records. Next step is review and archiving of care records.

Business Development:

Wokingham

- Optalis has been engaged by WBC commissioners as the provider of choice for a new extra care scheme in Woodley (Bulmershe) originally set to open in October 2016. Optalis has been notified that the timeframe has slipped to May 2017. We continue to work with WBC on the redevelopment of the Fosters site, where a new ECH scheme is due to launch in October 2017. Work has started on site and Optalis is working on signage at the site.

Royal Borough of Windsor & Maidenhead

- The council has approached Optalis on the possible handover of a Learning Disability (LD) residential care home. The service is high acuity and there are complexities around the accommodation. Negotiations over this service are nearing completion and the draft transfer date has moved from July to August.

Hampshire County Council

- The tender for Extra Care Housing Schemes was not successful; the feedback is being evaluated.

Buckinghamshire Council

- We were successful in being accepted onto the Framework agreement for learning disability supported living services. A tender has now been launched for services in Aylesbury and on examination this is likely to require the recruitment of a whole new staff team. On balance of risk Optalis has decided to withdraw from the tender.

2.3 Wokingham Housing Ltd (WHL)

2.3.1 WHL Completed schemes:

There are no operational changes at Hillside since our last report.

The outstanding works at Vauxhall Drive have moved forward with the Council having agreed the budget and the options now being discussed with parents of residents and the care provider, including the best arrangements for undertaking the works around vulnerable residents.

2.3.2 WHL Schemes in Progress and/or Development:

Phoenix Avenue:

Phoenix Avenue continues to progress with the sub-structure now coming out of the

ground. However, we were disappointed to be advised at the June site meeting that the programme is 3-4 weeks behind schedule. Hill have advised us that the lost time will be caught up by September and is down to changing the construction method for the ground floors – which loses time now, but will save time in the future. Therefore there should be no delay in the actual delivery of the first phase of homes in March 2017. Following a frank exchange, Hill have promised to provide a chart to demonstrate how the time will be made up against the existing programme.

Fosters Extra Care Home:

Fosters Extra Care scheme is progressing well with on-site activity now being very obvious. The programme is to time and to budget. The claim for 50% of the HCA grant of £1.49m has been paid to the Council to support the initial start on site costs. The grant received is currently in the Council's bank account, but now that Loddon Homes has been granted For-Profit Registered Provider (FPRP) status with the Homes and Communities Agency (HCA), it is intended to transfer the grant and the relevant grant conditions to Loddon Homes. The work to do this is currently ongoing.

Pipe-line sites:

Our work continues to focus on ensuring that the sites within the current WHL development pipeline progress.

We are in the process of awarding the contract for Anson Walk and Grovelands to the successful bidder, following Executive approval in June and are estimating the start on site for both schemes should be in November 2016.

Barrett Crescent also received Executive approval in July, but is subject to a new planning application that delivers a more cost effective project being achieved. Planning has been submitted and we are working towards a revised scheme to tender and build for affordable housing.

For all other pipeline sites, the WHL Board and Holdco have approved progressing each scheme the Commissioner has requested to the Executive for approval at the September meeting based on the business cases submitted. This is a total of 26 additional affordable homes and one potential private sale home, spread over nine sites.

Should Executive approval be achieved for all or the majority of sites, you will see a steady flow of small sites being delivered. We expect to be able to package pipeline sites in to three phases, with start on sites estimated to be in January, March and April 2017, each with 10-12 month build programmes.

Loddon Homes (LHL):

As you are now no doubt already aware Loddon Homes was granted For-Profit Registered Provider (RP) status by the Homes and Communities Agency (HCA) on 10th June 2016. This is an impressive achievement with Loddon Homes being the first completely council-owned For Profit Housing Association. Only three other housing associations have been set up by councils, with only one other being a For-Profit RP, owned by a council and a Housing Association as a joint venture.

Through achieving For Profit RP status we now have additional flexibility to meet the

housing needs of our borough residents, as well as generating a financial return which can be reinvested into more affordable housing and/or essential Council services. It will also provide us with more options on seeking grant for more costly affordable developments like supported housing projects, as well as enabling us to take advantage of other grant funding for Government priorities like shared ownership.

Loddon Homes worked hard to meet the tougher registration criteria of the HCA and believe the process has helped us build a strong organisation to meet the challenges of delivering affordable housing in the current fast changing housing policy environment.

Loddon's Board continues to focus on developing our policies and procedures for managing our homes and working closely with WHL on Loddon Homes' future stock like the Fosters Extra Care scheme. The Board is not complacent having achieved registration and is looking forward to what can now be achieved to meets its objectives.

3. Financial Report

Budget Monitoring for 2016-17 financial year (To 31 May 2016)

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

The figures shown below represent the overall expenditure and income of the Council's subsidiary companies. A consolidated budget for the group is not yet available for 2016/17 therefore an overall comparison of spend against budget is not possible for the Group at present:

At the operational level, the net deficit was £43k. The net deficit after interest and tax was £78k.

3.2 WBC (Holdings) Ltd

A year-to-date deficit of £61k after interest and tax is reported for May.

3.3 Optalis

- The result for May is a loss of £6.0k against a budgeted profit of £4.0k. The budget figures set by the previous Finance Director are currently being verified. This gives the company an YTD loss of £12.0k against a budgeted £8.0k profit. None of the proposed adjustments following the audit have been processed into our accounts at the reporting date.
- 2016/17 full year result is expected to be £50k. (This is after a return of £308k to the Commissioner as agreed).
- Revenue in the month was £1,025k and YTD is £2,136 which is about on budget.
- Current year business plan included an additional 100 Short Term Assessment and Reablement (START) hours per week, giving additional income of £114k. It has now been communicated from the commissioner that this is not now to be part of our 16/17 figures.
- Costs for May are £1,024k and YTD £2,133k. A high % is payroll and agency costs.
- Net assets at 31 May are £233k.
- Cash at 31 May was £424k.

2015/16 year end results and Audit update:

- The audit process is now nearly completed and the headline figures from the auditors are still to be verified and backed-up. We are currently proposing to report our original profit figure of £60k. This is due to various adjustments that have been proposed by the auditors plus other adjustments we have picked up ourselves.

Risk/Mitigation

- Agency spend remains high and weekly management reviews chaired by the managing director continue; progress is being made but is slow. Recruitment remains the greatest underlying pressure on agency spend, but trends around a high turnover rate amongst new recruits in the home care service has also been identified so this line of inquiry is being pursued and actions put in place to mitigate.
- Recruitment continues to be challenging, however, we had 19 new starters on induction during June. The pilot with Vetro Recruitment has now concluded and Optalis has decided to disengage from the partnership on account of it not adding value to the company or improving our recruitment rate.
- Legal: Negotiations via the WBC legal team with Expense Reduction Analysts (ERA) are continuing. Optalis' offer has been rejected and it is therefore now possible that the matter may be referred to the courts by ERA. There have been no developments since the last report to the Board.
- The change in finance resources continues to place pressure on the organisation. The finance team has been restructured for better governance and new, skilled finance staff are being recruited; this is not yet fully complete. The depth of this review is continuing to cause business continuity issues.

Overview of Results – Year to Date – Optalis

Total Company	Actual May YTD	Budget May YTD
	(£000)	(£000)
Turnover	2,136	2,193
Costs	(2,133)	(2,170)
Operating Profit	3	23
Depreciation	(15)	(15)
YTD loss	(12)	8

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

Income for May 2016 is £5k (with year to date income of £14k). While this represents a £2k deficit in month the year to date target is on budget. Operating expenditure is better than budget by £7k in month and £12k year to date. Savings in month are largely from much lower fees than predicted and necessary equipment cost for tenants. Year to date savings have come from a delay in bonus payment and much lower professional fees

than expected. These are partially offset by development costs in preparing to develop existing property, additional utility costs, marketing costs from prior year and higher interest charges. These variances are expected to recover during the year.

The Net Loss of £40k in month is £5k better than expected while the year to date net loss of £78k is £12k better.

Balance Sheet

Capital expenditure in May was £533k including construction contractor payments for Phoenix of £430k and for Fosters of £95k.

Net Assets for the Wokingham Housing Group were £378k in May. An investment of £1,900,000 of £1 ordinary share capital is invested in Wokingham Housing Limited.

Wokingham Housing Limited (Consolidated)			
P02: May / Year to Date			
Profit and Loss Account for the period to 31st May 2016	Actual	Budget	Variance
	£000	£000	£000
Income	14	14	0
Operating Expenditure	(92)	(104)	12
Operating Loss	<u>(78)</u>	<u>(90)</u>	<u>12</u>

Total Sub Group	May	May	Budget	Prior Month	
MAY	Actual	Budget	Variance	Actual	Variance
	(£000)	(£000)	(£000)	(£000)	(£000)
Income	5	7	(2)	9	(3)
Costs	<u>(43)</u>	<u>(50)</u>	<u>7</u>	<u>(45)</u>	<u>2</u>
Operating Loss	(38)	(43)	5	(36)	(1)
Non Trading Costs	-	-	-	-	-
Depreciation	<u>(2)</u>	<u>(2)</u>	<u>-</u>	<u>(2)</u>	<u>-</u>
Loss Before Tax	(40)	(45)	5	(38)	(1)
Taxation	-	-	-	-	-

Net Loss	(40)	(45)	5	(38)	(1)
----------	------	------	---	------	-----

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

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

Contact Emma Lyons	Service Resources
Telephone No 07769957900	Email Emma.Lyons@wokingham.gov.uk
Date 19 July 2016	Version No. 3

TITLE	Revenue Monitoring 2016/17 – June 2016
FOR CONSIDERATION BY	The Executive on 28 July 2016
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) note the carry forward request as per Appendix B.

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 £354,000, Housing Revenue Account a net in-year surplus of £38,000 and Schools Block a net in-year deficit of £346,000.

Background

General Fund

The table below shows the expected forecast outturn for 2016/17 by Service. An explanation of the major budget variances are shown in Appendix A.

Service	End of Year Position	
	Current Approved Budget £,000	Net over/(under) spend £,000
Chief Executive	4,525	140
Children's Services	33,418	35
Health & Wellbeing	44,322	200
Environment	40,961	0
Finance & Resources	11,800	(21)
Net Expenditure	135,026	354

The forecast represents a General Fund net overspend of £354,000.

Material forecast variances include:

Chief Executive net adverse variance £140,000

Customer Services and Digitisation savings delayed and will be achieved through the 21st Century Project £140k.

Children's Services net adverse variance £35,000

The forecast reflects the impact of the Recruitment & Retention Strategy to be implemented, Service Reshaping and difficulties in recruiting Social Workers leading to the retention of interims £97k. Offset by ongoing savings and efficiencies including the new Shared Services (£100k).

Health & Wellbeing net adverse variance £200,000

Included in the forecast overspend is the impact of the continued increase in homelessness within the borough from the last quarter of 2015/16 £200k. Budget risk: - Funds expected from Department of Health following the Judicial Review of the change in eligibility criteria which is still to be determined. Carry forward of £69k identified.

Finance & Resources net favourable movement of (£21,000)

There are a number of forecasts contributing to the net forecast underspend. These include favourable forecasts resulting from the overachievement of Business rates (£250k) and Shared Legal Services additional income (£40k). These are offset by pressures relating to the Aspire building operational costs £106k, Concessionary Travel increase in both usage & rates £100k; and in line with other Berkshire Authorities reduction in Local Land Charges £60k.

General Fund balances as at 31 March 2017 are projected to be £9.470m. The Statement of General Fund balance is shown in Appendix C.

Other Funds

Housing Revenue Account forecast a net in-year surplus of £38,000

The net in-year surplus is due to staffing vacancies.

The indicative Housing Revenue Account (HRA) balance as at the 31st March 2017 is £5,053,000. Shown in Appendix D.

Schools Block forecast is a net in-year deficit of £346,000

The net in-year deficit reflects the pressures resulting from Shinfield West School opening a year earlier and additional bulge places required in Woodley £481k, increased costs of pupils at independent special schools £658k. The deficit is partly offset through additional carry forward from 2015/16 net (£1.026m).

The indicative Dedicated Schools Grant (DSG) reserve balance as at 31st March 2017 is £492,000. Shown in Appendix E.

Investment Portfolio

The authority's investment portfolio shows current investments of £55.5m 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 £135m	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

Contact James Norris	Service Finance & Resources
Telephone No 0782 44 06 992	Email james.norris@wokingham.gov.uk
Date 18 July 2016	Version No. v2

REVENUE MONITORING REPORT June 2016

GENERAL FUND SUMMARY

Service	End of Year Position		Comment on major areas of estimated over/underspend
	Current Approved Budget £,000	Net over/(under) spend £,000	
Chief Executive	4,525	140	Customer Services and Digitisation savings delayed and will be achieved through 21st Century Project.
Children's Services	33,418	35	Recruitment & Retention Strategy to be implemented, Service Reshaping and difficulties in recruiting Social Workers has led to retention of interims £97k. Offset by ongoing savings and efficiencies including new Shared Services (£100k).
Health & Wellbeing	44,322	200	Impact of the continued increase in homelessness within the borough from the last quarter of 2015/16 £200k. Budget risk: - Funds expected from Department of Health following the Judicial Review of the change in eligibility criteria which is still to be determined. Carry forward of £69k identified.
Environment	40,961	0	£40K pressure due to the delay from introducing Sunday and evening car parking charges resulting from a recent call in. At this early stage it is anticipated these pressure will be contained within the Highways and Transport service. (£100k) Influx in application fees income which is offsetting other pressures including agency costs.
Finance & Resources	11,800	(21)	Business rates overachieved (£250k); Shared Legal Services additional income (£40k); Aspire Building operational costs £106k; Concessionary Travel- increase in number of users and rates per bus fare £100k; reduction in Local Land Charges income £60k Interest on balances.
Net Expenditure	135,026	354	

GENERAL FUND SUMMARY CARRY FORWARDS

	<u>Carry Forwards</u> <u>£,000</u>	<u>Comments</u>
Chief Executives	0	No carry forwards identified.
Children's Services	0	No carry forwards identified.
Health & Wellbeing	69	2 year Special Item to Optalis now due to start July 2016 not April 2016 as planned, therefore, carry forward required to cover the last quarter of April to June 2018.
Environment	0	No carry forwards identified.
Finance & Resources	0	No carry forwards identified.
Carry Forwards	69	

STATEMENT OF GENERAL FUND BALANCE

£,000 £,000

G.F. Balance (as at 31/3/2016)

(10,370)

Supplementary Estimates

0 0

Carry Forwards from 2015/16

Chief Executive 50
Children's Services 0
Health & Wellbeing 0
Environment 496
Finance & Resources 0

546

Projected Service Unit Variance

Chief Executive 140
Children's Services 35
Health & Wellbeing 200
Environment 0
Finance & Resources (21)

354

Forecast General Fund Balance 30/3/2017

(9,470)

REVENUE MONITORING REPORT 2016/17
 Report Date: June 2016

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	110	98	(12)	7,499	-	No material forecast variances.
Fees & Charges / Capital Finance Charges	(32)	3	35	(30)	-	No material forecast variances.
General Management	687	655	(33)	1,511	13	Staffing vacancies (£4k) and Northgate annual software license £16k.
House Sales	-	-	-	-	-	No material forecast variances.
Housing Repairs	603	536	(66)	2,542	-	No material forecast variances.
Other Special Expenses	46	47	1	174	(30)	Staffing vacancies.
Rents	(3,314)	(3,155)	159	(15,164)	-	No material forecast variances.
Sheltered Accommodation	57	22	(35)	258	(21)	Staffing vacancies.
Subtotal Excluding Internal Recharges	(1,843)	(1,794)	24	(3,211)	(38)	
Internal and Capital Charges	1,003	1,003	(0)	4,011	0	
	(840)	(791)	24	800	(38)	

34

HRA Reserves brought forward 1st April 2016	(5,815)
Service Improvement Carry Forward	<u>0</u>
HRA Reserves as at 31st March 2016	(5,815)
Net in-year planned deficit	<u>762</u>
Estimated HRA balance as at 31st March 2017	<u>(5,053)</u>

SCHOOLS BLOCK MONITORING REPORT June 2016

	End of year position		Comment on major areas of estimated over/underspend
	Current Approved Budget £,000	Net over/(under) spend £,000	
Total Individual Schools Budgets & Early Years Allocations	111,817	64	Additional allocation agreed at the January 2016 Schools Forum £824k; Academy Recoupment from Schools Block (£760k).
Total Central Expenditure	13,696	1,307	Fees for pupils at independent special schools £658k; Project start up costs for Shinfield West brought forward to September 2016; additional bulge funding; Start up costs for Bohunt School Arborfield £481k. Internal Recharges £168k.
TOTAL SCHOOLS BUDGET EXPENDITURE	125,513	1,372	
TOTAL SCHOOLS BLOCK FUNDING INCOME	(125,200)	0	
NET TOTAL SCHOOLS BUDGET in-year (surplus) / deficit	313	1,372	
Brought Forward (surplus) / deficit balance	(1,151)	55	Revised carry forward £55k
In year adjustments c/fwd to 2017/18	0	(1,081)	In year carry forward revision £1.081M
TOTAL YEAR-END (SURPLUS) / DEFICIT	(838)	346	

35

Schools Block Reserves brought forward 1st April 2016	(838)
Service Improvement Carry Forward	<u>0</u>
Schools Block Reserves as at 31st March 2016	(838)
Net in-year planned deficit	346
Estimated Schools Block balance as at 31st March 2017	<u><u>(492)</u></u>

INVESTMENT PORTFOLIO

	Fitch Long Term Rating +	In House Limit £000	Max Duration Months	Rate	In House Investment £000	RLAM Investment £000	Aberdeen Asset Investment £000	WBC Total Investment £000	% of Portfolio
Others									
Local Authorities:									
Blackpool BC (03/05/16)	AAA	5,000	12	0.40%	3,000			0	0%
Barnsley Borough Council (03/11/16)	AAA	5,000	12	0.55%	2,000			2,000	5%
London Borough of Enfield (18/08/16, 19/07/16)	AAA	5,000	12	0.50%	5,000			5,000	4%
Eastleigh Borough Council (07/07/16)	AAA	5,000	12	0.45%	3,000			3,000	9%
Salford City Council (01/07/15, 24/08/16)	AAA	5,000	12	0.50%	3,000			3,000	5%
Birmingham City Council (22/11/16)	AAA	5,000	12	0.50%	3,000			3,000	5%
Lancashire County Council (09/06/16)	AAA	5,000	12	0.53%	3,000			3,000	5%
Conwy County Council (30/11/16)	AAA	5,000	12	0.55%	5,000			5,000	9%
West Lothian (19/05/16)	AAA	5,000	12	0.50%	3,000			3,000	5%
Debt Management Office (DMO)	AAA	20,000	12				2	0	0%
Cash	AAA							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%
SWP Global Liquidity Fund	AAA						9,618	9,618	17%
SWP Investment CA	AAA						0	0	0%
RLAM Investment CA	AAA						0	0	0%
Bank of England Treasury Bill	AAA			0.48		500		500	1%
BANKING GROUPS									
Nordea Group									
Nordea Bank Finland (31/05/16)	AA-	3,000	12	0.54%	0	1,000		1,000	2%
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 Pic	AA-	3,000	6					0	0%
Lloyds Bank (On call)	AA-	3,000	6	0.35%		386		386	1%
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%
Societe General	AA-	3,000	12		0			0	0%
Toronto Dominion Bank	AAA	3,000	12	0.90%		1,006		1,006	2%
Close Brothers	A	3,000	6	0.90%	0			0	0%
Barclays Bank	AA-	3,000	12	0.45%	0			0	0%
ING Bank	A+	3,000	12	0.52%	0			0	0%
Svenska Handelsbanken	AAA	3,000	12	0.55%		1,000		1,000	2%
BNP Paribas	AAA	3,000	12	0.51%				0	0%
Rabobank	AAA	3,000	12	0.80%	0			1,511	3%
Credit Suisse	AAA	3,000	12	0.62%		1,001		1,001	2%
National Australia Bank	AAA	3,000	12	0.76%		2,514		2,514	5%
Commonwealth Bank of Australia	AAA	3,000	12	0.57%		1,006		1,006	2%
Building Societies									
Nationwide Building Society (13/08/14)	A+	2,000	6	0.59%	0			2,002	4%
Coventry Building Society (19/08/14)	A+	2,000	6	0.45%		2,002		2,000	4%
Leeds Building Society (15/10/13)	A-	2,000	6	0.40%		2,000		2,000	4%
TOTAL EXTERNAL INVESTMENTS					34,000	11,926	9,620	55,546	1
TOTAL EXTERNAL INVESTMENTS					34,000	11,926	9,620	55,546	1

In House figures as at 31/03/2016 and Fund Managers figures as at 31/03/2016

Agenda Item 31.

TITLE	Capital Monitoring 2016/17 – End of June 2016
FOR CONSIDERATION BY	The Executive on 28 July 2016
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 note the Capital Monitoring report for 1st quarter of 2016/17 as set out in Appendix A to the report.

SUMMARY OF REPORT

To consider the 2016/17 Capital Monitoring Report to the end of June 2016. Executive agreed to consider Capital Monitoring Reports on a quarterly basis. This report is to the end of the 1st quarter, and shows a nil variance forecast against budget.

Background

The capital monitoring report to the end of June 2016 (Appendix A) is forecasting a nil variance against budget. 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 £147,038,000. However, it has been estimated through profiling at the beginning of the financial year from budget and project managers that £115,171,000 will be spent this financial year. The remaining budget will be carried forward into 2017/18. The Carry forward is estimated at £31,867,000.

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 £(65,000) underspend variance on the Capital Programme for the current financial year.

Uncommitted Capital balances are currently estimated to be £105,000 as at 30th June 2016 (prior to any announcement about funding cuts and on the assumption that the level of capital receipts will be achieved). The estimated capital receipts received for 2016-17 are expected to be £150,000.

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)	£115 million	Yes	Capital
Next Financial Year (Year 2)	£32 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

List of Background Papers

None

Contact James Sandford	Service Resources
Telephone No 0118 974 6577	Email James.Sandford@wokingham.gov.uk
Date 18 July 2016	Version No.1

This page is intentionally left blank

Capital Expenditure Monitoring as at 30th June 2016

Appendix A

Service Unit	Full Year Budget 2016/17 £000	Profile Year 1 £000	Profile Year 2 £000	Forecast Outturn 2016/17 £000	Proposed Carry Forward 2017/18 £000	Estimated (Under)/ Overspend £000	Total Works Complete £000	Comments
Chief Executive	25,235	17,567	7,668	17,567	0	0	952	Year 2 profile: £7.67m Town Centre Regeneration - Year 2 profiling reflects the programme delivery for construction
Children's Services	39,229	36,747	2,482	35,612	1,135	0	6,916	Year 2 profile: £1.1m Basic Needs Primary - Additional Places - Reflects the need to work around functioning primary schools and sequential order to enable seamless delivery of services (such as relocation of teams), £550k Young Person Supported Accommodation - Reflects time taken to develop appropriate scheme to fully meet needs and delay due to unsuccessful bid for home & community agency funding, £500k Investment in Secondary Schools - Programming activities around an operational secondary to avoid disruption to education , £225k Southfield School Expansion - Scheme still in development, dependant on input from academy sponsor. Explanations of Carry Forward - £818k Emmbrook (Secondary) School (Ph3) Maths Block, Estimated outturn to be confirmed once contractor cash flow received however Phase 3 tender returns lower than expected, serperate project to be done within the bounds of approved allocated budget to school which will be summer 17/18 works,
Environment	33,708	26,189	7,519	26,042	83	(65)	1,964	Year 2 profile: £6.1m Shinfield Eastern Relief Road - Budget to pay back University of Reading, subject to legal agreement and WBC approval, road due to complete 2016 but hand over to WBC will occur 2017 earliest, £625k Town Centre Improvements - Works programmed across two years with design, contractor appointment and preconstruction set-up (materials etc.) ahead of construction phase due to commence Jan 17 for 7 months, £300k Safe route to Arborfield School - scheme is planned for completion in time for September 2017 term, £375k Safety / Crash Barriers - pending final costs for Loddon Viaduct Phase 2. Explanations of variances: £86k Station Link Road Wokingham - Year End was underestimated therefore accrual was lower than needed - offset overspend by declaring an underspend against Vehicle Road Restraint System (VRRS) Budget. £(65)k London Road Landfill Reparation, saving identified due to change in the scope reducing level of works.
Finance & Resources	12,005	2,679	9,326	2,679	0	0	379	Year 2 profile: £8.1m Affordable housing future schemes (to be approved), £1.1m Strategic Capital Reserve
Health & Wellbeing	36,861	31,990	4,871	31,990	0	0	3,425	Year 2 profile: £4.9m Wokingham Housing Limited, Planned programme
TOTAL	147,038	115,171	31,867	113,889	1,218	(65)	13,636	

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

This page is intentionally left blank

TITLE	Treasury Management Annual Report 2015-16
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None specific
DIRECTOR	Graham Ebers, Director of Finance and Resources
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Effective and safe use of our resources to deliver service improvements and service continuity through capital investments.

RECOMMENDATION

The Executive is asked to:

- 1) note that this report was presented to the Audit Committee on 23 June 2016;
- 2) approve and recommend to Council:
 - a) the Treasury Management Annual Report for 2015/2016; and
 - b) the actual 2015/2016 prudential indicators within the report.

SUMMARY OF REPORT

Treasury Management is the management of the Council's investments, lending and cash flows, its banking, money market and borrowing transactions together with the effective control of the risks associated with those activities.

Background

The production of an annual 'Treasury Management Report' is a requirement of the Council's reporting procedures. This report covers the actual treasury activity which took place as well as the actual Prudential Indicators for 2015/16.

The report therefore highlights the Council's treasury position as at 31 March 2016, sets out the treasury management decisions taken during the year and reports progress against the strategy and prudential indicators which were set in February 2015. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are found in Appendix B. Other prudential and treasury indicators are to be found in the main body of this report (Appendix A).

Summary

As at 31st March 2016 the Non- HRA external debt was £47.2m

The HRA External Debt as at 31st March 2016 was £85.0m

The HRA has an internal loan of £8.9m from the Council.

In terms of external borrowing:

- PWLB Loans – No new loans were taken out in 2015/16;
- Market Loans (Lobo) – No new loans were taken out in 2015/16
- Local Enterprise partnership – £630,000 of interest free new loans were taken out in the year.

In 2015/16 the statutory borrowing limit (the authorised limit), was not breached during the year.

Although the financial year 2015/16 was a challenging investment environment with low investment returns and continuing heightened levels of counterparty risk the in-house team were able to achieve an average rate of return of 1.15% on investments (including internal loans) compared to the fund managers average rate of 0.6%.

Because of the unfavourable gap between investment returns and borrowing costs, during the year the council took the opportunity to use internal funds for capital expenditure.

Analysis of Issues

Prudential and Treasury Indicators		2015/16 Actual £'000
Capital expenditure		
	Non-HRA	42,237
	HRA	4,557
	Total	46,794
Capital Financing Requirement:		
	Non-HRA	118,582
	HRA	92,964
	Total	211,546
External debt		
	Non-HRA	47,214
	HRA	85,018
	Total	132,232
Return on Investments		
	Fund Managers	130
	In house	243
	Wokingham Housing Limited	399
	Housing Revenue Account	84
	Age concern	3
	Total	859

The Director of Finance and Resources confirms that as at 31st March 2016 there have been no breaches of the treasury strategy during 2015-16.

List of Appendices:

Full Annual Treasury Management Report for 2015/16 is shown in Appendix A.
Councils Prudential and Treasury Indicators are shown in Appendix B
Councils Current Loan Portfolio Appendix C –including HRA
Councils Counter Party Limits at the 31st March 2016 are shown in Appendix D
Councils Current Investments at the 31st March 2016 are shown in Appendix E
Glossary of Terms is shown in Appendix F.

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?
2015-16	£46.8m Expenditure £0.9m Return on Investments	Yes	Capital Revenue
Next Financial	N/A		
Following Financial Year (Year 3)	N/A		

Other financial information relevant to the Recommendation/Decision
--

None

Cross-Council Implications

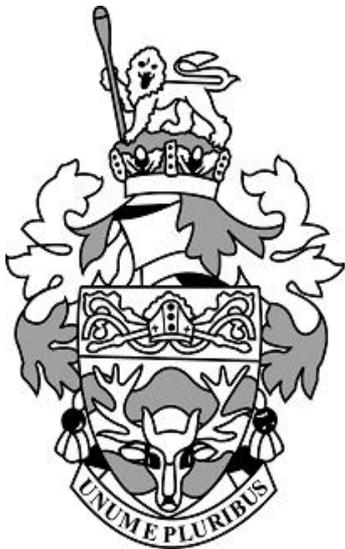
Budgets and strategies are clearly monitored and do not impact on other Council services and priorities

List of Background Papers

None

Contact Martin Jones	Service Finance & Resources
Telephone No 0118 9746877	Email martin.jones@wokingham.gov.uk
Date 18 July 2016	Version No. 4

WOKINGHAM BOROUGH COUNCIL



WOKINGHAM BOROUGH COUNCIL

Treasury Management Strategy Annual Treasury Management Report 2015-16

Contents

(1) Introduction and Background.....	3
(2) The Councils Capital Expenditure and Financing 2015/16.....	4
(3) The Council's Overall Borrowing Need.....	5
(4) Treasury Position as at 31 st March 2016.....	9
(5) Treasury Strategy for 2015/16.....	12
(6) The Economy and Interest Rates.....	12
(7) Borrowing Rates in 2015/16.....	14
(8) Borrowing Outturn for 2015/16.....	14
(9) Investment Rates in 2015/16.....	15
(10) Investment Outturn for 2015/16.....	15
(11) Performance Measurement.....	16

Appendices

Prudential and Treasury indicators	Appendix B
Loan Portfolio.....	Appendix C
Counterparty List	Appendix D
Investments Portfolio.....	Appendix E
Glossary of Terms	Appendix F

1) Introduction and Background

The Council is required by regulations issued under the Local Government Act 2003, to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2015/16. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2015/16 the Executive has received the following reports:

- The annual treasury strategy at its meeting on the 19th February 2015.
- A mid-year treasury update report at its meeting on the 28th January 2016.
- This report provides the annual review following the end of the year describing the activity compared to the strategy.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore, important in that respect as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

The Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Audit Committee before they were reported to the full Council.

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity;
- Detailed investment activity

2) The Council's Capital Expenditure and Financing 2015/16

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need or:
- Funded by borrowing (Internal or External).

The actual capital expenditure forms one of the required prudential indicators. The tables below show the actual capital expenditure.

Table 2.1

General Fund	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Capital expenditure	38,774	102,341	42,237
Financed in year	(28,218)	(54,670)	(20,650)
Unfinanced Capital Expenditure	10,556	47,671	21,587

Note: The variance between actual and budget was due, in the main, to slippage in the additional places for schools programme, Wokingham Housing Limited and several large transport infrastructure schemes.

Table 2.2

HRA	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Capital expenditure	6,561	8,969	4,557
Financed in year	(6,561)	(8,969)	(4,557)
Unfinanced Capital Expenditure	0	0	0

Note: The variance between actual and budget was due to a decrease in the programme due to capacity issues.

3) **The Council's Overall Borrowing Need**

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2015/16 unfinanced capital expenditure (see tables 2.1 and 2.2 on the previous page), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWLB] or the money markets) or utilising temporary cash resources within the Council.

The Council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need (there is no statutory requirement to reduce the HRA CFR). This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- The application of additional capital financing resources (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2015/16 MRP Policy (as required by Communities and Local Government (CLG) Guidance) was approved as part of the Treasury Management Strategy Report for 2015/16 on 19th February 2015.

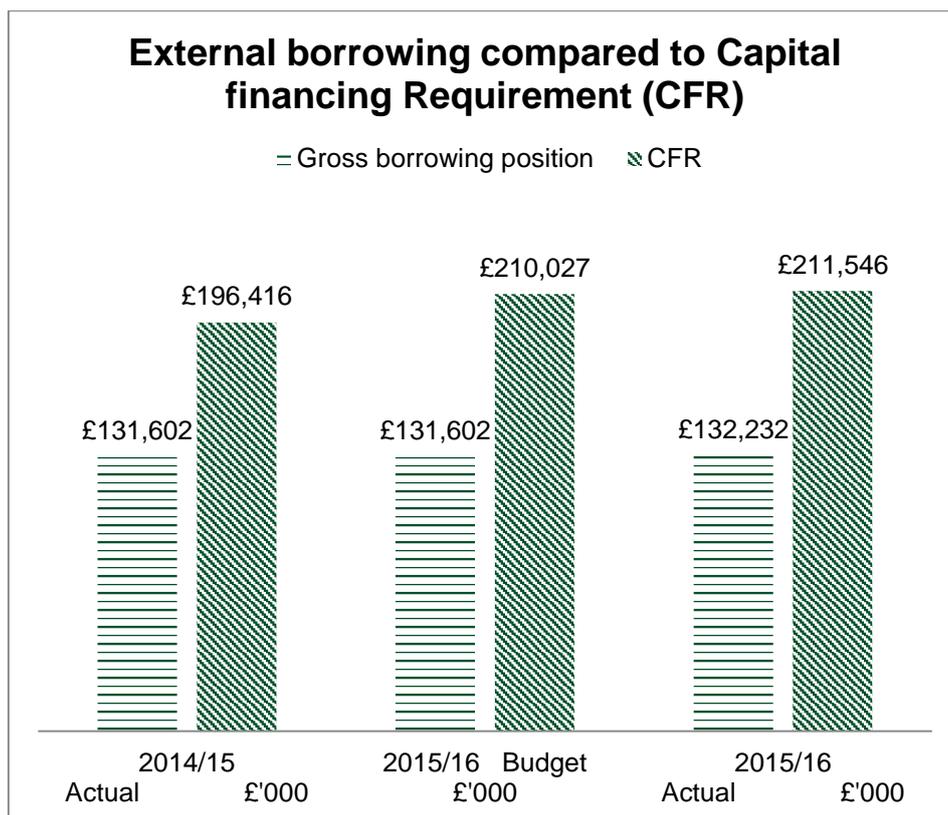
The Council's CFR for the year is shown below and represents a key prudential indicator. It includes PFI and leasing schemes on the balance sheet, which increase the Council's borrowing need. However, no borrowing is actually required against these schemes as a borrowing facility is included in the contract.

CFR: General Fund	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Opening balance	95,255	102,795	101,948
Add unfinanced capital expenditure (as above)	9,964	16,881	20,152
Less MRP/VRP	(3,024)	(3,310)	(3,024)
Less PFI & finance lease repayments	(247)	(215)	(264)
Closing balance	101,948	116,151	118,812

CFR : HRA	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Opening balance	93,876	93,876	93,876
Add unfinanced capital expenditure (as above)	0	0	0
Repayment of Loan Principal	0	0	912
Closing balance	93,876	93,876	92,964

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR and by the authorised limit.

In order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (plus the estimates of any additional capital financing requirement for the current and next two financial years). This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs. The bar chart below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.



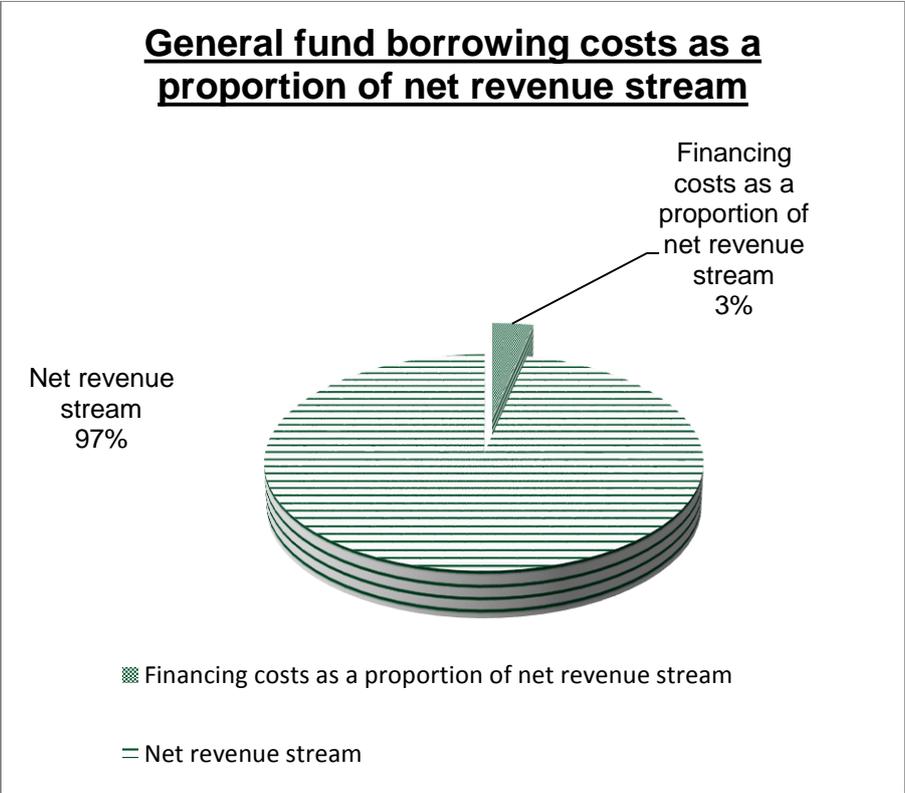
The authorised limit is the “affordable borrowing limit” required by section 3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level.

The operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

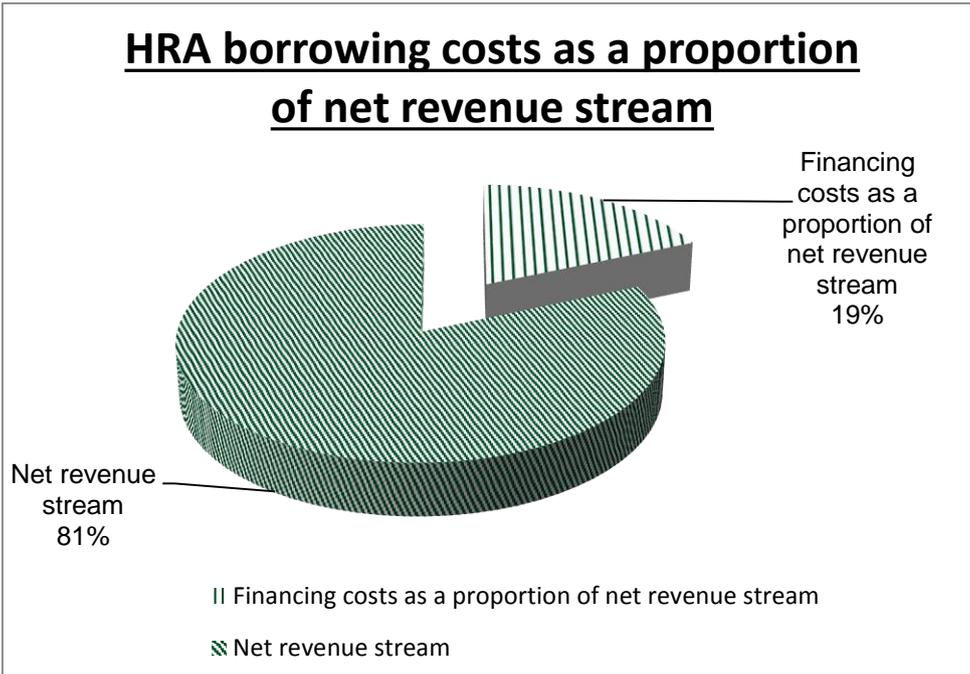
The table below demonstrates that during 2015/16 the Council has maintained gross borrowing within its authorised limit and operational boundary.

	2015/16 £'000	2015/16 Actual £'000	Variance £'000
Authorised limit	223,000	132,232	90,768
Operational boundary	200,000	132,232	67,768

Actual financing costs as a proportion of net revenue stream - this indicator identifies the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (see tables below).



The graph above demonstrates that 3% of the councils revenue budget is set aside to service debt financing costs (i.e. external interest on loans)



The graph on the previous page demonstrates that 19% of the HRA revenue budget is set aside to service debt financing costs (i.e. external interest on loans).

4) Treasury Position as at 31st March 2016

The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the beginning and the end of 2015/16 the Council's treasury (excluding borrowing by PFI and finance leases) position was as follows:

General fund	31 March 2015 Principal £'000	Rate/ Return %	31 March 2016 Principal £'000	Rate/ Return %
Fixed rate funding:	23,151		23,781	
-PWLB	23,031	4.49%	23,031	4.49%
-Market	0		0	
-Local Enterprise Partnership (interest free)	120		750	
Variable rate funding:	23,433		23,433	
-PWLB	0		0	
-Market	23,433	4.27%	23,433	4.27%
Total debt	46,584		47,214	

HRA	31 March 2015 Principal £'000	Rate/ Return %	31 March 2016 Principal £'000	Rate/ Return %
Fixed rate funding:	84,451		84,451	
-PWLB	84,451	2.85%	84,451	2.85%
-Market	0		0	
Variable rate funding:	567		567	
-PWLB	0		0	
-Market	567	4.28%	567	4.28%
Total debt	85,018		85,018	

Average return on Investments (Cumulative)	1st Qtr %	2nd Qtr %	3rd Qtr %	4th Qtr %
Aberdeen Asset Management	0.16	0.33	0.55	0.74
Royal London Asset Management	0.06	0.17	0.33	0.49
In-house*	0.29	0.58	0.86	1.15
Total (Weighted Average)	0.24%	0.49%	0.74%	1.01%

*This includes internal loans to the HRA and WBC companies (see appendix B)

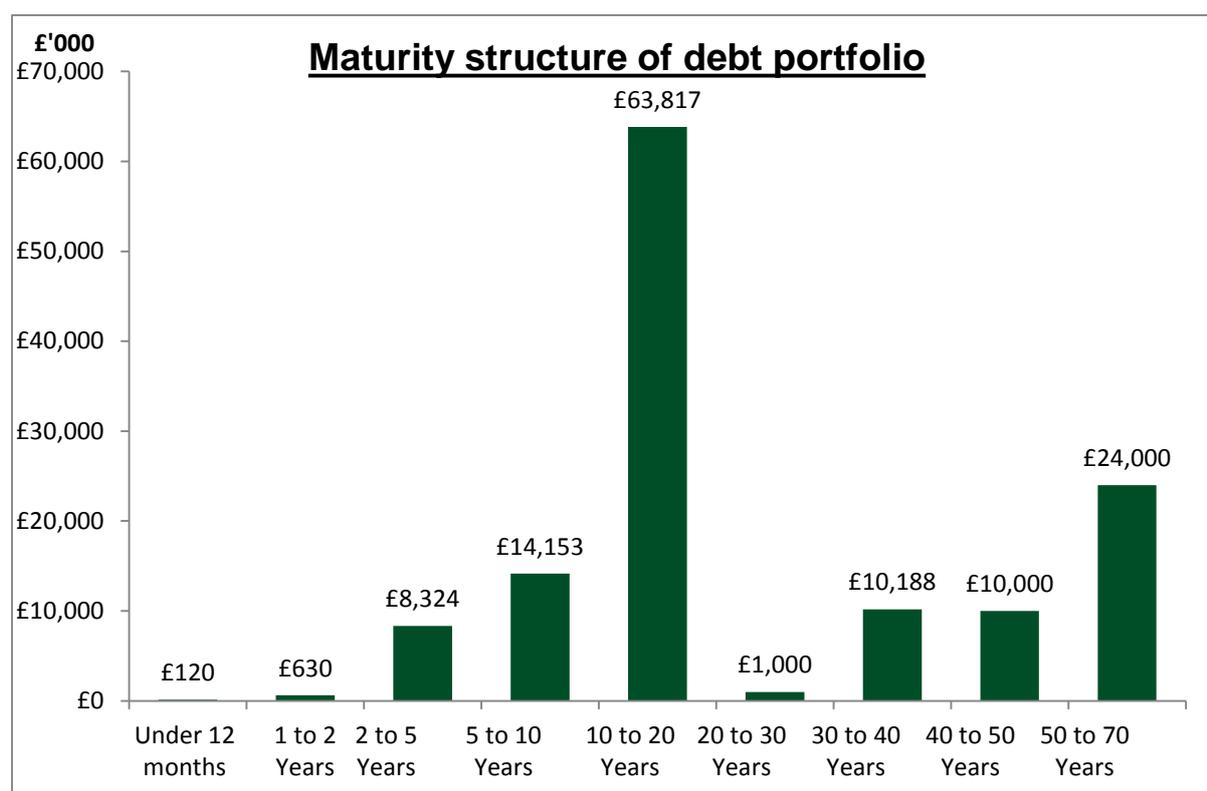
Portfolio Valuation as at 31 March 2016

Portfolio Valuation as at 31 March 2016 (completed by Capita Asset Services)	Nominal / Principal £'000	Fair Value £'000
Investments		
Fixed Term Deposits	30,000	30,085
Total	30,000	30,085
External Debt		
LOBO loan - Fixed rate	24,000	32,485
PWLB loan - Maturity	107,482	119,040
Local Enterprise Partnership loan	750	750
Total	132,232	152,275

* Fair value is a rational and unbiased estimate of the potential market price of goods/services.

The purpose of the valuation is to evaluate quantitatively the authority's financial position and performance with regard to each class of financial instrument, and also to indicate the extent of the authority's risk exposure arising as a result of these transactions.

The maturity structure of the debt portfolio was as follows:



The maturity structure of the investment portfolio was as follows:

	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Investments			
Longer than 1 year	0	10,000	0
Under 1 year	59,735	40,000	51,544
Total	59,735	50,000	51,544

The exposure to fixed and variable rates was as follows:

	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Interest rate exposures: Debt			
Upper limit on fixed rate exposures - Net Position	107,602	180,000	107,482
Upper limit on variable rate exposures - net position	24,000	40,000	24,000

Note: The variance between actual and budget was due, in the main, to the Town centre slippage (Anticipated loan not required of £14.5m) and Slippage in Wokingham Housing Limited (Anticipated loan not required of £17.1m)

	2014/15 Actual £'000	2015/16 Budget £'000	2015/16 Actual £'000
Interest rate exposures: Investment			
Upper limit on fixed rate exposures - Net Position	(48,867)	(80,000)	(39,114)
Upper limit on variable rate exposures - net position	(9,546)	(40,000)	(12,430)

Note: The actuals fluctuate during the year depending on the cash flow available for investment.

5) The Treasury Strategy for 2015/16

The expectation for interest rates within the strategy for 2015/16 anticipated a low but rising Bank Rate (starting in quarter 1 of 2016) and gradual rises in medium and longer term fixed borrowing rates during 2015/16. Variable or short-term rates were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations resulting in relatively low returns compared to borrowing rates.

In this scenario, the treasury strategy was to postpone external borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk. This is demonstrated by an increase in internal borrowing of 4.95% since 2014/15. Internal borrowing as at 31st March 2016 stands at 33% of the CFR. (See appendix B)

Although this has increased our internal borrowing, this has generated a larger saving on external borrowing interest costs.

As mentioned above the internal borrowing is evaluated thought out the year to help in calculating when it would be financially beneficial to take out external loans.

6) The Economy and Interest Rates

Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3, 2015 but soon moving back to quarter 1, 2016. However, by the end of the year, market expectations had moved back radically to quarter 2, 2018 due to many fears including concerns that China's economic growth could be heading towards a hard landing; the potential destabilisation of some emerging market countries particularly exposed to the Chinese economic slowdown and the continuation of the collapse in oil prices during 2015 together with continuing Eurozone growth uncertainties.

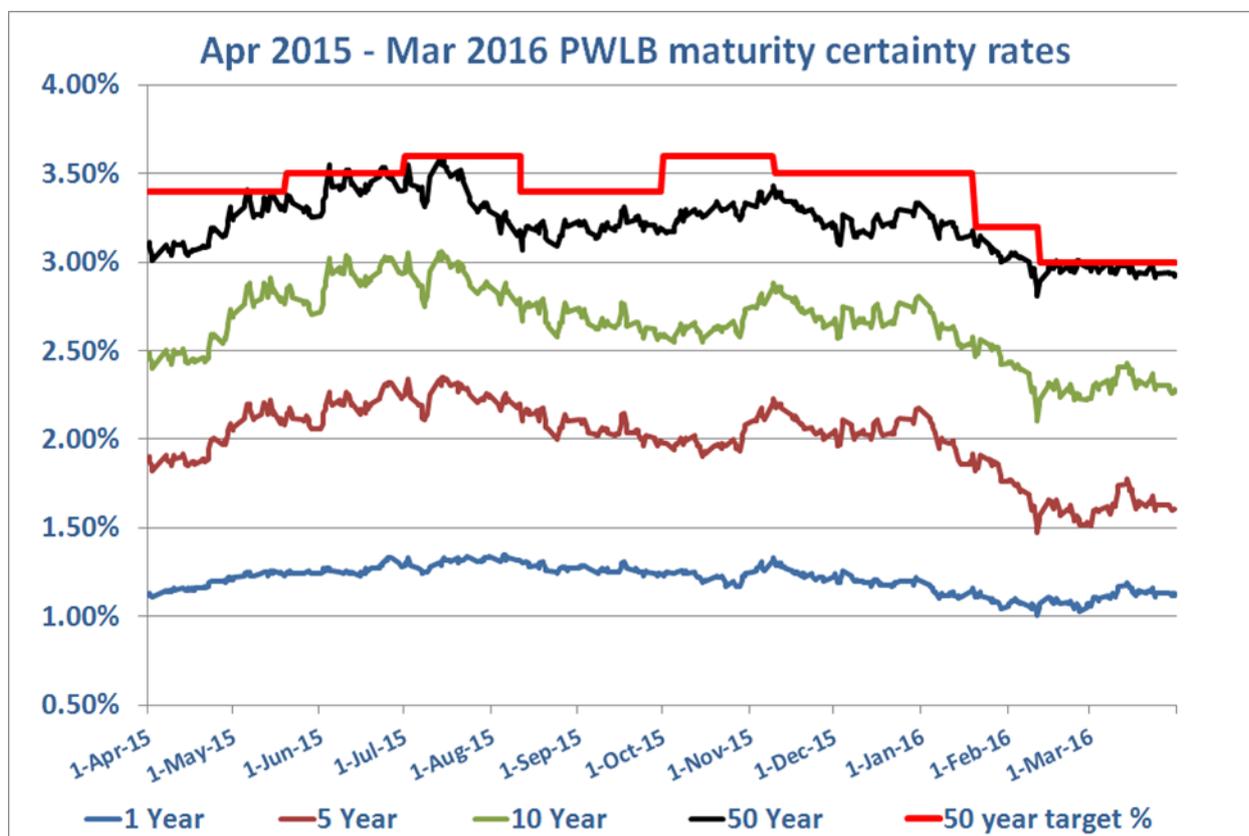
Economic growth (GDP) in the UK surged strongly during both 2013/14 and 2014/15 to make the UK the top performing advanced economy in 2014. However, UK growth in 2015 has been disappointing, falling steadily from an annual rate of 2.9% in quarter 1, 2015 to 2.1% in quarter 4. The Funding for Lending scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which resulted in money market investment rates falling materially. These rates continued at very low levels during 2015/16.

The sharp volatility in equity markets during the year was reflected in sharp volatility in bond yields. However, the overall dominant trend in bond yields since July 2015 has been for yields to fall to historically low levels as forecasts for inflation have repeatedly been revised downwards and expectations of increases in central rates have been pushed back. In addition, a notable trend in the year was that several central banks introduced negative interest rates as a measure to stimulate the creation of credit and hence economic growth.

The UK elected a majority Conservative Government in May 2015, removing one potential concern but introducing another due to promise of a referendum on the UK remaining part of the EU on the 23rd June 2016. The government maintained its tight fiscal policy stance but the more recent downturn in expectations for economic growth has made it more difficult to return the public sector net borrowing to a balanced annual position within the period of this parliament.

7) Borrowing Rates in 2015/16

The graph for PWLB certainty maturity rates is shown below, for a selection of maturity periods, the high and low points in rates, the average rates spreads and individual rates at the start and the end of the financial year.



8) Borrowing Outturn for 2015/16

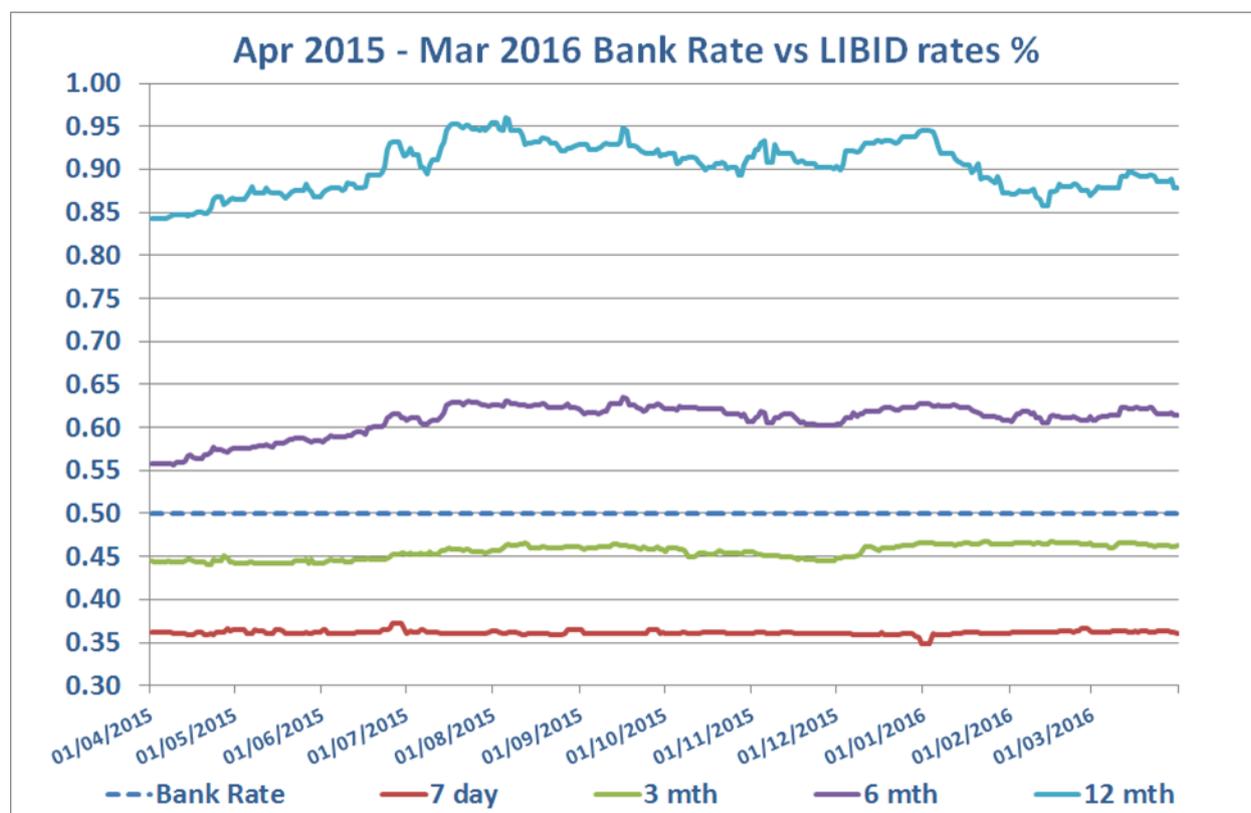
Borrowing

During 2015/16 no new PWLB and market Loans have been taken out. £630,000 of Local Enterprise partnership interest free loans were taken out.

Repayments – No repayments were actioned in 2015/16

9) Investment Rates in 2015

The Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for six years. Market expectations as to the timing of the start of monetary tightening started the year at quarter 1 2016 but then moved back to around quarter 3 2017 by the end of the year. Deposit rates remained depressed during the whole of the year, primarily due to the effects of the Funding for Lending Scheme.



10) Investment Outturn for 2015/16

The Council's investment policy is governed by CLG guidance, which was implemented in the annual investment strategy approved by the Council on 19th February 2015. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

Interest received from Investments held by the Council

	2015-16 Budget As per the TMSS £'000	2015/16 Actual £'000	%
Interest on investments			
RLAM		60	7.0%
Aberdeen Asset Management *		70	8.2%
In House **		729	84.8%
Total	726	859	100%

Note:* Aberdeen asset Management formerly known as Scottish Widows Investment Partnership (SWIP)

Note ** includes internal loans to Wokingham Housing Limited and HRA

11) Performance Measurement

One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide. The Council's performance indicators were set out in the Annual Treasury Management Strategy.

Prudential and treasury indicators as at 31st March 2016
(Not previously reported Appendix A)

	2015/16 Budget £'000	Quarter 1 15/16 Year end forecast £'000	Quarter 2 15/16 Year end forecast £'000	Quarter 3 15/16 Year end forecast £'000	Quarter 4 15/16 Year end Actual £'000
Upper limit -Debt Only					
On fixed rate exposures	180,000	107,482	107,482	107,482	107,482
On variable rate exposures	40,000	24,000	24,000	24,000	24,000

	2015/16 Budget £'000	Quarter 1 15/16 Year end forecast £'000	Quarter 2 15/16 Year end forecast £'000	Quarter 3 15/16 Year end forecast £'000	Quarter 4 15/16 Year end Actual £'000
Upper limit -Investments only					
On fixed rate exposures	(80,000)	(51,075)	(48,073)	(59,099)	(39,114)
On variable rate exposures	(40,000)	(12,363)	(18,178)	(12,480)	(12,430)

	2015/16 Budget %	Quarter 1 15/16 Year end forecast %	Quarter 2 15/16 Year end forecast %	Quarter 3 15/16 Year end forecast %	Quarter 4 15/16 Year end Actual %
Ratio of financing costs to net revenue stream (Non HRA)					
Ratio of financing costs to net revenue stream (Non HRA)	4.5	3.5	3.5	3.4	3.3

The percentage of the revenue budget set aside each year to service debt financing costs.

This is calculated as follows: Financing cost Divide by Net revenue stream

As per budget 2015/16: £6,793 / £127,711 = 4.5%

	2015/16 Budget %	Quarter 1 15/16 Year end forecast %	Quarter 2 15/16 Year end forecast %	Quarter 3 15/16 Year end forecast %	Quarter 4 15/16 Year end Actual %
Ratio of financing costs to net revenue stream (HRA)	18.2	18.0	18.5	18.3	18.5

The percentage of the revenue budget set aside each year to service debt financing costs.

This is calculated as follows: Financing cost Divide by Total income received

As per budget 2015/16: £2,851 / £15,702 = 18.2%

	2015/16 Budget %	Quarter 1 15/16 Year end forecast %	Quarter 2 15/16 Year end forecast %	Quarter 3 15/16 Year end forecast %	Quarter 4 15/16 Year end Actual %
Incremental impact of capital investment decisions					
Addition or (Reduction) to Council Tax	30.98	30.85	29.06	29.32	30.91

This is the incremental impact on council tax (D equivalent) of the recommended capital investment plans and funding proposals.

	2015/16 Budget %	Quarter 1 15/16 Year end forecast %	Quarter 2 15/16 Year end forecast %	Quarter 3 15/16 Year end forecast %	Quarter 4 15/16 Year end Actual %
Ave rate of interest on debt (Longterm)					
Non HRA	4.4	4.4	4.4	4.4	4.4
HRA including GF internal loan	2.8	2.8	2.8	2.8	2.8
Total					

	2015/16 Budget £'000	Quarter 1 15/16 Actual £'000	Quarter 2 15/16 Actual £'000	Quarter 3 15/16 Actual £'000	Quarter 4 15/16 Actual £'000
Short term borrowing limit	20,000	2,000	0	0	1,000

	2015/16 Budget £'000	Quarter 1 15/16 Year end forecast £'000	Quarter 2 15/16 Year end forecast £'000	Quarter 3 15/16 Year end forecast £'000	Quarter 4 15/16 Year end Actual £'000
Internal Borrowing					
CFR* (year-end position)	210,196	217,791	205,198	210,512	211,546
Less External Borrowing	(149,602)	(140,737)	(140,737)	(140,737)	(132,232)
Less Other long term liabilities	(10,000)	(10,000)	(10,000)	(10,000)	(8,712)
Internal Borrowing	50,594	67,054	54,461	59,775	70,602
Annual change in CFR	(5,499)	11,240	(1,353)	3,961	14,764
% of internal borrowing to CFR	24.1%	30.8%	26.5%	28.4%	33.4%

	2015/16 Budget £'000	Quarter 1 15/16 Actual £'000	Quarter 2 15/16 Actual £'000	Quarter 3 15/16 Actual £'000	Quarter 4 15/16 Actual £'000
Internal investments: (Principal)					
HRA Internal loan from the General fund	8,874	8,874	8,874	8,874	8,874
Wokingham Housing	3,000	713	968	2,425	2,766
Age Concern	150	150	150	150	150
Total	12,024	9,737	9,992	11,449	11,790

	Rate %	2015/16 £'000
Internal investments: (Interest received)		
HRA Internal loan from General fund	4.50	82
Wokingham Housing	6.00	83
Age Concern	1.99	3
Total		168

	Loan Amount £'000	Interest Rate %	Term Days
Short Term Loans			
Gwynedd Council	1,000	0.50	1

General Fund Loan portfolio

Type of loan	Reference no.	Counterparty	Start Date	Maturity Date	Principal £'000	Interest Rate
General Fund						
loan - Maturity	485805	PWLB		01 August 2022	976	4.88%
loan - Maturity	488876	PWLB	16 July 2004	01 February 2034	2,343	4.95%
loan - Maturity	491320	PWLB	15 February 2006	01 August 2051	2,929	3.85%
loan - Maturity	491456	PWLB	26 April 2006	30 September 2046	1,431	4.35%
loan - Maturity	491474	PWLB	28 April 2006	01 August 2052	5,587	4.40%
loan - Maturity	493309	PWLB	24 May 2007	31 March 2054	9,764	4.60%
LOBO loan - Fixed	3b	Barclays	24 February 2007	24 February 2077	4,882	4.35%
LOBO loan - Fixed	2c	Barclays	11 January 2007	11 January 2077	4,882	4.60%
LOBO loan - Fixed	1c	KA Finaz AG	06 February 2006	06 February 2066	4,882	4.88%
LOBO loan - Fixed	4	Barclays	16 February 2006	16 February 2066	1,953	3.68%
LOBO loan - Fixed	5	Barclays	19 October 2006	19 October 2076	4,882	3.73%
LOBO loan - Fixed	6	Barclays	19 October 2006	19 October 2076	1,953	3.77%
Local Enterprise Board			03 January 2014	01 December 2016	120	0.00%
Local Enterprise Board			10 December 2015	01 December 2017	380	0.00%
Local Enterprise Board			10 December 2015	01 December 2017	250	0.00%
					47,214	

Housing Revenue Fund Loan portfolio

Type of loan	Reference no.	Counterparty	Start Date	Maturity Date	Original Principal	Interest Rate
Housing Revenue Account (HRA)						
Loan - Maturity	485805	PWLB		01 August 2022	24	4.88%
Loan - Maturity	488876	PWLB	16 July 2004	01 February 2034	57	4.95%
Loan - Maturity	491320	PWLB	15 February 2006	01 August 2051	71	3.85%
Loan - Maturity	491456	PWLB	26 April 2006	30 September 2046	35	4.35%
Loan - Maturity	491474	PWLB	28 April 2006	01 August 2052	135	4.40%
Loan - Maturity	493309	PWLB	24 May 2007	31 March 2054	236	4.60%
Loan - Maturity	501033	PWLB	28 March 2012	28 March 2018	1,750	150.00%
Loan - Maturity	501034	PWLB	28 March 2012	28 March 2021	3,482	221.00%
Loan - Maturity	501035	PWLB	28 March 2012	28 March 2032	8,516	330.00%
Loan - Maturity	501036	PWLB	28 March 2012	28 March 2020	1,988	199.00%
Loan - Maturity	501037	PWLB	28 March 2012	28 March 2031	7,231	326.00%
Loan - Maturity	501038	PWLB	28 March 2012	28 March 2022	4,199	240.00%
Loan - Maturity	501039	PWLB	28 March 2012	28 March 2029	6,378	315.00%
Loan - Maturity	501040	PWLB	28 March 2012	28 March 2027	5,415	301.00%
Loan - Maturity	501041	PWLB	28 March 2012	28 March 2017	3,476	124.00%
Loan - Maturity	501043	PWLB	28 March 2012	28 March 2033	9,276	334.00%
Loan - Maturity	501044	PWLB	28 March 2012	28 March 2034	1,000	337.00%
Loan - Maturity	501045	PWLB	28 March 2012	28 March 2025	3,744	282.00%
Loan - Maturity	501046	PWLB	28 March 2012	28 March 2028	5,981	308.00%
Loan - Maturity	501047	PWLB	28 March 2012	28 March 2030	6,789	321.00%
Loan - Maturity	501048	PWLB	28 March 2012	28 March 2026	3,971	292.00%
Loan - Maturity	501049	PWLB	28 March 2012	28 March 2024	4,116	270.00%
Loan - Maturity	501050	PWLB	28 March 2012	28 March 2023	3,484	256.00%
Loan - Maturity	501051	PWLB	28 March 2012	28 March 2019	3,098	176.00%
LOBO loan - Fixed	3b	Barclays	24 February 2007	24 February 2077	118	4.35%
LOBO loan - Fixed	2c	Barclays	11 January 2007	11 January 2077	118	4.60%
LOBO loan - Fixed	1c	KA Finaz AG	06 February 2006	06 February 2066	118	4.88%
LOBO loan - Fixed	4	Barclays	16 February 2006	16 February 2066	47	3.68%
LOBO loan - Fixed	5	Barclays	19 October 2006	19 October 2076	118	3.73%
LOBO loan - Fixed	6	Barclays	19 October 2006	19 October 2076	47	3.77%
					85,018	
Total					131,602	

COUNTERPARTY LIMITS
31/03/2016
MAXIMUM OF £5m per Group (DMO- £20m)

	Country	Fitch Long Term Rating *	Individual Limit per LCD £'000	Max Duration Months	Current Investment £'000	Available Balance £'0000
Public Bodies						
Woking Borough Council	UK	AAA	5,000	12	0	5,000
Blackpool Borough Council	UK	AAA	5,000	12	3,000	2,000
Barnsley Borough Council	UK	AAA	5,000	12	2,000	3,000
London Borough of Enfield	UK	AAA	5,000	12	5,000	0
Wakefield Council	UK	AAA	5,000	12	0	5,000
Salford City Council	UK	AAA	5,000	12	3,000	2,000
Dundee	UK	AAA	5,000	12	0	5,000
Middlesbrough Borough Council	UK	AAA	5,000	12	0	5,000
Stirling Council	UK	AAA	5,000	12	0	5,000
Royal Borough of Kensington	UK	AAA	5,000	12	0	5,000
Rhondda Taff Council	UK	AAA	5,000	12	0	5,000
Monmouthshire Council	UK	AAA	5,000	12	0	5,000
Greater Manchester Combined Authority	UK	AAA	5,000	12	0	5,000
Manchester City Council	UK	AAA	5,000	12	0	5,000
Lincolnshire County Council	UK	AAA	5,000	12	0	5,000
Conwy County Borough Council	UK	AAA	5,000	125	3,000	2,000
West Dunbartonshire	UK	AAA	5,000	12	0	5,000
Birmingham City Council	UK	AAA	5,000	12	3,000	2,000
Lancashire County Council	UK	AAA	5,000	12	5,000	0
West Lothian Council	UK	AAA	5,000	12	3,000	2,000
Newcastle City Council	UK	AAA	5,000	12	0	5,000
Leeds CC	UK	AAA	5,000	12	0	5,000
Debt Management Office (DMO)	UK	AAA	20,000	3	0	20,000
Fife Council	Uk	AAA	5,000	12	0	5,000
South Lanarkshire Council	UK	AAA	5,000	12	0	5,000
Eastleigh Borough Council	UK	AAA	5,000	12	3,000	2,000
Dudley MC	UK	AAA	5,000	12	0	5,000
Money Market Funds					30,000	
Invesco Global MMF (was AIM)	UK	AAA	5,000	36	0	5,000
Deutsche Bank Sterling Fund (was Henderson)	Ireland	AAA	5,000	36	0	5,000
Goldman Sachs	UK	AAA	5,000	36	0	5,000
Goldman Sachs - Govt	UK	AAA	5,000	36	0	5,000

BANKING GROUPS						
Lloyds Banking Group						
Lloyds Banking Group	UK	AA+	3,000	6	0	3,000
HSBC Group						
HSBC Bank plc	UK	AA+	3,000	6	0	3,000
INDIVIDUAL BANKS						
1000 Ontario, Province of	Canada	AA-	3,000	12	0	3,000
Landwirtschaftliche Rentenbank	Germany	AAA	5,000	12	0	5,000
Kfw	Germany	AAA	5,000	12	0	5,000
European Investment Bank	Europe	AAA	5,000	12	0	5,000
Clearstream Banking	Luxembourg	AA	3,000	12	0	3,000
Development Bank of Singapore (DBS LTD)	Singapore	AA-	3,000	12	0	3,000
Oversea Chinese Banking Corp	Singapore	AA-	3,000	12	0	3,000
United Overseas Bank LTD	Singapore	AA-	3,000	12	0	3,000
Barclays Bank	UK	A	3,000	6	0	3,000
Close Brothers	UK	A	3,000	6	0	3,000
Santander UK PLC	UK	A	3,000	6	0	3,000
Sumitomo Mitsu Corporation	UK	AA+	3,000	6	0	3,000
Australia and New Zealand Banking Group	Australia	AAA	3,000	12	0	3,000
Commonwealth bank of Australia	Australia	AAA	3,000	12	0	3,000
National Australia Bank Limited	Australia	AAA	3,000	12	0	3,000
Westpac Banking Corporation	Australia	AAA	3,000	12	0	3,000
Banque et Caisse d'Epargne de l'Etat	Luxembourg	AAA	3,000	12	0	3,000
Nordea Bank AB	Sweden	AAA	3,000	12	0	3,000
Svenska Handelsbanken	Sweden	AAA	3,000	12	0	3,000
Building Societies						
Nationwide Building Society	UK	AA+	2,000	6	0	2,000
Coventry Building Society	UK	AA+	2,000	6	0	2,000
Leeds Building Society	UK	AA+	2,000	6	0	2,000
TOTAL INVESTMENTS						30,000
* GB = Government Backed						
** Barclays Investment 3+ months - dealt before change in max duration						

The figures in the table on the previous pages are Principal values only, the amounts in the body of the report include accrued interest accounted for on the authority's balance sheet at year end.

Investments held by the external fund managers follow the criteria set out in the treasury management strategy over counterparty selection.

This page is intentionally left blank

Investment portfolio

CURRENT INVESTMENTS 31/03/2016

Institution	Amount £'000	Rate	Maturity Date	Trade Date	Broker
Conwy County Borough Council	3,000	0.55%	30 November 2016	15 January 2016	Tradition
Birmingham CC	3,000	0.50%	22 November 2016	22 January 2016	Tradition
Barnsley BC	2,000	0.55%	3 November 2016	3 December 2015	Sterling
Salford CC	1,000	0.50%	24 August 2016	8 September 2015	Tradition
London Borough of Enfield	2,000	0.50%	18 August 2016	8 September 2015	Tradition
London Borough of Enfield	3,000	0.50%	19 July 2016	11 August 2015	Tradition
Eastleigh BC	3,000	0.45%	7 July 2016	7 October 2015	Tradition
Salford CC	2,000	0.50%	21 June 2016	8 July 2015	Tradition
Lancashire CC	5,000	0.53%	9 June 2016	21 July 2015	Tradition
West Lothian Council	3,000	0.50%	19 May 2016	1 June 2015	Tradition
Blackpool BC	3,000	0.40%	3 May 2016	30 November 2015	Sterling
Total	30,000				

Forward Deals					
Fife Council	5,000	0.60%	17 March 2017	19 April 2016	Tradition
West Dunbartonshire	5,000	0.55%		3 May 2016	Tradition
Grand Total	40,000				

Investments By Broker	Amount	No of deals			
RBS Gov't Back MMF		0			
RBS MMF		0			
Invesco		0			
Goldman Sachs	0	0			
Goldman Sachs Govt	0	0			
Deutsche Bank (Henderson)	0	0			
Sterling Brokers	5,000	2			
Tradition	35,000	11			
DMO		0			
Tullett Prebon		0			
Total	40,000	13			

	Mkt Value £'000	Interest Received £'000	Cumulative rate %
Fund Managers @ 31/03/16			
Royal London Asset Management (Rlam)	11,925	60	0.5%
Aberdeen Asset Management *	9,619	70	0.7%
	21,544	130	

Note:* Aberdeen asset Management formerly known as Scottish Widows Investment Partnership (SWIP).

	2015/16 Budget £'000	Quarter 1 15/16 Actual £'000	Quarter 2 15/16 Actual £'000	Quarter 3 15/16 Actual £'000	Quarter 4 15/16 Actual £'000
Internal investments: (Principle)					
HRA Internal loan from the General fund	8,874	8,874	8,874	8,874	8,874
Wokingham Housing	3,000	713	968	2,425	2,766
Age Concern	150	150	150	150	150
Total	12,024	9,737	9,992	11,449	11,790

	Rate %	2015/16 £'000
Internal investments: (Interest received)		
HRA Internal loan from The General fund	4.5	399
Wokingham Housing	6	84
Age Concern	1.99	3
		486

Glossary of terms

Authorised Limit – Represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desirable, could be afforded in the short term, but is not sustainable in the longer term.

Boundary Limit – Is an estimate of the authorised limit but reflects an estimate of the most likely, prudent, but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements.

CFR - Capital Financing Requirement- reflects the Council's underlying need to borrow for a capital purpose. It shows the total estimated capital expenditure that has not been resourced from capital or revenue sources. This requirement will eventually be met by revenue resources through the Minimum Revenue Provision mechanism.

CIPFA Prudential Code - is a professional code of practice to support local authorities in taking capital investment decisions. Local authorities determine their own programmes for capital investment in fixed assets that are central to the delivery of quality local public services in accordance with the Prudential Code.

Communities and Local Government (CLG) - Is a ministerial department, supported by 12 agencies and public bodies. They are working to move decision-making power from central government to local councils. This helps put communities in charge of planning, increases accountability and helps citizens to see how their money is being spent.

Consumer price index (CPI) - measures changes in the price level of a market basket of consumer goods and services purchased by households.

ECB - European Central Bank.

Fair value - Is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy/sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price

FED - The Federal Reserve System (also known as the Federal Reserve, and informally as the Fed) is the central banking system of the United States.

Financing Cost to Net Revenue Stream-The percentage of the revenue budget set aside each year to service debt financing costs.

FLS - Funding for Lending Scheme (FLS) was launched by the Bank and HM Treasury on 13 July 2012. The FLS is designed to incentivise banks and building societies to boost their lending to the UK real economy.

Gilt - is a UK Government liability in sterling, issued by HM Treasury and listed on the London Stock exchange.

Gross domestic product (GDP) - is the market value of all officially recognized final goods and services produced within a country in a given period of time (usually the fiscal year).

Local Authority Lender Option Borrower Option (LOBO) - The underlying loan facility is typically very long-term - for example 40 to 60 years - and the interest rate is fixed. However, in the LOBO facility the lender has the option to call on the facilities at pre-determined future dates, such as every 5 years.

Local enterprise partnerships - Are partnerships between local authorities and businesses. They decide what the priorities should be for investment in roads, buildings and facilities in the area.

London Interbank Bid Rate - the rate at which banks will bid to take deposits in Eurocurrency from each other. The deposits are for terms from overnight up to five years.

MPC - Monetary Policy Committee Interest rates are set by the Bank's Monetary Policy Committee. The MPC sets an interest rate it judges will enable the inflation target to be achieved.

MRP - Minimum Revenue Provision- Is a provision the council has set-aside from revenue to repay loans arising from capital expenditure financed by Borrowing.

Private Finance Initiative (PFI) - This is funding public infrastructure projects with private capital.

PWLB - Public Works Loan Board - is a statutory body operating within the Debt Management Office, an Executive Agency of HM Treasury.

PWLB certainty rate - A reduced interest rate from PWLB to principal local authorities, which provided required information to government on their plans for long-term borrowing and associated capital spending.

Quantitative easing (QE) -A government monetary policy occasionally used to increase the money supply by buying government securities or other securities from the market. Quantitative easing increases the money supply by flooding financial institutions with capital, in an effort to promote increased lending and liquidity.

Voluntary Revenue Provision (VRP) – This a discretionary provision to reduce the unfinanced capital expenditure (Borrowing) by additional loan repayments.

TITLE	Woodley Car Parking Trial
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	Malcolm Richards, Executive Member for Highways and Transport

OUTCOME / BENEFITS TO THE COMMUNITY

The Woodley Town Centre Management Initiative (WTCMI) has proposed an alternative charging regime to the evening and Sunday during the public consultation. The WTCMI expressed concerns over the viability of the town during the hours of operation for the new charges. This trial is aimed to see if the proposal is financially viable.

RECOMMENDATION

The Executive is asked to:

- 1) approve a trial to 31 March 2017 to increase the 1 hour parking charge increase in the Woodley car parks (Crockhamwell Road, Headley Road, Lytham Road East, and Lytham Road West) from 70p to 80p;
- 2) instruct Officers to amend signage and equipment in the car parks as required;
- 3) suspend the implementation of the evening and Sunday charging in Woodley, as agreed by the Executive on 31 March 2016, until the trial results are considered;
- 4) agree that the results of the trial will be brought back to Executive for a longer term decision to be made regarding car parking charges in Woodley.

SUMMARY OF REPORT

This report proposes the trial of 1 hour daily rate parking charge increase in Woodley as proposed by the Woodley Town Centre Management Initiative.

Background

On 31 March 2016 the Executive approved the implementation of Evening and Sunday charges.

The Council currently charges users in most of the car parks it operates with those charges applying between the hours of 8am and 6pm, Monday to Saturday. In order to support the necessary maintenance on the highways asset, for which car parks form part, the council also approved the charge implementation with a view towards mitigating revenue funding cuts which will impact the highways asset and other services.

In line with the Traffic Regulation Order (TRO) legal process, which establishes the ability for the council to implement charging in car parks and enforce the compliance with these charges, the council followed consulted on the new charging regime. During the consultation, some groups expressed concerns about the impact on their communities. These concerns were addressed in the report to the Executive and considered at the time of the decision. The Woodley Town Centre Management Initiative (WTCMI) proposed an alternative to the evening and Sunday charges in Woodley which is potentially financially viable. The proposal is to increase the 1 hour parking charge in the Woodley car parks (Crockhamwell Road, Headley Road, Lytham Road East, and Lytham Road West) from 70p to 80p instead of implementing evening and Sunday charges in these car parks. Although other alternative charging regimes were included in the consultation response, these were not considered further as they were not financially viable.

Issues to be Considered

Whilst the WTCMI proposal has some merit, there is the risk that it may not be financial viable. Therefore, the 10p charge increase is proposed in lieu of the evening and Sunday charges for a trial period to the 31st March 2017 in order to measure the income generated in comparison with that predicted in the evening and Sunday charging proposals. It will also be a useful comparison as to how evening and Sunday charges have been implemented in other parts of the borough. The 10p charge increase trial is not being implemented more widely, partly as it was not proposed by other Town and Parish councils.

In addition, the WTCMI proposal does not meet the aims of the user pays principle of evening and Sunday charges. It places an additional burden on daytime users of the town centre. The impact of this will also be measured at the end of the trial by monitoring the daytime use in Woodley over the trial to see if there is a change in the daily use compared to previous years. In addition, a survey will be undertaken to determine the evening and Sunday use in comparison with the survey carried on at the end of February 2016, which established a baseline use of the car parks in the evenings and on Sundays.

Finally, the evening and Sunday parking survey demonstrated that the parking during these hours is well used and within the assumptions used in the charging proposals (10% of daily use in the evenings and 50% of daily use on Sundays). Broadly speaking, the use is similar in the various town centre locations (see Table 1 below). The trial will help establish the financial viability and impact on the businesses and community through the usage surveys, comparing Woodley and other town centre areas to the baseline data.

Table 1 – Evening and Sunday Parking Usage

Location	Daily Use	% of total spaces
Wokingham night	247	21%
Wokingham Sunday	413	36%
Woodley night	96	22%
Woodley Sunday	429	98%
Twyford night	41	77%
Twyford Sunday	25	47%
Earley night	21	47%
Earley Sunday	27	60%
Wargrave night	22	69%
Wargrave Sunday	22	69%
Winnersh night	20	15%
Winnersh Sunday	7	5%

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 from 1 st September 2016 to 31 st March 2017	0	N/A	Revenue
Next Financial Year (Year 2)- is trial period is adopted	0	N/A	Revenue
Following Financial Year (Year 3)- if trial period is adopted	0	N/A	Revenue

Other financial information relevant to the Recommendation/Decision

The above trial is forecast to generate £50K per annum, however this will replace the lost income from the £150K anticipated annual income from rolling out Evening and Sunday car parking charges borough wide as Approved at Executive. That £150K savings has already been factored into the MTFs and taken from 2016/17 onwards so no further savings are proposed. Without the Sunday and Evening charges or this trial operating in Woodley will lead to a financial pressure of £4,166 per month.

Cross-Council Implications

The impact on business and community groups will form part of the assessment of the trial.

List of Background Papers

31 March 2016 Executive Report - Introduction of Sunday and Evening Charging
--

Contact Alison Dray	Service Highways & Transport
Telephone No 0118 974 3727	Email alison.dray@wokingham.gov.uk
Date 18 July 2016	Version No. 1

TITLE	Community Infrastructure Levy Regulation 123 List Clarification
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	Mark Ashwell, Executive Member for Planning and Regeneration

OUTCOME / BENEFITS TO THE COMMUNITY

The proposed clarifications should help ensure a clearer, fairer and more transparent system of collecting developer contributions and securing infrastructure required as a result of new development.

RECOMMENDATION

It is recommended that the Executive approve the Draft Regulation 123 List Consultation Document, attached at Appendix A to the report, for public consultation for a period of 6 weeks from 01 September 2016.

SUMMARY OF REPORT

The Wokingham CIL Regulation 123 List of infrastructure that can or may be funded by CIL was adopted by Full Council in February 2015. It was intended that the list would be reviewed and updated on a periodic basis using the benefit of our experience in operating the system as initially adopted. This paper addresses the learning from adopting the original Regulation 123 list and provides information on proposed clarifications to it, the justification for these changes, and it sets out the next steps towards making these changes in terms of consultation. The changes will help provide further assurance that there will be no double counting of CIL and S106 planning obligations and they also help ensure that site-specific planning obligations can be secured where they are required by new development.

Background

On 6 April 2015, the Council implemented the Community Infrastructure Levy (CIL), which replaced the previous Section 106 led tariff-based approach for collecting developer contributions in the Borough. As part of new this new approach towards collecting developer contributions the Council adopted what is known as a 'Regulation 123 List' of infrastructure.

The Regulation 123 List serves as a means of identifying those infrastructure needs which can or may be delivered through the use of CIL funds. Inclusion on the list does not imply priority, or that the Council will spend CIL on every item, or not spend CIL on other unlisted items. Prioritisation of CIL funds will be member-led, through the Councils Capital Programme.

However, the main purpose of the Regulation 123 List (as set out in the CIL Regulations) is to prevent CIL expenditure and Section 106 planning obligations from overlapping, and hence prevent developers from being 'double charged' for the same items of infrastructure.

As such, the Council, as Local Planning Authority, is not able to also negotiate a S106 obligation for any type or item of infrastructure included on the CIL Regulation 123 list. Therefore, it is important that the Regulation 123 List does not limit the Council's ability to negotiate a S106 obligation where directly related and specific infrastructure needs are identified.

Analysis of Issues

The Council was clear from the outset as to the intention and nature of the types and items of infrastructure on the list. However, it has come to light that the way in which some of these items and types of infrastructure are worded on the Regulation 123 List could lead to a broader interpretation than was intended, thus restricting the Councils ability to negotiate S106 obligations.

In order to address any ambiguity in the wording of the 'Regulation 123 List', the Draft CIL Regulation 123 List Consultation Document attached at Appendix A proposes changes to clarify the original intention of the Regulation 123 List items or types of infrastructure and to avoid any misinterpretation as to their meaning in the future. For example, the words 'Corridor Improvements' were included under the heading 'Transport' on the adopted Regulation 123 List. The words 'Corridor Improvements' were inserted so that CIL could be used to provide sustainable transport improvements (bus stop, footpath, cycleway) on roads in the Borough that are not directly related to development sites but could require improvement due to the cumulative impact of development in the Borough. However, in legal terms the words 'corridor improvements' could be interpreted much more widely. A wider interpretation could restrict the Council from entering into S106 planning obligations for site-specific transport improvements which was not the original intention. Therefore it is proposed to further define corridor improvements as follows; 'Corridor Improvements - the delivery of sustainable transport measures that are not directly related, in part or in whole, to development sites, including: bus stop improvements; and, footpath / cycleway improvements.'

Changes are proposed to the wording of several of the other schemes and exclusions listed in the adopted Regulation 123 List in order to provide clarification and more tightly define the original intention of the schemes and exclusions listed. Proposed changes and the reasons for these changes are listed in the Draft CIL Regulation 123 Consultation Document which is attached at Appendix A.

Removing any ambiguity ensures that where site-specific mitigation is required alongside CIL for a development proposal (for example, the construction of a new roundabout for a large residential scheme), this can be secured through a separate legal agreement. Importantly, where S106 planning obligations are sought for such purposes, they need to meet a number of statutory tests, which are set out in the CIL regulations. The obligation must be:

1. necessary to make the development acceptable in planning terms;
2. directly related to the development; and
3. fairly and reasonably related in scale and kind to the development.

The clarifications should also provide further assurance to developers that there will be no ‘double counting’ of CIL and planning obligations.

Proposed changes to the ‘Regulation 123 List’ and reasons for these changes are set out in the Draft Regulation 123 List Consultation Document attached at Appendix A. Statutory guidance sets out that authorities may amend the Regulation 123 list without revising their charging schedule, subject to appropriate consultation. If any changes to the Regulation 123 list would have a very significant impact on the viability evidence that supported examination of the charging schedule, this should be made as part of a review of the charging schedule.

The changes set out at Appendix A do not have any implications on the level at which CIL is set as the changes are to clarify the intention of the original List. There is a continuing infrastructure need and consequently a continued funding gap.

Consultation

Statutory guidance states that changes to any Regulation 123 List should be subject to appropriate local consultation. This consultation will take the form of a 6 week consultation beginning on 01 September 2016.

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)	Nil	N/a	N/a
Next Financial Year (Year 2)	Nil	N/a	N/a

Following Financial Year (Year 3)	Nil	N/a	N/a
-----------------------------------	-----	-----	-----

Other financial information relevant to the Recommendation/Decision

The amended Regulation 123 List will allow the Council to continue agreeing Section 106 obligations (where justified in accordance with CIL Regulation 122). Failure to clarify the list could compromise the Council's ability to negotiate some site-specific infrastructure through planning obligations (S106).

Between 6th April 2015 and 1st June 2016 the Council has collected £287k in CIL contributions; invoiced for a further £1.1 million, and; issued a further £6.3 million in Liability Notices (Liability Notices become payable on commencement of development). On average the Council currently secures £37,960 per 100sq.m of net additional residential floorspace.

Cross-Council Implications

Potential to negotiate infrastructure through S106 outside of CIL, thus enabling services to deliver more infrastructure.

List of Background Papers

Appendix A – Draft Regulation 123 Clarification consultation document
Appendix B – Wokingham Regulation 123 List

Contact Brendan Troy	Service Environment
Telephone No 0118 9746824	Email brendan.troy@wokingham.gov.uk
Date 18 July 2016	Version No. 4

Appendix A

Wokingham Borough Council Community Infrastructure Levy (CIL)

Draft Regulation 123 List Consultation Document

Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended) (CIL) prevents the local planning authority from taking into account as a reason for granting planning permission certain planning obligations for infrastructure that will be funded in whole or part by CIL.

The list does not signify a commitment by the Council to deliver the project, nor does it indicate any priority. The list will be subject to periodic review. Proposed insertions to the Council's adopted Regulation 123 List are underlined with red text. Proposed deletions are highlighted in red strikethrough text.

85

Infrastructure Type or Project	Exclusions*	Reason for change
<p><u>Suitable Alternative Natural Greenspace (SANG) - defined as:</u></p> <p>Provision and ongoing maintenance in perpetuity of SANG (part of Thames Basin Heaths Special Protection Area (TBHSPA) Avoidance and Mitigation measures) at Rooks Nest Woods <u>and Clare's Green Wood.</u></p>	<p>On-site and off-site delivery of SANG (in accordance with the TBHSPA Avoidance and Mitigation Strategy, necessary to meet the requirements of the Habitat Regulations) in connection with the following Strategic Development Location (SDL) sites:</p> <ul style="list-style-type: none">• North Wokingham SDL• South Wokingham	<p>This is to clarify that, apart from specified exclusions, CIL will be used to mitigate SANG in the catchment of Rooks Nest Woods and also in the catchment of Clare's Green Wood.</p>

Infrastructure Type or Project	Exclusions*	Reason for change
	<p>SDL</p> <ul style="list-style-type: none"> • South of M4 SDL • Arborfield SDL <p>SPA-wide Strategic Access and Management Monitoring (SAMM) (N.B. This item is not considered to fall within the definition of infrastructure and will continue to be secured through legal agreements).</p>	
<p><u>Transport, defined as:</u></p> <p>The following Local Road Network capacity improvements:</p> <ul style="list-style-type: none"> • Improvements along the A329 <u>to deliver pedestrian and cycle facilities and junction capacity improvements not directly related, in part or in whole, to development sites between the Coppid Beech Roundabout to the junction of the B3350;</u> • Winnersh Relief Road <u>– a new road between Kings Street Lane and the A321 Reading Road (near the M4</u> 	<p>The delivery of enabling works, including site access junctions for a development and roads within an application phase red line.</p> <p><u>All other development-specific transport and highways improvements as identified in a development specific transport assessment.</u></p>	<p>Change to ‘Improvements along the A329’ – to provide an exact definition of what constitutes ‘Improvements along the A329’ for the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to Winnersh Relief Road – to provide an exact definition of what constitutes the ‘Winnersh Relief Road’ for the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘North Wokingham Distributor Road’</p>

Infrastructure Type or Project	Exclusions*	Reason for change
<p><u>overbridge</u>):</p> <ul style="list-style-type: none"> North Wokingham Distributor Road <u>(NWDR) – new sections of road through the North Wokingham SDL, between Warren House and Twyford Road, and, between Toutley Road (near Brimblecombe Close) and the A321 Reading Road;</u> Improvements to Coppid Beech Roundabout South Wokingham Distributor Road including road over rail bridge (SWDR) – a new road through the South Wokingham SDL, from Montague Park (just south of the school access) to an improved junction on the A321 (near Tesco); Replacement railway bridges on the A321 Finchampstead Road, <u>specifically:</u> <ul style="list-style-type: none"> <u>Southern underbridge, single span masonry arch bridge (bridge no. 1165 Network Rail reference 19/1375)</u> <u>Northern underbridge, single span masonry arch bridge (bridge no. 1166 Network Rail reference 4/34);</u> Improvements along A321 - <u>to deliver</u> 	<p>Travel Plans</p> <p><u>The delivery, commissioning, or subsidy of a new or existing expanded bus service.</u></p> <p>Land for provisionProvision of land for transport requirements on the SDLs</p> <p><u>Sections of the Greenways Network within the SDL's</u></p>	<p>- to provide an exact definition of what constitutes the 'North Wokingham Distributor Road' for the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future. The definition omits sections of the NWDR which were secured via S106 prior to the introduction of CIL in Wokingham. This is to provide assurance that there will be no 'double counting' of CIL and planning obligations.</p> <p>Change to 'Improvements to Coppid Beech Roundabout' – to be deleted as the scheme has been completed.</p> <p>Change to 'South Wokingham Distributor Road' - to provide an exact definition of what constitutes the 'South Wokingham Distributor Road' for the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future. The definition omits sections of the SWDR which were secured via S106 prior to the introduction of CIL in Wokingham. This is to provide assurance that there will be no 'double counting' of CIL and planning obligations.</p> <p>Change to 'Replacement railway bridges on the A321 Finchampstead Road' - to provide an exact definition of what constitutes 'Replacement railway bridges along the A321 Finchampstead Road' for</p>

Infrastructure Type or Project	Exclusions*	Reason for change
<p><u>pedestrian and cycle facilities and junction capacity improvements not directly related, in part or in whole, to development sites along the A321 between the southern Borough boundary starting at Wokingham Road (Crowthorne) and the end of the A321 in Wargrave towards the north of the Borough;</u></p> <ul style="list-style-type: none"> • <u>Arborfield Cross Relief Road (ACRR) - a new road between a new junction on the A327 south of Langley Common Road and a new junction on the A327 West of Arborfield Cross;</u> • <u>Nine Mile Ride Extension – a new road through the Arborfield SDL between byway 18 and the Nine Mile Ride connection with Park Lane;</u> • <u>Barkham Bridge Improvement – widening to one lane each direction;</u> • <u>Improvements along the A327 to deliver pedestrian and cycle facilities and junction capacity improvements not directly related, in part or in whole, to development sites along the A327 between the Borough Boundary to the South and the Borough Boundary to the North which ends just south of Whitley Wood Road;</u> 		<p>the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Improvements along the A321’ - to provide an exact definition of what constitutes ‘Improvements along the A321’ for the purposes of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Arborfield Cross Relief Road’ - to provide an exact definition of what constitutes the ‘Arborfield Cross Relief Road’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Nine Mile Ride Extension’ - to provide an exact definition of what constitutes the ‘Nine Mile Ride Extension’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Barkham Bridge Improvement’ - to provide an exact definition of what constitutes ‘Barkham Bridge Improvement’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p>

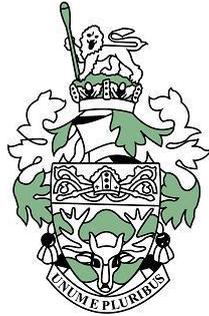
Infrastructure Type or Project	Exclusions*	Reason for change
<ul style="list-style-type: none"> • Shinfield Eastern Relief Road; • <u>Capacity improvements on the A329(M) from M4 Junction 10 to Coppid Beech improvement;</u> • Corridor Improvements <u>- the delivery of sustainable transport measures that are not directly related, in part or in whole, to development sites, including:</u> <ul style="list-style-type: none"> • <u>Bus stop improvements;</u> • <u>Footpath / cycleway improvements.</u> <p>Strategic Road Network (SRN) improvements outside the Borough <u>within contiguous Local Authorities (The SRN is made up of motorways and trunk roads that are managed by Highways England).</u></p> <p>Public Rights of Way (PROW) and Cycle Network improvements including:</p> <ul style="list-style-type: none"> • Four <u>crossings footbridges</u> over the Waterloo Line <u>(Tanhouse / Gypsy Lane / Star Lane / Eastern Gateway);</u> • <u>The</u> Greenways Network. 		<p>Change to ‘Improvements along the A327’ - to provide an exact definition of what constitutes ‘Improvements along the A327’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘A329(M) – M4 J10 to Coppid Beech Improvement’ - to provide an exact definition of what constitutes ‘A329(M) – M4 J10 to Coppid Beech Improvement’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Corridor Improvements’ - to provide an exact definition of what constitutes ‘Corridor Improvements’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Strategic Road Network improvements outside the borough’ – to provide a definition of what constitutes the Strategic Road Network (SRN)</p> <p>Change to ‘PROW and Cycle Network Improvements’ - to provide an exact definition of what constitutes ‘PROW and Cycle Network</p>

Infrastructure Type or Project	Exclusions*	Reason for change
<p>Public Transport Network improvements including:</p> <ul style="list-style-type: none"> Thames Valley Park, Eastern Expressway – <u>a new road to support public transport in Thames Valley Park</u> <p>The following improvements to Parking Provision (including Park and Ride <u>infrastructure</u>):</p> <ul style="list-style-type: none"> Park & Ride near the Coppid Beech roundabout Carnival Pool Car Park Expansion Thames Valley Park, Park and Ride 		<p>Improvements’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Change to ‘Thames Valley Park Eastern Expressway’ - to provide an exact definition of what constitutes the ‘Thames Valley Park, Eastern Expressway’ for the purpose of CIL funds. This is to provide clarity as to the original intention of the Regulation 123 List scheme and to avoid any misinterpretation in the future.</p> <p>Changes to the ‘exclusions*’ column – to clarify that the exclusion from CIL applies to all other site-specific transport improvements that are identified in a site specific assessment whether they are within the red line boundary of a planning application or not.</p> <p>To clarify that ‘Public Transport Network Improvements’ does not, and was never intended to, include the provision of bus services.</p> <p>To specify that ‘Land for provision on SDL’s’ relates to the provision of transport infrastructure.</p> <p>To specify that CIL will only be used to fund the Greenways Network outside of the SDL’s.</p>

Infrastructure Type or Project	Exclusions*	Reason for change
<p><u>Education, defined as:</u></p> <p>Nursery Schools</p> <p>Primary and Secondary Education</p> <p>Further and Higher Education Special Educational Needs Provision</p>	<p>Land for Provision of land <u>for schools</u> on the SDLs <u>and service / utilities provision / pedestrian and vehicular access connections to the schools.</u></p>	<p>Change to the ‘exclusions’ column – To clarify that land for the provision of schools includes serviced sites</p>
<p><u>Green Infrastructure, defined as:</u></p> <p>Allotments and Community Gardens</p> <p>Biodiversity Projects</p> <p>Amenity Open Space and Play Areas</p> <p>Cemeteries and Churchyards Outdoor</p> <p>Sport Facilities</p> <p>Country Parks</p>	<p>Amenity open space and play areas in connection with the following Strategic Development Location (SDL) sites:</p> <ul style="list-style-type: none"> • North Wokingham SDL • South Wokingham SDL • South of M4 SDL • Arborfield SDL <p>Land for Provision <u>of land for green infrastructure</u> on the SDLs</p>	<p>Change to the ‘exclusions’ column – To specify that ‘land for provision on SDLs’ relates to the provision of Green Infrastructure.</p>
<p><u>Community/Social Infrastructure, defined as:</u></p>		

Infrastructure Type or Project	Exclusions*	Reason for change
Community Centres/Halls Libraries Indoor Sports Facilities Culture and Heritage	Land for Provision <u>of land for community / social infrastructure</u> on the SDLs	Change to the 'exclusions' column – To specify that 'land for provision on SDLs' relates to the provision of community / social Infrastructure.
<u>Public Services, defined as:</u> Emergency Services facilities and equipment Health centres/GP surgeries	Fire Hydrants	

*Exclusions: projects identified in this column are expected to be delivered in kind or by developer contributions, secured through Section 106 agreements.



**WOKINGHAM
BOROUGH COUNCIL**

Community Infrastructure Levy (CIL) Regulation 123 List

Infrastructure to be delivered partly or wholly by CIL

February 2015

Wokingham Borough Council Community Infrastructure Levy (CIL)

Regulation 123 List

Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended) (CIL) prevents the local planning authority from taking into account as a reason for granting planning permission certain planning obligations for infrastructure that will be funded in whole or part by CIL.

The list does not signify a commitment by the Council to deliver the project, nor does it indicate any priority. The list will be subject to periodic review.

Infrastructure Type or Project	Exclusions*
<p><u>Suitable Alternative Natural Greenspace (SANG)</u></p> <p>Provision and ongoing maintenance in perpetuity of SANG (part of Thames Basin Heaths Special Protection Area (TBHSPA) Avoidance and Mitigation measures) at Rooks Nest Woods</p>	<p>On-site and off-site delivery of SANG (in accordance with the TBHSPA Avoidance and Mitigation Strategy, necessary to meet the requirements of the Habitat Regulations) in connection with the following Strategic Development Location (SDL) sites:</p> <ul style="list-style-type: none"> • North Wokingham SDL • South Wokingham SDL • South of M4 SDL • Arborfield SDL <p>SPA-wide Strategic Access and Management Monitoring (SAMM) (N.B. This item is not considered to fall within the definition of infrastructure and will continue to be secured through legal agreements).</p>
<p><u>Transport</u></p> <p>The following Local Road Network capacity improvements:</p> <ul style="list-style-type: none"> • Improvements along the A329 • Winnersh Relief Road • North Wokingham Distributor Road • Improvements to Coppid Beech Roundabout • South Wokingham Distributor Road (including Road over Rail Bridge) • Replacement railway bridges on the A321 Finchampstead Road 	<p>The delivery of enabling works, including site access junctions for a development and roads within an application phase red line.</p> <p>Travel Plans</p> <p>Land for Provision on the SDLs</p>

<ul style="list-style-type: none"> • Improvements along A321 • Arborfield Cross Relief Road • Nine Mile Ride Extension • Barkham Bridge Improvement • Improvements along the A327 • Shinfield Eastern Relief Road • A329(M) - M4 J10 to Coppid Beech improvement • Corridor Improvements <p>Strategic Road Network improvements outside the Borough.</p> <p>Public Rights of Way and Cycle Network improvements, including:</p> <ul style="list-style-type: none"> • Four footbridges over the Waterloo Line • Greenways Network <p>Public Transport Network improvements, including:</p> <ul style="list-style-type: none"> • Thames Valley Park, Eastern Expressway <p>The following improvements to Parking Provision (including Park and Ride):</p> <ul style="list-style-type: none"> • Park & Ride near the Coppid Beech roundabout • Carnival Pool Car Park Expansion • Thames Valley Park, Park and Ride 	
<p><u>Education</u></p> <p>Nursery Schools</p> <p>Primary and Secondary Education</p> <p>Further and Higher Education</p> <p>Special Educational Needs Provision</p>	<p>Land for Provision on the SDLs</p>
<p><u>Green Infrastructure</u></p>	

Allotments and Community Gardens Biodiversity Projects Amenity Open Space and Play Areas Cemeteries and Churchyards Outdoor Sport Facilities Country Parks	Amenity open space and play areas in connection with the following Strategic Development Location (SDL) sites: <ul style="list-style-type: none"> • North Wokingham SDL • South Wokingham SDL • South of M4 SDL • Arborfield SDL Land for Provision on the SDLs
<u>Community/Social Infrastructure</u> Community Centres/Halls Libraries Indoor Sports Facilities Culture and Heritage	Land for Provision on the SDLs
<u>Public Services</u> Emergency Services facilities and equipment Health centres/GP surgeries	Fire Hydrants

*Exclusions: projects identified in this column are expected to be delivered in kind or by developer contributions, secured through Section 106 agreements.

TITLE	St Crispins School Autism Unit
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	Wescott
DIRECTOR	Judith Ramsden, Director of Children's Services
LEAD MEMBER	Charlotte Haitham Taylor, Executive Member for Children's Services

OUTCOME / BENEFITS TO THE COMMUNITY

That children with Special Education Needs and Disabilities have access to an appropriate, sustainable range of facilities within the borough.

That services represent good value for money, so achieving the best community outcomes within the limits of available resources.

RECOMMENDATION

- 1) That authority to determine the decision on the creation of the St Crispins Autism unit for high performing children from 1 September 2017 is delegated to the Director of Children's Services, in consultation with the Executive Member for Children's Services;
- 2) That the following are also agreed by Executive:
 - a) a permanent entry from Rances Lane to a new car park on the school site, when required to support school expansion;
 - b) future capital investment from 2018/19 to complete the Autism unit in a timely manner;
 - c) to approve the allocation of section 106 receipts required to fund the 'St Crispin's - New Autistic Spectrum Disorder Unit and Sixth Form block' as approved in the medium term financial plan for 2016/17.

SUMMARY OF REPORT

The St Crispins scheme is for the development of a new Special Education Needs (SEN) Resource unit for high performing children with Autism serving approximately 25 pupils. It entails the relocation of the existing sixth form to a new building and the redevelopment of the sixth form buildings as the Autism unit. It will support children who currently must be educated outside of the borough because there is no equivalent provision here. These children and young people are able to follow the national curriculum, but their impairment prevents them functioning in a mainstream school, without the additional support a resource unit can provide. The out of borough provision is more expensive and for many children less satisfactory than the current proposal because it either entails a lengthy car journey to reach it or is residential.

The school governing body is committed to the scheme, provided they have formal reassurance that a number of associated issues (relating to site access and funding) are

resolved in principle by the Council.

St Crispins School premises are fully utilised, so the creation of the unit requires a new building. To ensure the best fit with educational requirements the scheme is for the new Autism unit to be developed in the current Sixth Form centre and the existing sixth form to be relocated to a new building. The new sixth form building has been designed to facilitate future expansion. At that point additional car parking will be required. The land in front of the main school has been entirely developed as parking space, so any new car parking required at the point of expansion will need to be elsewhere on the site. The least disruptive way of making this provision is through use of a new entrance from Rances Lane, through the current Westmead site using part of the school site adjacent to the new science block. To safeguard the future expansion plans it is proposed to formally commit the council to this future access (in the event of school expansion) at this stage. The Westmead day centre is currently used by Optalis and any additional use, while they are in occupation, will be agreed with them to ensure there is no conflict of interests. Internal discussions with the relevant sections of the council responsible for services here (health and wellbeing) and for future land use (strategic assets) indicate that this proposal is supported. The use of this site is limited to road access only and if this were to be developed while the current Optalis service is in operation use of the road would only be permitted at times when it does not conflict with day centre activity.

Funding for the Autism unit and sixth form centre (and associated MUGA (required to meet planning requirements to compensate for the loss of playing field area)) has been agreed as part of the Council's capital allocations. Immediate needs can be funded, but as part of cost saving exercise during the development of the scheme the works to the first floor of the Autism unit were omitted. The development of this area is not required for the first two years of the units operation (while numbers are growing) and it is proposed to complete the conversion of this area before the third year of the resource unit's operation. The works are internal re-organisation and refurbishment so can be completed in the April to end August period before the new academic year commences. The current estimated budget is in the order of £350K. This is raised through this report rather than through the normal finance reports to ensure that the formal commitment is obtained in tandem with the school organisation approval.

The proposed changes to SEN provision at mainstream maintained schools are prescribed changes under the Education and Inspection Act 2006. As such they require a formal process to be followed before they can be approved. The process involves a formal notice (in a prescribed format, published in a prescribed manner on the Council's website and in a local paper), a 4 week period for representations and a formal Council decision.

The Notice was published as follows

St Crispins – publication 24th June 2016 representations by 22nd July 2016

The school had informally consulted with parents in 2015.

Local schools were informed of the need for a new Autism unit and asked if they wished host such a unit in 2014. St Crispins School put itself forward, on the basis of the adoption of the current proposal. St Crispins has a strong commitment to the inclusion of children with additional needs and this proposal therefore makes a good fit with the school's ethos.

Background

The opening of a new Autism unit for high performing children has been a long standing ambition of the council. Capital funding has been agreed and carried over from the 2014/15 and 2015/16 financial years to support this project. St Crispins School have agreed to host the unit and have identified a suitable location (the current sixth form buildings). In order to facilitate this, the sixth form will be relocated to a new building, one that is both fit for purpose and designed to support future school expansion.

The secondary provision strategy is to be renewed this year. Although immediate needs can be met through the Bohunt Wokingham School, additional places may be required, as the pace of SDL build out increases. In this case St Crispins is likely to be a candidate for school expansion, as it has sufficient site area and is located near both North and South Wokingham SDLs.

Analysis of Issues

Changes to mainstream maintained school SEN provision are prescribed changes under the Education and Inspection Act 2006. As such they require a formal process to be followed.

This includes:

- Formal publication of proposals in a prescribed format and media (website and local paper) (appendix one).
- A four week representation period
- A formal decision by the local authority

The St Crispins works require capital expenditure and planning consent. Both have been given (the scheme is funded from budgets carried forward from the 2015/16 financial year and planning consent was awarded in May 2016).

Financial breakdown

Budget title as per MTFP and 10 year vision	2016/17		Total
	MTFP Approved Budget 16/17	C/Fwd. from 15/16	
Expenditure			
Investment in Special Education Needs Provision		2,336	2,336
Basic Needs Secondary - Additional Places		1,000	1,000
Total	0	3,336	3,336

Funded by			
Borrowing		68	68
Capital Maintenance Grant		270	270

Schools Basic Need Grant		1,042	1,042
Developer Contributions (S106 / CIL)		1,956	1,956
Total	0	3,336	3,336

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)	£2.4m Capital	Yes	Capital
Next Financial Year (Year 2)	£0.9m Capital	Yes	Capital
Following Financial Year (Year 3)			

Other financial information relevant to the Recommendation/Decision

There are no revenue implications for the General Fund. The proposal is intended to have a positive impact on the High Needs component of the Dedicated Schools Grant through lower cost in authority placements.

The executive are asked to approve the use of S106 contributions secured, towards the funding of the St Crispin's New Autistim Unit and Sixth Form block and associated works project up to the value of the project budget.

The initial budget was approved in the 2014 /15 medium term financial plan. The carry forward was approved in 2016/17. Since 2015/16 S106 approvals have been in conjunction with the schemes in the medium term financial plan. This approval will not change the budget for the project only how it is funded.

- S106 funding received to date - £1,603,542.

Remainder of S106 funding will be released to project as and when received

Capital costs for these works have already been approved, with the exception of the £350K estimated works for the future completion of the Autism unit. Funding for this component of the scheme is recorded in the MTFP in 2018/19.

Cross-Council Implications

N/A

List of Background Papers

N/A

Contact Brian Grady	Service Children's Services
Telephone No	Email brian.grady@wokingham.gov.uk
Date 18 July 2017	Version No. 1.0

Appendix One

Statutory Notice under Part 2 of the Education and Inspections Act 2006



**WOKINGHAM
BOROUGH COUNCIL**

School: St Crispins School, London Road, Wokingham, RG40 1SS

Proposer: Wokingham Borough Council, Shute End, Wokingham, RG40 1BN

Proposal: The opening of a new unit for up to 25 pupils aged 11 to 18 with high functioning Autism at the school from 1st September 2017. It is expected that the unit will be able to accommodate up to 5 pupils in the first year of operation and that capacity will increase annually until the full number of places are available.

Publication date: 24th June 2016

Last date for receipt of representations: 12 noon 22nd July 2016

Address for representations: Wokingham Borough Council, Children's Services, Shute End, Wokingham, RG40 1BN (FAO Piers Brunning, Service Manager Strategy Policy and Partnerships).

Or by email to: piers.brunning@wokingham.gov.uk

Full Notice published on the Council's website at: <http://www.wokingham.gov.uk/schools-and-education/schools-information/> (heading "School Organisation").

TITLE	Establishing a Wokingham Multi Academy Trust
FOR CONSIDERATION BY	Executive on 28 July 2016
WARD	None specific
DIRECTOR	Judith Ramsden, Director of Children's Services
LEAD MEMBER	Charlotte Haitham Taylor, Executive Member for Children's Services

OUTCOME / BENEFITS TO THE COMMUNITY

Establishment of a confident direction of travel in a context where there is uncertainty. .
Creating a secure platform for school improvement and trading which gives sustainability to Wokingham Borough Council's effective school improvement work
Schools supported by LA initiative to focus on core business so pupils make better progress

RECOMMENDATION

The Executive is recommended to initiate the process of establishing a Wokingham Multi Academy Trust, with relevant exploration undertaken by a member/officer working group and recommendations of that group to be reported to the Executive for sign-off as appropriate.

SUMMARY OF REPORT

The report explores the picture of Local Authority's education roles emerging from the April 2016 White Paper. It covers:

- Actions taken already to identify options adopted by other LAs in the delivery of school improvement in a changing context;
- The likely increase in the number of local schools becoming academies and joining Multi Academy Trusts
- Continuing education functions for LAs indicated in the White Paper
- Funding changes and uncertainty arising
- Potential to establish a Wokingham Multi Academy Trust and/or trading function.

Background

The proposal to explore further the concept of a community Multi Academy Trust (MAT) in Wokingham arises from a context in which

- *In Wokingham* following discussion at the Children's Services Overview and Scrutiny Committee a members' task and finish working group was established in 2015 to consider options for the delivery of school improvement.
- In March 2016 a report was considered by the Executive Committee; it paralleled the publication of the white paper "Educational Excellence Everywhere" about schools becoming academies. The outcome of the report was the adoption of a broadly positive stance towards academies, with support for continuing dialogues with schools, stakeholders and the secretary of state. A member task group was to be established.
- Schools have developed interest and are seeking advice on the academy conversion process and establishment of MATs. A series of briefings and workshops for Wokingham Borough Council (WBC) schools has therefore been started.
- The Oxford and Portsmouth dioceses have begun to clarify their positions. In 30 cases Local Authority (LA) maintained schools have voiced interest in a larger community MAT in Wokingham.
- WBC officers have set out to explore the viability of the LA's trading functions in the context of proposals to reduce Education Services Grant core funding.
- Discussions have taken place with neighbouring local authorities about partnership work.
- *Nationally* a policy position has been confirmed leading to all schools becoming academies, but now without compulsion for good or outstanding schools unless they are in an authority deemed to be failing. The Department for Education (DfE) has intimated that national policy might shift to allow some LA-derived MATs.
- *Consultation on the funding of schools* has meanwhile suggested that Education Services Grant (ESG) would be phased out over the coming years, a national funding formula would replace local ones, school funding via Dedicated Schools' Grant would cease, and LAs' school improvement function would end at 31 July 2017. More recently DfE has announced a proposal to reduce ESG, with the possibility of top-slicing Dedicated Schools Grant (schools' funding) to make up the difference.

Analysis of Issues

Local Authorities' Education functions are changing but not disappearing

There are tensions between changed funding and continuing legal requirements for LAs' education roles. A future WBC Education function would need to reflect those requirements or face significant reputational or legal challenge. The recent white paper identifies continuing responsibilities of LAs which would mean they need access to educational expertise, with needs to:

- Commission new schools or alternative education providers and effectively make judgements between contending potential providers;
- Conduct residual admissions processes which require understanding of how schools work, and authoritatively deliver admissions of vulnerable pupils through Fair Access arrangements;
- Understand the salience of expert advice in the construction of Education Health

& Care plans, and broker relationships between schools and parents of pupils with Special Educational Needs;

- Manage Special Educational Needs & Disability Tribunal cases including representing the LA's case against appellants' commissioned experts;
- Relate safeguarding issues to school contexts;
- Judge the suitability of Elective Home Education;
- Deliver the Virtual School function, challenging schools to ensure educational progress of Looked After Children, securing their admissions, transitions and destinations, and allocating Pupil Premium Grant resource where it will be most effective;
- Understand and manage professional factors pertaining to national testing so as to discharge the function of oversight;
- Advocate for pupils in underperforming academies by making cogent cases to the Regional Schools Commissioner where necessary.

Current proposals indicate significant funding changes

Linked to the White Paper are funding proposals contained in the first stage of an incomplete national consultation and in the recent budget:

- A national funding formula with phased introduction from 2017 to 2019, and Schools Forum responsible for high needs, early years and central blocks (but no longer a schools' block);
- Education Services Grant (ESG) reducing from £77 to £15/pupil, allocated to the central block of the schools' budget to cover the LA's continuing statutory duties to pupils (see above). In Wokingham this would generate approximately £330,000 in future, where the current funding is £1.8m

The previous Executive paper noted generally costs to the council arising from academy conversions. If all WBC schools were academies the conversion costs to the LA would be about £400k, and subsequent loss of business rate (not paid by academies as they have charitable status) estimated at £1m. The Lead Member for Children's Services has written to the Secretary of State raising concerns about this, and officers are in dialogue with the DfE on the matter of LA funding. In this context moves to maximise income generation from schools have been initiated.

There are challenges, and choices to make about Wokingham's future relationship with schools

First tier authorities have a future as partners in their local education systems, illustrated above. They also have an interest in a sustained relationship with schools because of their role in children's social care, with schools as the universal provider system with an impact on wellbeing and safeguarding. Choices relate to separate but linked areas, in which Wokingham might operate as (a) a commercial partner offering services as it does now in areas such as Human Resources, finance, grounds maintenance, governor support and performance management, (b) a public body with statutory responsibilities for children's welfare and education, and/or (c) a body participating in a MAT for schools wishing to be part of such an organisation.

Continuing services would seem require income from schools in order to be sustainable. There is a significant need for further clarification about funding for Special Educational Needs for example, where continuing statutory commitments would not be covered by funding at the level of £15/pupil. In terms of funding, then, options include essentially reducing service to the £15/pupil level which would place statutory functions at risk,

cross-subsidy from the LA’s general fund, and income-generation to mitigate risk.

A Wokingham Multi Academy Trust

Some authorities are exploring options such as arms-length community interest companies or joint ventures as vehicles for service delivery. Examples were seen in the WBC 2015 task group work. Such organisations might have the potential to be approved as MATs capable of sponsoring and working with coasting or failing schools, and even able to sponsor new schools. There is a requirement for less than 20% LA membership in the governance of such bodies, but beyond that the government’s position on LA MATs appears potentially flexible.

Indications of WBC schools’ appetite for this have been sought in a recent survey which suggested that 30 schools would be interested in a meeting to discuss a Wokingham community MAT. This suggests a viable organisation is possible, on the basis that this would represent a “club” with for example a 3-5% levy paid by schools, providing a substantial local customer for WBC traded services, as well as a substantial local body of educational expertise.

Next steps and considerations

Issues are complex and uncertain in an evolving national context. Funding issues are at the consultation stage, the white paper is currently not translating into a bill, and much will depend on individual school governing body decisions. Whilst schools’ finances are under pressure, they show interest in a Wokingham community MAT. It is recommended that exploration of these issues is best undertaken by a member/officer task and finish group.

Such a group would:

- Consider further the national policy context described above, and seek to influence it through dialogue with the DfE;
- Identify the advantages and disadvantages of a Wokingham community MAT;
- Seek clarity on financial implications of any changes;
- Explore possible structures, constitutional arrangements and relationships with the authority;
- Oversee dialogue with local schools who would ultimately decide to participate or not in such a project.

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 below	See below	Revenue
Next Financial Year (Year 2)			Revenue
Following Financial Year (Year 3)			Revenue

Other financial information relevant to the Recommendation/Decision
--

Future of Education Services Grant is uncertain, as is schools' appetite for purchasing LA professional functions.
--

Cross-Council Implications

Impact on functions trading with WBC schools, and on WBC Children's Services
--

List of Background Papers

None

Contact	Alan Stubbersfield	Service	Children's Services
Telephone No	0118 974 6121		
Date	15 July 2016	Version No.	1.0

This page is intentionally left blank

TITLE	Local Development Scheme (LDS)
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None Specific
DIRECTOR	Heather Thwaites, Director for Environment
LEAD MEMBER	Mark Ashwell, Executive Member for Planning and Regeneration

OUTCOME / BENEFITS TO THE COMMUNITY

The Local Plan will provide a robust strategy for well-designed development, which will help to regenerate the Borough's towns and villages, support social and economic prosperity, whilst encouraging economic growth.

RECOMMENDATION

The Executive is asked to approve the updated Local Development Scheme to be effective from 29 July 2016

SUMMARY OF REPORT

The Council has to maintain and publish a programme (timetable) showing what Local Plan documents are to be produced over a three year period – the Local Development Scheme. Local Plan documents are very important when deciding planning applications. The current programme covers 25 September 2015 to 24 September 2018 and it requires updating.

The main changes to the Local Development Scheme (LDS) are due to:

- Amendments to the timetable for the production of the Council's Local Plan Update
- Incorporation of the Gypsy & Traveller Local Plan into the Local Plan Update
- The timescales for producing the Minerals and Waste Local Plan changing

Background

A Local Development Scheme (LDS) is a document that sets out a local planning authority's programme for producing planning policy documents. Local planning authorities are required to produce a Local Development Scheme under Section 15 of the Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011. This will set out which planning policy documents the authority will be producing and when. It must be made publically available and kept up to date.

The Council produced a new version of the LDS in September 2015 due to the emerging Local Plan Update at the time. However, due to further review of the stages required for an effective Local Plan and additional issues set out below, a further revision is proposed.

Analysis of Issues

The Council needs to maintain an up to date 3 year programme for Local Plans in its Local Development Scheme. The timetable for Local Plans within the current Local Development Scheme need changing because:

Local Plan Update (LPU)

A two stage Options Stage is not included within the current scheme. Separation of this initial public consultation stage into an initial Draft Options and a subsequent Preferred Options stage is considered preferable for a number of reasons as follows:

- Wider opportunities for the community to be able to inform at an early stage what the LPU should cover – initial informal engagement, particularly with the Parish / Town Councils has already indicated that they would welcome this approach
- The timetable and stages will be better aligned with the other Berkshire authorities in the Western Housing Market Area
- To ultimately maximise the likelihood of the Planning Inspectorate (who will 'examine' the LPU) finding that the LPU is legally compliant and 'sound' in line with para 182 of the National Planning Policy Framework (NPPF).

The Local Plan Update will also ensure that the Council can maintain its 5 year housing land supply through to 2036. The scheme envisages adoption in May 2019.

Gypsy and Traveller Local Plan

The current LDS envisaged that the authority would progress a Gypsy and Traveller Local Plan (GTLP) through to eventual adoption in March 2017, covering a plan period of 2014 – 2029. This has now been incorporated into the Local Plan Update in order to ensure consistency both with regards to the plan period (up to 2036) and the assessment and allocation of housing and traveller sites. There are also associated cost savings, such as having one examination on the Local Plan rather than the need for the GTLP to be examined separately by the Planning Inspectorate

Minerals and Waste Local Plan (MWLP)

The current Local Development Scheme recognised that the authority was considering the potential to produce a joint Local Plan with at least one other Berkshire local authority. Hampshire County Council has now offered to produce a joint Minerals and Waste Plan on behalf of Wokingham, Reading, Bracknell Forest and RBWM Councils. The timetable for production of the joint Minerals and Waste Plan is shown in the Local Development Scheme.

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) are these costs relating to the decision? Or just context for other financial information box?	LPU circa £300k M&W circa £60k	Yes – the costs of producing the LPU will be covered by the existing budget, which is £800k, therefore covering the circa £760k, which is expected to be spent in the future. Yes – the costs of producing the M & W Plan can also be covered by separate existing agreed budget of £300k	Revenue
Next Financial Year (Year 2)	LPU circa £90k M & W circa £120k		
Following Financial Year (Year 3)	LPU circa £370k M&W circa £120k		
	Total – circa £760k for LPU and circa £300k for M & W	Please note that these same figures for the LPU are used in the LPU Issues and Options Executive Report	

Other financial information relevant to the Recommendation/Decision

The agreement of the Local Development Scheme does not commit the Council to the production of the documents. The Council will make some savings based on amalgamating the GTLP work into the Local Plan Update.

The discussions on Joint work for the Minerals and Waste Local Plan (MWLP) may affect the cost of the plan since there should be opportunities for economies of scale i.e. sharing the cost of the necessary examination between several authorities. The timescale for the MWLP is in the process of being finalised so some spending may take place beyond Year 3.

A special item of up to £800,000 has been included in the Medium Term Financial Plan for the period from 2015 – 2018 for the Local Plan Update although this budget can be re-profiled to reflect the altered timescales for the LPU. The split across the three financial years will be altered depending on when, for example, it is appropriate to commission different parts of the wide evidence base that supports the LPU

Cross-Council Implications

Whilst the Scheme itself does not impact upon Council Services, the Local Plans which the authority subsequently produces in line with the timetable will. This is because the Local Plans will help to provide a robust strategy to help shape places and guide development.

List of Background Papers

Draft Local Development Scheme for 29 July 2016 to 28 July 2019.

Contact John Spurling	Service Development Planning & Policy
Telephone No 0118 9746455	Email john.spurling@wokingham.gov.uk
Date 18 July 2016	Version No. 3



**WOKINGHAM
BOROUGH COUNCIL**

**Local Development Scheme
July 2016**

July 2016



**WOKINGHAM
BOROUGH COUNCIL**

**TIMETABLE (LOCAL DEVELOPMENT SCHEME) SETTING OUT WHAT
LOCAL PLANS ARE BEING PRODUCED BY THE AUTHORITY**

29 July 2016 to 28 July 2019

WOKINGHAM BOROUGH COUNCIL LOCAL DEVELOPMENT SCHEME

CONTENTS

Executive Summary of the Local Development Scheme (LDS).....	1
1. INTRODUCTION.....	2
What is a Local Development Scheme (LDS)?.....	2
Where can the LDS be viewed?	2
Why is the LDS being amended?	2
If I need further information about the LDS, who should I contact?	2
2. PROPOSED LOCAL PLANS	3
What Local Plans are to be produced?.....	3
What process do Local Plans have to go through?	3
3. NEIGHBOURHOOD PLANNING	7
What is meant by Neighbourhood Planning?.....	7

Executive Summary of the Local Development Scheme (LDS)

There are a number of Local Plans already produced by Wokingham Borough Council (WBC). Local Plans set out a plan for how an area will develop over time to guide future development. They are the starting point when considering whether to grant planning permission. The Local Plans already produced are:

- Core Strategy
- Managing Development Delivery
- Minerals and Waste Local Plan (saved policies)

From 29 July 2016 to 28 July 2019 the production of the following plans will be underway:

- Local Plan Update (now incorporating the Gypsy and Traveller Local Plan)
- Minerals and Waste Local Plan

The **purpose** of the **Local Plan Update** is:

- To refine the housing target for Wokingham Borough to 2036
- To identify and allocate sufficient land for housing as well as other uses (including GRT) to cover the period to 2036
- To set boundaries, such as around settlements
- To update (where necessary) planning policies against which development proposals will be assessed

Preparation of evidence to inform the document is underway. It is expected to be completed ('adopted') in May 2019.

The **purpose** of the **Minerals and Waste Local Plan** is

- To identify the approach to the delivery of minerals and the treatment of waste and to allocate sites for such uses. This may be a joint plan produced by some or all of the Berkshire Unitary Authorities.
- To provide policies against which development proposals will be assessed

All Local Plans are **produced through a similar process**. This will include asking different people and organisations for their views to help to inform the content of the Local Plans.

The LDS focuses on the Local Plans but also sets out that **Parish/Town Councils can produce Neighbourhood Development Plans**.

1. INTRODUCTION

What is a Local Development Scheme (LDS)?

- 1.1 A Local Development Scheme sets out which Local Plan (LP) documents are to be produced. Local Plan documents are very important as they are the starting point when making decisions on planning applications.
- 1.2 This Local Development Scheme will cover the period 29 July 2016 to 28 July 2019 and will come into effect on 29 July 2016. This will replace the existing LDS (September 2015) and will be kept under review.
- 1.3 Wokingham Borough Council is preparing various Local Plans. The Local Development Scheme (LDS) explains:
 - The purpose of the Local Plans
 - Timescales for producing LPs, including when public consultation is likely to take place

Where can the LDS be viewed?

- 1.4 Copies of the LDS can be viewed:
 - Via <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/planning-policy-supporting-information/>
 - At the Council's office at Shute End, Wokingham.

Why is the LDS being amended?

- 1.5 The main changes are being made as:
 - The Council are currently producing a Local Plan Update, which will include setting a refined housing target for the Borough through to 2036 taking account of the conclusion of the Strategic Housing Market Assessment for the Berkshire area. The Draft Options stage has been divided into two stages and as such the timetable requires adjusting accordingly.
 - The Gypsy and Traveller Local Plan has been incorporated into the Local Plan Update in order to ensure that traveller provision is treated similarly to housing provision as per the Government's aims. This will ensure consistency in plan periods.
 - The timescales for producing the Minerals and Waste Local Plan have changed, mainly due to the need to refine the evidence base and continued discussions with other Berkshire authorities on potential joint working.

If I need further information about the LDS, who should I contact?

- 1.6 Further advice on this LDS or other planning policy documents can be obtained from the Council's Land Use and Transport team on (0118) 974 6478 or email policyandplans@wokingham.gov.uk. You can find more out about the Local Plans by going to <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/>

2. PROPOSED LOCAL PLANS

What Local Plans are to be produced?

- 2.1 Various Local Plans are proposed to be produced by Wokingham Borough Council, covering its administrative area.

Local Plan Update

This document will refine the current Core Strategy from 2006 to 2026 to provide the strategy for the Borough from April 2013 – March 2036. It will therefore set a refined housing target for the Borough from 2013 to 2036, having regard to the results of the objective assessment of housing needs (set out in a Strategic Housing Market Assessment) and allocate additional sites for housing (including gypsy and traveller sites) in order to maintain a rolling 5 year supply of sites having regard to any phased targets in the Plan. The current successful approach to delivery is through Strategic Development Locations and it is therefore likely that the Council will continue with this approach.

Minerals and Waste Local Plan

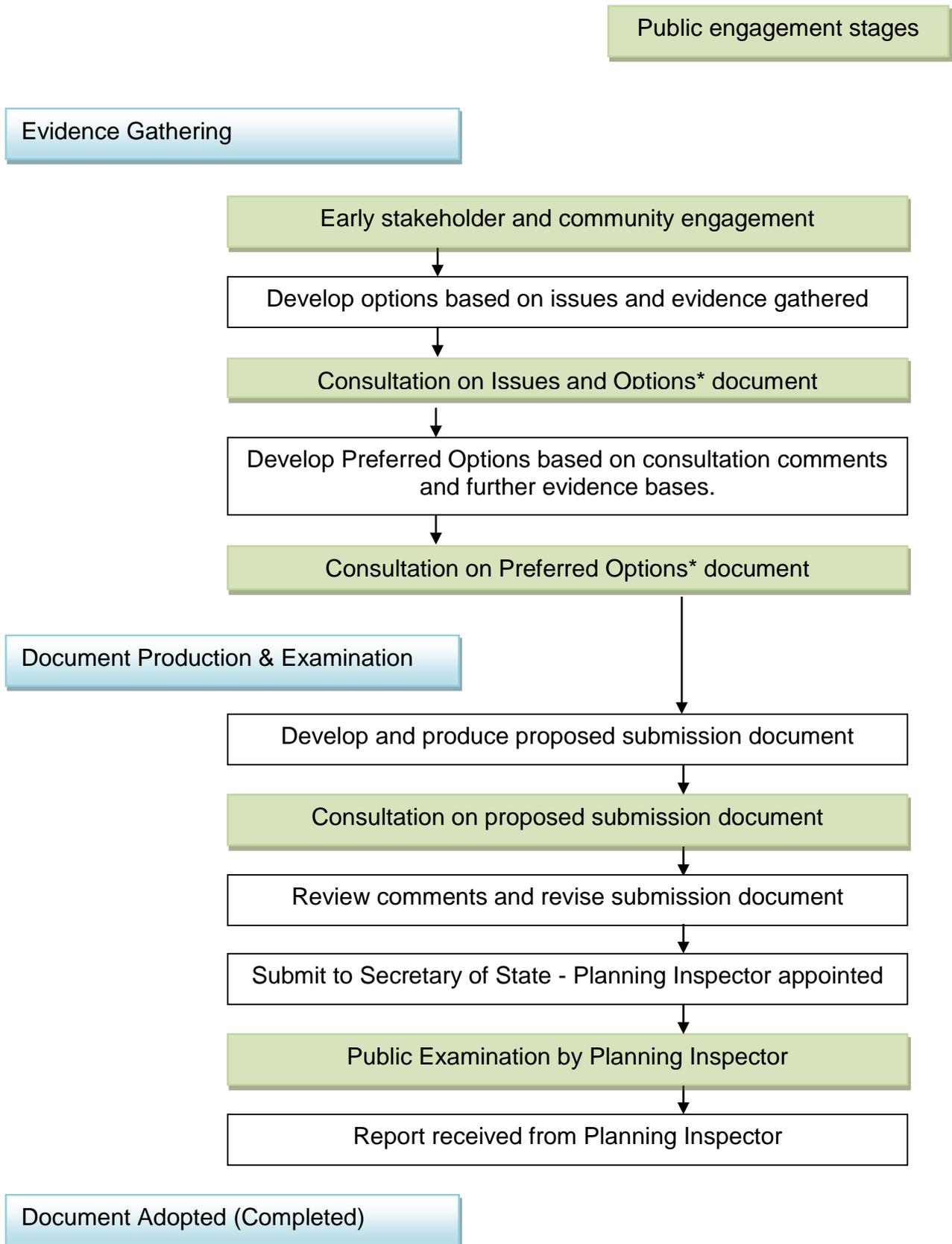
This document will identify the approach to the delivery of minerals and the treatment of waste and may allocate sites for such uses. It is expected to be a joint plan produced by central and east Berkshire authorities as a minimum. The plan will provide policies against which development proposals will be assessed. It is likely to replace (for Wokingham Borough) all the saved policies in the Replacement Minerals Local Plan and Waste Local Plan for Berkshire.

- 2.2 Each time a new Local Plan is produced and adopted (completed), the Policies Map will be updated. The Policies Map shows:
- local development constraints, e.g. green belt;
 - designations, e.g. development limits (outside of which it would be difficult for example to get planning permission for a new housing site)
 - site allocations, e.g. sites may be allocated for housing, employment, etc.

What process do Local Plans have to go through?

- 2.3 When producing Local Plans, WBC has to make sure that it follows certain processes and procedures set out in legislation and any accompanying regulations. All Local Plans are produced through a similar process, as set out in
- 2.4 **Figure 1.** This will include consultation with different people and organisations (stakeholders) to help shape the Local Plans. The Statement of Community Involvement was adopted in July 2014 and outlines in detail how the Council will involve people within the planning process.
- 2.5 Further details about the purpose, stages and dates for producing these Local Plans can be found in **Figure 2.**

Figure 1 Local Plan Process



* These stages can be undertaken as two separate stages (Issues & Options and Preferred Options) or as one Draft Options Stage

Figure 2 Purpose, stages and dates for producing Local Plans (29 July 2016 to 28 July 2019)

Stage	Purpose of Stage	Minerals and Waste Local Plan	Local Plan Update
Early Stakeholder & Community Engagement	Early evidence gathering stage, which may include the public and relevant stakeholders. This produces an evidence base from which to form policies	Jun 2016 (start)	Oct 2015 (start)
Scoping Report consultation	Consultation on what sustainability objectives (social, economic and environmental) should be used to assess whether the Local Plan is sustainable	Sep 2016 – Mar 2017	Nov – Dec 2015
Issues & Options Consultation +	Consultation stage giving the public/stakeholders a first opportunity to shape proposed options and identify issues.	Mar - Sep 2017	Aug – Sep 2016
Preferred Options +	Further consultation stage, taking account of comments made at earlier (Issues & Options) stage (if required), which will set out the preferred options	Jul – Dec 2017	Jun – Jul 2017
Consultation on Proposed Submission Document	Consultation on proposed submission document; allowing the public/stakeholders to review and comment on its justification, effectiveness, consistency with national policy and whether it meets its development and infrastructure requirements.	Nov 2018 – Mar 2019	Apr – May 2018
Submit to Secretary of State#	Document submitted to the Secretary of State who appoints Planning Inspector to oversee public examination.	Continuation past LDS period (Winter 2019)	Sep 2018
Pre Hearing Meeting*	Planning Inspector decides whether a pre hearing meeting is required.	Continuation past LDS period (Spring 2020)	
Examination	Planning Inspector holds public hearings to examine whether the document is “sound” (see paragraph 182)	Continuation past LDS period (Spring 2020)	Dec 2018

Stage	Purpose of Stage	Minerals and Waste Local Plan	Local Plan Update
	of National Planning Policy Framework .) There is an opportunity for those who commented at the proposed submission stage to present their views/suggested changes at the hearings. Date depends on whether Planning Inspectorate consider that a pre hearing meeting is necessary		
Inspector's Report received~	Report received stating whether document is "sound."	Continuation past LDS period (Summer 2020)	
Adoption	Document is officially adopted and becomes policy.	Continuation past LDS period (Winter 2020)	May 2019

^ Saved policies are those which are still used to determine planning applications following the decision of the Secretary of State on 24/9/07

Assumes that only minor changes, i.e. typographical changes are needed following consultation on the Proposed Submission document

*The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages.

~Assumes no further consultation on main modifications necessary following examination hearings

+These stages can be undertaken as two separate stages (Issues & Options and Preferred Options) or as one Draft Options Stage

3. NEIGHBOURHOOD PLANNING

What is meant by Neighbourhood Planning?

- 3.1 Parish and Town Councils can now prepare Neighbourhood Development Plans (NDPs) putting in place policies to guide the future development of the area. WBC has a legal duty to support the preparation of any NDP. This includes the provision of information and evidence, advice on sustainability assessment, appointing a suitable person who will publicly examine the NDP and holding a referendum within the area covered by the NDP, i.e. this might be the whole Parish.
- 3.2 Wokingham Borough is made up in its entirety of 17 Town and Parish Councils. Towns and Parishes can work on their own or in conjunction with one another to produce Neighbourhood Plans. Wokingham Borough currently has three Designated Neighbourhood Areas. These are Shinfield, Remenham and Arborfield & Newland and Barkham parishes.
- 3.3 Any NDP must be in general conformity with 'strategic policies' in the Local Plan and with national policy. NDPs would not be able to propose lower levels of development than those set out in up to date Local Plans but could propose higher levels. Before an NDP is adopted it must be subject to a referendum. If over 50% of the votes are in favour the local planning authority would have a duty to adopt the NDP unless it does not meet regulations. Further information on neighbourhood planning can be found via <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/key-planning-documents/neighbourhood-planning/>

TITLE	Local Plan Update - Issues and Options Consultation
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None Specific
STRATEGIC DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	Mark Ashwell, Executive Member for Planning and Regeneration

OUTCOME / BENEFITS TO THE COMMUNITY

The Local Plan will provide a robust strategy for well-designed development, which will help to regenerate the Borough's towns and villages, support social and economic prosperity, whilst encouraging economic growth. The Issues and Options stage is the first formal engagement opportunity to ensure that the community are able to influence the LPU.

RECOMMENDATION

The Executive is asked to:

- 1) approve the Issues and Options report for consultation for an eight week period together with publishing supporting documents;
- 2) authorise the Director of Environment, in consultation with the Executive Member for Planning, to agree minor changes to the Local Plan Update Issues and Options stage and other supporting documents prior to consultation. (Any minor modifications would consist of non-material alterations such as rewording and correction of typing errors).

SUMMARY OF REPORT

The Council needs to ensure that it has an up to date and robust planning framework to guide development in the Borough up to 2036. This is the purpose of the Local Plan Update and the Issues and Options stage is the first formal engagement stage in its preparation.

The Issues and Options document will include consultation about the vision and objectives; approach to development known as the 'spatial strategy', as well as other topic areas, including housing, employment, character and design, transport, infrastructure, services and facilities

The responses to this consultation will then be considered to help inform the next stage of the Local Plan process, which will be known as the Preferred Options report.

Background

The timetable for the preparation of the Local Plan Update was originally agreed by Executive in May 2015. Since that time, the Council has been undertaking early engagement and has significantly progressed the evidence base to help inform the Local Plan Update.

The production of the Berkshire (including South Bucks) Strategic Housing Market Assessment (SHMA) has been a key part of the work that has been carried out so far. The SHMA sets out the housing need across what is known as the Housing Market Area (HMA).

The LPU for Wokingham Borough cannot be prepared in isolation from the plans that are being prepared by other authorities; particularly those that are within the Western Housing Market Area. The authorities which are within the Western Housing Market Area (HMA) are Bracknell Forest, Reading and West Berkshire and the first consideration is whether the overall HMA housing need can be met within the HMA. Furthermore, questions such as the mix of housing, i.e. the sizes and types of housing may also need to be considered at this larger geographical area.

The Council has already been working closely with other authorities in terms of jointly producing evidence base and this is expected to continue as the Local Plan Update is progressed.

The Issues and Options consultation seeks peoples' views on producing a Local Plan Update, including what the Vision and Objectives should be and what topics the plan should cover, i.e. Housing; employment; transport; infrastructure, services and facilities

The Council already has two key planning policy documents that contain planning policies. These are:

- The Core Strategy (adopted 2010) – containing the overarching strategic policies (for example setting the number of new houses to be built)
- The Managing Development Delivery Local Plan (adopted 2014), which includes adding extra detail to the policies within the Core Strategy

The intention of the Local Plan Update will be to replace some of the policies in these documents, for example the housing target. Other policies will need to be updated. The reasons for this include the need to reflect changes in guidance at a national level, new evidence.

However, some of the policies are relatively recent, and if they still accord with Government policy and local circumstances then these may not need to be superseded.

Analysis of Issues

The Council has already received some initial views about what the Local Plan Update might contain. Such views have been gathered through the publication of the different evidence bases as well as on-going meetings such as those with Parish and Town Councils.

The primary purpose of the Issues and Options stage is to get a good understanding from the community about what the LPU should cover.

The Council will be publishing on 21 September 2016 a list and map of the sites that have been suggested to the Council to potentially allocate in response to the Call for Sites. It should be noted that many of these sites may not be suitable, available or able to be delivered / developed and therefore just because a site is on the list, there is no guarantee it will be allocated. All of the sites submitted in response to the Call for Sites will be assessed using the methodology set out in the Housing and Economic Land Availability (HELAA). Only the sites that are considered to be suitable, available and deliverable will be allocated for development within the Local Plan Update.

The Issues and Options document does not propose sites for allocation. The Preferred Options stage (the next stage) will refine the spatial strategy options. However, the intention is that proposed allocation of sites will take place at the Proposed Submission stage, as the Council wants to make sure that we consider all of the comments (known as 'representations') following the Issues and Options stage and also the Preferred Options stage before making recommendations about potential site allocations. See the stages of the Local Plan process in Figure 1 of the Local Development Scheme on our website here:

<http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/planning-policy-supporting-information/>

Consultation on the Issues and Options has to be for a minimum of six weeks. In light of school holidays, the consultation period has been extended to eight weeks to run from 5 August 2016 to 4pm on 30 September 2016. The school holidays do provide a good opportunity to engage the community at events that are running over this period. The consultation will be consistent with the Statement of Community Involvement, and will include the following:

- E-mail / post to all those people on database
- A series of events around the Borough
- Newsletter
- Social Media

Risk Management

The main risks relate to whether the Local Plan Update is ultimately found to be 'legally compliant' and 'sound' by a Planning Inspector who will conduct an independent public examination. This examination will include consideration of how the community have been engaged in the process of helping to shape the content of the LPU.

Legal compliance

In producing the Local Plan Update Issues and Options, the Authority had to assess whether the document was compatible with the legal requirements associated with plans of the authority. This included the Town and Country Planning (Local Development) (England) Regulations 2012; the Environmental Assessment of Plans and Programmes Regulations 2004; the Conservation of Habitats and Species Regulations 2010; the Human Rights Act; compliance with Directives of the European Commission and subsequent UK Regulations and ensuring that no segment of the Borough's community was likely to be unfairly penalised.

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) 2016/17	circa £300k	Yes – the costs of producing the LPU will be covered by the existing budget, which is £800k, therefore covering the circa £760k, which is expected to be spent in the future.	Revenue
Next Financial Year (Year 2) 2017/18	circa £90k		
Following Financial Year (Year 3) 2018/19	circa £370k		
	Total - £760k	Please note that these same figures are used in the Local Development Scheme (LDS) Executive Report	

Other financial information relevant to the Recommendation/Decision

The table above sets out the project costs associated with producing the Local Plan Update.

A special item of up to £800,000 has been included in the Medium Term Financial Plan for the period from 2015 – 2018 for the Local Plan Update although this budget can be re-profiled to reflect the altered timescales for the LPU.

This is a multi-year project and therefore the costs will be spread across a number of financial years, the exact timing of which will be subject to external influences such as the Planning Inspectorate's availability for the Public Examination. The profile of the budget may vary according to other factors but can be covered by existing agreed budgets.

Cross-Council Implications

The Local Plan Update is an opportunity to creatively meet the needs of Wokingham Borough in a number of different areas, including housing, education, health & well-being, etc. As such, other services are involved in the production of the Local Plan Update and supporting information, largely through the engagement of key internal champions.

List of Background Papers

- | |
|--|
| <ul style="list-style-type: none">• <i>Sustainability Appraisal incorporating Strategic Environmental Assessment (SA including SEA)</i>• <i>Evidence Base Table</i> |
|--|

Contact John Spurling	Service Environment
Telephone No 0118 974 6455	Email john.spurling@wokingham.gov.uk
Date 19 July 2016	Version No. 5

This page is intentionally left blank

WOKINGHAM BOROUGH LOCAL PLAN UPDATE

‘Shaping our Future’



131

ISSUES & OPTIONS CONSULTATION DOCUMENT



Have your say in shaping our future

Work is underway on an update to our local plan which will shape the future of Wokingham Borough, and we want you to join the conversation and have your say.

The new local plan will guide development in the Borough for the next 20 years. We know we have to plan for more housing – and we need to plan for how this will be accommodated along with the new employment, schools, roads, parks, shops and community facilities necessary to create places people want to live, work, and do business.

This consultation is your first formal opportunity to have your say in shaping the future of the borough for the next 20 years.

Contents

1 Introduction and Opportunities	3
Introduction	3
What is this consultation about?	3
What is a Local Plan?	3
How will the Local Plan Update be used?	3
Why do we need the Local Plan Update?	4
What will happen to the Council’s existing planning policies?	4
How do I get involved?	5
What happens next?	5
2 Where is Wokingham Borough? (The Spatial Portrait)	7
Opportunities	13
3 Vision, Objectives, Time Period for Plan and Spatial Strategy	14
Vision and Objectives	14
Plan Period.....	15
Where should development go? (The Spatial Strategy)	16
4 Housing	19
Meeting the housing needs of existing and future communities	19
Mix of housing	20
Affordable housing	21
Starter Homes	22
Self-build and Custom Build.....	23

Gypsies & Travellers	24
Housing for Older People and Other Vulnerable Groups.....	25
5 Employment and Retail	26
Employment.....	26
Retail.....	27
6 Infrastructure and Community.....	28
Infrastructure Planning.....	28
Open space.....	29
7 Flooding and Sustainable Urban Drainage	30
8 Countryside	31
9 Green Belt	32
10 Natural Environment	34
11 Heritage & the Historic Environment.....	35
12 Sustainable Design.....	36
Housing Standards.....	36
Water Efficiency.....	36
Accessibility and Adaptability / Security	36
Internal Living Space.....	37
13 Other policy areas and future policy approach.....	38
Regulation 18 Notice of Intention to Prepare a Local Plan Development Plan Document	39



1 Introduction and Opportunities

Introduction

1.1 This Issues and Options paper is the first formal consultation stage in the plan making process.

What is this consultation about?

1.2 This consultation is about seeking people's views on producing a Local Plan Update (LPU) for Wokingham Borough. It is a scoping and shaping stage to understand what should be included within the plan and set up a direction of travel. It will include a number of questions on different topics for you to give feedback on.

What is a Local Plan?

1.3 The Council is responsible for plan making, which includes producing plans for how an area will develop over time as a guide to future development.

How will the Local Plan Update be used?

1.4 In England, there is a 'plan-led' system, which means that all proposals for development that require planning permission will be considered in the first instance against the Development Plan for the Borough.

Why do we need the Local Plan Update?

1.5 One of the key reasons for needing the Local Plan Update is that the Government has changed the way that we plan for development, particularly for new housing. Previously, numbers of new houses required were set at regional level (in a document called the South East Plan) for each authority. However, now it is the responsibility of individual local authorities to assess how much development is needed in its area and how much should be provided.

What will happen to the Council's existing planning policies?

1.6 The Council already has two key planning policy documents that contain planning policies. These are:

- The Core Strategy (adopted 2010) – containing the overarching strategic policies (for example setting the number of new houses to be built to 2026)
- The Managing Development Delivery (MDD) Local Plan (adopted 2014), which includes adding extra detail to the policies within the Core Strategy

1.7 The Plan period for the two above documents runs until 2026, whereas the Local Plan Update will need to look beyond that date. Because the Core Strategy and MDD only look to 2026, there is likely to be a need to replace most policies to ensure that there are up to date policies beyond that date. However, in some instances, the broad policy approach could still be continued beyond 2026.

How do I get involved?

1.8 Consultation on the Issues and Options document runs from **Thursday 4 August to 4pm on Friday 30 September 2016**.

1.9 You can find all of the documents on the Council's website at www.wokingham.gov.uk/localplanupdate. Paper copies are also available at the Council's offices at Shute End. A leaflet has also been produced to highlight the key issues.

1.10 Please send us your comments via our online form, by email or by post. If you only wish to address certain parts of the consultation, please feel free to respond to only some of the questions.

- Online at: www.wokingham.gov.uk/consultations
- By email to: LPU@wokingham.gov.uk
- By post to: Land Use & Transport Team, Wokingham Borough Council, Civic Offices, Shute End, Wokingham, RG40 1WR

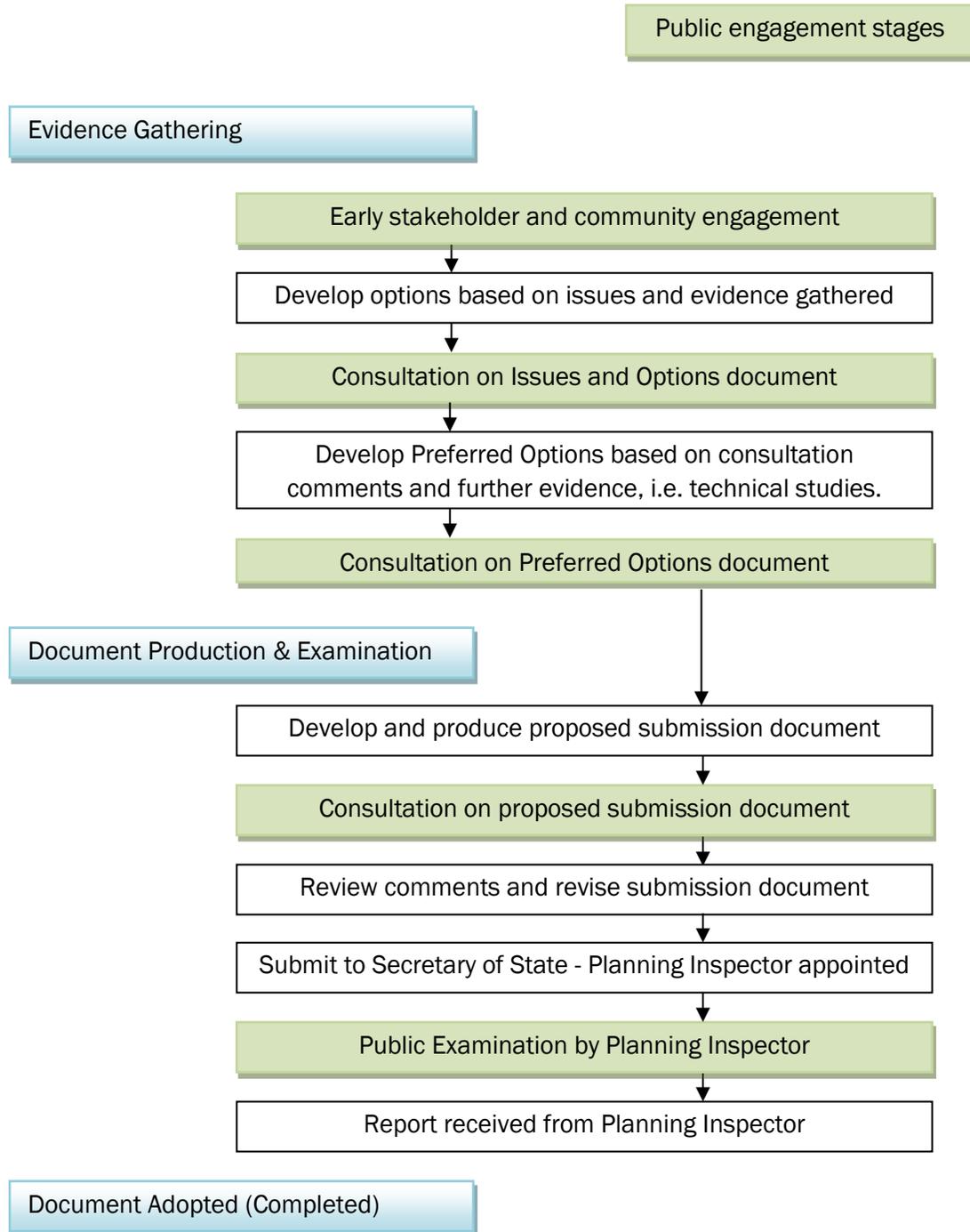
1.11 If you have any questions regarding the consultation, please contact the Land Use and Transport Team on 0118 974 6478 or by emailing LPU@wokingham.gov.uk.

What happens next?

1.12 Your comments will be published as part of the Local Plan Update process. These comments, along with the results of further technical studies, will help us to develop the 'Preferred Options', which is the next stage of the process. This stage will explain why certain options are preferred to others and will seek your views on whether you agree. Figure 1 shows the different stages of the Local Plan process. The plan is examined in public by an independent Planning Inspector who will consider comments made on the document. The role of the Inspector is to ensure that the plan is legally compliant and 'sound', the latter relates to whether the document is in essence the most appropriate strategy based on the best evidence. National guidance found in paragraph 182 of the [National Planning Policy Framework \(NPPF\)](#), provides further detail about what is meant by 'sound'.

1.13 The Government is considering making a number of changes to the planning system. These will also need to be taken into account as the plan is developed.

Figure 1: Local Plan Process



2 Where is Wokingham Borough? (The Spatial Portrait)

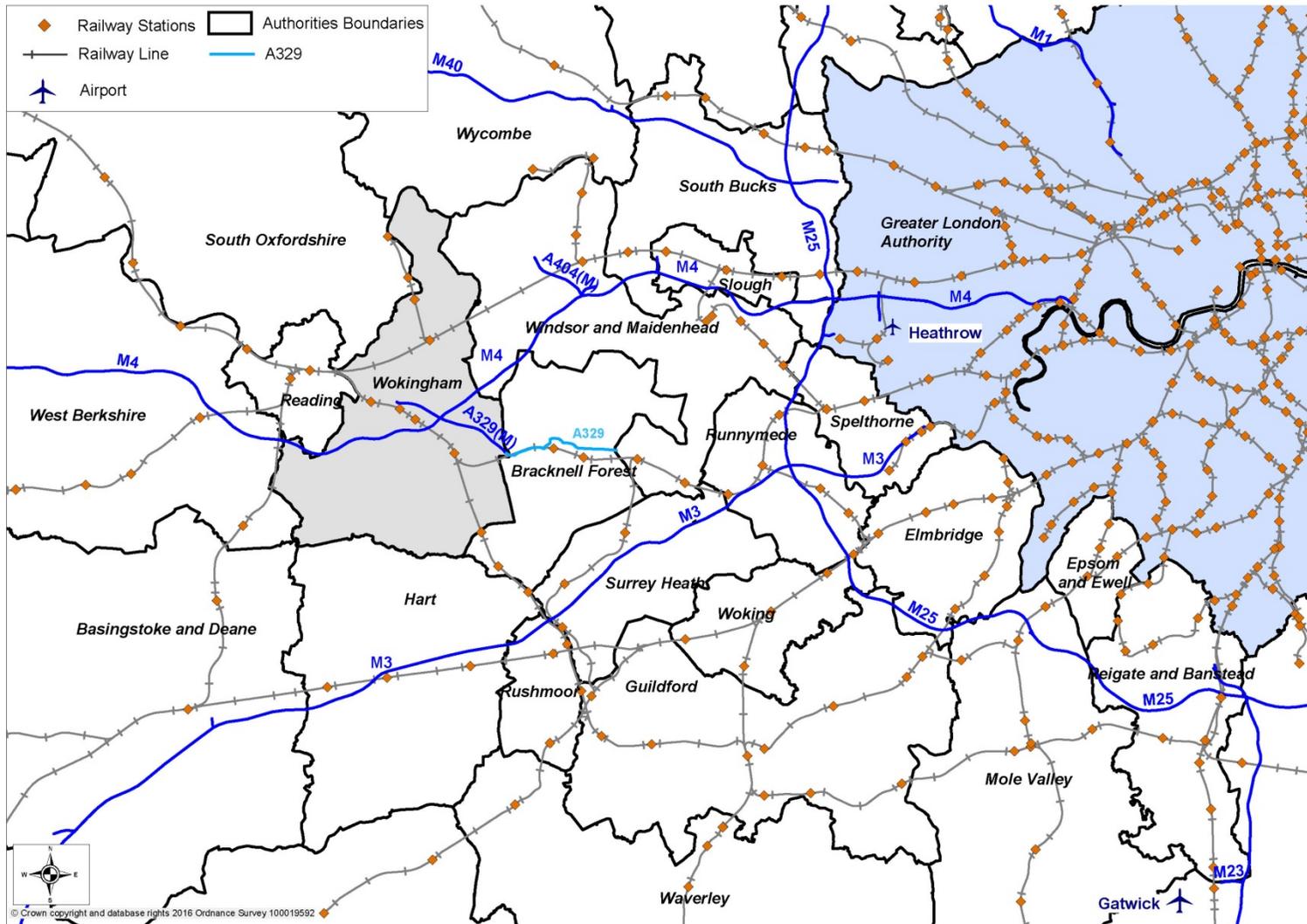


Figure 2: Wokingham Borough in Context

2.1 Wokingham Borough is located within the west of Berkshire. It is a great place to live, learn and do business with a good quality of life, helped by its excellent access to London and the key airports of Heathrow and Gatwick. It is continually growing, evolving, and diversifying playing a key role in the country's economy as part of the M4 corridor, as well as having European and international significance. To maintain our competitive edge we need to invest to progress as a place as well as an economy. A key element of this is ensuring that we are creating the places where our current and future workforces want to live, and businesses can thrive.

2.2 Wokingham Borough provides high quality high value residential areas set in attractive countryside settings focused around historic towns and villages. Development pressure in these areas is high due to good employment opportunities, great access to quality housing, education and services.

2.3 Wokingham Borough contains parts of the Green Belt that surrounds London, with approximately 16% of the Borough designated as Green Belt. The five purposes of the Green Belt are set out in paragraph 80 of [the National Planning Policy Framework \(NPPF\)](#).

2.4 A number of rivers flow through Wokingham Borough meaning some parts are prone to flooding. There are other environmental and human constraints which restrict land for residential development in the Borough such as ancient woodland and gas pipelines.

2.5 Wokingham Borough adjoins the Boroughs of Wycombe to the North; Windsor & Maidenhead and Bracknell Forest to the east; Hart and Basingstoke & Deane to the south and south west respectively; and West Berkshire, Reading and South Oxfordshire to the west.

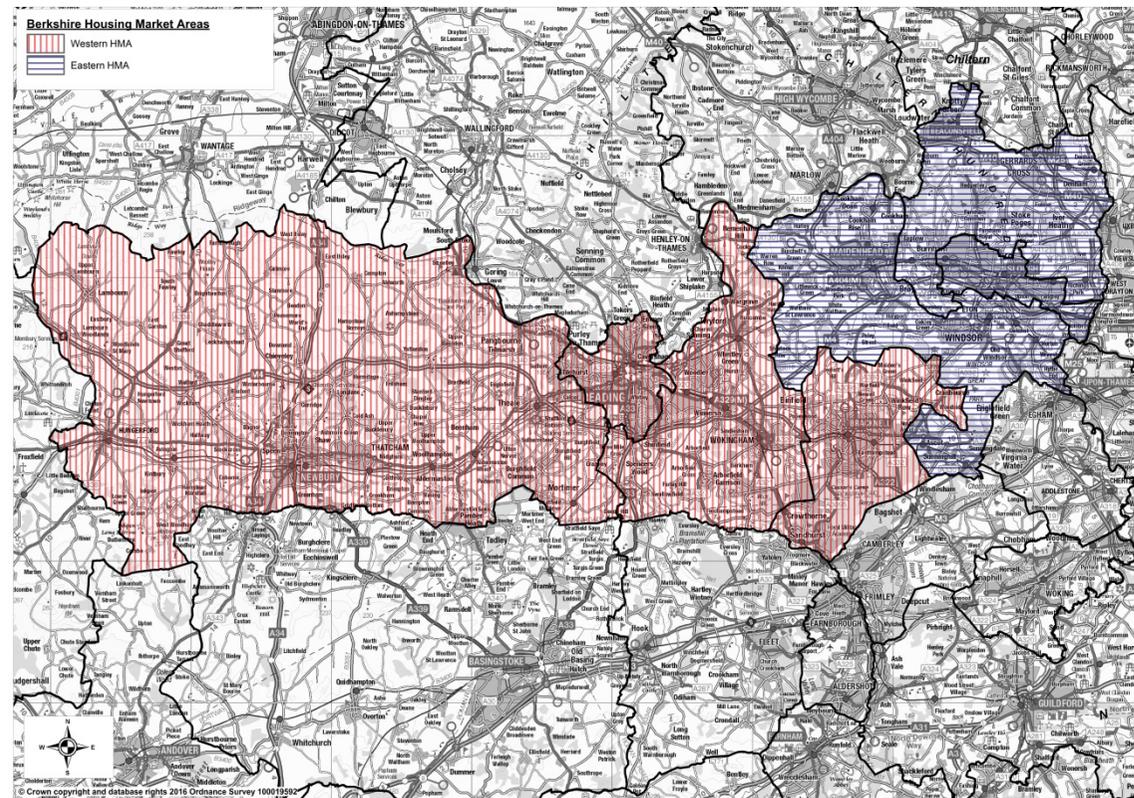
2.6 The highly valuable natural environment, wildlife, biodiversity and heritage assets of the Borough all contribute to the Borough's attractiveness as a place to live, work and visit.

2.7 The population of the Borough at the time of the 2011 census was recorded as 154,380. Wokingham, the administrative centre, is an old market town which retains its character but only houses one fifth of the Borough's population. Two fifths of the Borough's population live in the towns of Woodley and Earley which adjoin the Borough of Reading. The remainder of the population live in smaller settlements which are separated by areas of countryside that include extensive flood plains.

2.8 The Borough accommodates a stretch of the M4 motorway that connects London and South Wales and the A329M that connects us to Bracknell and Greater Reading. Railway links from Reading to London Paddington and London Waterloo run through the borough, as well as the North Downs line, connecting the borough to Gatwick airport. Further improvements are already planned to increase connectivity. This includes Crossrail (see Figure 3), which is a key piece of government funded infrastructure which will increase rail capacity between Reading/Heathrow, through central London and on to Shenfield/Abbey Wood, including the new proposed development at [Old Oak Common](#) to the west of London Paddington. Twyford is one of the stations where Crossrail will stop.

2.9 A key piece of evidence to underpin how we plan for the current and future needs of the borough is the [Berkshire \(including South Bucks\) Strategic Housing Market Assessment \(SHMA\)](#). Throughout this Issues and Options document, any reference to the SHMA relates to this evidence. The SHMA defines two Housing Market Areas (HMAs) by analysing where people choose to live and work. The Western HMA comprises West Berkshire, Reading, Wokingham and Bracknell Districts / Boroughs as can be seen in Figure 4.

Figure 4: Housing Market Areas



2.10 The Eastern Housing Market Area (shown in blue/horizontal hatched lines in Figure 4) comprises the Royal Borough of Windsor and Maidenhead, Slough and South Bucks.

2.11 The [SHMA](#) also sets out the need for homes within the different Housing Market Areas (HMAs), which will help inform a new housing target to 2036. This need is known as an Objectively Assessed Need.

2.12 The housing target in the Core Strategy (up to 2026) is now out of date. The Core Strategy was adopted in 2010, prior to the National Planning Policy Framework (NPPF) which introduced the requirement for an Objectively Assessed Need (OAN).

2.13 The OAN in the SHMA identifies that the Western Housing Market Area (HMA) needs to accommodate 65,635 new homes (from 2013 – 2036) to deal with population growth, affordability, market factors, sustaining and improving economic growth and the impact of the growth of London. The annual housing need figures can be seen in Figure 5.

Figure 5: Housing Need for Western Housing Market Area (WHMA)

Authority	Objectively Assessed Need (OAN) (Homes per Annum) 2013 - 2036
Bracknell Forest	635
Reading	699
West Berkshire	665
Wokingham	856
Western HMA	2,855

2.14 The four Councils must work together to provide these homes as part of what is called the Duty to Co-operate process. This means we will consider what opportunities there are to accommodate this growth across the west of Berkshire in a strategic and planned way.

2.15 The OAN for the Western Berkshire HMA is 2,855 dwellings per annum from 2013 to 2036. For Wokingham Borough, it would be 856 dwellings per annum (Figure 5). Our current housing

requirement for the Borough of approximately 661 new homes per year up to 2026. We are expected to deliver more than the 661 new homes per year up to 2026, in particular due to our four Strategic Development Locations coming through during the latter part of the current plan period. We will need to allocate further sites to 2036 to top up our current planned delivery of homes.

Opportunities

2.16 The west of Berkshire area, comprising West Berkshire, Reading, Wokingham and Bracknell has been a focus for growth over a number of decades and at times, this has resulted in ad-hoc development by planning appeal. This means an independent Inspector takes the decision to grant planning permission rather than local councillors. This chaotic, unplanned approach can often result in areas without adequate infrastructure investment.

2.17 The Council adopted an approach through the current Core Strategy of focussing development into four main areas of the Borough called Strategic Development Locations (SDLs). This approach provides the greatest opportunity for well planned communities to bring them the necessary infrastructure, such as new schools, roads, parks etc. to serve their needs. The [Community Infrastructure Levy \(CIL\)](#) is a charge on new development which enables us to pay for this infrastructure.

2.18 Historically, there was a regional approach to planning which has since been abolished by Central Government. This has given us the opportunity to work with the five other Berkshire unitary authorities, together with the **Thames Valley Local Enterprise Partnership (LEP)**, to understand our housing and employment needs and shape our future. A collaborative approach between the four Councils in the Western Housing Market Area allows us to plan strategically to meet the needs of both existing and future communities. This will maximise benefits and secure better outcomes than working in isolation allows.

2.19 By producing new plans, looking beyond 2026, we can continue to proactively manage growth. The plans will set out policies, which all proposals for development that require planning permission will be judged against. Without up-to-date Plans in place, development will come forward in an unplanned way, potentially in locations that are not appropriate and without coordinated infrastructure. The intention of the Local Plan Update will be to set a policy approach that runs beyond 2026.

Community Infrastructure Levy (CIL)

This allows Local Authorities to raise money for infrastructure from landowners or developers carrying out new building projects in an area.

145

Thames Valley Local Enterprise Partnership (LEP)

For more information on this business-led partnership click here:

<http://thamesvalleyberkshire.co.uk/About/About-Us>

3 Vision, Objectives, Time Period for Plan and Spatial Strategy

Vision and Objectives

3.1 The purpose of planning is to help to achieve sustainable development. Sustainable development means “ensuring that better lives for ourselves don’t mean worse lives for future generations” ([National Planning Policy Framework](#)).

3.2 The NPPF, in defining sustainable development, is based around three main pillars or roles of planning as set out in paragraph 7. These are:

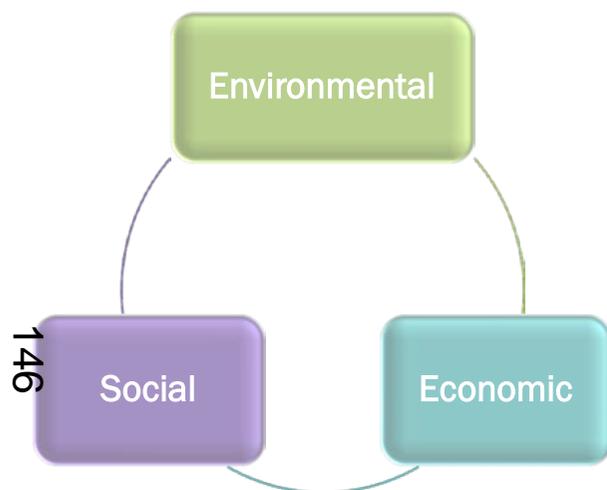
- *“An economic role – contributing to building a strong, responsive and competitive economy*
- *A social role – supporting strong, vibrant and healthy communities*
- *An environmental role – contributing to protecting and enhancing our natural, built and historic environment”*

3.3 The Council’s overarching vision for Wokingham Borough is for it to be a great place to live and an even better place to do business.

3.4 The Local Plan Update requires a succinct vision itself, to link to the Council’s overarching vision and to ensure we can deliver sustainable development. This Local Plan Update vision should define the optimal, desired future state of the Borough and provide guidance as to how we can best shape communities for both existing and new residents as well as for those who work and visit the area.

3.5 In order to achieve the vision for the Borough, we will need one clear set of measurable and meaningful objectives that support delivery of the vision. These objectives will set out the ‘how’ to achieve. They are our commitments and will be concise, realistic and measurable.

3.6 We consider that it would be beneficial to set objectives under the three pillars / roles of economic, social and environmental, as the Council has to have regard to the guidance in the NPPF. This will ensure we are helping to create sustainable communities.



QUESTION 1: Looking ahead to 2036 where Wokingham Borough is the best place to live and an even better place to do business. What does it feel like, what can you see and hear and what are you doing?

QUESTION 2: Considering these three pillars / roles, what are the most important things to you in creating the Wokingham Borough of the future?

Plan Period

3.7 A Local Plan that covers housing needs to plan for at least 15 years after adoption, according to national guidance. This means that the Local Plan Update needs to plan up to 2033 at the earliest. However, much of the emerging evidence, particularly the Berkshire (including South Bucks) Strategic Housing Market Assessment, provides information to 2036 and therefore we propose to plan up to this date.

QUESTION 3: Do you have any comments regarding this proposed time period?



Where should development go? (The Spatial Strategy)

3.8 We need to consider carefully how we can accommodate the needs of both existing and future communities (sustainable development).

3.9 As development takes place, there will be a need to ensure that new services, community facilities and infrastructure are provided. This could include new roads, open space, primary and secondary schools, community halls and so forth.

3.10 The Council's current approach is to concentrate the majority of development in four Strategic Development Locations (SDLs). Prior to the SDL approach, which stemmed from the Core Strategy adopted in 2010, Wokingham Borough Council was receiving about £6,000 from developers on average for infrastructure for each new home built. This was often insufficient to ensure that new services, community facilities and other infrastructure could be provided.

3.11 The SDL approach has helped the Council to deliver new housing developments alongside necessary infrastructure including new schools, community facilities and transport links, which would not have been provided through more ad hoc development.

3.12 The SDL approach, coupled with CIL, has meant that we have secured, on average, £28,000 to £33,000 per home (as of April 2015). We have also ensured that about 35% of new homes built are affordable housing. This has meant that facilities are provided for both existing and future communities, which in essence is the very definition of sustainable development.

3.13 Early informal engagement on the Local Plan Update has indicated that this approach is working.



149

SANGs are new or existing open spaces designed to attract visitors away from the Special Protection Area (Thames Basin Heath Special Protection Area) by providing an enjoyable natural environment for recreation such as dog walking.

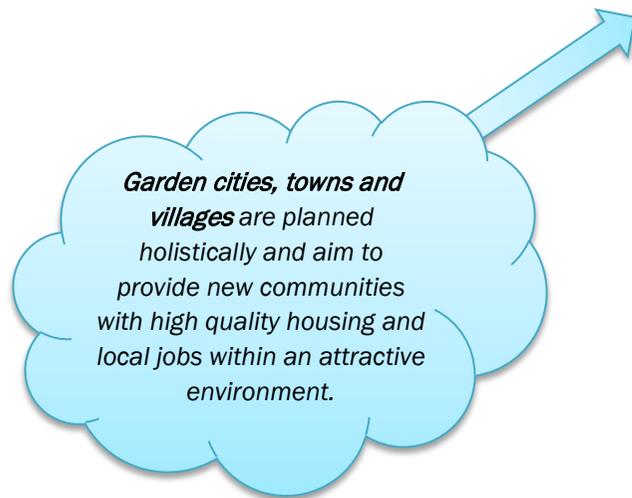
3.14 The recent introduction of CIL by the Council means we can secure funding towards infrastructure and services for the vast majority of developments including smaller schemes. Due to our SDL approach we have also been successful in bidding for government and other funding to support large scale growth that is not available for smaller schemes. This funding has included:

- £3.5m funding from Homes and Community Agency (HCA) - mainly funding the creation of the Delivery Team at the Council, including Planning, Transport, Legal and Flooding Officers, to ensure success of those major developments.
- £24m grant from the Government's Local Growth Fund for Strategic Road improvements
- £24.7m for Shinfield Eastern Relief Road (a loan granted by the Department for Transport)
- £4.6m 'Local Pinch Point' funding from central government which is intended to remove bottlenecks and improve congested roads/junctions e.g. Coppid Beech Junction, Station Link Road
- £1.5m Growing Places Fund loan from central government which is intended to support key infrastructure projects to unlock wider economic growth, which WBC have used towards providing extra car parking spaces, i.e. the decking of Carnival Pool car park
- Public Works Loan of £20m to help speed up the delivery of 1,500 pupil secondary school (cost £38m including land purchase), such as the Bohunt school in Arborfield.

3.15 The infrastructure that the SDLs will provide includes the following:

- New roads
- New **Suitable Alternative Natural Greenspace (SANG)** (eg. Rooks Nest Wood in Barkham), parks, open space and allotments
- New / improved sports facilities
- New primary and secondary schools
- New pedestrian / cycle links
- New district / neighbourhood centres, including retail and community facilities

3.16 Our approach to place shaping will be informed by a number of different considerations including legislation, government guidance; people's views, existing and emerging evidence. The



government's recent emphasis on [garden towns and villages](#) also provides a key context for new development on a large scale. This reflects much of the successful approach we have taken to date on the SDLs.

3.17 These garden town and village principles call for holistically planned new settlements that are beautiful, healthy and sociable. This approach looks at meeting the needs of current and future residents, providing a place where people can live at all stages throughout their life.

3.18 We have currently identified the options below.

Options for where development should go

Option 1: Continue the approach of a small number of large developments that provide for their own infrastructure needs based on garden town/village principles

Option 2: A large number of smaller developments around the Borough

Option 3: Do nothing and let the market dictate when and where development will take place

Option 4: Focus development at existing larger settlements

Option 5: Focus development at existing smaller settlements

Option 6: A combination of some / all of the above approaches

QUESTION 4a: Which option should the Council use for where development should go (its spatial strategy)?

QUESTION 4b: Are there any other options that we should be considering?



151

4 Housing

Meeting the housing needs of existing and future communities

4.1 We have the opportunity through the Local Plan process to take a plan-led approach to development. As set out in section 2, we need to consider how we can meet this need within the Western Berkshire Housing Market Area (HMA).

4.2 If we do not seek to accommodate the need within the HMA, then it is highly likely that a Planning Inspector, who publicly examines the Local Plan, will not find the plan to be legally compliant or 'sound'. This would mean that the Council would not be able to adopt the Local Plan Update and so would not be able to take a proactive approach to development and homes would be built in an unplanned way.

4.3 The NPPF requires Local Authorities to take a plan-led approach to development because "Local Plans are key to delivering sustainable development that reflects the vision and aspirations of local communities" (paragraph 150, NPPF). Without an up to date Local Plan we are potentially at risk of successful planning appeals that result in unplanned ad hoc development without the accompanying services, community facilities and infrastructure that new housing needs.

QUESTION 5a: Do you agree that we should plan to provide for the existing and future housing needs of people as identified in the Strategic Housing Market Assessment?

QUESTION 5b: How should we best plan to provide for these needs?



Mix of housing

4.4 To help build balanced and sustainable communities, we should provide a range of homes in terms of number of bedrooms, type of property and type of ownership (i.e. owner-occupied and private or social rented).

4.5 The SHMA (p.370 Table 140) has considered the range of homes likely to be needed by people in the years up to 2036. The following table therefore shows the recommended housing mix within the West of Berkshire.

Figure 6: Table 140 from the SHMA – Recommended Housing Mix Western Berkshire HMA 1

Type of ownership	1 bedroom	2 bedrooms	3 bedrooms	4+ bedrooms
Market	5-10%	25-30%	40-45%	20-25%
Affordable	30-35%	30-35%	25-30%	5-10%
All dwellings	15%	30%	35%	20%

4.6 To try to get a good range of housing types within the Borough we will need to have planning policies that require a mix of housing types to be built for developments over a certain size.

QUESTION 6: Do you think we should have a policy to ensure that a range of homes are provided? If not, what approach should we take?

¹ The percentage figures add up to 100% when the mid-point of the ranges given are taken and read across from left to right. The row 'All dwellings' refers to all new homes in the borough and provides the desired mix with the totals adding to 100%.

Affordable housing

4.7 Affordable housing is provided to eligible people whose needs are not met by the market. This eligibility is determined with regard to incomes and local houses prices. Currently there are three different types of affordable housing: social rented, affordable rented and intermediate. Further information on these can be found in our [Affordable Housing Supplementary Planning Document](#).

4.8 Wokingham Borough has a significant need for affordable housing that will continue to be high through the plan period. The SHMA confirms that there is a net need for 441 affordable homes per annum in the Borough (2013 – 2036). This means that that the Council must continue to seek affordable housing wherever possible, subject to viability. For a scheme to actually be built, it must be viable. This means that the costs applied to development such as affordable housing, design and infrastructure contributions, must still allow a competitive return to the land owner and developer.

4.9 New government guidance recommends that councils do not request affordable housing on sites of less than 10 dwellings. The Council's current affordable housing thresholds are lower than this government guidance. As set out in the Core Strategy and Managing Development Delivery plans, we require affordable housing to be provided on sites of at least 5 homes. This approach was justified by the evidence of a need for it as well as the results of a Borough-wide viability assessment and approved at examination.

4.10 The percentage of affordable housing required varies according to where the site is located and whether it is a **greenfield** site or a site that has been **previously developed**.

Previously Developed Land (PDL)

Land which is or was occupied by a permanent structure, excluding agricultural or forestry buildings and private residential gardens, parks, recreation grounds and allotments. ([NPPF glossary](#))

153

Greenfield

Land that has never been developed; it is not, nor has it ever been covered by a permanent structure. ([NPPF glossary](#))

QUESTION 7a: What policies are needed to ensure we seek to meet this need for affordable homes?

QUESTION 7b: On what size schemes i.e. at least X, should we require affordable homes to be provided?

Starter Homes

4.11 In March 2015, the Government introduced the concept of Starter Homes, which are homes for first-time buyers aged under 40, and which are sold at a minimum 20% discount below market value for the first occupier only. This discounted sale price is capped at £250,000 outside of London.

4.12 The government has recently consulted on technical guidance for Starter Homes, which proposed that 20% of new housing on sites of 10 units or more be provided as Starter Homes across the country. The government's plans are still uncertain but this emerging policy could affect the amount of traditional affordable housing (see paragraph 4.7) that could be provided. It could also affect the amount of services, community facilities and infrastructure that could be secured. Starter homes offer limited opportunities through Section 106 planning contributions to secure necessary infrastructure and no opportunities through the CIL tariff system.

***QUESTION 8a:** The Government is currently proposing that developments of 10 homes or more should provide 20% Starter Homes. If local authorities are given some discretion do you agree with this threshold or should we be looking to provide a different standard?*

***QUESTION 8b:** If there is discretion for local authorities to set their own Starter Home policy, should land be allocated for Starter Homes or should they be integrated within new developments?*

Self-build and Custom Build

4.13 The Government has recently published new planning legislation and guidance for providing for people who wish to build their own homes. This can include building a home yourself, getting others to build it for you or part of a community project ([see the Self Build Portal for further information](#)).

4.14 The Council maintains a register of people who wish to build their own homes. As at 6 June 2016, there were 43 individuals on the Self Build and Custom House Building Register. Where a house is considered to be self-build then there is no need to pay the Community Infrastructure Levy (tariff), which is used to help provide infrastructure.

***QUESTION 9a:** Should specific land be allocated for self-build plots or should they be integrated within new developments?*

***QUESTION 9b:** Should specific land be allocated for affordable self-build plots or should they be integrated within new developments?*



Gypsies & Travellers

4.15 Local planning authorities must assess the need for gypsy and traveller accommodation in their areas and, if a need is identified, seek to provide sites for that need. Wokingham Borough Council undertook a [Gypsy and Traveller Accommodation Assessment](#) (GTAA) in 2014, which found a need for 52 net additional pitches up until 2029.

4.16 A Gypsy and Traveller Local Plan (GTLP) was being progressed and we had consulted on the Issues and Options stage of consultation in August to September 2014 and the Preferred Options stage in June to July 2015. However, as many of the processes to be followed to produce the GTLP and the Local Plan Update are similar, gypsy and traveller provision will now be dealt with through the LPU rather than producing an additional document. This will ensure that traveller provision is treated similarly to housing provision as per the Government's aims, whilst allowing for changes in national policy.

4.17 This Local Plan Update will therefore re-assess the options for gypsy and traveller provisions and allocation of sites. Please find the previous draft options consultation for the GTLP [here](#). These previous options considered the distribution, size, type, phasing and access to/provision of services and amenities for sites.

QUESTION 10: Do you have any further views regarding provision of gypsy and traveller sites?



Alexandra Place Extra Care Home

Housing for Older People and Other Vulnerable Groups

4.18 The NPPF sets out that we should address the “needs for all types of housing and the needs of different groups in the community (such as, but not limited to, families with children, older people, people with disabilities, service families...)” (paragraph 159).

4.19 The SHMA indicates that the population of people aged 65 and older is expected to increase by 74.8% in the Western Housing Market Area between 2013 and 2036. This may also mean there is a need for additional specialist housing. In order to fully understand this older people’s housing need, the Council has commissioned a detailed review. This will give us information about the sorts of housing that are needed.

4.20 Specialist housing is needed for other vulnerable groups such as children and young adults leaving care and people with disabilities.

QUESTION 11a: Should the Council have a specific policy about accommodating Older People’s Housing Need?

QUESTION 11b: Should the Council have a specific policy which supports proposals for accommodation for other vulnerable groups?

5 Employment and Retail

Employment

5.1 If we are to ensure that Wokingham Borough continues to be 'a great place to live, an even better place to do business' we need a balance between housing and jobs. The [SHMA](#) takes into account employment growth as part of understanding our housing need. A separate study called the Economic Development Needs Assessment (EDNA) by the six Berkshire authorities, in conjunction with the Thames Valley Berkshire Local Enterprise Partnership (LEP), has been undertaken to understand what need there is for employment growth in terms of jobs up to 2036 and how much land this might require. Please see our economic evidence page on the [Council's website](#) for further information.

5.2 The Council's current policy approach is that the majority of employment growth within the Borough will occur in Core Employment Areas such as Winnersh Triangle Business Park and Molly Millars Industrial Estate, and on other identified employment sites. This will include the [Thames Valley Science Park](#) in Shinfield, which will provide a significant number of new high tech jobs, helping to meet our identified employment needs in the area.

5.3 This approach is also very focussed on preserving certain types of employment uses based around offices, industry and warehousing (these are known in planning as 'B' Use Classes). However, other types of uses, that don't fall within 'B' Use Classes, also create jobs and could complement such uses, i.e. a café.

***QUESTION 12:** Should the Council be more flexible in its approach to where employment growth should occur and the types of jobs that are considered to be employment uses?*

Different uses of land and buildings are split into various categories known as 'Use Classes'.

For more information see:

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

158



Green Park



Retail Space at Peach Place

159

Retail

5.4 Retail development and main town centre uses, which includes leisure, entertainment facilities, offices, arts, culture and tourism development, are currently concentrated in Wokingham Town Centre and other small town/district centres such as Woodley town centre, Twyford village centre and Lower Earley district centre. Guidance can be seen in the [Wokingham Town Centre Masterplan Supplementary Planning Document](#). An assessment is currently underway to find out how much need there is for additional retail or other main town centre uses.

5.5 Our current policy approach, in line with national guidance, is to protect and maintain the roles of all existing and new retail centres as well as local shopping centres. We are also currently planning to provide new local / district retail centres to serve existing and future communities by limiting new retail uses outside of these designated areas.

QUESTION 13: Do you think we should continue to apply the same policy approach to retail development? If not, how else do you think it could be delivered?



New bridge being installed over the M4

160

6 Infrastructure and Community

Infrastructure Planning

6.1 In drawing up the Local Plan Update, the Council will need to consider which items of infrastructure, including roads, schools, open space, and healthcare provision are essential to support the development proposed. This is likely to be published in an Infrastructure Delivery Plan (IDP).

6.2 The most recent Infrastructure Delivery Plan was produced in February 2015 to support setting the [Community Infrastructure Levy](#) (a charge on new development). The main headings in the IDP were Suitable Alternative Green Space (SANG), transport, education, green infrastructure, community/social infrastructure and public services. With a new development plan we will need to update this.

6.3 These new facilities and other infrastructure need to be maintained once in place and used by the community. The Council therefore requires contributions from developers for this maintenance for a set period of time. After this time, the cost of this must be covered by the Council tax payer. Whilst the Council has to be mindful of the financial burden on the developer, we need to balance this against the future local burden.

QUESTION 14a: What do you consider are the essential items of infrastructure necessary to support new communities?

QUESTION 14b: Do you consider that the Council should require developers to contribute towards maintaining infrastructure and over what time period?



Children's Play Park at Dinton Pastures

Open space

6.4 The Council's current policy approach relating to open space, sports and recreational buildings and land, is still considered to be consistent with the [National Planning Policy Framework \(NPPF\)](#).

6.5 Paragraph 74 of the NPPF (2012) states: 'Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

- an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss'.

QUESTION 15: Should the Council continue the policy approach of allowing the loss of open space, sports and recreational buildings and land as long as a suitable alternative is provided? If not, what approach should we take?

7 Flooding and Sustainable Urban Drainage

7.1 When assessing planning applications for new development the Council must try to minimise the risk of flooding. Development should be guided towards areas of the lowest flood risk first, whilst also considering the vulnerability of the proposed use such as a nursing home or a small business.

7.2 Development proposals must be consistent with the guidance in paragraphs 99-104 NPPF as well as the National Planning Practice Guidance ([NPPG](#)). Paragraph 99 of the NPPF states:

7.3 'New development should be planned to avoid increased vulnerability to the range of impacts arising from climate change. When new development is brought forward in areas which are vulnerable, care should be taken to ensure that risks can be managed through suitable adaptation measures, including through the planning of green infrastructure'.

7.4 Sustainable drainage systems ([SuDS](#)) such as rainwater harvesting, green roofs and swales should be incorporated into new developments where practicable, to meet the long term needs of the development and to achieve wider social and environmental benefits.

7.5 The NPPG ([Paragraph: 079 Reference ID: 7-079-20150415](#)) states that: 'new development should only be considered appropriate in areas at risk of flooding if priority has been given to the use of sustainable drainage systems'.



Swale: Shallow, grassy channels designed to store storm water run-off

QUESTION 16a: Do you agree with the current approach to flooding; minimising the risk of flooding and guiding development towards areas of lowest flood risk first? If not, what approach should we take?

QUESTION 16b: Do you think that the implementation of Sustainable Urban Drainage Systems should be required on all residential development including Minor applications for 1-9 dwellings? If not, what approach should we take?

8 Countryside

8.1 The Core Strategy and Managing Development Delivery (MDD) plans distinguish between built up areas and areas of the countryside using boundaries drawn around the Borough's towns and villages. Land outside these settlement boundaries is classified as countryside and policies are generally more restrictive. This approach has largely been successful in helping to shape places and managing development. Without such a mechanism in place, then it is considered that this could result in a loss of control leading to development in inappropriate and unsustainable locations.

8.2 Government guidance contained in the [National Planning Policy Framework \(NPPF\)](#) and National Planning Practice Guidance (NPPG) states: “*assessing housing need and allocating sites should be considered at a strategic level and through the Local Plan process... However, all settlements can play a role in delivering sustainable development in rural areas– and so blanket policies restricting housing development in some settlements and preventing other settlements from expanding should be avoided unless their use can be supported by robust evidence*” ([Paragraph: 001 Reference ID: 50-001-20160519](#)). It is therefore up to local planning authorities to consider what is appropriate in terms of development within various settlements.

QUESTION 17: *Should we continue to use our existing approach to managing development in the countryside? If not, what approach should we take?*

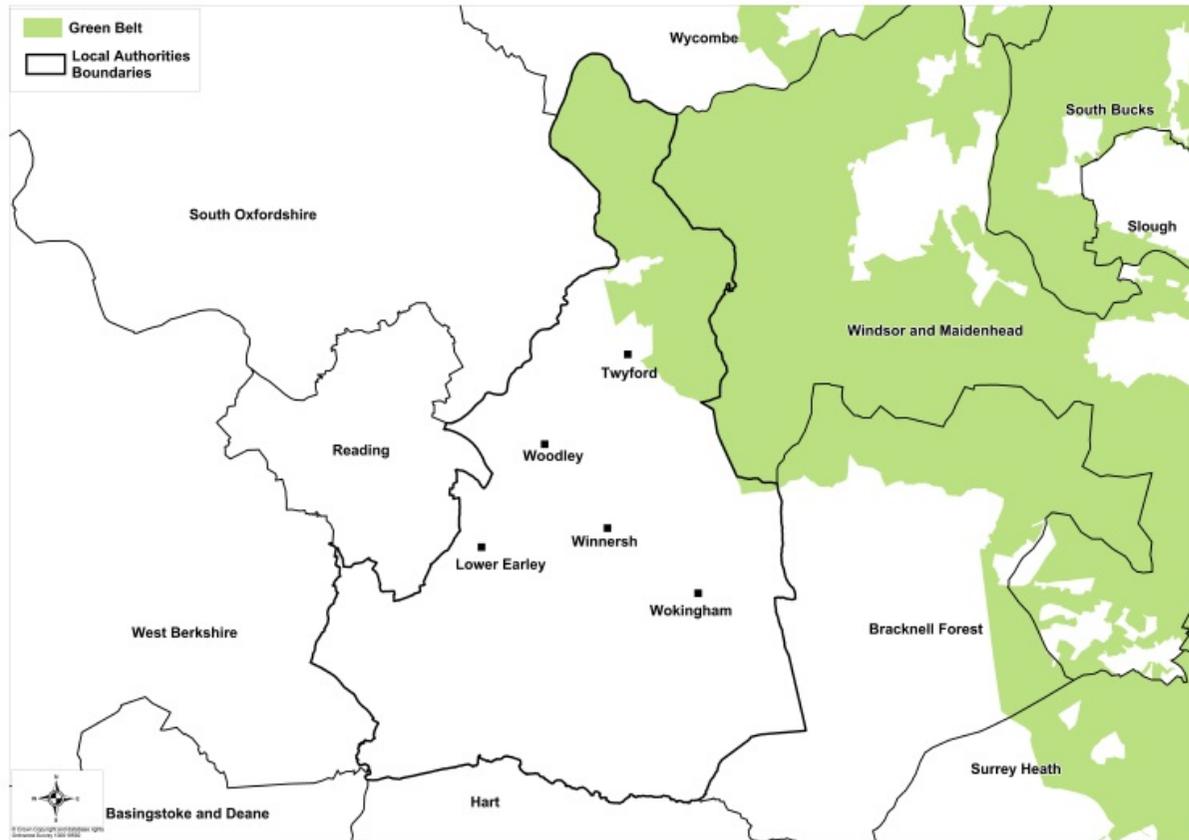
NB. Not all areas of countryside are designated Green Belt. See Section 9 below.



9 Green Belt

9.1 The original purpose of Green Belt land, which has existed since the 1947 Town and Country Planning Act, was about managing unrestrained urban sprawl – a consequence of housing growth. However, it is important to note that green belts were always seen as complementing the need for well-planned towns and cities, and this Act sat alongside the New Towns Act 1946.

Figure 7: The Metropolitan Green Belt in and around Wokingham Borough



9.2 Wokingham and Bracknell Forest Councils have jointly commissioned a review of their Green Belt land. The review seeks to assess how green belt land within the Boroughs of Wokingham and Bracknell Forest functions against the five purposes of the green belt, as defined in paragraph 80 of the [National Planning Policy Framework \(NPPF\)](#):

9.3 The Green Belt study concludes that within Wokingham Borough, Green Belt land makes at least a 'Contribution' to one or more of the five Green Belt purposes.

9.4 Paragraph 84 of the NPPF discusses the role of sustainable development when undertaking a Green Belt boundary review: *'When drawing up or reviewing Green Belt boundaries local planning authorities should take account of the need to promote sustainable patterns of development'*.

QUESTION 18: *Are there locations within the Green Belt for sustainable development that would warrant us looking at altering our Green Belt boundaries?*

10 Natural Environment

10.1 The [National Planning Policy Framework \(NPPF\)](#) requires us to set out a strategic approach and plan positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure. Reasonable measures have to be taken to avoid, minimise and mitigate the impacts of development on the biodiversity of a site as follows:

1. To avoid significant harm;
2. If significant harm cannot be avoided, then provide mitigation;
3. If there is still significant harm, compensatory measures must be provided.

10.2 Sites that are designated as being of nature conservation importance at an international or national level will be conserved and enhanced and inappropriate development will be resisted. Sites of national or international importance include Sites of Special Scientific Interest (SSSIs) and (located adjacent to the Borough) the Thames Basin Heaths Special Protection Area (TBH SPA). Sites of local importance include Local Nature Reserves (LNRs) and Local Wildlife Sites (LWS), Local Geological Sites and Ancient Woodland.



Nightjar

10.3 The Thames Basin Heath SPA spreads across a number of local authorities within the counties of Surrey, Hampshire and Berkshire. The Heath provides a habitat for the Nightjar, Woodlark and Dartford Warbler, which are all protected species. Whilst Wokingham Borough does not include any of the TBH SPA within its boundaries, parts of the Borough do lie within the protected buffer zone of the SPA (between 5km and 7km) and therefore any proposals for development within the buffer zone must demonstrate that adverse impacts to the SPA are avoided and mitigated. The creation of Suitable Alternative Natural Greenspace (SANG) is advocated by Natural England (previously English Nature) as a way of encouraging the occupants of new development to visit alternate sites, taking visitor pressure away from the SPA.

QUESTION 19: Do you agree with the Council continuing this approach to protecting designated nature conservation sites? If not, what approach should we take?

11 Heritage & the Historic Environment

For more information on the Borough's Conservation Areas and Listed Buildings please see our website here:

<http://www.wokingham.gov.uk/planning-and-building-control/development/listed-buildings-and-conservation-areas/>

167



The Bull Inn, Sonning, Grade II* Listed

11.1 Wokingham Borough contains a number of designated heritage assets. The Nationally designated assets include Statutorily Listed Buildings (Grade 1, 2* and 2), Scheduled Monuments and Historic Parks and Gardens. The locally designated assets include Areas of Special Character, Buildings of Traditional Local Character and some Locally Listed Historic Parks and Gardens. The Borough also contains 16 Conservation Areas, each of which has special architectural and historic interest and special efforts are made to preserve these areas.

11.2 Paragraph 126 of the NPPF states: *'Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance. In developing this strategy, local planning authorities should take into account:*

- *the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- *the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;*
- *the desirability of new development making a positive contribution to local character and distinctiveness; and opportunities to draw on the contribution made by the historic environment to the character of a place'.*

11.3 When considering development proposals in areas of high archaeological potential, the Council consult with Berkshire Archaeology and with developers to ensure that appropriate measures are taken to protect preserve and record archaeological remains.

QUESTION 20: *Do you agree that we have got the right level of protection for our heritage assets? If not, what approach should we take?*

For more information about water efficiency, accessibility & adaptability / security and internal living space, please see:

<http://planningguidance.communities.gov.uk/blog/guidance/housing-optional-technical-standards/>

12 Sustainable Design

Housing Standards

12.1 Central government has set technical standards for new housing for the following:

- Water efficiency
- Accessibility and adaptability / Security
- Internal living space

Water Efficiency

12.2 All new homes have to meet the required standard of 125 litres of water consumption per person per day under Building Regulations (a separate regulatory approach compared to planning). Where there is a clear local need, we can have new planning policies requiring new homes to meet a tighter Building Regulations optional requirement of 110 litres per person per day (through 'opting in').

12.3 Wokingham Borough is served by Thames Water. The geographical area covered by Thames Water is classified as an area of serious water stress in the publication '[Water stressed areas – final classification](#)' by the Environment Agency. The report states that efficient use of water is particularly important in this geographical area. The Council currently has a Local Plan policy, meaning the tighter requirement can be used.

Accessibility and Adaptability / Security

12.4 The Code for Sustainable Homes, which was used to regulate accessibility, adaptability and security, is now obsolete. New minimum standards relating to security of homes are also included in the Building Regulations.

12.5 We are able to set higher standards than those in the Building Regulations, enabling us to provide safer and more accessible homes. Two levels of optional standards are set out in the Building Regulations, Category 2 and 3.

12.6 Category 2 (accessible and adaptable dwellings) deals with matters such as the dimensions and location of car parking, level access, internal dimensions and location of things such as switches and sockets.

12.7 Category 3 (wheelchair user dwellings) is more specifically suited to wheelchair adaptation and includes more detailed requirements, for example, provision of a lift shaft for homes of more than one level.

12.8 Local plans can specify what proportion of new housing should be within each of these categories.

Internal Living Space

12.9 Central government has set out minimum living space standards in ['Technical housing standards – nationally described space standard'](#). This contains a minimum amount of space for different types of rooms, internal storage and ceiling heights. The Council must 'opt in' through a Local Plan policy in order to apply these standards. The Council currently has a Local Plan policy meaning these standards can be applied.

QUESTION 21a: *Should we 'opt in' to the tighter Building Regulations requirement for water efficiency? If not, please explain why.*

QUESTION 21b: *Should we specify what proportion of new housing should be within Categories 2 accessible and adaptable dwellings and 3 wheelchair user dwellings? If not, please explain why.*

QUESTION 21c: *Should we 'opt in' to central government's minimum living space standards? If not, please explain why.*

13 Other policy areas

13.1 There are a number of other issues which are covered by existing policies that the Council may need to consider in the Local Plan Update. The overall scope can be seen in the 'Notice of Intention Scope of Local Plan' at the end of this document.

13.2 Other than those areas and the areas discussed in this document, there are no other major topics that we consider need to be addressed. However, if you think we should be addressing any additional policy areas, please let us know.

***QUESTION 22:** Are there any other areas that you would like to see dealt with in the Local Plan?*

**Planning and Compulsory Purchase Act 2004
The Town and Country Planning (Local Development) (England) Regulations 2012**

Regulation 18 Notice of Intention to Prepare a Local Plan Development Plan Document

Comments on the proposed scope and content of the Local Plan Development Plan Document (DPD) should be submitted during the 8 week consultation period running from Thursday 4th August 2016 to 4pm Friday 30th September 2016.

Wokingham Borough Council is preparing a Local Plan Development Plan Document (DPD). The Council is required to notify specified bodies and persons of the subject of the DPD which it proposes to prepare and invite each of them to make representations to the Council about what the DPD ought to contain. The Council's proposals are set out below.

- The scope of the Local Plan Update (LPU) is to provide a spatial strategy, strategic objectives, strategic spatial and topic based policies, development management policies and site allocations
- The LPU will relate to the administrative area of Wokingham Borough Council and will guide and deliver the sustainable growth of the Borough to 2036
- The LPU will include specific policies for Gypsies, Travellers and Travelling Showpeople (now incorporating the Gypsy & Traveller Local Plan)
- The LPU will not include specific minerals and waste policies
- Consultation on the LPU will be guided by the Statement of Community Involvement and a Duty to Cooperate Statement
- A revised Local Development Scheme has also been published to set out the timetable for the adoption of the LPU

The Council will take into account any representations made to them in response to this invitation.

Further detail on the proposed content of the DPD can be found in the Issues and Options document following. Views are sought through this public consultation.

Local Plan Update Issues & Options
Wokingham Borough Council
Civic Offices, Shute End
Wokingham
Berkshire RG40 1WR

Telephone: (0118) 974 6478
Email: lpu@wokingham.gov.uk



TITLE	Health and Safety Annual Report 2015/16
FOR CONSIDERATION BY	The Executive on 28 July 2016
WARD	None specific
STRATEGIC DIRECTOR	Graham Ebers, Director Finance and Resources
LEAD MEMBER	Pauline Jorgensen, Executive Member for Resident Services

OUTCOME / BENEFITS TO THE COMMUNITY

The Council has a legal duty to protect the health and safety of its employees and other people who come into contact with the Council's services e.g. service users, pupils, contractors etc.; the standard of that duty is set by law with employers required to do what is considered to be 'reasonably practicable'.

The effective management of health and safety is an essential part of good corporate governance; furthermore, the active management of accidents at work is essential, not only to protect our employees and others but to also minimise financial loss through employee absence and other direct and indirect related costs.

The legal responsibility and thus accountability for health and safety lies with the employer. In addition to service staff, the Authority is the employer in the case of community schools, community special schools, voluntary controlled schools, maintained nurseries and pupil referral units. A Governing Body is the employer in respect of foundation schools, voluntary aided schools, academies and free schools.

Wholly owned subsidiaries of Wokingham Borough Council operate as separate companies and are employers in their own right; as such they must discharge their own health and safety statutory duties. The Council's Health and Safety Annual Report 2015/16 does not include the health and safety performance of its companies; it is up to those boards to monitor and review their own internal health and safety performance.

RECOMMENDATION

The Executive is requested to:

- 1) note the corporate health and safety performance for 2015/16; and
- 2) endorse the approach described and the health and safety priorities for the current municipal year.

SUMMARY OF REPORT

The purpose of this report is to introduce the Wokingham Borough Council Health and Safety Annual Report 2015/16 for consideration by the Executive. Whilst not a statutory report, the preparation and issue of an annual health and safety report by a local authority (a health and safety regulator in its own right) in respect of its own internal health and safety reflects good practice and provides assurance to senior levels.

The annual report relates to occupational health and safety in respect of this Authority's services and community schools and provides:

- a summary of the corporate health and safety performance during the reporting year;
- an update on the progress made to date in respect of the three year corporate Health and Safety Plan which provides the mechanism for the formal follow through and tracking of actions to support the key objectives for health and safety; and
- for recommendations in relation to the corporate health and safety priorities for action during the current municipal year.

Background

The Health and Safety Annual Report 2015/16 is a high level report that looks back at internal health and safety performance during that period, highlighting the main achievements over the year and outlining key priorities for the current year.

The annual report is transparent; it provides stakeholders with information on health and safety performance to enable an understanding of the key issues facing Council staff and provides assurance to the Executive that the main risks have been identified, appropriately prioritised and are being adequately addressed.

The annual report is reviewed internally by various management and staff consultation groups; the Corporate Leadership Team and the central employee consultation forums for services and schools receive supplementary information in the form of statistical charts with data breakdowns, for example, by work area and hazard type to aid analysis, identification of trends and patterns and to support the ongoing development of suitable risk prevention strategies.

Analysis of Issues

In overall terms the Council's internal health and safety performance for 2015/16 can be viewed as positive.

Services

- Incident reporting levels for services remain fairly static with the majority of reports coming from staff working at the Bridges Resource Centre, something to be expected of a facility providing care for disabled children and young persons.
- With regard to the remaining incident reports, there were no discernible trends other than a reduction in slips and trips from eight during the previous year to three.
- Of the total 44 incidents reported by service employees, 42 fell into the classifications of minor or no injury incidents.
- Statutory notifications under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in respect of serious injuries sustained by employees remained the same as last year at two reports for services. The fall injury has led to efforts to improve general housekeeping within workplaces through awareness raising and reinforcing the need for personal responsibility by all.
- The Council's reportable injury rates for employees are considerably lower than the most recently published national average for comparable sectors. All of the Council's RIDDOR incidents are subjected to a detailed corporate investigation and appropriate remedial action was taken in all cases.
- RIDDOR requires for work related injuries involving members of the public to be reported where the injured person was taken straight to hospital for treatment. The one report of this nature during 2015/16 involved a young child who trapped their finger in a toilet door at Dinton Countryside Park; the necessary action was taken to prevent a recurrence which included checks of all internal and external doors.
- Steady progress has been made against the Health and Safety Plan; one area of note has been the review of the Council's arrangements for protecting staff from the risks associated with lone working and violence at work. A report with findings and recommendations is due to go forward to CLT in the near future.

Schools

- Incident reports raised by the workforce in community schools increased from 286 in 2014/15 to 370 in 2015/16. As with previous years the vast majority of reports come from the two special schools; 261 from Addington School and 36 from Southfield School. Mainly with minor outcomes, this information is vital to the ongoing development of individually tailored behaviour/support plans designed to protect staff and pupils alike. As a learning organisation and in line with good practice, the Council encourages a positive reporting culture across its workforces.
- Of the 370 incidents reported by the schools workforce, 17 were no injury incidents and 352 sit within the 'minor injury' classification.
- In the case of 16 out of the 352 minor injury incidents the outcome was more serious in that sickness absence and/or a visit to the hospital was involved; however, for classification purposes major injuries relate to the categories used in RIDDOR i.e. specified injuries e.g. fractures and amputations and injuries resulting in the employee being unable to work or carry out their normal duties for 7 days or more.
- Aside of SEN related incidents, the trend of slips and trips for the school workforce continues with a rise from 21 incidents in 2014/15 to 28 during 2015/16 with poor housekeeping and food debris on dining hall floors representing the main causes. The Schools' Workforce and Health and Safety Committee will be reviewing this trend in the near future and discussing what more can be done to address this hazard type.

Analysis of Issues (continued)

- The number of RIDDOR reports in respect of serious injuries sustained by school employees reduced from three in 2014/15 to one in the current reporting year whereby a teaching assistant tripped over the edge of a built up sandpit, fracturing and dislocating her elbow.
- The one RIDDOR report relating to a non-employee involved a primary school pupil who fractured her arm on falling awkwardly when participating in a high jump event.
- The annual report lists some of the highlights from 2015/16 and in respect of schools the seeking health and safety assurance programme proved to be successful in that the new approach not only helped schools develop their local competencies, it also provided the Authority with assurance that key risks were being effectively managed.

Health and Safety Priorities for 2016/17

Moving forward to the current year, the HR Service is working on a number of key projects designed to support the continuous improvement of the Council's health and safety management system, the most significant of which spans both workforces; with an overall theme of sensible and proportionate risk management, it involves a complete review and repositioning of health and safety reference material to aid managers and Headteachers in fulfilling their delegated health and safety responsibilities.

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	Yes	
Next Financial Year (Year 2)	£0	Yes	
Following Financial Year (Year 3)	£0	Yes	

Other financial information relevant to the Recommendation/Decision
--

None

Cross-Council Implications

Health and safety is a cross cutting issue that should be given due consideration and be integrated into all the Council's decisions and priorities.
--

List of Background Papers

The Management of Health and Safety at Work Regulations 1999 and 'Managing for Health and Safety' (HSG65), a guide for employers published by the HSE.
--

Contact: Graham Ebers	Service: Finance and Resources
Telephone No: (0118) 974 6557	Email: graham.ebers@wokingham.gov.uk
Date: 14 July 2016	Version No. One

This page is intentionally left blank



WOKINGHAM
BOROUGH COUNCIL

Health and Safety in Wokingham Borough Council

Annual Report 2015/16

FOREWORD

As a local authority one of our statutory duties is to regulate health and safety in other workplaces and, as such, we feel it important we set a good example to others and one way we do that is through this report. For over a decade now Wokingham Borough Council has produced and shared publically its annual report outlining internal health and safety performance and priorities, along with that of our community schools as a whole.

We place great importance on protecting the health, safety and welfare of our employees and others as we continue to take a sensible and proportionate approach to health and safety management. As an organisation we firmly believe in learning lessons from accidents, incidents and other performance related information, sharing good practice internally, and, where possible, externally.

There has been a change to the format of this report this year, not only to make it more straightforward and easier to understand but to also bring it up to date with the Health and Safety Executive's (HSE) latest guidance in relation to the management of health and safety. The 'Plan, Do, Check, Act' approach treats health and safety management as an integral part of good management generally, rather than as a stand-alone system; the sections of this report have been aligned to reflect that model, outlining the key elements of the Council's health and safety management system and the progress made during 2015/16 against our corporate plan for internal health and safety.

As every successful organisation knows, a positive health and safety culture is reliant on the commitment and participation of the entire workforce; as I do with every annual report, I take this opportunity to acknowledge everybody's input and efforts passing on a particular note of thanks to the many individuals across the organisation who make additional contributions by carrying out valuable roles such as first aiders, fire wardens and risk assessors.



Andy Couldrick
Chief Executive
Wokingham Borough Council

PLAN

Wokingham Borough Council (the Council) is committed to providing its employees with safe working conditions and having effective arrangements in place for the management of health and safety. Our aim is to set and maintain sensible and proportionate standards of health and safety management to protect our staff and those others who may be affected by our activities; in doing so we can also minimise losses to our Council, both financial and reputational, from work-related ill health and injuries.

The Council's health and safety policy is reviewed and updated each year; jointly signed by the Chief Executive and the Wokingham Borough Mayor, the policy signals the Council's commitment to health and safety and sets out the direction for service departments and our community schools to follow.

Roles and responsibilities for health and safety are defined and a framework for managing health and safety has been put in place.

DO

Corporate Leadership Team

The Corporate Leadership Team (CLT) leads on the overall direction for internal health and safety and monitors progress of the Council's three year health and safety plan. The Finance and Resources Director, along with an Elected Member have been designated as the leads for internal health and safety matters.

Health and safety consultation with employees

In addition to consultation arrangements at the local level, changes to policies, plans or decisions affecting the health, safety and welfare of employees are discussed by two parallel central committees consisting of workforce and management representatives. The quarterly Corporate Works Council for service employees is chaired by the Chief Executive whilst the Council's Head of Learning and Achievement is the Chair of the Schools' Workforce and Health and Safety Committee which meets on a termly basis.

Provision of competent advice

In-house health and safety professionals are on hand to provide technical advice on all aspects of health and safety at work to assist and enable CLT, managers and Headteachers to discharge their health and safety responsibilities.

Training

Based on identified needs, training in the core health and safety competencies is delivered by either in-house trainers, external specialist training providers or via an e-learning platform; examples of the courses available centrally include: risk assessment; fire warden, first aid; asbestos awareness and managing team

stress. Where technical, job specific health and safety training is required this is organised at local level.

Framework for health and safety management

Linking to the three year plan in which the overall priorities are determined by risk, the Council's framework for health and safety management converts the health and safety policy into action; it includes, amongst others, arrangements for occupational health, risk management, incident reporting and investigation.

Progress during 2015/16 against the corporate plan for health and safety included the following:

- completion of the schools' seeking health and safety assurance programme; a process involving guided self-evaluation supported and supplemented by a corporate review
- follow through on the health, safety and welfare issues raised by staff in the services' 2015 Employee Engagement Survey
- promoting and better enabling the reporting of incidents, accidents and near miss events
- a review of the Council's arrangements for protecting staff from the risks associated with lone working and violence at work

CHECK

Incident Reports

It is our internal policy for all accidents and incidents (no matter how minor), work-related ill health and near miss events to be formally reported, investigated and for suitable remedial action to be taken.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain specified work-related accidents to be reported to the HSE.

The Corporate Health and Safety Team undertake the routine monitoring of all incident reports to enable the wider identification of emerging trends and to ensure actions to prevent recurrences are appropriate, proportionate and timely. In addition, statistical data is reviewed by management and staff groups.

Where incidents of a more serious nature occur investigations are more exacting and extensive and as such are overseen by the Corporate Health and Safety Team to ensure that the root cause(s) are established with suitable follow up action identified and taken.

During 2015/16 no enforcement action was taken against the Council for breaches of statutory health and safety duties nor were any Improvement Notices or Prohibition Notices served upon the Council by the HSE.

Incidents – Services

Table 1 shows the total number of reports raised by service employees across a three year period.

Table 1 the total number of reports by service employees across a three year period

Type	2013/14	2014/15	2015/16
Deaths	-	-	-
RIDDOR - specified injury	-	1	-
RIDDOR – over 7 day injury	-	1	2
Minor injury	32	40	33
Near miss events	12	11	8
Verbal abuse	1	-	1
Work related ill health	-	-	-
Total	45	53	44

Note. 2015/16 service employee numbers = 1,100 – 1,200

During 2015/16, service employees reported a total of 44 incidents; although a reduction on the previous year, in comparative terms across the three year period the numbers of reported incidents for this element of the workforce have remained relatively static. Of the 44 incidents, 33 resulted in minor injuries such as bruising, cuts, sprains and strains whilst 9 were non injury events that presented the organisation with opportunities to learn lessons. There were three injury incidents that had the potential for a RIDDOR notification of which two required a report to the HSE.

25 reports relate to employees working with children and young people with learning and/or physical disability disabilities, all of which resulted in minor or no injuries. Good reporting of incidents in such areas helps inform individual care plans and risk assessments to help protect all concerned.

RIDDOR reports – services

Table 2 shows the total number of RIDDOR reportable events relating to Council services across a three year period.

Table 2 the total number of RIDDOR reports for services across a three year period

RIDDOR Category	2013/14	2014/15	2015/16
Deaths	-	-	-
Specified injuries to employees	-	1	-
Over 7 day injuries to employees	-	1	2
Occupational diseases	-	-	-
Dangerous occurrence	-	1	-
Injuries to non-workers	1	1	1
Total	1	4	3

When comparing reporting trends year on year, the number of RIDDOR reports within the Council's service areas remains comparatively static.

In relation to the employee injury RIDDOR reports, both incidents resulted in over 7 days incapacitation; one due to a manual handling injury whilst working outdoors on a Council site, the other a fall within a Council workplace.

For comparison purposes, the provisional national statistics produced by the HSE for employees working in public administration in 2014/15 gave an average RIDDOR reported injury rate of 254 per 100,000 employees; the equivalent reportable injury rate for Council service employees was 171.7 in 2015/16, a figure significantly lower than the most recent published national average.

The one non-employee injury RIDDOR report during 2015/16 related to a child who received hospital treatment following a finger entrapment incident in respect of a door on Council premises.

Incidents – Schools

Table 3 shows the total number of reports raised by employees in community schools across a three year period.

Table 3 the total number of reports by school employees across a three year period

Type	2013/14	2014/15	2015/16
Deaths	-	-	-
RIDDOR - specified injury	2	3	1
RIDDOR – over 7 day injury	1	-	-
Minor injury	124	270	352
Near miss	4	13	15
Verbal abuse	-	-	2
Work related ill health	-	-	-
Total	131	286	370

Note. 2015/16 school employee numbers = 3,300 – 3,400

During 2015/16 employees in community schools reported a total of 370 incidents, 29% up on the previous year. The incremental increase in reporting levels over the three year period continues to represent the positive reporting culture in special schools that cater for the often complex and challenging requirements of pupils with special educational needs. In the majority of cases the outcome for the staff member was minor, for example, a scratch, bruise or temporary discomfort; however, the employees' diligence in incident reporting provides school management teams with an opportunity to review and update individual pupil behaviour management plans and in doing so help support and protect all parties.

Across schools more generally, a discernible, continuing trend is that of slips and trips; this hazard type remains an ongoing priority for the Schools' Workforce and Health and Safety Committee who oversee risk prevention strategies and lead on employee awareness raising initiatives.

On 16 occasions the injured employee went to hospital (in most cases a precautionary visit and none of the employees involved were detained) and / or was absent from work for a short period of time. None of these incidents fell into the RIDDOR reportable category.

Table 4 the total number of RIDDOR reports for schools across a three year period

RIDDOR Category	2013/14	2014/15	2015/16
Deaths	-	-	-
Specified injuries to employees	2	3	1
Over 7 day injuries to employees	1	-	-
Occupational diseases	-	-	-
Dangerous occurrence	-	-	-
Injuries to non-workers	1	-	1
Total	4	3	2

The one RIDDOR reportable incident relating to the 'specified injury' of an employee followed an event where a school employee tripped over the support bar of a wooden sandpit; a fracture injury resulted.

As a benchmark for RIDDOR reporting within the school employees category, the HSE gives a reportable injury rate for the education sector in 2014/15 as 144.1 injuries per 100,000 employees; using the same formula, the Council's reportable injury rate for education in 2015/16 is considerably lower at 29.2.

The single 2015/16 non-employee injury RIDDOR report related to a pupil who suffered a fractured arm whilst taking part in a high jump activity at a school.

ACT

The Council's three year Health and Safety Plan includes the following key objectives for 2016/17:

- To review health and safety reference material and improve intranet content with the aim of providing managers and Headteachers with straightforward, practical and easy to use guidance.
- Deliver a new health and safety induction training programme for service managers to better reflect the needs of the individual.
- Building upon the successful seeking health and safety assurance model rolled out across community schools during 2015/16, to develop and deliver a similar programme to support managers working in the service areas.

This page is intentionally left blank